



AGENDA

PUBLIC INPUT

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DECLARATION OF INTEREST**
- 4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
- 5. ADMINISTRATIVE ENQUIRIES**

6. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- a. Regular Meeting of Council, February 23rd 2023 – page 2-6
- b. Regular Meeting of Council, December 12th, 2022 – page 6-13
- c. Regular Meeting of Council, October 17th 2022– page 14-17
- d. Regular Meeting of Council, September 27th, 2022– page 18-19
- e. Regular Meeting of Council, September 13th, 2022 - page 20-24

7. INFORMATION ONLY

- a. Monthly Policing Report for February 2023 – page 25-30

8. COMMITTEE REPORTS

- a. Public Works Monthly Report for February – page 31-35
- b. Recreation Monthly Report for February – page 36-42
- c. Tourism and Economic Development Report for February – page 43-47
- d. Emergency Services Monthly Report for February – page 48-52
- e. Municipal Services Monthly Report for February – page 53-55
- f. Excused Absence – page 56
- g. Emergency Plan Report – page 57-182
- h. Community Housing Plan – page 183-184
- i. Letter of Support for Hay River Harbour Restoration – page 185

9. NEW BUSINESS

- a. Letter of Support for Cheetah Resources – page 186-187
- b. 2022 Unaudited Financial Statements – page 188-189
- c. Recreation Rates Revisions – page 190-200
- d. Emergency Measures Bylaw Report – page 201-208

10. BYLAW

- a. Bylaw 2190/PS/23 Emergency Measures Bylaw – First and Second Reading – page 209-215

11. IN CAMERA

- a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)

12. ADJOURNMENT



REGULAR MEETING MINUTES February 20th, 2023

The Regular Meeting of Council was held on Monday, February 20th, 2023 at 6:30pm

Present: Deputy Mayor Dohey, Councillors, Chambers, Duford (on phone), Wall, Groenewegen (on phone)

Staff: SAO – Glenn Smith, Director of Public Works – Brad Harrison, Stephane Millette – Director of Recreation & Council Administrator – Stacey Barnes, Director of Protective Services – Travis Wright

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#23-025

MOVED BY CLLR Chambers

SECONDED BY: CLLR Wall

Add Cllr Willows to Excused Absence

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, February 20th, 2023

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

There were no announcements for the Regular Meeting of Council, Monday, February 20th, 2023

5. ADMINISTRATIVE ENQUIRIES

6. ADOPTION OF MINUTES

a. Regular Meeting of Council – January 23rd, 2023

#23-026

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WALL

CARRIED

7. INFORMATION ONLY

a. Mayor's Monthly Policing Report for January 2023



REGULAR MEETING MINUTES February 20th, 2023

8. COMMITTEE REPORTS

a. RECOMMENDATION:

#23-027 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for January 2022.

carried

b. RECOMMENDATION:

#23-028 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for January 2023 as presented.

carried

c. RECOMMENDATION:

#23-029 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of January.

carried

d. RECOMMENDATION:

#23-030 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for December 2022 as presented.

carried

e. RECOMMENDATION:

#023-031 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints as Members to the 2023 Board of Revision the following:

- **Steve Anderson**
- **Liam Dean**



REGULAR MEETING MINUTES February 20th, 2023

- Brian Kovatch
- Vince McKay
- Lynn Readman
- Doug Swallow

And approves the new rate of Honoraria for each Chairperson and other Members to the Board of Revision from \$50 per Board hearing to \$50 per hour minimum to \$200 per day maximum.

Carried

f. RECOMMENDATION:

#23-032

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to progress with the Asset Management Project as detailed in the Asset Management Roadmap and identified in the 2023 10 Year Capital Plan through the purchase and implementation of NexGen software not to exceed the approved capital and operational budgets.

Carried

g. RECOMMENDATION:

#23-033

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows, Bouchard, Wall and Duford from the Standing Committee of Council, Monday, February 6th, 2023.

Carried

9. NEW BUSINESS

a. RECOMMENDATION:

#023-034

MOVED BY: CLLR WALL
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Bouchard from the Regular Meeting of Council, Monday, February 20th, 2023

CARRIED



REGULAR MEETING MINUTES February 20th, 2023

b. RECOMMENDATION:

#23-035 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January 2023 as presented.

CARRIED

c. RECOMMENDATION:

#23-036 **MOVED BY: CLLR WALL**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for January 2023 as presented.

CARRIED

10. IN CAMERA

#23-037 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: CLLR WALL

That the Council of the Town of Hay River move to In Camera at 7:09pm.

CARRIED

#23-038 **MOVED BY: CLLR WALL**
SECONDED BY: CLLR CHAMBERS

That the Council of the Town of Hay River move out of In Camera At 7:56PM.

CARRIED

11. NFTI MOTION

#23-039 **MOVED BY: CLLR WALL**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to pursue remedies to collect arrears and terminate tenancy of NFTI lease.

Carried



REGULAR MEETING MINUTES February 20th, 2023

12. ADJOURNMENT

#23-040

MOVED BY: CLLR DUFORD

That the Regular Meeting of Council be adjourned at 7:57pm.

CARRIED

Certified Correct as Recorded on the 20th Day of February 2023

These minutes were accepted by motion #_____



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

The Regular Meeting of Council was held on Monday, December 12th, 2022 at 6:30pm

Present: Mayor Kandis Jameson, Councilors Bouchard, Duford, Wall, Groenewegen and Willows

Staff: SAO – Glenn Smith, ASAO Director of Public Works – Brad Harrison, Director of Finance – Abena Nyarko, Director of Recreation – Stephane Millette, Director of Protective Services – Travis Wright & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#22-235

MOVED BY CLLR GROENEWEGEN

SECONDED BY: CLLR WALL

Add 7d) Excused Absence for Cllr Dohey and Chambers

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, December 12th, 2022

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Groenewegen – 2023 Arctic Winter Games tryouts have been happening, congrats to the participants and Thank you to the Volunteers

SAO Smith – Welcome the Director of Finance - Abena

SAO Smith – Past Councillor Dawna O'Brian as passed away, condolences to her family.

5. ADMINISTRATIVE ENQUIRIES

6. NEW BUSINESS

a. RECOMMENDATION:

#022-236

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for October 2022.

Carried



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

b. RECOMMENDATION:

#22-237

MOVED BY: CLLR DUFORD

SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Development and Building Permit Report for the month of September and October 2022.

carried

c. RECOMMENDATION:

#22-238

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for October 2022 as presented.

carried

d. RECOMMENDATION:

#22-039

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for October 2022 as presented.

carried

e. RECOMMENDATION:

#22-240

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for October 2022 as presented.

carried

f. RECOMMENDATION:

#22-241

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of October.

carried

g. RECOMMENDATION:

#22-242

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR WILLOWS



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the updates and minutes from the Public Hearing, October 5, 2022, on Bylaw No. 2444-22b – Zoning and Building Bylaw.

carried

h. RECOMMENDATION:

#22-243 MOVED BY: CLLR CHAMBERS
 SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Bouchard and Councillor Wall from the Standing Committee of Council, Monday, November 7th, 2022.

carried

i. RECOMMENDATION:

#22-244 MOVED BY: CLLR WILLOWS
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the September (Q3) 2022 O and M Report with Forecast revisions as recommended by the Finance Committee.

carried

j. RECOMMENDATION:

#22-245 MOVED BY: CLLR WILLOWS
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the September (Q3) 2022 Capital Report with Forecast revisions as recommended by the Finance Committee.

carried

k. RECOMMENDATION:

#22-246 MOVED BY: CLLR WILLOWS
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the report and presentation on the Ten-Year Capital Plan, as recommended by the finance committee.

carried

l. RECOMMENDATION:

#22-247 MOVED BY: DEPUTY MAYOR DOHEY
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Bouchard, Councillor Groenewegen and Councillor Chambers from the Standing Committee of Council, Monday, November 14th, 2022.

Carried



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

m. RECOMMENDATION:

#22-248 **MOVED BY: CLLR GROENEWEGEN**
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2023 Consolidated O&M and Capital budgets as presented and recommended by the Finance Committee.

carried

n. RECOMMENDATION:

#22-249 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Bouchard from the Standing Committee of Council, Monday, November 21st, 2022.

carried

o. RECOMMENDATION:

#22-250 **MOVED BY: CLLR GROENEWEGEN**
SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for November 2022.

carried

p. RECOMMENDATION:

#22-251 **MOVED BY: CLLR CHAMBERS**
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for November 2022 as presented.

carried

q. RECOMMENDATION:

#22-252 **MOVED BY: CLLR WILLOWS**
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for November 2022 as presented.

Carried



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

r. RECOMMENDATION:

#22-253 **MOVED BY: CLLR BOUCHARD**
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for November 2022 as presented.

carried

s. RECOMMENDATION:

#22-254 **MOVED BY: CLLR WILLOWS**
SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER request Administration to apply to the Government of the Northwest Territories to acquire Headlease for the Un-surveyed parcel of land (as per attached sketch) located on Paradise Gardens area.

Also, for Administration to prepare an Acquisition Bylaw to submit to Council.

carried

t. RECOMMENDATION:

#22-255 **MOVED BY: CLLR BOUCHARD**
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards the Sidewalk Snow and Ice Control Tender to JD Contracting for a term ending May 2025 (3 years)

carried

7. NEW BUSINESS

a. RECOMMENDATION:

#22-256 **MOVED BY: CLLR GROENEWEGEN**
SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints the following Council and Administrative representatives as bank signing authorities: Mayor Kandis Jameson, Deputy Mayor Keith Dohey, Senior Administrative Officer Glenn Smith, Assistant Senior Administrative Officer Patrick Bergen and Director of Finance and Administration Abena Nyarko.

carried

b. RECOMMENDATION:

#22-257 **MOVED BY: CLLR WALL**
SECONDED BY: CLLR GROENEWEGEN



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

THAT THE COUNCIL OF THE TOWN OF HAY RIVER declines the Hay River Figure Skating Club's application for \$2000 in funding through the Community Enhancement Grant

carried

c. RECOMMENDATION:

#22-258

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of November.

carried

d. RECOMMENDATION:

#22-259

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR WILLOW

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Chambers and Dohey from the Regular Meeting of Council, Monday, December 12th, 2022

carried

8. NOTICES OF MOTIONS

There were no notices of motions.

9. BYLAWS

a) Bylaw 2444-22b – Zoning and Building Bylaw – Second Reading

#22-260

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR WILLOWS

CARRIED

Bylaw 2444-22b – Zoning and Building Bylaw – Third Reading

#22-261

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR GROENEWEGEN

CARRIED

11. ADJOURNMENT

#22-262

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:22pm.

CARRIED



REGULAR MEETING MINUTES DECEMBER 12TH, 2022

Certified Correct as Recorded on the 12TH Day of December 2022

These minutes were accepted by motion #_____.



REGULAR MEETING MINUTES October 17th, 2022

The Regular Meeting of Council was held on Monday, October 17th, 2022 at 6:30pm

Present: Mayor Kandis Jameson, Councilors Bouchard, Duford, Wall, Groenewegen and Willows

Staff: SAO – Glenn Smith, ASAO - Patrick Bergen, Director of Public Works – Brad Harrison, Director of Finance – Abena Nyarko, Director of Recreation – Stephane Millette, Director of Protective Services – Travis Wright & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#22-222

MOVED BY CLLR DUFORD

SECONDED BY: CLLR GROENEWEGEN

Remove 6g) Excused Absence

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, October 17th, 2022

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Duford – Congrats to those athletes that traveled to Fort Smith for Volleyball

5. ADMINISTRATIVE ENQUIRIES

6. NEW BUSINESS

a. RECOMMENDATION:

#22-223

MOVED BY: CLLR BOUCHARD

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for September 2022.

CARRIED

b. RECOMMENDATION:



REGULAR MEETING MINUTES October 17th, 2022

#22-224

**MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR GROENEWEGEN**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for September 2022 as presented.

CARRIED

c. RECOMMENDATION:

#22-225

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR WILLOWS**

That the Council of the Town of Hay River approves the Emergency Services Activity Report for September 2022 as presented.

CARRIED

d. RECOMMENDATION:

#22-225

**MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR WALL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for September 2022 as presented.

CARRIED

e. RECOMMENDATION:

#22-227

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WALL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of September.

CARRIED

f. RECOMMENDATION:

#22-228

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR GROENEWEGEN**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting PA Schools Extra Curricular Activities funding application to the Mackenzie Recreation Association to offer recreational activities and skill development for local youth.

CARRIED

g. RECOMMENDATION:

#22-229

**MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR WILLOWS**



REGULAR MEETING MINUTES October 17th, 2022

THAT THE COUNCIL OF THE TOWN OF HAY RIVER leave the vacant council position unfilled.
CARRIED

7. NOTICES OF MOTIONS

There were no notices of motions.

8. BYLAWS

a. Bylaw 2446 Sale of Vale Island Fire Hall Bylaw – Third Reading

#22-230

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: DEPUTY MAYOR DOHEY**

CARRIED

b. Bylaw 2447 – Franchise Approval Bylaw – First Reading

#22-231

**MOVED BY: CLLR WILLOWS
SECONDED BY: DEPUTY MAYOR DOHEY**

CARRIED

9. IN CAMERA

#22-232

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR GROENEWEGEN**

That the Council of the Town of Hay River move to In Camera at 7:19pm.

CARRIED

#22-233

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR BOUCHARD**

That the Council of the Town of Hay River move out of In Camera At 7:54PM.

CARRIED

10. ADJOURNMENT

#22-234

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:55pm.



REGULAR MEETING MINUTES October 17th, 2022

CARRIED

Certified Correct as Recorded on the 17TH Day of October 2022

These minutes were accepted by motion #_____.



REGULAR MEETING MINUTES September 27th, 2022

The Regular Meeting of Council was held on Tuesday, September 27th, 2022 at 6:30pm

Present: Mayor Kandis Jameson, Councilors Bouchard, Duford, Wall, Groenewegen and Willows

Staff: SAO – Glenn Smith, ASAO - Patrick Bergen, Director of Public Works – Earl Dumas, Director of Finance – Sam Mugford, Director of Recreation – Stephane Millette, Director of Protective Services – Travis Wright & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#22-213

MOVED BY CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Tuesday, September 27th, 2022

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Deputy Mayor Dohey – Congrats Mayor Jameson for being VP of the NWTAC Board

5. ADMINISTRATIVE ENQUIRIES

6. NEW BUSINESS

a. RECOMMENDATION:

#22-214

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR CHAMBERS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve entering into a three-year funding agreement with the Northern Arts and Cultural Center (NACC) in the amount of \$5,000 per year.

CARRIED

b. RECOMMENDATION:

#22-215

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve entering into a three-year funding agreement with the Hay River Museum Society in the amount of \$6,000 per year.

CARRIED



REGULAR MEETING MINUTES September 27th, 2022

c. RECOMMENDATION:

#22-216 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Accepts information as presented.

CARRIED

7. NOTICES OF MOTIONS

There were no notices of motions.

8. BYLAWS

a. Bylaw 2446 Sale of Vale Island Fire Hall Bylaw – First Reading

#22-217 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR CHAMBERS

CARRIED

Bylaw 2446 Sale of Vale Island Fire Hall Bylaw – Second Reading

#22-218 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR DUFORD

CARRIED

9. IN CAMERA

- Removed

10. ADJOURNMENT

#22-219 **MOVED BY: CLLR WILLOWS**

That the Regular Meeting of Council be adjourned at 7:02pm.

CARRIED

Certified Correct as Recorded on the 27TH Day of September 2022

These minutes were accepted by motion #_____.



REGULAR MEETING MINUTES September 13th, 2022

The Regular Meeting of Council was held on Monday, September 13th, 2022 at 6:30pm

Present: Mayor Kandis Jameson, Deputy Mayor Dohey, Councillors Bouchard, Duford, Wall, Groenewegen

Staff: SAO – Glenn Smith, ASAO - Patrick Bergen, Director of Public Works – Earle Dumas, Director of Finance – Dam Mugford, Director of Recreation – Stephane Millette, Director of Protective Services – Travis Wright & Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#22-194

MOVED BY CLLR WALL

SECONDED BY: CLLR GROENEWEGEN

3. DECLARATION OF INTEREST

There were no declarations of interest for the Regular Meeting of Council, Monday, September 13th, 2022

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

There were no announcements for the Regular Meeting of Council, Monday, September 13th, 2022

5. ADMINISTRATIVE ENQUIRIES

6. NEW BUSINESS

a. RECOMMENDATION:

#22-195

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for August 2022.

CARRIED

b. RECOMMENDATION:

#22-196

MOVED BY: CLLR BOUCHARD

SECONDE BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for August 2022 as presented.

CARRIED



REGULAR MEETING MINUTES September 13th, 2022

c. RECOMMENDATION:

#22-197

MOVED BY: CLLR BOUCHARD

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for August 2022 as presented.

CARRIED

d. RECOMMENDATION:

#22-198

MOVED BY: CLLR BOUCHARD

SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of August.

CARRIED

e. RECOMMENDATION:

#22-199

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for July 2022 as presented.

CARRIED

f. RECOMMENDATION:

#22-200

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for August 2022 as presented.

CARRIED

g. RECOMMENDATION:

#22-201

MOVED BY: CLLR GROENEWEGEN

SECONDED BY: CLLR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER adopts the Town of Hay River Flood Recovery and Mitigation Update

CARRIED



REGULAR MEETING MINUTES September 13th, 2022

h. RECOMMENDATION:

#22-202

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a change in the procurement strategy for tender RFT RD – 06-2022, allowing Management to negotiate individual contracts with the proponents who submitted bids on the tender.

CARRIED

i. RECOMMENDATION:

#22-203

MOVED BY: CLLR WALL
SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to proceed with the Asphalt Patching Program with Rows Construction for an amount not to exceed \$350,000.

CARRIED

j. RECOMMENDATION:

#22-204

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on Capital as presented.

CARRIED

k. RECOMMENDATION:

#22-205

MOVED BY: CLLR BOUCHARD
SECONDED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Q2 Report on O&M as presented as recommended by the Finance Committee.

CARRIED

l. RECOMMENDATION:

#22-206

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the planner's report titled Amendments to Zoning and Building Bylaw regarding Manufactured Homes.

CARRIED



REGULAR MEETING MINUTES September 13th, 2022

m. RECOMMENDATION:

#22-207 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows and Chambers from the Regular Meeting of Council, Tuesday, September 13th and 27th, 2022.

CARRIED

n. RECOMMENDATION:

#22-208 **MOVED BY: DEPUTY MAYOR DOHEY**
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINTS THE FOLLOWING INDIVIDUALS:

- **Kim Wilkins**
- **Trina Swan**

TO SERVE AS MEMBERS OF THE RECREATION COMMITTEE FOR THE REMAINDER OF THE CURRENT TERM ENDING ON DECEMBER 31ST 2024.

CARRIED

7. NOTICES OF MOTIONS

There were no notices of motions.

8. BYLAWS

a. Bylaw 2444-22b Zoning and Building Bylaw – First Reading

#22-209 **MOVED BY: CLLR GROENEWEGEN**
SECONDED BY: DEPUTY MAYOR DOHEY

CARRIED

9. IN CAMERA

#22-210 **MOVED BY: CLLR BOUCHARD**
SECONDED BY: DEPUTY MAYOR DOHEY

That the Council of the Town of Hay River move to In Camera at 7:25pm.

CARRIED



REGULAR MEETING MINUTES September 13th, 2022

#22-211

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR BOUCHARD

That the Council of the Town of Hay River move out of In Camera At 7:54PM.

CARRIED

10. ADJOURNMENT

#22-212

MOVED BY: CLLR DUFORD

That the Regular Meeting of Council be adjourned at 7:55pm.

CARRIED

Certified Correct as Recorded on the 13th Day of September 2022

These minutes were accepted by motion #_____.

Canada 



**MONTHLY
POLICING REPORT
February 2023
Hay River Detachment
“G” Division
Northwest Territories
Town of Hay River**



Royal Canadian Mounted Police
Gendarmerie royale du Canada

The Hay River Detachment responded to a total of 153 calls for service during the month of January 2023, within the Town of Hay River.

Annual Performance Plan (A.P.P.'S) Community Priorities

The Annual Performance Plan which follows the RCMP fiscal year has been refreshed and the Community and Detachment priorities established for the current fiscal year, starting April 1st are as follows:

- Community Policing, and specifically Community and Partner Engagement with the objective of Identifying community and external partners, stakeholders and then establish and maintain engagement with the goal of information sharing and partnering in initiatives to address issues in the community.
- Traffic and Road Safety with the specific objective of enhancing road safety by targeting impaired driving.
- Harm Reduction, with the specific objective is to reduce a variety of crime by targeting prolific offenders, illicit drugs, and reducing the amount of crime and harm caused by a small percentage of the population.

Community consultation and feedback is critical in addressing the aforementioned priorities and anyone with a vested interest in these priorities is encouraged to contact Cpl. Sheldon PRESTON at the Hay River RCMP detachment. Part of this community consultation will help shape current and future Hay River Detachment annual performance plan priorities.

1 - This month the detachment addressed Community Policing – Community/Partner Engagement:

Hay River RCMP continued with efforts to identify activities compliant with COVID guidelines and restrictions, yet enable the RCMP to engage with the community in a meaningful way.

Some of February's community and partner engagement included the following:

Cst. Kaden MEYER as well as DSA Catherine SIMMS guided children from École Boréale on a tour of the detachment, including a demonstration of police vehicle equipment and other fun activities. Such initiatives are vital to the "humanization" of police and reduce the fear and mystery sometimes perceived by children when interacting with police officers.





Throughout the month of February Hay River detachment members were busy with school engagements, making multiple visits to all schools in the area.

Cst. Jacob FEENEY, while in meetings to set up dates for school presentations, was invited to and participated in a game of dodgeball with students at Princess Alexandra.

Cpl. Carman DUTZ, a member temporarily in Hay River, was not afraid to

contribute to his short-term community and delivered a talk to students in the area on intimidation and harassment as it applies to youth.

Both Cst. FEENEY and Cst. GONZALES were also caught taking a fun break from work to skate with a group of children on February 10th. Much like school visits, activities that engage local youth are important to community policing and contribute to the strategic priorities of the RCMP. This month also saw Cpl. PRESTON and Cst. FEENEY meeting with the mayor at the recreation center for an informal discussion of social issues in Hay River.

In the same vein, Cpl. Carman DUTZ participated in an elder's drop-in meeting at the friendship center on February 28th, an important activity that provides perspective to the RCMP on current issues as they appear to senior community members.





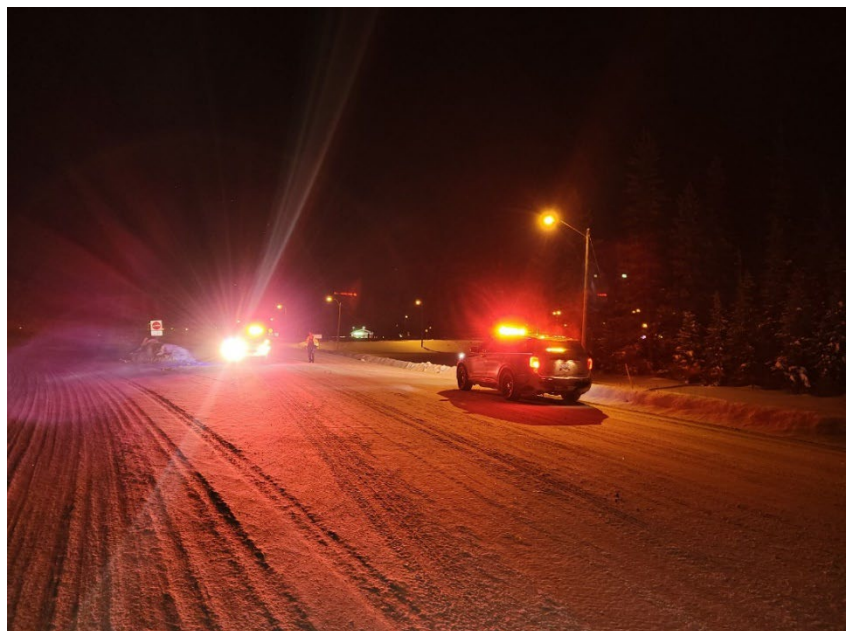
Cst. Grayson CAMPBELL and Cst. Lexie AUSROTAS also made an appearance at École Boréale for the unveiling of the new school mascot!

Hay River RCMP does continue to share monthly “Fast Facts newsletter” from the Centre for Youth Crime Prevention to share contacts and promote resources and activities, distribute funding initiatives, and visit youth in an effort to engage with youth.

2 - This month the detachment addressed Traffic - Safety:

Hay River RCMP continues its initiative to perform vehicle roadside stops. During the month of February, a total of 13 Summary Offence Tickets (SOTI) were issued under the Motor Vehicle Act. Further to this, 1 motorist was charged for operating a motor vehicle while impaired by alcohol. A total of 4 check stops were conducted this month.

Hay River Detachment partnered with South District Traffic Services as part of a traffic safety project on February 11th. The initiative included both check stops and proactive patrols in the Hay River detachment area and resulted in the issuance of multiple summary offence tickets as well as several warnings.



3 - This month the detachment addressed Harm Reduction:

To address that causes the greatest harm in the Hay River RCMP detachment area, a Habitual Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols, including foot patrols in Rowe's trailer park and the down town area, including the arena will continue to detect and deter criminal behavior.

- For the month of February, a total of 36 Proactive Foot Patrols were completed.

Of the 28 prisoners lodged in cells at the Hay River RCMP Detachment, 25 of them were detained as a result of matters that occurred in Hay River.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	14	35	6	241
Sexual Offences	2	2	0	24
Break and Enters (Residence & Business)	0	3	3	77
Theft of Motor Vehicle	1	1	1	16
Theft Under \$ 5000.00	1	6	2	113
Theft Over \$ 5000.00	0	0	0	4
Drugs (Possession)	0	0	0	6
Drugs (Trafficking)	4	6	4	73
Liquor Act	5	19	14	233
Unlawful Sale (Bootlegging)	0	0	0	1
Causing a disturbance / Mischief (total)	44	99	28	580
Causing a Disturbance	8	26	3	172

Mischief - damage to property	3	5	4	52
Mischief - obstruct enjoyment	33	68	21	356
Impaired Driving	6	19	4	115
Other Complaints	31	80	47	869
Total Violations	108	270	109	2352

Total Calls for service 153

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	3	2	46
Victim Services Referral - Declined	14	33	16	231
Victim Services - Proactive Referral	0	1	0	26
Victim Services - Not Available	0	0	0	1
Restorative Justice Referrals	0	1	0	6
Emergency Protection Orders (Detachment Initiated)	1	1	0	3
ODARA Reports	2	4	0	18
Prisoners Held	25	39	13	272
Prisoners Escorted	0	0	1	13
Prisoners Held non-PROS Agency	0	0	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	9	17	10	121

Cst. Josh Seaward
Acting Detachment Commander, Hay River RCMP



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: March 6th, 2023

SUBJECT: Public Works Monthly Report for February 2022

RECOMMENDATION:

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR GROENEWEGEN**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for February 2022 as presented.

BACKGROUND:

Capital Projects 2022:

A complete list of 2023 capital projects are found as an attachment to this document. Following are some major changes since the last monthly report:

- Fraser Place Subdivision
 - Working with NUL and NTPC on design and pricing for installation of electrical utilities.
- Sundog Subdivision
 - Design ongoing, expected to be complete by March 31, 2023. Awaiting MOU from the GNWT for the Long-Term Care Facility.
- Lift station 1 Mitigation
 - Options analysis ongoing, expected a draft report by mid-March. Option review will then be completed to determine best path forward.
- Storm Outlets/Backflow Valves
 - Preparations underway to inspection and recommendation of repairs/modifications in preparation for 2023 breakup
- Vale Island Truck Fill
 - Procurement of replacement tanks underway, with delivery expected in April. Some minor foundation and piping modifications are required to put system into service.
- Water Treatment Plant Study and Design
 - Preliminary design for the new WTP is well underway. Treatment process has been selected. Consultant will be coming to site in mid-May for onsite data collection and will present to Council on progress at that time.
- New Municipal Solid Waste Facility
 - Draft copy of the report outlining potential new locations for the facility has been received by TOHR and is currently under review.

Solid Waste Facility Operations:



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: March 6th, 2023

SUBJECT: Public Works Monthly Report for February 2022

- Ongoing operations and maintenance activities

Water License Activities:

- Submitted revised Hydrocarbon Contaminated Soil Treatment Facility Plan to Water Board – **Complete**
- Regular monitoring programs - Ongoing
- Development of annual report – Ongoing
- Submitted Water Treatment Plant O&M Plan to Water Board – Comments and TOHR responses issued - Ongoing
- Post-Fire Monitoring Study V2 – Ongoing
- Hydrocarbon Contaminated Soil Reclamation Plan – Ongoing
- Biennial Geotechnical Inspection Report planning (Lagoon) – Ongoing

Public Works Daily Operations and Completed Work Orders

Water and Sewer:

- Month end reads – **Complete**
- Water meter reads – **Complete**
- Steamed and Flushed manhole by NTPC Office – **Complete**
- Steamed and Flushed manhole on corner of Riverview/Woodland – **Complete**
- Inspection of manholes on Gaetz and Miron – **Complete**
- Upgrade sequencer on underground reservoir – **Complete**
- Wet well in Lift station 1 wash down – **Complete**
- Sampling and water reporting – Ongoing
- Daily inspections of Lift Stations, WTP and Reservoir – Ongoing

Roads & Ditches

- Clearing road to NFTI – **Complete**
- Clearing snow at fire training facility – **Complete**
- Snow in snow dumps pushed up – **Complete**
- Clearing snow to assist bylaw with towing – **Complete**
- Road Sanding as required – Ongoing
- Snow Clearing as required – Ongoing

Equipment Maintenance

- Case loader repair (Faulty Throttle) – **Complete**
- Case backhoe service - **Complete**
- CAT loader blower attachment (Auger drive chain and sprocket) – **Complete**



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: March 6th, 2023

SUBJECT: Public Works Monthly Report for February 2022

- CAT grader repairs (Circle shims) – **Complete**
- Water/sewer truck service – **Complete**
- Zamboni repairs and maintenance – Ongoing
- Passenger Truck servicing – Ongoing
- Hearse maintenance – Ongoing

Facilities Management / Miscellaneous

- Cleanup leaking oil barrels in garage and replace with lube cubes – **Complete**
- Secured access to fuel tank at Old Town Truck Fill – **Complete**
- Clean lights in garage – **Complete**
- Troubleshooting fuel tank issues at garage - Ongoing
- Building additional barricades in preparation for breakup – Ongoing
- Issues with fuel pumps at town garage – Ongoing
- Doorway and sidewalk snow clearing (All Facilities) – Ongoing

Development Permits

- The following permits were issued for the month of February 2023:

DATE		DEV #	CIVIC ADDRESS	DESC. OF WORK
Feb 8 2023		D23-004	7 Smith Trail	Business License
Feb 22 2023		D23-005	7 Wright Crescent	Business License
Feb 27 2023		D23-006	12 Wild Current Court	Business License

- Updated monthly totals by year as follows:

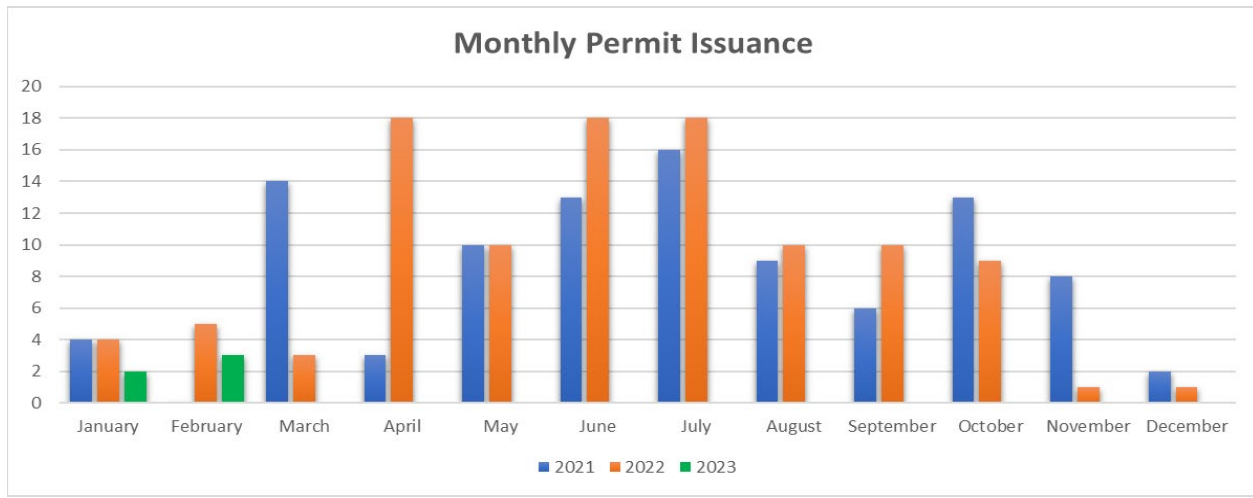


REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: March 6th, 2023

SUBJECT: Public Works Monthly Report for February 2022



COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board Town of Hay River License #MV2009L3-0005
- Bylaw 1812 Zoning and Building Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Project Status Update Spreadsheet February 2023

Prepared by:
Bradley Harrison
Director of Public Works and Services

Reviewed by:
Glenn Smith
Senior Administrative Officer



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: March 6th, 2023

SUBJECT: Public Works Monthly Report for February 2022

February 28, 2023

March 2, 2023



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for February 2023 as presented.

BACKGROUND:

Recreational Programming

After School Programming

After School Club continued through the month of February. Registered attendance decreased slightly this month when compared to January. Registration was approximately 75% full for Mondays through Thursdays and 90% full for half-day programming on Fridays. The After School Club has the capacity to host 10 youth from Monday to Thursday and 20 youth on Fridays.

A partnership with Woodland Manor is being explored for After School Club participants to spend time coloring and playing board games with residents of Woodland Manor.

After School Club is 100% covered by outside funding, namely the Child and Youth Resiliency Grant and the Youth Contribution Grant from Municipal and Community Affairs. Funding is used to purchase program supplies and offset the cost of Play Leader staff wages.

Fitness Programming

Regular instructor-led fitness programming offerings increased in the month of February due to the addition of two new contracted fitness instructors. The Hay River Community Centre now offers a total of 6 instructor-led fitness classes and 4 instructor-led spin classes, with plans to add additional instructor-led fitness classes to the March fitness schedule. The remainder of the fitness schedule is comprised of virtual programming.

The Recreation Programmer has begun training to receive fitness instructor certification. Once this is complete, additional instructor-led fitness classes will be added to the regular fitness schedule. Interest has also been expressed by two Department of Recreation employees who are interested in leading Aquafit classes. This is being explored in hopes that an Aquafit class can be added to the regular fitness and pool schedules in March.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Fitness class attendance increased slightly overall in February - a slight decrease in spin class attendance was compensated by an increase in overall wellness class attendance. Fitness programming attendance was lower this month when compared to February 2022, likely due to there being fewer instructor-led classes offered in February 2023 when compared to the previous year. Attendance at virtual fitness programming increased in February. Additional advertising for virtual programming began, which likely attracted more virtual fitness programming participants.

Community Programming

Full Moon Snowshoe: Full Moon Snowshoe was cancelled this month as the Hay River Ski Club was unable to find a ski club member to guide the walk. Full Moon Snowshoe will return in March.

Public Skating & Shinny Hockey: Attendance at lunchtime Junior Shinny increased again this month with an average of 14 youth attending sessions each Tuesday and Thursday. Due to the popularity of the program, additional Junior Shinny times have been added to the weekly ice schedule and new *Youth* Shinny times are being introduced for 7 to 10 year old youths.

Public skating attendance remained steady this month. School groups have continued regularly booking the ice time for gym classes, which contributes to the overall public skating attendance.

NWT Recreation and Parks Association Walking Challenge: The Recreation Programmer has been advertising the NWT Recreation and Parks Association Walking Challenge at the Hay River Community Centre and on social media, encouraging regular patrons and residents to join the Hay River Community Centre team. An additional 6 participants have joined the Hay River Community Centre team, bringing the total number of participants to 21.

Teen Drop-In Programming: The Recreation Programmer has recently partnered with the Hay River Youth Centre and the HRDEA school staff to begin offering *Lights On* programming for teens once per month at the Hay River Community Centre. This partnership will see *Lights On* and the Hay River Youth Centre providing staff and funding for rental spaces within the Hay River Community Centre, while the Recreation Programmer will plan the monthly event, as well as providing staffing support and additional funding as needed.

Grants and funding: In February, the Department Centre received confirmation of \$25,000 in funding from Service Canada, as part of the New Horizons for Seniors Program which supports seniors programming to promote healthy ageing, social participation and inclusion of seniors. This grant will be used to develop low cost seniors programming, both within the Hay River Community Centre and in partnership with other agencies in the community.

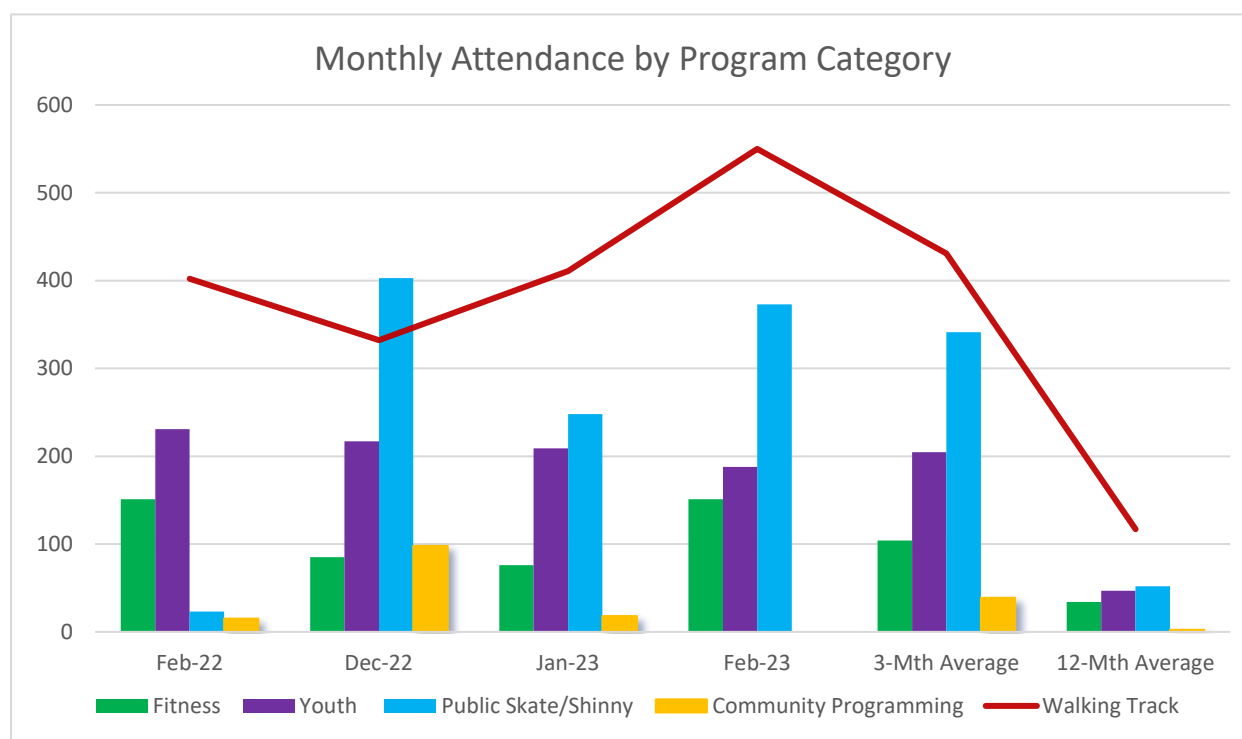


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Recreation Programming Statistics



Aquatics

General

The pool continues to run smoothly with minimal issues. Patrons are satisfied with pool temperatures and chemicals remain steady and within allowable ranges.

Staffing

The Don Stewart Aquatic Centre continues to be fully staffed with 3 full time lifeguards and 7 casuals. In-service training sessions occur monthly for all staff.

Attendance



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

The Don Stewart Aquatic Centre hosted 1,546 swimmers in February. This was an increase from 1,350 swimmers in January, and it is 274 more swimmers than the previous 3-month and 314 more than the 12-month average. When compared to February 2022 statistics, the most significant increases noted are for open swim, family swim and adult evening swim times. Post pandemic data serving as a good indicator that residents have increased use of facilities and physical activity. Consistent staffing, program schedules and fewer service interruptions also likely contribute to increased swimmer numbers.

Swimming Lessons

Swim lessons began the week of January 9th and run until the week of March 6th. There are 41 children registered in 15 classes. There are 21 children in Swimmer level classes (ages 6+) and 20 in Preschool level classes (ages 3-5).

Courses & Training

The Aquatic Supervisor completed recertification of National Lifesaving Society trainer qualifications required for instruction and examinations of the National Lifeguard and Swim Instructor courses.

Staff in-service training was held on February 18th. Discussions included completing checklists, covering for sick calls, guarding distractions, and anticipated busy operations during hockey tournaments and weekend special events. In water training also occurred, including fitness training activities, removals of unconscious victims, and a review of CPR procedures.

Senior Lifeguards will each complete online Pool Operator Level 1 lessons and certification. This will be occurring over the next few months and will give them better insight into pool operations. Topics include water circulation/filtration, basic pool chemistry, water balance, pool diseases and water testing.

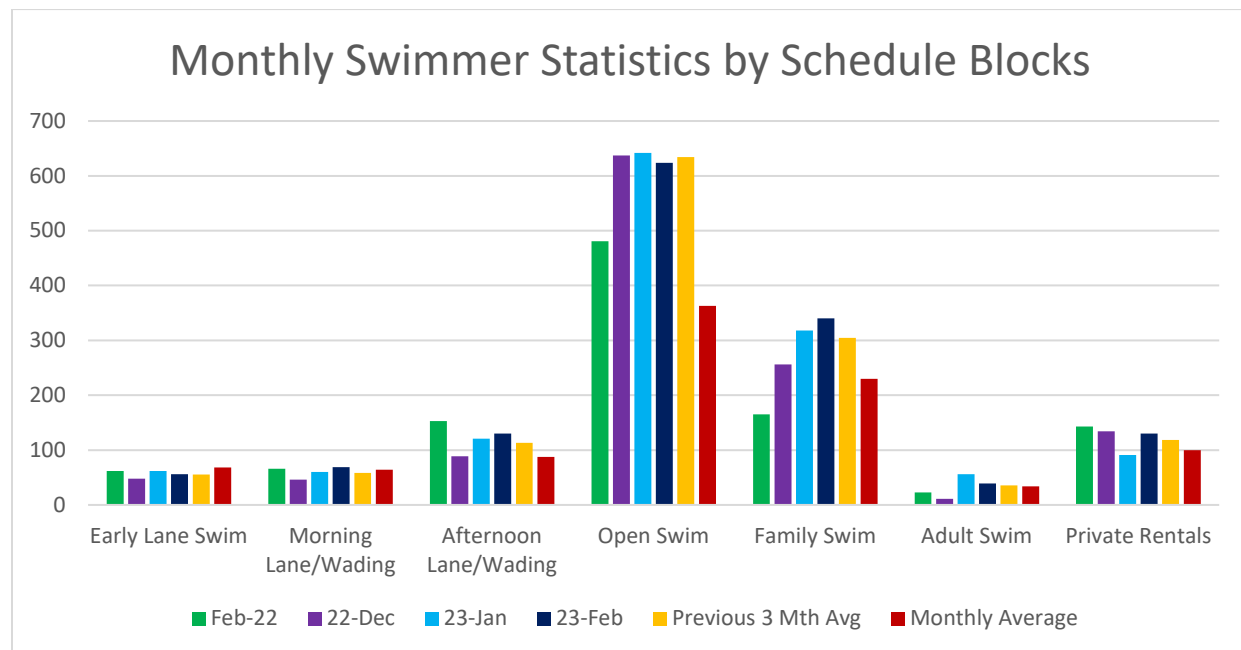


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Don Stewart Aquatic Centre Statistics

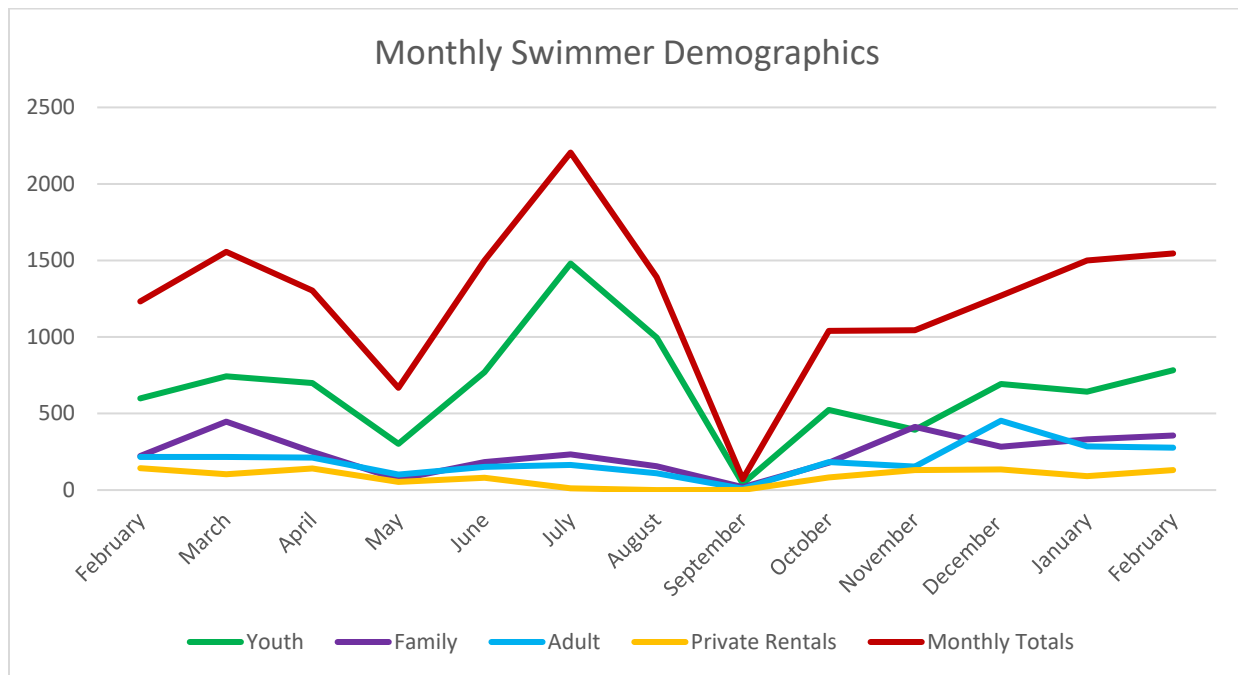




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Facilities and Maintenance

Recreation and Aquatic Centre:

Don Stewart Aquatic Centre:

- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff
- Increase in weekly vacuuming of pool and hot tub
- Monitoring weather conditions for frost and humidity in air handlers – daily checks and maintenance required
- Snow and ice clearing at Community Centre

Aurora Ford Arena and Hay River Curling Club:

- Routine daily ice maintenance and weekly measurements
- Weekly ice taps and ice edging as part of regular ice maintenance
- Repairs to ice resurfacer vertical auger
- Facilities and Parks Supervisor training as ice resurfacer operator

Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Monthly fire extinguisher and safety checks



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** March 6th, 2023

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Snow and ice removal around the building
- Increased frequency of room rentals requiring setup (i.e. birthday parties and meetings)
- Implementation of additional daily preventative maintenance checks and routines
- Support hockey tournaments and weekend special event rentals
- Local locksmith hired to train staff (i.e. door mechanism servicing and repairs)

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core
- Lights turned off at Mayor's Christmas tree
- Weekly checks of offsite facilities and assets
- Started weekly greenspace checks for garbage damage and any other issues

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Stephane Millette
Director Recreation and Community Services
Date: March 2nd, 2023

Reviewed by:

Glen Smith
Senior Administrative Officer
Date: March 2nd, 2023



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Mar 6 2023
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

RECOMMENDATION:

MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of February.

BACKGROUND:

Tourism & Economic Development Activity:

- Application submitted for the ITI GNWT Community Tourism Coordinator Grant to be announced.
- In advance of the Calgary Outdoor Show participation a number of documents have been getting updated including The Hay River Itinerary Planner, The Hay River Conference Planner, Waterfall and Waterway Adventure Route, Community Centre and Facilities and Programming Brochure and the Hay River Visitors Guide. The Tourism Coordinator will be speaking at the show as well.
- The South Slave Tourism Development Workshop will be taking place April 20, 21 and 22nd. This event will support those entrepreneurs in the tourism and related industries. The event is a 2.5-day workshop series that encourages the development of tourism business ideas into business opportunities. Some examples of workshop topics include, business planning, tourism opportunities, brand management, partnership development and networking.
- The Tourism Coordinator will be supporting the Hay Days Festival from July 4th to the 9th. The event is being run by the Rotary Club and will have Town support including a block of Tourism Coordinator's time through the Town's Donation and Sponsorship program
- Some background work has been completed for the planned volunteer appreciating event being held in the late fall of 2023.

Upcoming Events/Contests:

- Hay River will have a booth at the Calgary Outdoor Show on March 18th and 19th. SpectacularNWT has sponsored the cost of the booth for reciprocal future efforts. Jill has reached out to all guides, hotels, restaurants, airlines and other businesses to provide literature at the booth as well as giveaway items. There will be approximately 13,500 visitors to the show.
- The South Slave Tourism Development Workshops are taking place April 20, 21 & 22nd in the town of Fort Smith. Hay River businesses as well as Jill will be attending.



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Mar 6 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Tourism Projects:

The remaining project activities are as follows:

- Tourism Website Image and Text content – Jill has been providing written content and licensed images as well as listings of town amenities. 75% Complete and anticipated to be completed by March 31, 2023. A call out to local photographers has been completed.
- Writing the Lure Copy – the lure copy provides the motivation to the website consumer to take a next step and / or spend more time on the site. This work is 25% complete.
- Final Review and Testing – the website will be shared with a small number of stakeholders for final input and testing of links etc. This will take about 2 weeks and occur when the site is completed at the end of March 2023.

Town of Hay River Promotional Literature

All Town of Hay River promotional literature is being review and updated. Once approved, printed copies will be generated. Most of the documents will be done in the next 1 to 2 weeks.

Wayfinding Plan

Signage has been identified and will be complete by March 31, 2023. Quotes are currently being generated.

Social Media Strategy

Funded by CANNOR grant funding, a consultant will assist the Town with a strategy that will support the rollout of the new Tourism website. This work has not been started but is intended to be complete by the end of April 2023.



REPORT TO COMMITTEE

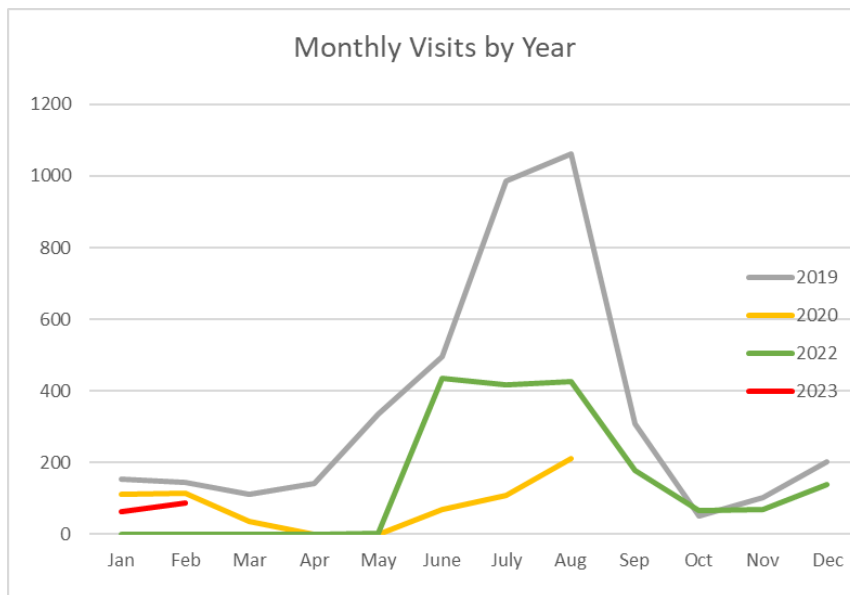
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Mar 6 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Key Performance Indicators:

Visitor Information Centre Visitation

There is a gap in the data from September 2020 to June of 2022.





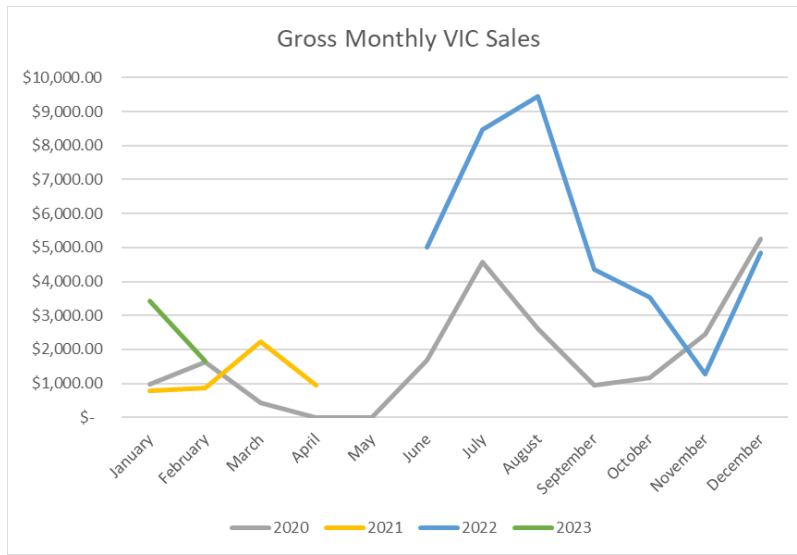
REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Mar 6 2023

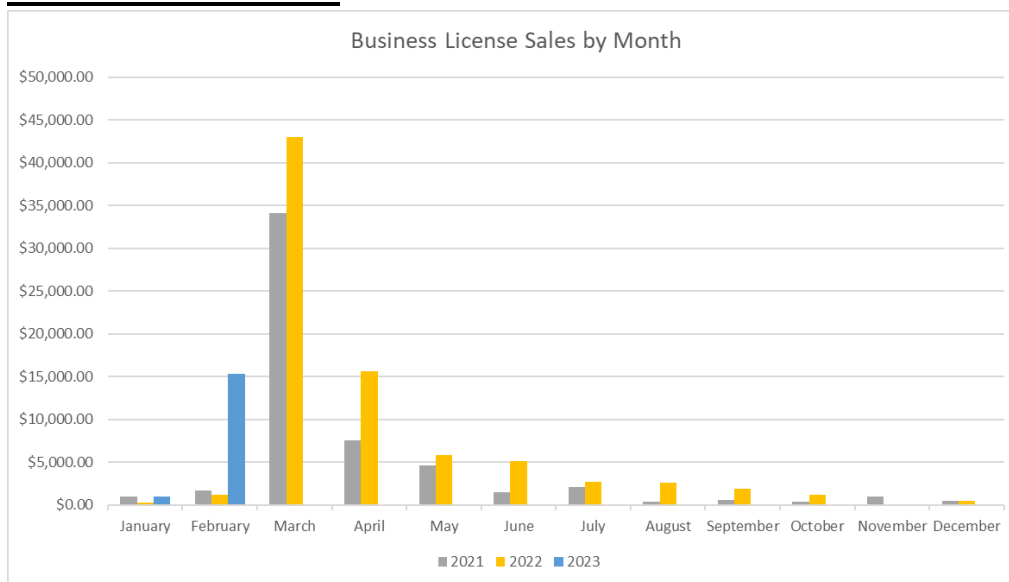
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Gift Shop Sales

There is a gap in the data from September 2020 to June of 2022.



Business License Sales





REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Mar 6 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

0

Prepared by:

Jill Morse
Tourism and Economic Development Coordinator
Date: March 1, 2023

Reviewed by:

Patrick Bergen
ASAO Town of Hay River
Date: March 1, 2023



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for February 2023 as presented.

BACKGROUND:

Summary:

Monthly Stat Summary	
EMS Calls	35
False Alarms	5
Fires	5
Rescue	0

In February, the department responded to two working structure fires. One at KFN on Reserve Rd and the other on balsam Dr. The fire damage to the Reserve rd structure fire was mostly contained to the home's exterior, with smoke damage to the interior. The structure fire at balsam Dr. sustained significant damages and is likely a total loss. Both fires' causes were determined accidental.

The Director of protective services has been preparing for the 2023 break-up season, and over the next few months leading up to the event, this will continue to be a considerable work impact. The break planning document was updated by reviewing all 2022 break-up debrief notes that identified preparation tasks and objectives from lessons learned in 2022 that have been incorporated into the 2023 planning document. There have been several meetings in the month of February, such as the weekly Town planning meeting and various government department meetings, but the largest was the community emergency management meeting. This was the meeting with all local involved government departments. We discuss the lessons learned from 2022 and key changes for the 2023 break-up season. In addition, we reviewed the proposed changes to the emergency plan and discussed the specific identified roles for this year. We plan to meet again at the end of march to do a tabletop exercise with the committee.

The fire department has 7 students training on the 1001 program in February. They have had weekly chapters to cover and training on those skills every Thursday. The subjects covered were fire behavior, Fire Extinguishers, Chainsaws and Tools, and Medical Scenarios.



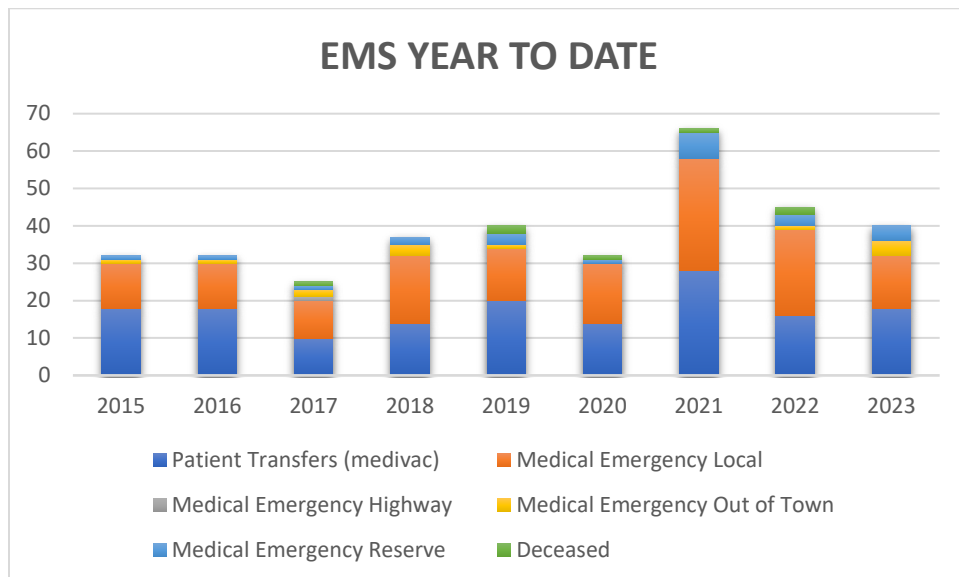
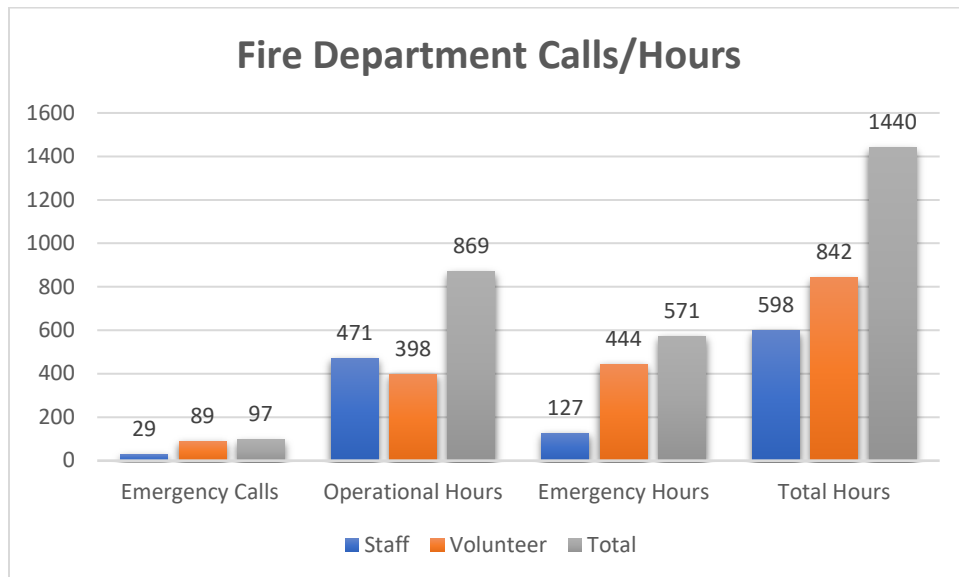
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS



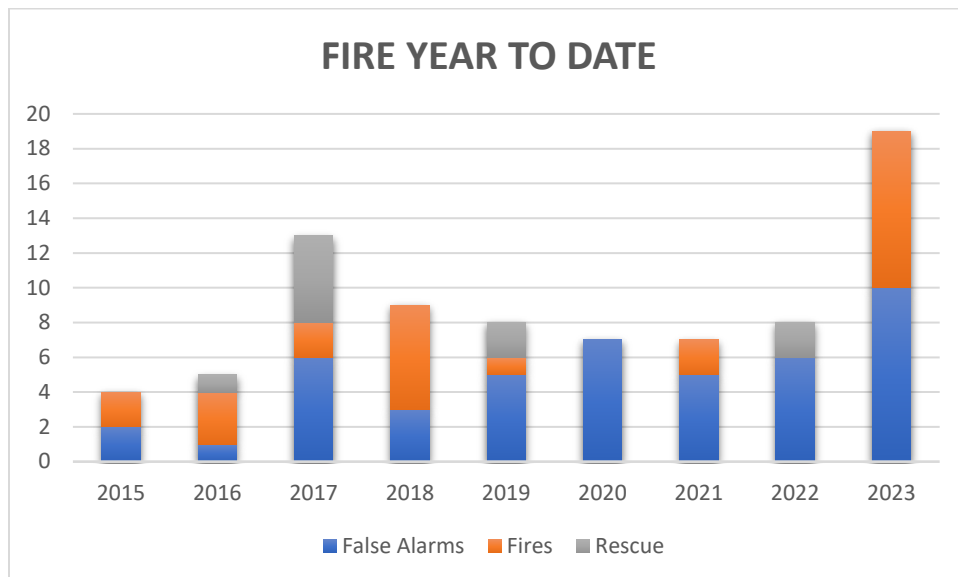
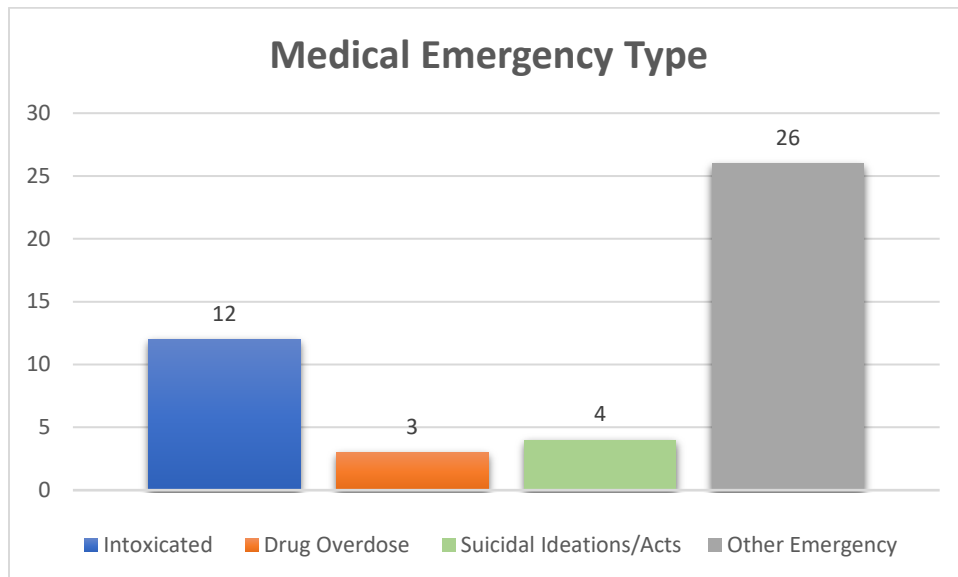


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE

1. All daily/weekly/monthly maintenance activities were completed.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

ATTACHMENTS:

None

Prepared by:

Travis Wright

Director Protective Services/Fire Chief

Date: March 1st, 2023

Reviewed By:

Glenn Smith

Senior Administrative Officer

Date: March 1st, 2023



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for February 2023 as presented.

BACKGROUND:

Monthly Stat Summary	
Animal Control	10
Traffic	10
Snow	8
Other	7

Spring is around the corner, and Protective Services has been working closely with Public Works to ensure that vehicles are not parked or abandoned on the roadways so that the roads can be cleared safely and properly. With the Winter Road Hauling in full swing, large trucks on the roadway around town are being monitored and addressed when needed. Most owners have been cooperative, but some vehicles have been towed and/or ticketed when compliance is not being met.

Snow-clearing issues continue to be monitored and addressed to ensure that sidewalks are being cleared for safe walking paths. With more warm weather coming, this will be an important safety issue. In addition to sidewalks, snow piles being cleared from driveways are being addressed, so that snow piles are not causing safety issues by narrowing street passageways.

Animal activity has increased during the weekends and warmer weather days and will continue to rise into the spring. With the fluctuation of temperatures, dogs being left outside or getting loose are being watched for during patrols to ensure healthy animal welfare and safety for residents and children.

School Safety

The Protective Services Specialist continues to monitor and patrol the school zones during peak times to ensure motorists comply with regulations to ensure the safety of school zones. Residents and students are actively encouraged to use the crosswalks when available.

Upcoming Goals

The Protective Services Specialist is finishing a Certified Fire Officers course that has and will continue to help with professional development and support. With warmer weather on its way, support for spring break-up preparation is a priority and will continue to be a considerable work impact over the coming months.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Emergency Services

The Protective Services Specialist has continued to assist where needed to help support preparation for training and activities for the current 1001 Training program.

COUNCIL POLICY / STRATEGY OR GOAL:	
---	--

Strategy:

Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
--

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 6th, 2023

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED (NO SUBSTANTIATION)	WARNINGS (VERBAL, LETTER OR VISUAL)	FINES / ENFORCEMENT	OTHER ACTION
Animal Control Bylaw					
Animal Abuse/Welfare	2	2	0	0	0
Barking Dogs	3	2	0	0	1
Dog Attack	1	0	1	0	0
Dog Bites	2	1	0	0	1
Loose Cat/Dog	7	3	1	0	3
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	5	2	0	0	3
Business License					
No Business License	1	1	0	0	0
Operating business not as permitted	1	0	1	0	0
Traffic Bylaw					
Vehicle/Trailer Parking	22	2	7	11	2
ATV/Snow Machine	1	1	0	0	0
Fail to drive to road conditions	1	0	0	0	1
Speeding	3	0	1	1	1
Speeding (School/Construct/Industrial)	1	1	0	0	0
Suspected Impaired Driver	0	0	0	0	0
Miscellaneous	5	0	1	2	2
Unightly Bylaw					
Overgrown Trees	0	0	0	0	0
Long Grass & Weeds	0	0	0	0	0
Garbage	3	0	0	1	2
Miscellaneous	2	0	1	0	1
Taxi Bylaw					
Taxi Not Available	0	0	0	0	0
No Brokerage/ Business Licence	1	0	1	0	0
Fail to carry/No Taxi/Chauffer Permit	1	0	1	0	0
Snow Removal Bylaw					
Sidewalks not cleared	87	1	86	0	0
Driveway cleared on to street / sidewalk	3	1	1	0	1
Snow being put on private property	0	0	0	0	0
Miscellaenous	0	0	0	0	0
TOTAL	152	17	102	15	18

Prepared by:

Jonathan Wallington
Protective Services Specialist
Date: March 1, 2023

Reviewed By:

Travis Wright
Director, Protective Services
Date: March 1, 2023



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: February 6th, 2023

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: CLLR WALL
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows from the Standing Committee of Council, Monday, March 6th, 2023.

BACKGROUND:

Councillors Willows has asked to be excused from the Standing Committee of Council, Monday, March 6th, 2023

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: March 3rd, 2023

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: March 6, 2023

SUBJECT: Hay River Emergency Plan

RECOMMENDATION:

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2023 Town of Hay River Emergency Plan as presented.

BACKGROUND:

The community of Hay River is vulnerable to numerous emergencies. These can be human caused such as transportation accidents, technological incidents, hazardous materials spills, infrastructure disruptions that could involve utility and power failures, and natural hazards such as flooding and wildfires. Given that a portion of the community is situated in a flood plain, Hay River is annually at risk of spring flooding emergencies caused by ice jams.

The Town of Hay River Emergency Plan establishes the framework that ensures the community is prepared to deal with any of these emergencies and hazards. It is the way through which resources will be mobilized in the event of an emergency, thereby restoring the community to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

The Emergency Plan also makes the provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the community and recognition that additional expertise and resources can be called upon if required.

The plan unifies the efforts of community resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of Hay River by establishing a plan of action to efficiently and effectively deploy all required resources.

In 2022, the town of Hay River experienced unprecedented flooding which led to a mass evacuation of the community. Significant damages occurred to private and public property which is leading to a lengthy recovery process. Several lessons were learned through the emergency preparedness, response and recovery activities. Suggested changes to the 2023 version of the Emergency Plan help address some of the gaps. The draft plan has been reviewed by the Community Emergency Measures Committee as well as MACA ahead of submission to Council for approval.

A summary of recommended changes to the plan are presented as follows:

- Emergency Coordinator role change from the Director of Protective Services to SAO
 - Removed all operational activities and transferred to the newly created Emergency Operations Coordinator



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: March 6, 2023

SUBJECT: Hay River Emergency Plan

- The Emergency Coordinator's role will be to manage the CEMC and ECC to support the Emergency Operations Coordinator.
- Emergency Operations Coordinator
 - The new position was created to coordinate and manage all emergency operations during emergencies. In addition, the position will coordinate and manage operations in the recovery phase.
 - The positions assigned to the role are the Director of Protective Services during emergency response and the Director of Public Works for recovery efforts.
 - This position will also monitor potential or developing hazards leading up to Emergencies.
- The authority for making decisions in an emergency was changed to include both the Emergency Coordinator and new Emergency Operations Coordinator positions.
- Authority Change to include First Alternate Brian Willows Councilor; Robert Bouchard as the Second Alternate and removed the Third Alternate.
- Adjustments to the Community Emergency Management Committee membership. Removal of obsolete positions and the inclusion of the Department of Infrastructure, MACA South Slave, Katlodechee, West Point First Nations, Hay River Metis Government, Northland Utilities, Stittco, and a representative from Coast Guard Auxiliary.
- Changes to the term Emergency Operations Centre (EOC) to Emergency Coordination Centre (ECC). This was changed to be consistent with the Emergency Coordinator role and reflect the coordination of the overall emergency rather than just operations.
- Changes to the identified Public Communication streams from ECC during emergencies to reflect the current communications strategy
- Changes to the primary ECC location. The Town Hall is now primary, and the Emergency Services building is secondary. This is to help prevent the operations being run out of the Emergency Services building from being interrupted.
- Changes to the Evacuation Notices and Alerts to include primary communication methods and preparedness information
- Change of outdated terms such as Works Yard to Public Works Garage
- Updated employee references, such as MACA Superintendent from Mary Blake Moore to Bobby Bourque
- Added Community Government Request for GNWT Emergency Management Assistance form to Appendix
- Addition of evacuation hosting checklist
- Various Role changes and clarifications under CEMC responsibilities. Tightened up defined accountability (i.e., CEMC to position title/organization)



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: March 6, 2023

SUBJECT: Hay River Emergency Plan

- Fire Chief/Director of Protective Services or designate acting in the position of Emergency Operations Coordinator
- Public Works Director to act in the Emergency Operations Coordinator role during recovery efforts
- The Director of Finance was identified as tracking emergency expenditures
- Manager of Human Resources responsible for registering, tracking, and assigning volunteers
- Department of Infrastructure manages Highway road closures,
 - Coordinated transportation for mass evacuations
- Health & Social Services identified as lead for Registration of evacuees and responsible for the associated processes and tools.
- Appendix D Hazard-Specific Plans had specific roles identified that would be responsible for the action rather than just the CEMC.

The Emergency Plan makes reference to By-law No. 2190/PS/17 – Emergency Measures Bylaw. To better align with terminology and roles of the Emergency Plan, a bylaw revision will be brought forward to Council at an upcoming Regular Meeting of Council.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Emergency Measures By-Law 2190/PS/17
Civil Emergency Measures Act
Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Town of Hay River Emergency Plan – Redlined

Prepared by:
Glenn Smith

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: March 6, 2023

SUBJECT: Hay River Emergency Plan

SAO

Date: March 2, 2023



Town of Hay River Emergency Plan

Updated ~~February 2nd, 2023~~ ~~March 14th, 2022~~

Amendments

REVISION DATE	APPROVED BY

Copies of the Community Emergency Plan are available at:

- The Administrative Centre (SAO Office)
- Fire Hall
- Schools
- RCMP Office
- Health/Social Services Centre
- ~~Works Yard~~ [Public Works Garage](#)

ORGANIZATION	TITLE	CONTACT INFORMATION
Municipal and Community Affairs	Regional Superintendent Bobby Bourque Mary Blake Moore	Phone: 1-867-872-6531 Cell Phone: 1-867- 587 872- 6602 8063 Fax: SAT Phone:
Municipal and Community Affairs	<u>Regional Emergency Management Coordinator</u> Regional Assistant Fire Marshall <u>Arshad Khalafzai</u> TJ Moore	Phone: 1-867-872-6535 1-867-872-6527 Cell Phone: 1-870-239- 1968 867-872-8280 Fax: SAT Phone:
Municipal and Community Affairs	24/7 Emergency	Phone: 1-867-920-2303 FAX: 1-867-873-0309
Environment and Natural Resources	Wildlife Emergencies	Phone: 1-867-875-7640
Environment and Natural Resources	Forest Fire Emergency Line	Phone: 1-877-698-3473
Aboriginal Affairs and Northern Development Canada	24/7 Spill Line	Phone: 1-867-920-8130
NorthwesTel	Customer Service Line	Phone: 1-888-423-2333
Northland Utilities	24/7 Line	Phone: 1-800-264-5313
Parks Canada	Duty Officer Line	Phone: 1-867-621-0136

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Table of Contents

Amendments	2
Introduction	7
Scope.....	7
Purpose	8
Authority.....	8
Emergency Management Roles and Responsibilities	8
Mayor.....	8
Community Emergency Management Committee	9
Emergency Coordinator	10
Emergency Operations Coordinator	10
External Organizations.....	10
Concept of Operations.....	10
Operational Levels	10
Implementation Sequence	11
Escalation	11
Warning and Notification Procedures	12
Declarations of Local Emergency.....	12
Communications	12
Emergency Coordination Centres	13
Emergency Site Management.....	13
Incident Command System	13
Evacuation and Reception	14
Volunteers.....	14
Specific Hazard Management.....	15
Recovery	15
Plan Maintenance	16
Appendix A: Legal Authority	17
Appendix B: Emergency Measures Bylaw.....	21
Appendix C: CEMC Responsibilities	28
Appendix D: Hazard Specific Plans.....	30
Pandemic / Epidemic	54

Appendix E: Evacuation Action Plan	56
Appendix F: Reception Action Plan.....	62
Appendix G: CEMC Contact Sheet	65
Appendix H: Resource Inventory	66
Appendix I: Declaration of a State of Local Emergency.....	68
Appendix J: Volunteer Registration	70
Appendix K: Evacuation and Registration Form	72
Appendix L: Evacuation Notice	75
Appendix M: Evacuation Alert	80
Appendix N: Evacuation Order	85
Appendix O: Shelter In Place Instructions	88
Appendix P: Mobile ECC.....	90
Appendix Q: ECC Agenda Template.....	92
Appendix R: Position Checklists.....	94
EMERGENCY COORDINATOR’S CHECKLIST CL -1	96
SAO’S CHECKLIST CL-2.....	97
COMMUNICATIONS COORDINATOR CHECKLIST CL-3	98
EMERGENCY OPERATIONS COORDINATOR CHECKLIST CL-4.....	99
PUBLIC WORKS & SERVICES’ CHECKLIST CL-5	100
EMERGENCY SITE MANAGER’S CHECKLIST CL-6	101
RCMP’S CHECKLIST CL-7.....	102
HEALTH SERVICES’/EMERGENCY MEDICAL CARE CHECKLIST CL-8	103
FINANCE’S CHECKLIST CL-9.....	104
RECREATION’S CHECKLIST CL-10.....	105
INSTITUTIONS’ CHECKLIST CL-11.....	106
DISTRICT EDUCATION AUTHORITY (DEA) CHECKLIST CL-12.....	107
BUSINESS’ AND ASSOCIATIONS’ CHECKLIST CL-13	108
SOCIAL SERVICES’ CHECKLIST CL-14.....	109
INDIGENOUS GROUPS’ CHECKLIST CL-15.....	110
HUMAN RESOURCES CENTRE’S (HRDC) CHECKLIST CL-16	107
Appendix S: Community Government Request for GNWT Emergency Management Assistance.....	108
Appendix T: Glossary	112

<u>Amendments</u>	<u>2</u>
<u>Emergency Contacts</u>	<u>2</u>
<u>Introduction</u>	<u>5</u>
<u> Scope</u>	<u>5</u>
<u> Purpose</u>	<u>6</u>
<u> Authority</u>	<u>6</u>
<u>Emergency Management Roles and Responsibilities</u>	<u>6</u>
<u> Council</u>	<u>6</u>
<u> Community Emergency Management Committee</u>	<u>7</u>
<u> Emergency Coordinator</u>	<u>7</u>
<u> External Organizations</u>	<u>7</u>
<u>Concept of Operations</u>	<u>8</u>
<u> Operational Levels</u>	<u>8</u>
<u> Implementation Sequence</u>	<u>8</u>
<u> Escalation</u>	<u>8</u>
<u> Warning and Notification Procedures</u>	<u>9</u>
<u>Declarations of Local Emergency</u>	<u>9</u>
<u>Communications</u>	<u>10</u>
<u>Emergency Operations Coordination Centres</u>	<u>10</u>
<u> Emergency Site Management</u>	<u>10</u>
<u> Incident Command System</u>	<u>11</u>
<u>Evacuation and Reception</u>	<u>11</u>
<u>Volunteers</u>	<u>11</u>
<u>Specific Hazard Management</u>	<u>12</u>
<u>Recovery</u>	<u>13</u>
<u>Plan Maintenance</u>	<u>13</u>
<u>Appendix A: Legal Authority</u>	<u>14</u>
<u>Appendix B: Emergency Measures Bylaw Template</u>	<u>18</u>
<u>Appendix C: CEMC Responsibilities</u>	<u>25</u>
<u>Appendix D: Hazard Specific Plans</u>	<u>30</u>
<u>Appendix E: Evacuation Action Plan</u>	<u>56</u>
<u>Appendix F: Reception Action Plan</u>	<u>59</u>

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Appendix G: CEMC Contact Sheet	62
Appendix H: Resource Inventory	63
Appendix I: Declaration of a State of Local Emergency	65
Appendix J: Volunteer Registration	67
Appendix K: Evacuation and Registration Form	69
Appendix L: Evacuation Notice	71
Appendix M: Evacuation Alert	76
Appendix N: Evacuation Order	81
Appendix O: Shelter In Place Instructions	84
Appendix P: Mobile ECOC	86
Appendix Q: ECOC Agenda Template	88
Appendix R: Position Checklists	90
COORDINATOR'S CHECKLIST CL 1	92
SAO'S CHECKLIST CL 2	93
COMMUNICATIONS OPERATOR'S CHECKLIST CL 3	94
PROTECTIVE SERVICES—(FIRE/By Law) CHECKLIST CL 4	95
PUBLIC SERVICES' CHECKLIST CL 5	96
EMERGENCY SITE MANAGER'S CHECKLIST CL 6	97
RCMP'S CHECKLIST CL 7	98
HEALTH SERVICES'/EMERGENCY MEDICAL CARE CHECKLIST CL 8	99
FINANCE'S CHECKLIST CL 9	100
RECREATION'S CHECKLIST CL 10	101
INSTITUTIONS' CHECKLIST CL 11	102
SCHOOL BOARD'S CHECKLIST CL 12	103
BUSINESS' AND ASSOCIATIONS' CHECKLIST CL 13	104
SOCIAL SERVICES' CHECKLIST CL 14	105
ABORIGINAL GROUPS' CHECKLIST CL 15	106
HUMAN RESOURCES CENTRE'S (HRDC) CHECKLIST CL 16	107
Appendix S: Glossary	108

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Introduction

Any community is vulnerable to numerous hazards and emergencies. These can be human caused such as transportation accidents, technological incidents, hazardous materials spills and infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

The Town of Hay River Plan establishes the framework that ensures the community is prepared to deal with any of these emergencies and hazards. It is the way through which resources will be mobilized in the event of an emergency, thereby restoring the community to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

The Emergency Plan also makes the provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the community and recognition that additional expertise and resources can be called upon if required.

Scope

The aim of the Hay River Plan is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

An emergency may result from an existing danger or it may be a threat of an impending situation affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the Emergency Management Control Group, as distinct from routine operations carried out by an agency or agencies, e.g. fire-fighting, police activities, normal medical activities.

Four major categories of emergency may pose a threat to the community or require a coordinated community response.

- Natural Events – severe weather, floods, tornadoes, forest fires caused by lightning strikes, food or human health emergencies.
- Human-caused Events and Accidental Hazards – incidents and accidents that harm public safety, property and security such as civil disorder, forest fires (set by human activity) and bomb threats.
- Technological & Infrastructure Disruptions – incidents involving hazardous materials, utility and power failures, transportation accidents, aircraft crashes, water supply failure and building or structural collapse.
- Organized Searches – the process of finding lost persons – hunters, fishermen whose return is overdue – or searching for children or adults who have wandered off and are lost in the area.

Purpose

The plan unifies the efforts of community resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of Hay River by establishing a plan of action to efficiently and effectively deploy all required resources.

Authority

The Emergency Plan is issued under the authority of the Council in accordance with the *Civil Emergency Measures Act* (R.S.N.W.T. 1988, c.C-9) as well as local Bylaw 2190/PS/17 dated 19th day of December 2017 which contains the duties and responsibilities of the Community Emergency Management Committee (CEMC), the Emergency Coordinator and the Emergency Management Agency.

Table 1: Emergency Plan Chain of Command

ADMINISTRATIVE REPRESENTATION	AUTHORITY	POLITICAL REPRESENTATION	AUTHORITY
Senior Administrative Officer	Name: Glenn Smith Alternate: Travis Wright	Mayor	Name: Kandis Jameson Alternate: Brian Willows Robert Bouchard Second Alternate: Robert Bouchard Brian Willows Third Alternate: Linda Duford

In the event of an emergency, the members CEMC convene as needed, the nature of the emergency determines this. Designated officials should identify alternate(s) if they are unavailable during an emergency.

The authority for making decisions in an emergency rests with ~~the SAO Glenn Smith and Director of Protective Service/Fire Chief Travis Wright.~~ Emergency Coordinator or Emergency Operations Coordinator

Emergency Management Roles and Responsibilities

Mayor

The following are the actions that the elected officials are responsible for during the emergency:

- Set parameters for emergency operations in response to an event
- Declare/cancel declarations of States of Local Emergency.
- Liaison with elected officials of other governments.
- Liaison with community residents throughout the duration of evacuations.

Emergency Management Agency

As per the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.C-9) and local Bylaw 2190/PS/17 dated the 19th day of December 2017, the Emergency Measures Agency represents the local authority and may include Council and/or CEMC members.

Community Emergency Management Committee

Community Emergency Management Committee consists of:

- The SAO/CAO/Town Manager;
 - The Mayor
 - The Director of Finance;
 - The Director of Public Works ~~Officer;~~
 - ~~The Community's Solicitor;~~
 - ~~The Community Urban Development Officer;~~
 - The Director, Protective Services
 - The Assistant Senior Administrative Officer
 - The Director of Recreation and Community Services
 - The Community Housing Manager;
 - The Powerplant Operator;
 - The Airport Manager;
 - ~~A representative from each school~~ A District Education Authority representative;
 - An RCMP representative;
 - ~~A health center~~ Hay River Health and Social Services representative;
 - A Department of Infrastructure representative
 - Regional Superintendent for MACA
 - A Coast Guard Auxillary Representative
 - A Katlodechee Representative
 - A West Point First Nations Representative
 - A Hay River Metis Government Representative
 - ~~Northland Utilities~~
 - Stittco
- Anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Response Plan.

The typical response activities performed by the Community Emergency Management Committee include:

- Emergency Plan Activation;
- Assessing the emergency situation;
- Determining the appropriate response;
- Coordinating community resources;
- Notifying the general public and other departments of the emergency situation;
- Requesting mutual aid; and
- Liaising with other government officials as the situation dictates.

Formatted: Indent: Left: 0.48 cm, No bullets or numbering

Emergency Coordinator

The Emergency Coordinator will be the Senior Administrative Officer or SAO. ~~Director, Protective Services.~~ The following are his/her responsibilities:

- Management of the CEMC activities in accordance with duties set out in the local Bylaw 2190/PS/17 dated the 28th day of November 2017;
- Management of the ECC during active emergencies.
- ~~Chairing the planning for emergencies and operational activities of the CEMC;~~
- ~~Coordinating emergency resources used in an emergency;~~
- Arranging training for the members of the CEMC;
- Arranging for testing of the plan; ~~and~~
- Developing and implementing public awareness and education activities.
- Coordinate the support to emergency operations during the emergency.

Formatted: Font color: Auto

Emergency Operations Coordinator

The Emergency Operations Coordinator will be the Director, Protective Services/Fire Chief for Response activities and the Director, Public Works and Services for Recovery activities. ~~The Following are his/her Responsibilities.~~

Formatted: No bullets or numbering

- Management of the operational groups or activities during active emergencies.
- Coordinate monitoring and surveillance of potential or developing hazards
- Coordinate operational activities of the CEMC during emergencies.
- Coordinate restoration of services and infrastructure
- Coordinating emergency resources used in an emergency
- Report the situation and activities to Emergency Coordinator.
- Development of a tabletop exercises to test the emergency plan

Formatted: Indent: Left: 0.51 cm, No bullets or numbering

Formatted: Normal

External Organizations

Depending on the nature of the emergency, external agencies that are usually not part of the Community Emergency Management Committee may be asked to send a representative to join the committee (i.e., airport, power plant operator) to assist in coordinating the response.

Concept of Operations

As the magnitude of an emergency increases, so will the need for multi-agency support from within the community. If the community resources and capabilities are overwhelmed, the community may contact the MACA Regional Superintendent to provide or acquire additional resources necessary. Each committee member is responsible for their identified roles and responsibilities throughout the emergency response.

Operational Levels

There are three operational levels of Emergency Management functioning and activity:

- Normal Operations – routine daily operations;
- Monitoring –heightened surveillance of potential or developing hazards; or
- Activation –multi-agency coordinated response.

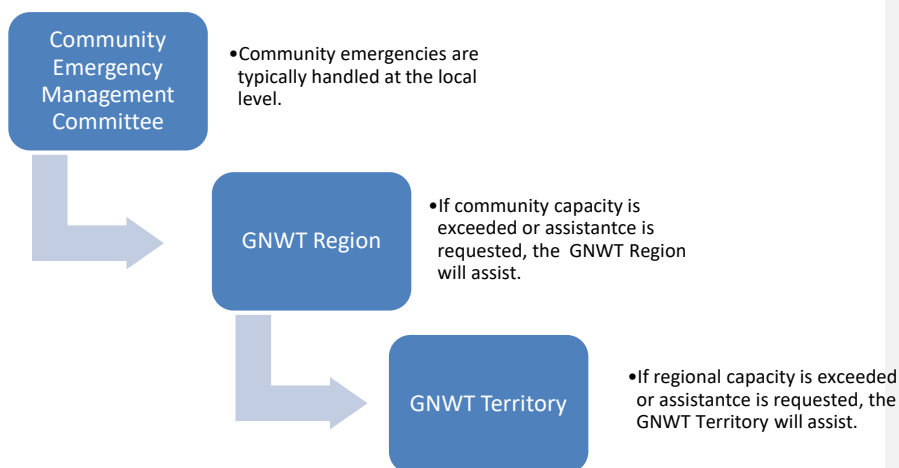
Implementation Sequence

The following are the typical steps taken to implement an emergency response:

- [Emergency](#) Coordinator contacted regarding the incident;
- [Emergency](#) Coordinator resolves the problem alone or calls in appropriate CEMC members and subject matter experts to assist;
- [Emergency](#) Coordinator notifies Regional Coordinator (~~Mary Blake Moore~~ Bobby Bourque, MACA Regional Superintendent) to alert of the situation (ongoing contact with Coordinator is required);
- Gather committee and formulate a response plan;
- The ~~ECCOC~~ may be partially or fully activated, depending upon the conditions of the emergency. All staff will be made available until a response is scaled back or stand-down ~~ECCOC~~ operations.
- Committee and [Emergency](#) Coordinator may appoint an emergency site manager to liaise from the incident site;
- [Emergency](#) Coordinator and Committee to advise Council on declaring a State of Local Emergency; and
- [Emergency](#) Coordinator to notify MACA Regional Superintendent and community residents if a State of Local Emergency is declared.

Escalation

The following depicts how assistance during emergency events flows from the GNWT to communities.



Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the SAO will initiate the notification of key personnel and agencies. Based on the type and seriousness of the event, appropriate personnel are notified of the current or imminent situation. Community Emergency Management Committee members will be notified of the incident and be required to convene at the ECOC depending on the nature and severity of the emergency. A contact information sheet is provided at Appendix G.

The public in the community will be warned by:

- First responders advising those at risk in the immediate proximity of the emergency
- ~~Emergency Management Coordinator through access to TV and radio;~~
- Local radio station;
- Community website/social media page;
- Emergency Measures Email System;
- NWT Alert system;
- ~~Community notice board;~~
- ~~Community Television Channel;~~ and
- Using vehicle mounted PA systems of the Protective Services Department.

Public communications tools such as Emergency Notifications, Alerts and Orders will be used to inform the public of threats and actions in response. Refer to Appendices L, M and N for templates.

Declarations of Local Emergency

The Mayor or designate may declare that a local emergency exists in the community or in any part thereof and may take such action and make such orders as he/she considers necessary. The Mayor or designate may terminate a declaration of a State of Local Emergency. The Mayor shall ensure that the Minister of MACA is notified of a declaration of a state of local emergency. Also, the media and the public shall be informed of the crisis as soon as possible.

A format for Declaration of a State of Local Emergency is in Appendix I. A copy of the declaration must immediately be sent to the Minister via ~~Bobby Bourque~~ Mary Blake Moore, MACA's South Slave Regional Superintendent.

Communications

Depending on the circumstances, communications for an emergency response may include one or a combination of the following:

- Telephone;
- UHF, VHF and/or HF Radios;
- Satellite Phones;
- Internet; and
- More.

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

The Communications Coordinator is to be the Assistant Senior Administrative Officer, if required and is responsible for all communications activities. Refer to Appendix C: "Agency CEMC Responsibilities"

Emergency ~~Coordination~~ Operations Centres

The Community ECOC should be activated and staffed by the CEMC, to manage emergency operations.

The primary ECOC location is ~~the Town Hall, 100-62 Woodland Drive, Hay River, NT~~ the Emergency Services Building, 73 Woodland Drive, Hay River, NT

The alternate ECOC location is ~~the Emergency Services Building, 73 Woodland Drive, Hay River, NT~~ the Town Hall, 100-62 Woodland Drive, Hay River, NT

Emergency Site Management

The Emergency Operations Coordinator may appoint an Incident Commander (IC) if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. In the event that the Fire Department is in charge of the site management, this will be done by the Senior Ranking Officer that is available. The purpose of the IC is to:

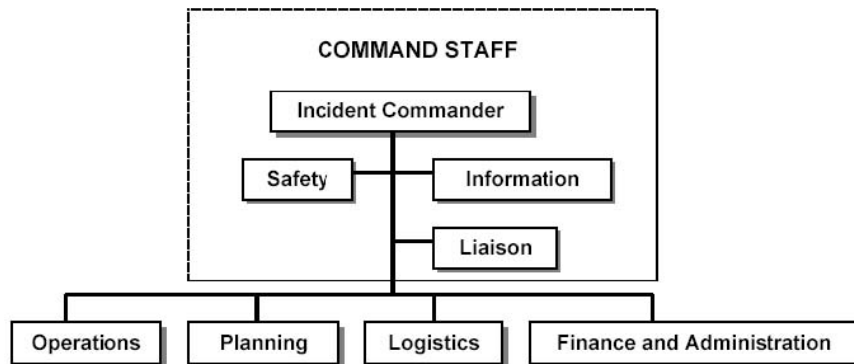
- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational updates to the ECOC;
- Assign emergent tasks to response agencies at the emergency site;
- Provide media information; and
- Coordinate support to the responders.

Responding agencies on-site will:

- Cooperate with the IC;
- Provide information on response activities, damage and casualties, and resource needs to the IC; and
- Continue to receive functional direction from their parent organization.

Incident Command System

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept in North America. It is a management protocol based upon a flexible, scalable response organization providing a common framework within which people can work together effectively. These people may be drawn from multiple agencies that do not routinely work together, and ICS is designed to give standard response and operation procedures to reduce the problems and potential for miscommunication on such incidents.



ICS is a system designed to be used or applied from the time an event occurs until the requirement for management and operations no longer exist. It is interdisciplinary and organizationally flexible to meet the following management challenges:

- Meet the needs of incidents of any kind or size (expands or contracts)
- Allow personnel from a variety of agencies to meld rapidly into a common management structure with common terminology
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.

An ICS enables integrated communication and planning by establishing a manageable span of control. It divides an emergency response into five controllable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration. Diagram 4 below shows a typical ICS structure.

Evacuation and Reception

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that is deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident, the evacuation process and procedures, along with the roles and responsibilities of the key agencies. Evacuation from one area of the community to another part of the community shall be organized and managed by the community. Evacuation of the community as a whole shall be organized and managed by the territorial government. See Appendices E and F for Evacuation and Reception hazard-specific plans.

Volunteers

~~A~~ [The Manager of Human Resources](#) or CEMC member ~~or community resident~~ shall be appointed as Volunteer Coordinator by the Emergency Coordinator.

This operational support function provides guidance on the community's role in the management of volunteers. A form for Volunteer registration can be found in Appendix J. It is essential that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes.

Formatted: Indent: Left: 0 cm

Specific Hazard Management

The hazards identified in the Hazard Identification Risk Assessment as having the most significant potential for disrupting the community are rated as follows:

HAZARD	HISTORICAL OCCURRENCE	PROBABILITY OF OCCURRENCE	PROPERTY IMPACT	HUMAN IMPACT	BUSINESS IMPACT
Atmospheric Hazard	0	1	0	1	1
Building or Bridge Collapse	0	0	0	1	1
Civil or Political Disorder	0	0	1	1	1
Communications Failure	1	1	0	1	2
Contamination of Soil, Air, Drinking Water or Flood	2	2	0	2	2
Dangerous Goods/Hazmat Incident	0	1	2	1	1
Epidemic/Disease	0	1	0	2	2
Fire - Interface	1	1	2	1	1
Fire - Structural	1	1	2	1	2
Fire - Wildland	1	1	2	1	1
Flood	2	2	2	2	2
Transportation Incident - (air, rail, highway, water)	1	1	2	2	1
Utilities Failure	1	1	2	2	2

Has Not Happened = 0
 Has Happened = 1
 Happens Frequently = 2

Not Likely to Occur = 0
 Might Occur = 1
 Occurs Frequently = 2

No Impact = 0
 Some Impact = 1
 Major Impact = 2

Appendix D "Hazard Specific Plans" includes basic action plans for specific hazards identified as well as an all-hazards plan that may be considered for all other emergencies.

Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a community. This includes short term and long term measures such as the return of evacuees, trauma counseling, clean-up, reconstruction, economic impact studies, and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction, and forward-looking recovery measures allow communities not only to recover from recent disaster events but also to build back better to help overcome past vulnerabilities.

[In instances where there have been damages to public infrastructure including roads, water/sewer systems, electrical utilities, and heating systems, the Director of Public Works may be assigned to the position of Emergency Operations Coordinator to oversee the coordinated safe restoration of services to the community.](#)

The Government of the Northwest Territories' Disaster Assistance Policy provides financial support to assist individuals, small businesses and community governments in recovering from a disaster and restoring damaged property to its pre-disaster condition. To determine if the Disaster Assistance Policy applies to an event, please contact MACA's Regional Superintendent, ~~Mary Blake-Moore Bobby Bourque~~. More information on the Disaster Assistance Policy, please view MACA's website.

Plan Maintenance

- The Emergency Response Plan will be updated annually and tested every year.
- After an emergency in which the plan is implemented, the CEMC will meet for an operational debrief and plan re-assessment shortly after that.
- The human, facilities, physical and other potential community resources inventories will be updated annually or as needed. (these inventories are provided in Appendix H).
- Each agency, (for example, RCMP, Fire, or HTA), will participate in the development of plans and procedures, training opportunities, and exercises to achieve and maintain a high state of readiness.

Appendix A: Legal Authority

The following are excerpts from the Civil Emergency Measures Act (R.S.N.W.T. 1988, c.c-9):

GENERAL

Powers and duties of local authorities

7. (1) Each local authority

- (a) shall appoint a committee to advise the local authority on the development of emergency plans and programs;
- (b) shall establish and maintain a community emergency measures agency;
- (c) shall appoint a coordinator of the community emergency measures agency and establish the duties of the coordinator including the preparation and coordination of emergency plans and programs for the community;
- (d) shall prepare and approve emergency plans and programs; and
- (e) may enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs.

Searches outside community

- (2) The local authority may conduct searches outside the boundaries of the community. R.S.N.W.T. 1988, c.73(Supp.),s.3,4; S.N.W.T. 1998, c.21,s.2(5), (6)(a).

Repayment of emergency expenditures

8. The Minister may, by order, require a local authority to pay to the Comptroller General the amount of an expenditure made by the Government of the Northwest Territories within or for the benefit of the community with respect to a disaster or the portion of the expenditure specified in the order, at the times and on the terms as to payment of interest and otherwise as are specified in the order. S.N.W.T. 1998, c.21, s.2(6)(b).

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

14. (1) If a local authority is satisfied that an emergency exists or may exist within the community, the local authority may, by resolution, declare a state of local emergency to exist in all or part of the community.

Contents of declaration

- (2) A declaration of a state of local emergency shall identify the nature of the emergency and the area of the community in which it exists.

Publication

- (3) Immediately after making a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area of the community affected, the contents of the declaration.

Delegation

(4) A local authority may delegate any of the powers conferred or the duties imposed on it under this Act to a committee composed of members of the local authority. S.N.W.T. 1998, c.21,s.2(6)(d).

Forwarding declaration to Minister

15. (1) On making a declaration of a state of local emergency, the local authority shall, without delay, forward a copy of the declaration to the Minister.

Cancellation

(2) The Minister may cancel a declaration of a state of local emergency at any time the Minister considers appropriate.

Effect of order by Minister

(3) A declaration of a state of local emergency ceases to have force or effect on the making of an order by the Minister declaring a state of emergency in the same area.

Duration of declaration

(4) A declaration of a state of local emergency expires seven days after it is made unless it is sooner cancelled by the Minister or terminated or renewed by the local authority.

Application

(5) This section and subsection 14(3) apply to a renewal of a declaration of a state of local emergency.

Termination of declaration

16. (1) When, in the opinion of the local authority, an emergency no longer exists in an area of the community for which a declaration of a state of local emergency was made, the local authority shall, by resolution, terminate the declaration of a state of local emergency in respect of that area.

Publication

(2) Immediately after a declaration of a state of local emergency

(a) expires under subsection 15(4),

(b) is cancelled by the Minister under subsection 15(2), or (c) is terminated under subsection (1), the local authority shall cause the fact of the expiry or the details of the cancellation or termination to be published in the manner that the local authority considers is most likely to make known, to the majority of the population of the area affected, the fact of the expiry or the contents of the cancellation or termination. S.N.W.T. 1998,c.21,s.2(6)(e).

Powers of local authority

17. (1) On making a declaration of a state of local emergency the local authority may, for the duration of the order, do all acts and take all necessary proceedings, including

(a) causing an emergency plan or program to be put into operation;

(b) acquiring or using real or personal property, whether private or public considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

(c) authorizing or requiring a qualified person to render aid of the type that the person is qualified to provide; or

(d) causing the demolition or removal of vegetation, structures, equipment or vehicles, if this is necessary or appropriate to reach the scene of a disaster or to attempt to prevent or combat a disaster.

Compensation

(1.1) Where

(a) a local authority acquires or uses any real or personal property under paragraph (1)(b), or

(b) any real or personal property is damaged or destroyed because of an action of a local authority in preventing, combating or alleviating the effects of an emergency or disaster, the Minister may cause compensation to be paid for that purpose.

Use of emergency plan

(2) Nothing in subsection (1) shall be construed as forbidding the use of all or part of an emergency plan or program where there has not been a declaration of a state of local emergency.

Authorization

(3) A local authority may authorize any person, at any time, to exercise any power referred to in subsection (1), in the operation of an emergency plan or program, in relation to any part of the community affected by a declaration of a state of local emergency.

Payment of expenses

(4) Subject to the Cities, Towns and Villages Act, Hamlets Act and Charter Communities Act, a local authority that is the council of a municipal corporation may, during or within 60 days after the declaration of a state of local emergency, by by-law, borrow the necessary sums to pay expenses caused by the emergency, including payment for services provided by the Government of the Northwest Territories or by the Government of Canada where the services were provided at the request of the local authority.

Approval of by-law

(5) A by-law referred to in subsection (4) must be approved by the Minister but does not require the assent of electors owning property within the municipality .S.N.W.T.

1998,c.21,s.2(6)(f),(8).

Appendix B: Emergency Measures Bylaw

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

WHEREAS the Council of the Town of Hay River is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act*, R.S.N.W.T. 1988, c. C-9 and Section 28 of the *Cities, Towns and Villages Act*, S.N.W.T. 2008, c.22 to prepare and approve Emergency Response Plans and programs; appoint an Emergency Measures Committee, establish and maintain an Emergency Measures Organization; appoint a Coordinator of the Emergency Measures Organization and establish the duties of the Coordinator;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Hay River in regular session duly assembled hereby enacts as follows:

1. Title

This By-law may be referred to as the Town of Hay River Emergency Measures By-law.

2. Interpretation

In this by-law

- a) **"Act"** means *Civil Emergency Measures Act*, RSNWT 1988, c C-9, as amended;
- b) **"Coordinator of the Emergency Measures Organization"** means the person appointed as the Coordinator under Section 6 of this by-law;
- c) **"Council"** means the Council of the Municipal Corporation of the Town of Hay River;
- d) **"Emergency"** means a present or imminent event that is affecting or could affect the health, safety or welfare of people or is damaging or could damage property;
- e) **"Emergency Measures Organization"** means the organization established under this by-law;
- f) **"Emergency Measures Committee"** means the committee established under this by-law;
- g) **"Emergency Plan"** means the Emergency Measures Plan of the Town;
- h) **"Minister"** means the Minister responsible for the Act;
- i) **"SAO"** means the Senior Administrative Officer of the Town of Hay River or designate.
- j) **"Town"** means the Municipal Corporation of the Town of Hay River;
- k) **"Town Limits"** means the corporate limits of the Town as established from time to time.

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

3. Emergency Measures Committee

There is hereby established an Emergency Measures Committee to advise Council on the development of emergency plans and programs.

4. Emergency Measures Organization

There is hereby established an Emergency Measures Organization to act as the agent of Council to carry out its statutory powers and obligations under the Act, provided that the Emergency Measures Organization shall not have the power;

- a) to declare, renew, or terminate a state of local emergency;
- b) to appoint its own members;
- c) to provide for payment of expenses of the members of the Emergency Measures Committee;
- d) to approve the Town's Emergency Plans and programs; or
- e) to exercise any of the powers contained in Section 0 and 8.i) of this By-law.

5. Coordinator

The Director of Protective Services of the Town or designate is hereby appointed the Coordinator of the Emergency Measures of the Town.

6. Council Duties

- a) Council shall:
 - i) By resolution, appoint three of its members to serve on the Emergency Measures Committee;
 - ii) Provide for the payment of expenses of the members of the Emergency Measures Committee;
 - iii) By resolution, appoint a Deputy Coordinator of Emergency Measures who shall do those things delegated by or required of the Coordinator of Emergency Measures in that person's absence;
 - iv) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Hay River;
 - v) Ensure the public is informed of the emergency measures program and community risks;
 - vi) Approve the Town of Hay River's emergency plans and programs; and
 - vii) Review the status of the Emergency Plan and related plans and programs at least once each year.

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

- b) Council may:
- i) by By-law borrow, levy, appropriate and expend, without consent of the electors, all sums required for the operation of the Emergency Measures Organization;
 - ii) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs; and
 - iii) during or within 60 days after the declaration of a state of local emergency, by bylaw, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of Sections 17(4) and (5) of the Act.

7. Committee Structure

- a) The Emergency Measures Organization Committee shall consist of members who shall be appointed by resolution of Council.
- b) The members of the Committee shall include three (3) Council members; and representatives that may include but are not limited to the:
-
- i) Hay River Fire Department;
 - ii) Town of Hay River employees;
 - iii) Hay River Health & Social Services Authority;
 - iv) RCMP;
 - v) Hay River Airport;
 - vi) Canadian Coast Guard/Fisheries and Oceans;
 - vii) Canadian Coast Guard Auxiliary;
 - viii) Hay River District Education Authority;
 - ix) Northland Utilities;
 - x) Government of the Northwest Territories, Department of Infrastructure;
 - xi) West Point First Nation; and
 - xii) Kallodeeche First Nation.

8. Committee Procedures

- a) Meetings of the Committee shall be held at a time as deemed necessary to be set by resolution of the Committee.
- b) A quorum for regular and special meetings of the Committee shall be six (6) members from six different organizations, one of whom shall be a Councillor.

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

- c) The Chair or Alternate Chair may call special meetings.
 - d) Special Meetings of the Committee may be called on forty-eight (48) hours written notice by the Chair at the request of any three (3) members of the Committee.
 - e) The Chair, when present, and every Committee member shall vote on every matter unless, in a specific case, the Chair or any member is excused by resolution of the Committee from voting.
 - f) For greater certainty, the *Conflict of Interest Act* applies to the Committee.
 - g) Neither the Committee, nor any member thereof, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Committee or any member thereof, have any power to authorize any expenditure charged against the Town.
 - h) Meeting procedures shall be conducted in accordance with *Council Procedures By-law No. 1385*, as amended or replaced from time to time, and *Bourinot's Rules of Order*.
-

- i) All meetings of the Committee shall be open to the public.

9. Duties of the Emergency Measures Committee

The Emergency Measures Committee shall:

- a) review the Emergency Plan and related plans and programs on a regular basis;
- b) make such recommendations to Council as the Committee considers appropriate respecting the Emergency Plan and related plans and programs; and
- c) advise Council on the status of the Emergency Plan and related plans and programs at least once each year.

10. Composition of the Emergency Measures Organization

The Emergency Measures Organization shall be composed of those representatives listed in the Emergency Plan of the Town of Hay River.

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

11. Duties of the Coordinator

The Coordinator of Emergency Measures shall:

- a) prepare and coordinate the Emergency Plan and related plans and programs for the Town of Hay River;
- b) act as Director of Emergency Operations, or ensure that someone is designated under the Emergency Plan to so act, on behalf of the Emergency Measures Organization;
- ~~c) submit to Council an accounting of the costs of an emergency measures response;~~
- d) coordinate all emergency services and other resources used in an emergency;
- e) develop and implement an annual public education and awareness program;
- f) ensure that someone is designated to discharge the responsibilities specified in 0, a), b) and c) above.

12. Repeal

By-law 1339 is hereby repealed.

13. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

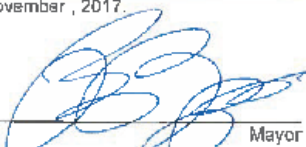
READ A FIRST TIME this 28th day of November, 2017.



Mayor

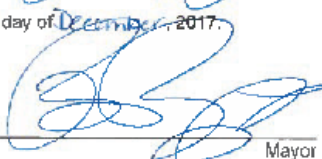
A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION

READ A SECOND TIME this 28th day of November, 2017.



Mayor

READ A THIRD AND FINAL TIME this 19 day of December, 2017.



Mayor

CERTIFIED that this by-law has been made in accordance with the requirements
of the Cities, Towns and Villages Act S.N.W.T. 2003, c.22, and the by-laws of the
Municipal Corporation of the Town of Hay River on this 19 day of December,
2017.



Senior Administrative Officer

Appendix C: CEMC Responsibilities

In an emergency, the CEMC will provide the overall direction and oversight. The agencies will carry out their specific responsibilities.

The members of the CEMC and their duties are:

Mayor or designate

- Makes a declaration of a state of local emergency;
- Cancellation of a state of local emergency;
- Notification (to residents, MACA and the media);
- Evacuation orders; and
- Request mutual aid/other government support.

Emergency Coordinator or designate

- Coordination of all services and functions;
- Recommend declaration/cancellation of a state of local emergency;
- Implement the plan;
- Liaison with MACA, other governments, and industry associations; and
- Overall communications arrangements.

Fire Chief/[Director of Protective Services](#) or designate

- [Act in the position of Emergency Operations Coordinator during Response activity](#)
- Conduct fire-fighting operations;
- Coordinate site activities as required;
- Provide a communication link from the site to the Emergency Coordinator and/or [ECOC](#);
- [Coordinate monitoring and surveillance of potential or developing hazards](#);
- Support for search and rescue activities (with assistance from volunteers);
- Assist in evacuations; and
- Identify threatened utilities.

Public Works ~~Manager~~[Director](#)

- [Act in the position of Emergency Operations Coordinator during Recovery activity](#)
- Provide/arrange for construction resources and services;
- Provide/arrange for transportation resources and services;
- Arrange potable water shuttles;

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

- Utilities shut down/restoration and public notices; and
- Damage assessment on the public property.

~~Town Administration~~ Director of Finance and Administration

~~• Register volunteers~~

- Track emergency expenditures
- Assist in dissemination of emergency information

Manager of Human Resources

- Register, assign and track volunteers

Director of Recreation and Community Services

- Management of Town evacuation centre facilities including setup, security, and food services

RCMP

- Assess and report on the degree of public danger
- Security of life, site, property, and evidence
- Coordination of ground search and rescue
- Traffic and crowd control
- Site management when they are lead agency
- Identification and handling of dead
- Support rescue and evacuation operations

Department of Infrastructure

- Manage highway road closures

- Coordinate transportation for mass evacuations

- Secure the incident scene

Health & Social Services

- Manage the registration of evacuees and the associated processes and tools

- Provision of advice and assistance ~~to the Town~~ on health and social service-related information
- Manage emergency social services (~~lodging, feeding, clothing, personal services,~~ registration and inquiry)

Formatted: Font: Not Bold

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: List Paragraph, Indent: Left: 0.63 cm

Formatted: Font: Not Expanded by / Condensed by

- Assist in the provision of victim and family personal support services ~~(Outreach Programs)~~
- Identify special support program needs for recovery
- Provide site medical care
- Disseminate all advisories regarding Public Health/Environmental Health
- Provide leadership in pandemic events
- Arrange medical evacuation
- Advise on evacuation priorities
- Provide casualty data
- Quarantines
- Temporary morgue

District Education Authority

- Disseminates emergency preparedness information to schools
- Supports access to school facilities and bussing for evacuation and registration centre needs

Communications Coordinator

- Provision of emergency preparedness information
- Provision of emergency public information to residents

- Provision of information to authorities and media outlets

Housing Authority Manager

- Use of vacant housing for those displaced by an emergency
- Advice on the safety of shelter in preparation for evacuation and reoccupation

Formatted: Font: Not Bold

Formatted: List Paragraph, Indent: Left: 0.63 cm

Formatted: Font: Not Expanded by / Condensed by

Formatted: Font: Not Expanded by / Condensed by

~~Canadian Rangers~~ Coast Guard Auxiliary

- Support for searches and rescues
- ~~• Assist in dissemination of emergency notices~~
- ~~— Assist in the transport of resident in evacuation~~
- ~~• Assist in traffic and crowd control~~

~~School Principal/Superintendent~~ District Education Authority

- Student care and protection in on-site emergencies
- Supervision and care of students at any temporary facility
- Provide use of facilities to support evacuation and reception

Radio Society

- Assist in disseminating emergency public information

Indigenous Governments and Organizations

- Assist in dissemination of information

~~Media/Public Spokesperson~~

- ~~• Provision of emergency public information to residents and the media.~~

~~Volunteer Coordinator~~

- ~~• Register, assign and track volunteers~~

Formatted: Font: Bold

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at:
0 cm + Indent at: 0.63 cm

Appendix D: Hazard Specific Plans

The following chart outlines actions that may be taken to mitigate, prevent and respond to emergencies. Refer to this All Hazards Response chart if an emergency that does not correspond to any of the following Specific Hazards Plans.

ALL HAZARDS RESPONSE

MAJOR CONCERNS: Safety and Comfort of Residents, Property Damage or Loss, Environmental Impacts, Infrastructure Protection, Disruption of normal services, Media/Public Information.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Community land use plans	<ul style="list-style-type: none"> Incorporate risk reduction measures (i.e. flood risk mapping, community wildfire protection plan). 	Community Council
Emergency back-up power for critical infrastructure	<ul style="list-style-type: none"> Ensure emergency operations centers, community evacuation centers, power generating stations, telecommunications satellite uplinks, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in the supply of power. 	Facility owner(s)
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Response Plan	<ul style="list-style-type: none"> Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities. 	CEMC Emergency Coordinator
Public information/ awareness program to inform residents of the need to take proactive measures before, during and after an emergency	<ul style="list-style-type: none"> To reduce individuals' exposure to risk before emergency strikes and ensure timely recovery after a disaster impacts the community. 	CEMC Communications Coordinator
Community emergency training program	<ul style="list-style-type: none"> Ensure emergency responders, officials and volunteers are prepared to fulfill their emergency role or function. 	CEMC Emergency Operations Coordinator
Emergency communications system(s) for first responders and local emergency officials	<ul style="list-style-type: none"> Ensure an efficient and coordinated operational response through effective communications among all response agencies. 	Various member agencies of the CEMC Emergency Coordinator

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform Region through the MACA Regional Superintendent. 	Emergency Coordinator/ Mayor
Assessment of the Situation	<ul style="list-style-type: none"> • Assess incident reports and/or forecasts to determine an appropriate response to the threat; • Determine if additional resources are needed; • Determine potential risk of secondary hazards (such as utility failure, interruptions in communications links to the outside, the risk to residents' safety or comfort); and • Determine need to declare a state of local emergency. 	CEMC Emergency Operations Coordinator
Secure the incident scene	<ul style="list-style-type: none"> • Keep onlookers and traffic away from the emergency site and out of danger; • Control access to the evacuation collection area to avoid congestion and potential safety issues; and • Use barricades, signs, and media to restrict access. 	Public Works Manager Fire Chief, Volunteers, and RCMP, Rangers, Department of Infrastructure
Conduct emergency operations	<p>Arrange for:</p> <ul style="list-style-type: none"> • Contain spills of hazardous substances; • Respond to issues of contamination of ground, water or air; • Rescue or recovery; • Demolition or removal of dangerous structures, equipment or vegetation; and • Undertake emergency repairs of critical infrastructure. 	CEMC Emergency Operations Coordinator

Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from danger; • Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat; and • Keep residents advised of the hazardous situation as it develops. 	CEMC and Communications Coordinator, in support of the Emergency Coordinator/ Mayor
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure that only approved messaging is provided to the media. 	Communications Coordinator, in support of the Emergency Coordinator/ Mayor
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E. 	CEMC Emergency Operations Coordinator , MACA Regional Superintendent (mass evacuations)
Injuries	<ul style="list-style-type: none"> • Conduct triage at the emergency site to determine medical priorities; • Evacuate for medical treatment; and • Provide comfort and shelter for injured as required. 	Healthcare Workers and Volunteers with First Aid Fire Chief; Hay River Health and Social Services
Rescue of Stranded/injured People (with particular attention to the young, elderly and disabled, as well as others needing additional support).	<ul style="list-style-type: none"> • Remove people from danger; and • Treat medical or psychological conditions, if required. 	Volunteers, CEMC, Emergency Operations Coordinator , RCMP and healthcare workers
Handling the dead	<ul style="list-style-type: none"> • Confirm death; • Provide for proper care and custody of human remains; • Identify temporary morgue if necessary; • Secure the scene for the Coroner's investigation; • Record evidence; and • Provide proper notification of casualties to authorities, next of kin and media. 	RCMP and Healthcare Workers Hay River Health and Social Services

Formatted Table

Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up to date information flow among parties involved in emergency operations; • Ensure shared situational awareness; and • Establish required local (eg telephone, internet, VHF, UHF) and long range (eg telephone, internet, satellite phone, HF) communications links as circumstances require. 	CEMC and MACA Emergency Operations Coordinator, Communications Coordinator
Liaison with other Government officials	<ul style="list-style-type: none"> • Ensure proper authorities have most current and accurate information on the incident, possible impacts, and the potential for special assistance; • Consult on new developments and response options related to the emergency as may be required; and • Determine requirement for a formal Declaration of a State of Emergency or Local Emergency. 	MACA Regional Superintendent, Emergency Coordinator / Mayor
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Arrange for the safe return of residents. 	CEMC Emergency Operations Coordinator and MACA Regional Superintendent
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	CEMC Emergency Operations Coordinator , MACA Regional Superintendent

The following chart outlines actions that may be taken to mitigate, prevent and respond to a winter storm emergency.

ATMOSPHERIC HAZARD- Winter Storm		
MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> Drain piping systems in homes to prevent freezing and damage. 	CEMC Emergency Operations Coordinator
Survey homes with alternate sources of heat	<ul style="list-style-type: none"> Accommodate community residents without alternate sources of heat 	CEMC Emergency Operations Coordinator
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> Residents devise their plans for alternative housing with family, friends and/or neighbors with wood stoves. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Inform MACA Regional Superintendent; and Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> Define areas of risk; Decide if additional resources required; and Determine the potential risk of secondary hazards (i.e. utility failure). 	CEMC, ENR and MACA Regional Superintendent Emergency Operations Coordinator
Notification System	<ul style="list-style-type: none"> Notify local emergency responders, public works department, local public utility companies, local health care representatives 	CEMC, Communications Coordinator
Inform Public	<ul style="list-style-type: none"> Notify residents of the potential threat. 	CEMC Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> Coordination at the fire site. 	ENR, Fire Department and Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> Determine need to evacuate; and Refer to Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations) CEMC,
Traffic Control	<ul style="list-style-type: none"> Road closures; and Emergency vehicle route identification. 	Department of Transportation Infrastructure, and RCMP.

Formatted Table

Injuries and Rescue	<ul style="list-style-type: none"> Remove casualties from danger; Provide medical treatment; and Transportation to a medical facility. 	Ambulance Fire Department , Coast Guard Auxiliary Healthcare
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response. 	CEMC , MACA Regional Superintendent , Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information. 	Community Spokesperson Communications Coordinator
Security Control	<ul style="list-style-type: none"> Provide security of evacuated areas; and Secure scene for subsequent investigation. 	CEMC, volunteers, and RCMP
Refreshment / Evacuation Centres	<ul style="list-style-type: none"> Provision of food to those engaged in the Emergency Response; and Provision of shelter and food for those evacuated. 	Recreation Department CEMC
Return to Evacuated Area	<ul style="list-style-type: none"> Ensure safe return of residents; and Decision that it is safe for residents to return. 	CEMC Emergency Operations Coordinator , MACA Regional Superintendent
Road Clearance	<ul style="list-style-type: none"> To provide safe access and movement on community roadways. 	Municipal Works Emergency Operations Coordinator , Department of Infrastructure , RCMP.
Damage Assessment	<ul style="list-style-type: none"> Determine extent of damage; and Determine if the Disaster Assistance Program applies. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> Contract available equipment; Coordinate with utility services for restoration of essential services and damaged infrastructure; and Coordinate disposal of debris. 	CEMC , Municipal Works

Formatted Table

The following chart outlines actions that may be taken to mitigate, prevent and respond to a bridge or building collapse emergency.

BRIDGE OR BUILDING COLLAPSE		
MAJOR CONCERNS: Injuries, fatalities, fire, disruption of utilities or traffic and property damage or loss.		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Building Inspections	<ul style="list-style-type: none"> Ensure that all buildings are inspected and code compliant. 	CEMC Emergency Operations Coordinator
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> Inform residents of the importance of house inspections and of clearing snow build-up from off of roofs. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Inform MACA Regional Superintendent; and Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Define areas of risk; Decide if additional resources required; and Determine the potential risk of secondary hazards (i.e., utility failure). 	CEMC, ENR and MACA Regional Superintendent Emergency Operations Coordinator
Notification System	<ul style="list-style-type: none"> Notify local emergency responders, public works department, local public utility companies, local health care representatives. 	CEMC, Communications Coordinator
Inform Public	<ul style="list-style-type: none"> Notify residents of a potential threat. 	CEMC Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> Coordination at the fire site. 	ENR, Fire Department and Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> Determine need to evacuate; and Refer to the Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations) CEMC, MACA Regional Superintendent
Traffic Control	<ul style="list-style-type: none"> Road closures; and Emergency vehicle route identification. 	Department of Transportation and RCMP.
Injuries and Rescue	<ul style="list-style-type: none"> Remove casualties from danger; Provide medical treatment; Transportation to a medical facility; and; Establishment of the temporary 	Ambulance Fire Department, Coast Guard Auxillary, Healthcare workers, Coroner's OfficeHav River Health and

Formatted Table

Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response. 	CEMC, MACA Regional Superintendent, Communications Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information. 	Community Spokesperson Communications Coordinator
Security Control	<ul style="list-style-type: none"> Provide security of evacuated areas; and Secure scene for subsequent investigation. 	CEMC, volunteers and RCMP, Department of Infrastructure
Refreshment / Evacuation Centres	<ul style="list-style-type: none"> Provision of food to those engaged in the Emergency Response; and Provision of shelter and food for those evacuated. 	CEMC Recreation Department
Return to Evacuated Area	<ul style="list-style-type: none"> Ensure safe return of residents; and Decision that it is safe for residents to return. 	CEMC Emergency Operations Coordinator, MACA Regional Superintendent
Road Clearance	<ul style="list-style-type: none"> To provide safe access and movement on community roadways. 	Emergency Operations Coordinator, Department of Infrastructure, RCMP, Municipal Works,
Damage Assessment	<ul style="list-style-type: none"> Determine extent of damage; and Determine if the Disaster Assistance Program applies. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator
Site Clean-up and Restoration	<ul style="list-style-type: none"> Contract available equipment; Coordinate with utility services for restoration of essential services and damaged infrastructure; and Coordinate disposal of debris. 	CEMC, Municipal Works Emergency Operations Coordinator

Formatted Table

The following chart outlines actions that may be taken to mitigate, prevent and respond to a wildfire emergency.

WILDFIRES		
MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Establish land use bylaws	<ul style="list-style-type: none"> Minimize risk by situating higher risk development (eg fuel storage facility) in appropriate locations in the community. 	Community Council
Regulate dump site burning fire permits	<ul style="list-style-type: none"> Ensure that dump site burning is monitored and does not take place during high-risk fire season. 	Community Council Fire Department, ENR
PREPAREDNESS	RATIONALE	ACTION BY
Implement Fire Smart guidelines in the community's wildland/urban interface area	<ul style="list-style-type: none"> Maintain firebreaks and reduce underbrush in the areas surrounding the community; Reduce the number of evergreen trees in high-risk areas within the community; Advise residents to maintain property that is free of debris, tall grasses, underbrush, and more flammable trees close to buildings; and Establish a system of permitted fires within the community boundaries. 	Community Council, CEMC, Volunteers, Residents, Fire Department, ENR
Host a community FireSmart Day	<ul style="list-style-type: none"> Community residents and volunteers to clean up brush, grasses and other fuel sources (jerry cans); Inform residents of personal preparedness measures to improve the fire safety of their homes and properties; and Host a community contest for various age groups to promote youth participation. 	CEMC, Fire Department, Communications Coordinator Volunteers

Educate residents on air quality procedures	<ul style="list-style-type: none"> Hold information session before fire season to educate residents on proper protocol to follow should smoke impact the air quality during wildfire season. 	CEMC and HSS Hay River Health and Social Services, ENR
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Inform MACA Regional Superintendent; and Call a CEMC meeting if required. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Define areas of risk; Decide if additional resources required; and Determine the potential risk of secondary hazards (i.e. utility failure). 	CEMC, ENR and MACA Regional Superintendent Emergency Operations Coordinator, ENR
Inform Public	<ul style="list-style-type: none"> Notify residents of the potential threat. 	CEMC Emergency Coordinator
Fire Fighting	<ul style="list-style-type: none"> Coordination at the fire site. 	ENR, Fire Department and Volunteers
Relocation/Evacuation	<ul style="list-style-type: none"> Determine need to evacuate; and Refer to the Evacuation Action Plan – Appendix E. 	Emergency Operations Coordinator, MACA Regional Superintendent (mass evacuations) CEMC, MACA Regional
Injuries and Rescue	<ul style="list-style-type: none"> Remove casualties from danger; and Provide medical treatment. 	Department of Transportation and RCMP, Healthcare workers and
Traffic Control	<ul style="list-style-type: none"> Road closures; and Emergency vehicle route identification. 	Fire Department, Coast Guard Auxillary, Hay River Health and Social
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response. 	Communications Coordinator CEMC, MACA Regional Superintendent, Public Works Vehicles, Amateur
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information. 	Communications Coordinator Communication
Security Control	<ul style="list-style-type: none"> Provide security of evacuated areas; and Secure scene for subsequent investigation. 	RCMP, Department of Infrastructure, CEMC, volunteers, and RCMP

Formatted Table

Commented [TW1]: Road Closure Departments?

Refreshment / Evacuation Centres	<ul style="list-style-type: none"> • Provision of food to those engaged in the Emergency Response; and • Provision of shelter and food for those evacuated. 	Recreation Department CEMC
Return to Evacuated Area	<ul style="list-style-type: none"> • Ensure safe return of residents; and • Decision that it is safe for residents to return. 	Emergency Operations Coordinator, MACA Regional Superintendent CEMC, MACA Regional
Road Clearance	<ul style="list-style-type: none"> • To provide safe access and movement on community roadways. 	Emergency Operations Coordinator, Department of Infrastructure, RCMP, Municipal Works
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	Emergency Operations Coordinator CEMC, MACA Regional Superintendent , ENR

The following chart outlines actions that may be taken to mitigate, prevent and respond to a flood emergency.

FLOODS		
MAJOR CONCERNS: Safety of Lives, Damage to Property, Transportation Problems, Isolation		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Land use bylaw	<ul style="list-style-type: none"> Ensure that new developments are constructed outside of designated flood risk areas; Restrict development or utilize flood risk areas for non-critical facilities that can sustain flooding (eg playground). 	Community Government
Building bylaw	<ul style="list-style-type: none"> Institute CMHC construction standards for flood risk areas to require suitable foundation designs and floor heights to accommodate the 100-year flood specifications. 	Community Government
Construction of berms to channel flood waters	<ul style="list-style-type: none"> Protect private property and critical infrastructure against flooding. 	Community Government and Property owners Director of Public Works and Services, Property Owners
Over design culverts in specified areas to more effectively channel flood water	<ul style="list-style-type: none"> Minimize potential flooding of streets and areas within the community. 	Community Government and Works Foreman Director of Public Works and Services, Department of Infrastructure
PREPAREDNESS	RATIONALE	ACTION BY
Establish a Flood Watch Committee	<ul style="list-style-type: none"> Monitoring of changing breakup or flooding conditions to maintain situational awareness; Early warning to residents in threatened areas so they can be prepared to respond accordingly; Recommend threatened private property and critical infrastructure be protected against flooding or remove from the area. 	CEMC Emergency Operations Coordinator, Communications Coordinator, Hamlet Foreman/ Public Works Staff to monitor potential flooding situations. Local Rangers and Volunteers
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources Inform and instruct citizens Call emergency meeting 	SAO Emergency Coordinator

Formatted Table

Formatted Table

Assessment of the Situation	<ul style="list-style-type: none"> • See if additional resources needed; • See if mutual aid agreements need to be engaged; • Determine potential risk of secondary hazard (utility failure); and • Determine the need to make a declaration of a state of emergency (Are their actions that the community must take that require special powers? Is an evacuation imminent?). 	CEMC Plant Supervisor for notification of potential power disruptions. Emergency Operations Coordinator
Water and Sewer Services	<ul style="list-style-type: none"> • Determine the need to issue a water conservation notice to residents: water use limited to essential washing and eating/drinking needs; and • Keep water and sewer pumping running as long as possible when flooding has begun. 	CEMC to issue Conservation Notification. Residents and Water Delivery and Sewer Pump-out Contractors. Public Works and Services
Declaration of a State of Local Emergency	<p>If a declaration of a state of local emergency is declared the community must:</p> <ul style="list-style-type: none"> • Inform community; and • Radio Station coordinator will ensure that the radio station is in operation for the duration of the declaration. 	CEMC and Radio Operator. Mayor, Communications Coordinator
Evacuation Decisions	<ul style="list-style-type: none"> • Determine if residents need to be removed to a safe, central place • Monitor airport runway conditions; and • Open evacuation center. 	CEMC Emergency Coordinator
Ground Transportation	<ul style="list-style-type: none"> • Contact local buses, taxis, and volunteers with vehicles to transport residents to non-flooded areas of town. 	CEMC Public Works and Services, Department of Infrastructure
Rescue of Stranded People (particular attention to the elderly)	<ul style="list-style-type: none"> • Remove people from danger 	Volunteers Fire Department, Coast Guard Auxillary
Injuries	<ul style="list-style-type: none"> • Treat injured; or • Evacuate for medical treatment. 	Nurse In Charge Health and Social Services, Volunteers

Formatted Table

Security/ Traffic Control	<ul style="list-style-type: none"> Secure incident site 	RCMP, GNWT VolunteersDepartment of Infrastructure
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response 	CEMC, MACA, RCMP, Fire Dep't, Municipal Works Vehicles, Amateur Radio Emergency Operations Coordinator, Communications
Refreshment / <u>Evacuation</u> Centres	<ul style="list-style-type: none"> Provision of food for those in evacuation center; for those engaged in Emergency Response 	CEMC Recreation Department
Barricades, Signs, etc.	<ul style="list-style-type: none"> To isolate areas of danger; Provide warnings 	Public Works <u>and</u> Services Foreman
Public & Media Information; Instructions to Residents	<ul style="list-style-type: none"> Ensure consistent messages to residents and media. 	Media Coordinator Communications Coordinator

Formatted: Normal, Indent: Left: 0.21 cm, No bullets or numbering

Formatted Table

The following chart outlines actions that may be taken to mitigate, prevent and respond to a major fire or explosion emergency.

MAJOR FIRE/ EXPLOSION

MAJOR CONCERNS: Safety of Lives, Property and Utilities Failure.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Develop Fire Department	<ul style="list-style-type: none"> Consult with AFM; Invest in and support community fire department development; and Recruitment of firefighters. 	Community Council and the South Slave Regional Assistant Fire Marshal
Equip Buildings with Fire Prevention Equipment	<ul style="list-style-type: none"> Equip all public buildings with fire extinguishers and smoke detectors; and Encourage residents to equip their homes with extinguishers and smoke detectors. 	Community Council, the South Slave Regional Assistant Fire Marshal and residents.
Zoning Bylaw	<ul style="list-style-type: none"> Create zoning bylaw to ensure that tank farms and all fuel storage is away from residential areas and fenced in. 	Community Council
Educate Residents and Community businesses	<ul style="list-style-type: none"> Educate residents of things they can do to protect their homes and properties. 	Community Council, Fire Department, South Slave Regional Assistant Fire Marshal, ENR representatives, community residents and business
PREPAREDNESS	RATIONALE	ACTION BY
Support Fire Department	<ul style="list-style-type: none"> Training and education of volunteer firefighters. 	Community Council, Assistant Fire Marshal and School of Community Government.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Call a CEMC meeting if required; Select appropriate ECOC; and Inform the MACA Regional Superintendent. 	Emergency Coordinator

Assessment of Situation	<ul style="list-style-type: none"> Define areas of risk; Decide if additional resources required; Coordinate all resources; Determine the potential risk of secondary hazards (i.e. utility failure); and Determine need to declare a state of local emergency. 	CEMC, Fire Chief and MACA Regional Superintendent Emergency Operations Coordinator
Inform Public	<ul style="list-style-type: none"> Notify residents of potential threat (community siren, door-to-door notification or loudspeaker). 	CEMC , Communications Coordinator
Fire Fighting	<ul style="list-style-type: none"> Conduct fire-fighting activities at the site. 	Fire Chief and Volunteers Department
Relocation/Evacuation	<ul style="list-style-type: none"> Determine need to evacuate; and Refer to the Evacuation Action Plan – Appendix E. 	CEMC Emergency Operations Coordinator , MACA Regional Superintendent
Injuries and Rescue	<ul style="list-style-type: none"> Remove from danger; and Provide medical treatment. 	Health Centre, Fire Department, and Volunteers
Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in Emergency Response; and Do inventory and obtain necessary communications equipment (i.e. VHF radios and SAT phone). 	CEMC , Emergency Operations Coordinator , Communications Coordinator and Volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information. 	Communications Coordinator
Security and Traffic Control	<ul style="list-style-type: none"> Coordinate the protection of property and relocation of resources where necessary; Provide security at the evacuated area; Secure scene for subsequent investigation; and Coordinate traffic and emergency vehicle routes. 	CEMC and RCMP , Department of Infrastructure
Refreshment/ Evacuation Centres	<ul style="list-style-type: none"> Provision of food for those engaged in the emergency response; and Provision of shelter and food for those evacuated. 	CEMC Recreation Department

Formatted: Line spacing: Exactly 12.45 pt

Formatted: Right: -0.04 cm, Line spacing: Exactly 12.45 pt

Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return; and • Ensure safe return of residents. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator, MACA Regional
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage; and • Determine if the Disaster Assistance Program applies. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator

The following chart outlines actions that may be taken to mitigate, prevent and respond to a hazardous spill emergency.

HAZARDOUS SPILL/ CONTAMINATION		
MAJOR CONCERNS: Environmental Pollution, Wildlife Harm, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder, Illness, Fatalities.		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Proper care promotion	<ul style="list-style-type: none"> Promote the appropriate handling and storage of toxic materials; Promote WHMIS training. 	CEMC , Local Employers, ENR .
PREPAREDNESS	RATIONALE	ACTION BY
Spill Kit Preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (spill kits, etc) for managing spills. 	Facility owners/operators and ENR
Gather Information	<ul style="list-style-type: none"> Consult with ENR personnel and facility owners/operators. 	Emergency Coordinator
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate ECOC. Inform Region through the MACA Superintendent. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Decide if additional resources Required; Determine the potential risk of secondary hazard (i.e., fire, health risk). Determine need to declare a state of local emergency. 	CEMC , ENR, Fire Department, RCMP and Health Authorities , Hay River Health and Social Services .
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to the public and advise on protective measures. 	Designated by ENR and CEMC , ENR , Communications Coordinator
Preventing Spread of Contamination	<ul style="list-style-type: none"> Assist in the identification of contaminant and its vector; Isolate immediate area; and Investigate the source of contamination. 	ENR, RCMP , CEMC and fuel owners/operators .
Communications	<ul style="list-style-type: none"> Up to date information flow among parties involved in Emergency Response. 	CEMC , RCMP , ENR , MACA , Local Health Facility and owners/operators , ENR .

Commented [TW2]: EHO References in document?

Formatted Table

Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. • Coordination of protection of property; and • Scene security for further investigation. 	RCMP, Department of Infrastructure
Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E 	CEMC and MACA Regional Superintendent Emergency
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Media Communications Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> • If determined safe deploy the spill kit; and • Plan for ongoing clean-up plan. 	ENR, CEMC, SSRERC and owners/operators.
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	CEMC Emergency Operations Coordinator
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage. 	CEMC, MACA Regional Superintendent ENR, Emergency Operations Coordinator

Formatted Table

The following chart outlines actions that may be taken to mitigate, prevent and respond to the loss of critical infrastructure.

CRITICAL INFRASTRUCTURE FAILURE

Including Electric, Water and Sewer.

MAJOR CONCERNS: Safety of lives and property, water contamination.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Protection of housing	<ul style="list-style-type: none"> Drain piping systems in homes and tanks to prevent freezing and damage. 	CEMC Community Council
Survey homes with alternate sources of heat	<ul style="list-style-type: none"> Accommodate community residents without alternative sources of heat, water and bathroom facilities. 	CEMC Housing, Public Works and Services
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> Residents devise their plans for alternative housing with family, friends and/or neighbors with wood stoves and plans to conserve water. 	Community residents
RESPONSE	RATIONALE	ACTION BY
Gather information from Power Corporation	<ul style="list-style-type: none"> If power will be out for a long period of time proceed with the plan 	Emergency Coordinator
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate EOCC Inform Region through the MACA Superintendent. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Determine the extent of the problem; Define the affected area; Decide if additional resources required; and Determine the potential risk of secondary hazards (i.e., fire). Determine need to declare a state of local emergency. 	CEMC, RCMP, facility owners/ operators and MACA Regional Superintendent. Emergency Operations Coordinator
Inform Residents	<ul style="list-style-type: none"> Coordinate door-to-door resident notification; Mitigate by draining water from houses without power; and Mitigate by informing residents to conserve water should water and sewer services be interrupted. 	CEMC, Volunteer Coordinator, Volunteers Emergency Operations Coordinator, Communications Coordinator
Relocation/Evacuation	<ul style="list-style-type: none"> Refer to Evacuation Plan – Appendix E 	CEMC and Emergency Operations Coordinator, MACA Regional

Repairs and Restoration of the Service	<ul style="list-style-type: none"> Contract available equipment as needed; and Coordinate with utility services restoration of essential services. 	CEMC, facility owners/operators and External Agencies Emergency Operations Coordinator
Communications	<ul style="list-style-type: none"> Provide liaison amongst parties involved in Emergency Response 	Facility owners/operators, CEMC and MACA Regional Superintendent Communications Coordinator
Traffic Control	<ul style="list-style-type: none"> Coordinate traffic control and routes for emergency vehicles 	RCMP, Department of Infrastructure and volunteers
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Ensure consistent messages, including instructions to public 	Media Coordinator Communications Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate the protection of property and relocation of resources where necessary; and Secure scene for subsequent investigation. 	RCMP, Emergency Operations Coordinator and Volunteers
Return to Evacuated Area	<ul style="list-style-type: none"> Decision that it is safe for residents to return. 	CEMC Emergency Operations Coordinator
Damage Assessment	<ul style="list-style-type: none"> Determine extent of damage. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator

Formatted Table

Formatted Table

The following chart outlines actions that may be taken to mitigate, prevent and respond to an epidemic/disease emergency.

EPIDEMIC/DISEASE

MAJOR CONCERNS: Casualties, Fatalities, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder (Panic)

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Health promotion	<ul style="list-style-type: none"> Promote the necessity of vaccinations to residents; and Educate residents on washing hands frequently and coughing properly to avoid the spread of germs. 	Health Centre Hay River Health and Social Services
PREPAREDNESS	RATIONALE	ACTION BY
Health Centre preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (vaccine, masks, gloves, etc) for managing infectious disease outbreaks. 	Health Centre Hay River Health and Social Services
RESPONSE	RATIONALE	ACTION BY
Gather Information	<ul style="list-style-type: none"> The Health Centre will inform the SAO should there be a need. 	Hay River Health and Social Services Health Centre
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate EMC. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Decide if additional resources Required; Determine the potential risk of secondary hazard (i.e., civil disorder). 	CEMC, Local, and Health Authorities. Emergency Operations Coordinator, Hay River Health and Social Services
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to the public and advise them on protective measures. 	Hay River Health and Social Services, Communications Coordinator Designated by Nurse In Charge, CEMC
Quarantine (stay at home)	<ul style="list-style-type: none"> Coordinate supply of required resources (i.e., gas masks, drinking water, food, pharmaceutical supplies); Determine the need for evacuation; Identify evacuation relocations; and Establish emergency public health facilities, shelters, refreshment centers and feeding facilities. 	RCMP, Ambulance, External Agencies, Volunteers Emergency Operations Coordinator, Hay River Health and Social Services

Preventing Spread of Disease	<ul style="list-style-type: none"> • Assist in the identification of disease and its vector; • Monitor the potential spread of disease; and • Isolate immediate area. 	Hay River Health and Social Services RCMP, GNWT Health & Social Services, MACA,
Notification System	<ul style="list-style-type: none"> • Notify ambulance; and • Notify local health-care facilities of casualties (number/type). 	Hay River Health and Social Services CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons. 	Hay River Health and Social Services RCMP, Coroner's
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response. 	CEMC, RCMP, H&SC, MACA, Local Health Facilities, Amateur
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. 	RCMP, Department of Transportation
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Media Coordinator Communication s Coordinator

Pandemic / Epidemic

The following table identifies activities that can be undertaken by the Local Emergency Management Organization to mitigate or prevent, prepare for and respond to impacts of a pandemic/epidemic.

MAJOR CONCERNS: Public health, continuity of essential services.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Public information/awareness program to inform residents of the need to implement personal protective measures and proper hygiene practices as advised by HSS/Healthcare staff.	<ul style="list-style-type: none"> Obtain public health messaging from local health official and request a presentation to the LEMO. Distribute and display information throughout the community: <ul style="list-style-type: none"> Community Office Schools/Daycares Elders Facilities Etc. 	LEMOCEMC with support from the local health official. Hay River Health and Social Services
Protect local authority staff	<ul style="list-style-type: none"> Increase distance between the customer and staff by introducing a barrier, personal protective equipment or by social distancing. Instead of face-to-face meetings, where possible conduct work via telephone, videoconferencing or email. Routine surface cleaning of frequently touched surfaces and objects. Assess need to modify/postpone/cancel mass gatherings. 	Hay River Health and Social Services LEMOCEMC
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Plan	<ul style="list-style-type: none"> Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their roles and responsibilities. 	LEMOCEMC Emergency Coordinator
Plan for maintenance of essential services	<ul style="list-style-type: none"> Develop a plan to maintain essential services, See Essential Services Continuity Guidelines 	LEMOCEMC Emergency Operations Coordinator, Hay River Health and Social Services

Commented [TW3]: All GNWT

	<ul style="list-style-type: none"> Review human resources policies for alternative work measures (eg. working remotely). 	
Maintain situational awareness	<ul style="list-style-type: none"> Monitor community for impacts as a result of health emergency (eg. community concern, supply shortages). Implement a regular status check-in with the MACA Regional Superintendent to ensure good situational awareness. 	Emergency Operations Coordinator, Hay River Health and Social Services LEMO CEMC
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; Engage response agencies; and Inform MACA through the Regional Superintendent. 	Local Coordinator or designate Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> Assess incident information to determine appropriate response to the threat; Determine if additional resources are needed; Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside, risk to residents' personal safety or comfort); and Determine need to declare a state of local emergency. 	CEMC LEMO , Hay River Health and Social, Emergency Operations Coordinator Services Fire Chief or designate, RCMP
Response Activities	<ul style="list-style-type: none"> Support the implementation of health measures, support health response and consult local health authority on actions to be taken. Implement plan to maintain community essential services. Work with suppliers to respond to supply chain impacts. 	CEMC LEMO with Healthcare authority as lead Emergency Operations Coordinator, Hay River Health and Social Services
Emergency Response Communications	<ul style="list-style-type: none"> Maintain up to date information flow among responders; Ensure shared situational awareness; Establish required local (e.g. 	CEMC LEMO Emergency Operations Coordinator, Health and Social Services, Communications Coordinator

	telephone, internet, VHF, UHF) and long range (e.g. telephone, internet, satellite phone, HF) communications links as circumstances require.	
Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from risk; and • Keep residents advised of the hazardous situation as it develops. 	CEM/LEMO, Chief and Local Coordinator with assistance from Community Administration Communications Coordinator
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure only approved messaging is provided to the media. 	Local Coordinator/Chief Communications Coordinator
RECOVERY	RATIONALE	ACTION BY
After Action Review	<ul style="list-style-type: none"> • Meet with those involved in the response to gather information on what went well, areas for improvement and implement recommendations into Emergency Plan. 	CEM/LEMO Emergency Operations Coordinator

Appendix E: Evacuation Action Plan

The following chart outlines actions that may be taken to facilitate evacuation of the Town of Hay River.

EVACUATION		
MAJOR CONCERNS: Movement, care, and safety of displaced residents.		
PREPAREDNESS	RATIONALE	ACTION BY
Personal Preparedness	<ul style="list-style-type: none"> CEMC to distribute evacuation/ reception forms; and Residents to prepare emergency kits and prepare in case of evacuations. 	CEMC and Hay River Health and Social Services, residents.
RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> Call CEMC meeting if required; Notify MACA Regional Superintendent of necessity to evacuate; Make a declaration of a state of local emergency if there is time; and If a declaration is made forward the declaration to MACA Regional Superintendent. 	Emergency Coordinator
Assessment of Situation	<ul style="list-style-type: none"> Define areas to be evacuated; Determine the evacuation method; Determine the evacuation timeline; Coordinate all resources; Decide if other support is required; Determine priority evacuee groups; and Determine the need to instruct residents regarding power/water shut-offs, luggage restrictions, pet care and evacuee registration. 	CEMC, MACA Regional Superintendent Emergency Operations Coordinator
Inform Public and Put Residents on Evacuation Alert	<ul style="list-style-type: none"> Notify residents of evacuation timeline, evacuation method, priority evacuee groups, any luggage restrictions and the need to register at the muster point or the evacuation center: the School (or the alternate evacuation center: the arena). Registration forms should be made available and/or distributed – see Appendix K. 	Communications Coordinator
	<ul style="list-style-type: none"> Should the evacuees be hosted in the community, activate Reception Action Plan- Appendix F. 	
MACA Regional Office notification	<ul style="list-style-type: none"> Confirm MACA Regional Superintendent of evacuation timeline, method and priority groups. MACA Regional Superintendent to identify host community and arrange for evacuation transportation as requested by the community. 	CEMC Emergency Coordinator

Formatted Table

Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in the evacuation. 	CEMC, MACA Regional Superintendent, Communications Coordinator, Public Works Foreman, Volunteers Communications Coordinator
Evacuation Order	<ul style="list-style-type: none"> Notify residents of evacuation order and instructions; Assist with evacuation as required; and Coordinate with MACA Regional Superintendent on method and reception community. 	CEMC and MACA Regional Superintendent, Emergency Coordinator
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information; and Maintain ongoing sessions with displaced residents to keep them informed. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate the protection of property and relocation of resources where necessary; and Make arrangements for security of the community when fully evacuated. 	CEMC and RCMP
Documentation/Registration	<ul style="list-style-type: none"> A record of all decisions, financial and evacuation details should be kept; and All evacuees should be registered before evacuation and yet again with the reception community once they arrive in the host community. Provide the list to MACA Regional Superintendent. 	A designated CEMC member, volunteer, Host community, Volunteers, Director of Finance, Hay River Health and Social Services
Care for the ill/infirm	<ul style="list-style-type: none"> Those residents requiring special consideration for evacuating must be considered; and An escort may be needed to accompany priority residents or priority groups to offer care and to bring prescription drugs, medical supplies or information for evacuees as appropriate. 	CEMC, Volunteers and healthcare workers, Hay River Health and Social Services, Fire Department

The following chart outlines actions that may be taken to facilitate the reception of evacuees.

Item	Local EMO Activities / Assessment	Completed
<p><u>Has an evacuation centre been identified for the community?</u></p> <p><u>Where will evacuees be hosted?</u></p> <p><u>How many evacuees can be hosted there?</u></p> <p><u>Has the floor plan and occupancy been approved by the Office of the Fire Marshall?</u></p> <p><u>Does the chosen hosting facility have back up power? Are washrooms available?</u></p>		
<p><u>Are all necessary resources/agreements in place to facilitate hosting of evacuees?</u></p> <p><u>How much bedding is available (cots, blankets, etc)? Any pre-positioned to be quickly set up?</u></p> <p><u>Are feeding services in place?</u></p> <p><u>Are social/medical services able to support?</u></p> <p><u>Is there a storage area to keep all evacuation centre supplies safe and easily accessible?</u></p>		
<p><u>How will the evacuation centre be managed?</u></p> <p><u>Who is the lead Local EMO member who will be coordinating hosting efforts?</u></p> <p><u>Who will set up the evacuation centre?</u></p> <p><u>Who will be registering evacuees upon arrival?</u></p> <p><u>Are cleaning services or security required and if necessary, in place?</u></p>		
<p><u>What are the gaps?</u></p>		

Formatted Table

Item	Local EMO Activities / Assessment	Completed
<p><u>Eg. Are there resources required for the evacuation centre that cannot be procured locally?</u></p> <p><u>If no, have the gaps been identified to Regional EMO?</u></p> <p><u>It is critical for the Local EMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Superintendent as early as possible to allow for planning to take place.</u></p>		
<p><u>Are Local EMO members aware of the plan and prepared to manage hosting evacuees?</u></p> <p><u>Where will Local EMO meetings take place?</u></p> <p><u>This should be outside of the risk area, in a secure location. A backup location may be required.</u></p> <p><u>Is there a meeting schedule for Local EMO members should an event take place?</u></p> <p><u>Having a known daily meeting schedule can be very helpful to maintain smooth operations during an event. Daily meetings can include:</u></p> <ol style="list-style-type: none"> <u>1) Morning meeting to obtain a status update from each section and confirm the plan for the day</u> <u>2) Briefing meeting where politicians can be brief as to current activities</u> <u>3) Media opportunity with spokesperson</u> <u>4) Communications to the public: this doesn't have to be a meeting but could be in the form of a regular update post to a website/social media, radio announcements, etc.</u> <u>5) Afternoon/evening planning meeting where activities of the day are reviewed and a plan for the following day is developed</u> 		

Formatted Table

Item	Local EMO Activities / Assessment	Completed
<u>Is there a regular check-in established to touch base with the Regional EMO?</u>		
<u>Does the Local EMO have an established communications plan?</u> <u>Who will be the community government spokesperson?</u> <u>How will the Local EMO deliver messaging to evacuees?</u> <u>Eg. How often will updates be provided, using what public communications tools? Are residents aware?</u> <u>Are residents aware of the hosting plans?</u> <u>Should evacuees require assistance what is the established process to reach Local EMO for assistance?</u>		

Formatted Table

Appendix F: Reception Action Plan

The following chart outlines actions that may be taken to facilitate the reception of evacuees in Hay River, Northwest Territories.

RECEPTION

MAJOR CONCERNS: Care and safety of displaced residents.

RESPONSE	RATIONALE	ACTION BY
Assessment of the Situation	<ul style="list-style-type: none"> • Determine how many residents being displaced. • Determine the mode of transportation; • Determine expected time of arrival; and • Determine the special needs of evacuees. 	Emergency Operations Coordinator , MACA Regional Superintendent
Activation of Emergency Plan	<ul style="list-style-type: none"> • Determine the need to activate the Town of Hay River Emergency Plan. 	CEMC Emergency Coordinator
Reassessment of Situation	<ul style="list-style-type: none"> • Determine need to open reception center (School or Arena); • Determine the need for billets; • Determine need for food, blankets, and other supplies; and • Assign an individual to arrange for each of the above-mentioned tasks. 	CEMC, Assigned Coordinators Recreation Department
Call for Volunteers	<ul style="list-style-type: none"> • Notify residents of the situation; • Request volunteers as needed to register evacuees, host billets, cook or bring supplies; • Register volunteers when they are assigned to duties. 	CEMC, Volunteers Manager of Human Resources
Evacuee Registration	<ul style="list-style-type: none"> • Register evacuees upon their arrival at the reception center (all evacuees must check in at the reception center before going to their billet location); • Data required includes names, ages, any special needs, billeting assignments, dates of arrival and departure, the telephone number of billeted location (See Appendix K: Evacuation and Registration Form); and • Once registration is complete, the information must be sent to MACAs Regional Superintendent. 	CEMC, Volunteers Hay River Health and Social Services

Communications	<ul style="list-style-type: none"> Up to date information flow amongst parties involved in reception efforts; and Establish contact with community spokesperson (Mayor or SAO). 	CEMC, MACA Regional Superintendent, Communications Coordinator, Public Works Foreman, Volunteers, Fire Department, RCMP Communications
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> Provision of consistent information. 	Communications Coordinator
Security Control	<ul style="list-style-type: none"> Coordinate the safety of people hosted and the protection of property in the reception center. 	CEMC, RCMP, <u>Hay River Health and Social Services</u> and upon arrival if required.

Appendix G: CEMC Contact Sheet

Appendix H: Resource Inventory

*See Excel document for resource inventory information.

Appendix I: Declaration of a State of Local Emergency

The following is a draft declaration of a state of local emergency format:

Declaration of a State of Local Emergency	
Whereas the Town of Hay River is threatened due to _____(insert the nature and condition of the emergency)	
Therefore the Council declares that a State of Local Emergency exists in Hay River, NWT.	
Time:	Date:
Signatures:	

Community residents must be immediately notified once a declaration has been made. This public notice must be given by a means that is commonly acceptable to the community. The following is a template that may be used:

Public Announcement of a State of Local Emergency
The Council of the Town of Hay River declares a state of local emergency for the _____(community) due to _____(insert the nature and condition of the emergency).
The public is advised that for the duration of the emergency, the local authority may take any action deemed necessary as authorized by the Civil Emergency Measures Act.

Appendix J: Volunteer Registration

Volunteer Registration Sheet

In this section, you should list all of the volunteers, along with their current contact information. In the “Volunteer Duties” column, list the volunteer duties that the individual will perform throughout the emergency event. For example, they may be assigned to perform reception duties, or they may have participated in a search before.

NAME	CONTACT INFORMATION	VOLUNTEER DUTIES	SIGNATURE

Appendix K: Evacuation and Registration Form

EVACUATION-AND-RECEPTION-REGISTRATION-FORM				
PREPARED BY		DATE		
Name	Arrival Time	Departure Time	Address of destination and contact information	Comments

Household Evacuee Primary Contact Name: **(Required)**

First

Last

Home Address: **(Required)**

Street Address

Address Line 2

City

Province

Postal Code

Contact Telephone: **(Required)**

Household Evacuees Names:

Special Needs:

Evacuee Temporary Accommodation

Please choose one of the following 3 options: **(Required)**

- ☐ do not currently have temporary accommodations and am interested in Town provided accommodations the Hay River Community Centre or via the Adopt an Evacuee initiative.
☒ have special accommodations and can provide the following contact information:
☐ am refusing temporary accommodations and will be staying at my residence throughout river break-up

Accommodation Location and/or Contacts

To be completed by Registration Agents:

☒ Click here if completed by an evaluation centre registration agent

Registration Agent Name:

First

Last

Appendix L: Evacuation Notice

Evacuation Notice:

An Evacuation Notice is for information only and is an advisory that an emergency event, such as a wildfire, is currently in an area and may present an increased risk to a community or a remote area endangering life and/or property. Evacuation Notices:

- Can be issued by the Local Authority or MACA; and
- Describes the risk situation and encourages residents to prepare for the emergency and/or self-evacuate.

Evacuation Notice Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) the Town of Hay River ~~Emergency Response Committee~~ is asking residents of _____ (community areas; town of Hay River) to be prepared to evacuate on short notice.

FAQ

How will I know when I need to evacuate?

The Town of Hay River ~~Emergency Response Committee~~ will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via [NWT Alert](#), [Town of Hay River Facebook Page](#) (<https://www.facebook.com/Townofhayriver>), [Town of Hay River Website](#) (www.hayriver.com), [Emergency Measures Email System](#), [the Emergency Measures Voice System](#) (1-833- 699-0188), and _____ (*door-to-door, Radio, website, etc.*).

Where can I get more information?

For more information please go to/visit/call [Town of Hay River Facebook Page](#) (<https://www.facebook.com/Townofhayriver>), [Town of Hay River Website](#) (www.hayriver.com), [Emergency Measures Email System](#), [the Emergency Measures Voice System](#) (1-833- 699-0188), and _____ (*website, community hall, community notice board, call in line*).

What should I pack?

The following is a list of items that community residents should remember to pack when evacuating. If evacuating by plane there will be baggage restrictions; typically baggage is limited to one bag per person.

- Climate appropriate clothing;
- Extra keys (for home and vehicles);
- Cash;
- Special items like prescription medications and infant care products;
- Important documents like prescriptions, insurance documents, etc. ; and
- A copy of your household emergency plan and important contact information.

If evacuating by road, it is suggested that residents pack the following items in addition to the ones listed below:

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery-powered flashlight (and extra batteries);

- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;
- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

Reception centers provide basic care for residents who are displaced from their homes. Typically they are set up in schools or community facilities and provide very basic group lodging and meal services. You will be provided with a specific destination when told to evacuate.

What about my pets?

~~As we will be evacuating by plane, r~~Residents will not be permitted to bring their pets. Please _____ (leave your pets in your home and leave a note on your front door indicating how many, what kind of animal, a brief description and the names of your animals inside **OR** set your pets free outside, do not tie them up **OR** other). Emergency officials may remain behind to provide security in the community and they may be able to check on animals that are left behind.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. However, animals will not be permitted at the reception center.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. Animals will not be permitted at the reception center, however, there may be pet services nearby that can board your pets temporarily. If you require assistance in making boarding arrangements for your pets please identify yourself upon registration.

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

Implementing FireSmart techniques around your property can reduce your home's risk to wildfire. Listed below are a few steps you can take to FireSmart your property, for more information visit www.nwtfire.com.

- Clean your roof and gutters regularly;
- Trim back trees from the house;
- Ensure combustible materials are properly stored; and
- Prune up trees up and trim back grass and shrubs.

For flood:

Implementing flood proofing techniques around your property can reduce your home's risk to flood. Listed below are a few steps you can take to protect your property, for more information visit www.hayriver.com.

• [Move equipment, vehicles and belongings stored outside to a location that is safe from flooding.](#)

• [Empty sewer tanks as flood risks increase.](#)

• [Landscape with a downward slope away from the house in all directions.](#)

• [Install barriers to protect low lying assets that cannot be relocated.](#)

• [Elevate supplies and equipment stored in garages and sheds.](#)

• [Prepare and check sump or other pumps that may be used on the property](#)

• [Install weather protection sealant around the base of any low-level doors.](#)

• [Turn off furnaces if not needed.](#)

• [Take special precautions to safeguard electrical or propane heating](#)

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 1.03 cm + Indent at: 1.67 cm

Appendix M: Evacuation Alert

Evacuation Alert:

An Evacuation Alert is issued to advise residents of the potential for loss of life or property from an emergency event and to be prepared to evacuate on short notice. Government officials shall make every attempt to provide as much advance notice as possible.

- The Local Authority normally issues evacuation Alerts and MACA would only issue an Alert for a community if for some reason the Local Authority was unable.
- Residents shall be advised to prepare for worsening conditions and potential evacuation;
- People may be required to leave their homes with minimal notification of an evacuation order being issued;
- Residents shall be asked to monitor news sources and keep aware of the threatening situation; and
- Residents would also be advised to consider voluntarily evacuating the area when on Alert, although such requests are not enforceable.

Evacuation Alert Template

Please be advised the risk to The Town of Hay River has increased due to _____ (wildfire threat, lack of power, etc.) the Town of Hay River ~~Emergency Response Committee~~ is asking residents to be prepared to evacuate on short notice. People who require assistance due to special circumstances or mobility issues are encouraged to evacuate at this time. ~~Residents who have the means are encouraged to self-evacuate at this time.~~

FAQ

How will I know when I need to evacuate?

The Town of Hay River ~~Emergency Response Committee~~ will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via [NWT Alert](#), [Town of Hay River Facebook Page \(https://www.facebook.com/Townofhayriver\)](#), [Town of Hay River Website \(www.hayriver.com\)](#), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (door-to-door, Radio, website, etc.). ~~_____ (insert notification method: door-to-door, Radio, website, etc.).~~

Where can I get more information?

For more information please go to/visit/call [Town of Hay River Facebook Page \(https://www.facebook.com/Townofhayriver\)](#), [Town of Hay River Website \(www.hayriver.com\)](#), Emergency Measures Email System, the Emergency Measures Voice System (1-833- 699-0188), and _____ (website, community hall, community notice board, call in line).

~~For more information please go to/visit/call _____ (website, community hall, community notice board, call in line).~~

What should I pack?

The following is a list of items that community residents should remember to pack when evacuating. If evacuating by plane there will be baggage restrictions, typically baggage is limited to one bag per person.

- Climate appropriate clothing;
- Extra keys (for home and vehicles);
- Cash;
- Special items like prescription medications and infant care products;
- Important documents like prescriptions, insurance documents, etc. ; and
- A copy of your household emergency plan and important contact information.

If evacuating by road, it is suggested that residents pack the following items in addition to the ones listed below:

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery-powered flashlight (and extra batteries);
- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;
- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

A reception center will be set up in _____ (community) at the _____ (facility). There will be temporary group lodging set up, and basic meal services will be provided. Group lodging does not allow for much privacy or comfort as it is an emergency. If you wish to find alternative accommodations for yourself, please make sure you let us know when you register.

What about my pets?

~~As we will be evacuating by plane, r~~Residents will not be permitted to bring their pets. Please _____ (leave your pets in your home and leave a note on your front door indicating how many, what kind of animal, a brief description and the names of your animals inside **OR** set your pets free outside, do not tie them up **OR** other). Emergency officials may remain behind to provide security in the community, and they may be able to check on animals that are left behind.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. However, animals will not be permitted at the reception center.

OR

If you are self-evacuating and have found accommodations that will accept your pets, feel free to bring them with you. Animals will not be permitted at the reception center;

however, there may be pet services nearby that can board your pets temporarily. If you require assistance in making boarding arrangements for your pets, please identify yourself upon registration.

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

Implementing FireSmart techniques around your property can reduce your home's risk to wildfire. Listed below are a few steps you can take to FireSmart your property, for more information visit www.nwtfire.com.

- Clean your roof and gutters regularly;
- Trim back trees from house;
- Ensure combustible materials are properly stored; and
- Prune up trees up and trim back grass and shrubs.

[For flood:](#)

[Implementing flood proofing techniques around your property can reduce your home's risk to flood. Listed below are a few steps you can take to protect your property, for more information visit \[www.hayriver.com\]\(http://www.hayriver.com\).](#)

- [Move equipment, vehicles and belongings stored outside to a location that is safe from flooding.](#)
- [Empty sewer tanks as flood risks increase.](#)
- [Landscape with a downward slope away from the house in all directions.](#)
- [Install barriers to protect low lying assets that cannot be relocated.](#)
- [Elevate supplies and equipment stored in garages and sheds.](#)
- [Prepare and check sump or other pumps that may be used on the property](#)
- [Install weather protection sealant around the base of any low-level doors.](#)
- [Turn off furnaces if not needed.](#)
- [Take special precautions to safeguard electrical or propane heating](#)

Appendix N: Evacuation Order

Evacuation Order:

An Evacuation Order is issued by authorities having jurisdiction in response to imminent danger to the involved area. The Local Authority or MACA can issue it. ~~An Evacuation Order can be issued with or without declaring a state of emergency, however, can only be enforced if a “state of emergency” or “state of local emergency is pre-declared by the Local Authority or Minister.~~

- The Local Authority normally issues ~~E~~vacuation Orders and MACA would only issue an Order for a community if for some reason the Local Authority was unable.
- MACA normally issues evacuation Orders for remote areas
- Residents will be told to evacuate and given directions.

Evacuation Order Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) and Evacuation Order has been issued for the _____ (*area of Town of Hay River*). Residents are required to register [online at www.hayriver.com](http://www.hayriver.com) , by phone at _____ or in person at the _____ (registration area) in _____ (*community*) before evacuating the community. For those individuals requiring assistance evacuating please proceed to _____ (evacuation staging point) and transportation will be provided.

FAQ

Where can I get more information?

For more information please go to/visit/call _____ (*website, community hall, community notice board, call in line*).

What if I don't have transportation to the staging point?

If you do not have a way to get to the staging area for evacuation _____ (*will the community issue a door-to-door search for people who require assistance, will the community have a phone number for people to call and self-identify as requiring transportation to the staging area*).

How will I know what is happening in the community while I'm away?

While the community is evacuated emergency officials will survey the area. _____ (*daily, weekly, etc.*) briefings will be [provided through the Town of Hay River website \(www.hayriver.com\)](http://www.hayriver.com) and Facebook page (<https://www.facebook.com/Townofhayriver>) to ~~held at the reception center to~~ inform residents of what is happening in the community.

Where will I be staying?

A reception center will be set up in _____ (*community name*) at the - _____ (*building name*). There will be temporary group lodging set up, and basic meal services will be provided. If you wish to find alternative accommodations for yourself, please make sure you let us know when you register.

Appendix O: Shelter In Place Instructions

Shelter-In-Place Instructions

When setting up a shelter-in-place the building that is chosen should:

- Be capable of hosting a large number of people;
- Have adequate washroom and shower facilities;
- Have a food storage/cooking area; and
- Be resistant to fire (have a metal roof or a roof that can be set up with sprinklers by ENR) and in an area of Town with lower fire risk.

In order to prepare the chosen building as a shelter-in-place, implement the following steps:

- Contact ENR regarding the potential to protect the building using sprinklers;
- Close all windows and doors;
- Tape any gaps around the exterior doors;
- Turn off any appliances that blow out indoor air (eg. Exhaust fans, gas stoves);
- Turn off appliances that suck in outdoor air (eg. Heating ventilation and air conditioning (HVAC) systems); and

Turn down the thermostats to the minimum and turn off air conditioners

Appendix P: Mobile ~~EC~~OC

Mobile EOC List

- Emergency Plan (and any other hazard-specific plans)
- NWT Emergency Plan
- The Civil Emergency Measures Act
- Community Maps (flood risk map, road map, Satellite image map)
- Community Contact Sheets
- Remote Communications Equipment – Satellite Phones, Handheld Radio Equipment
- Notebooks and Pens
- A Laptop Computer
- Keys to an alternate EOC Site

Appendix Q: **ECOC** Agenda Template

ECOC Agenda Template

- Attendance/ Roundtable
- Situational Awareness Briefing
- Teleconference with Stakeholders
 - MACA Regional Office
 - Other affected communities
 - Other
- Incident Action Plan development
- Incident Action Plan implementation
- Media Briefing
- End of day summary
 - After hours continuity

Appendix R: Position Checklists

Position Checklists

All Agencies and Services

1. Provide a representative to the Emergency Measures Agency.
2. Provide a representative to the ECOC.
3. Detailed planning, testing and training for own functions.
4. Identification of extra agency resources.
5. Internal notification.
6. Internal communication.
7. Communication link to the ECOC, and if required to the ESM.
8. Providing operational information to the ECOC/ESM.
9. Forecast operational resource requirements.
10. Disaster financial records.
11. Equipment procurement for functional needs.
12. Assist all other agencies.
13. Monitoring stress of emergency workers.

CHECKLIST #	TITLE
CL-1	Emergency Coordinator's Checklist
CL-2	SAO's Checklist
CL-3	Communications Operator's Coordinator's Checklist
CL-4	Emergency Operations Coordinator's Checklist Protective
CL-5	Public Works and Services' Checklist
CL-6	Emergency Site Manager's Checklist
CL-7	RCMP's Checklist
CL-8	Health Services' /Emergency Medical Care Checklist
CL-9	Finance's Checklist
CL-10	Recreation's Checklist
CL-11	Institutions' Checklist
CL-12	School Board's District Education Authority's Checklist
CL-13	Business' And Associations' Checklist
CL-14	Social Services' Checklist
CL-15	Aboriginal Indigenous Groups' Checklist
CL-16	Human Resources Centre's (HRDC) Checklist

EMERGENCY COORDINATOR'S CHECKLIST CL -1

1. Determine if an “**emergency**” exists.
2. Appoint ~~ESM~~ Emergency Operations Coordinator if necessary
3. Activate communications network with responders
4. Activate ~~E~~C~~C~~ if necessary
5. Decide Level of activation
6. Advise ~~SAO~~/Council
7. Recommend declaration/cancellation of a state of emergency
8. Notify appropriate Emergency Measures Agency members
9. Notify MACA Regional Superintendent at: 867-872-6525
- ~~10. Notify MACA Headquarters Emergency at: 867-920-2303~~
- ~~11.~~10. Implement plan
- ~~12.~~11. Liaison with other governments and industry associations.
- ~~13.~~12. Request mutual aid/other government support.
- ~~14.~~13. Determine if evacuation is required.
- ~~15.~~14. Determine Social Services and Environmental support required.
- ~~16.~~15. Activate reception or collection centres as required.
- ~~17.~~16. Obtain ongoing updates from scene.
- ~~18.~~17. Damage assessment process.
- ~~19.~~18. Prepare to brief media.
- ~~20.~~19. Chair the Emergency Measures Agency.
- ~~21. Act as Operations Director for the Agency and EOC.~~
- ~~22.~~20. Coordination of all services/functions.
- ~~23.~~21. Overall communications arrangements.

SAO'S CHECKLIST CL-2

1. Ensure departmental Directors are supporting the Coordinator
2. Get situation updates from Emergency operations coordinator
3. Consider the need for emergency declarations
4. Consider the need for Council session to ratify Coordinators actions
5. Determine if Level of response requires SAO to act as ~~Director of Operations~~ Emergency Coordinator
6. Request Finance to consider the impact on operating budgets
7. Consider damage assessment expert support required
8. Determine support required by the Emergency Operations Coordinator and emergency operations
9. Be prepared to provide media interviews

COMMUNICATIONS ~~OPERATOR'S~~ COORDINATOR

CHECKLIST CL-3

1. Report to the EOC.
2. Open V/UHF net and advise first responders you are open
3. Open HF net if required and advise participants you are open
4. Test all telephones
5. Test ~~fax and~~ email
6. Send advisories by ~~fax and~~ email that EOC communications are functioning to MACA Region and the GNWT TEOC/Emergency Services
7. Identify and maintain a record of the radio networks that Emergency Measures Agencies in the EOC are working on
8. Advise the Coordinator of the communications status

PROTECTIVE SERVICES — (FIRE/By-Law) CHECKLIST
Emergency Operations
Coordinator EMERGENCY OPERATIONS
COORDINATOR CHECKLIST CL-4

1. Advise Emergency Coordinator of response and situation
2. Act as ~~site~~ coordinator if the Protective Services Department is the lead agency on scene
3. Manage the operational groups or activities during active emergencies.
4. Coordinate monitoring and surveillance of potential or developing hazards
5. Coordinate operational activities of the CEMC during emergencies.
6. Coordinate restoration of services and infrastructure
7. Coordinate emergency resources used in an emergency
8. Development of a tabletop exercises to test the Emergency Plan
- 2.
- 3-9. Provide a communication link from the site to the ~~EOC~~ Emergency Coordinator
- 4-10. Establish communications link with the ~~EOC~~
- 5-11. Conduct fire fighting operations
- 6-12. Identify threatened utilities
- 7-13. Alert threatened utilities
- 8-14. Manage fire operations
- 9-15. ~~Assist in~~ Coordinate evacuations
- 10-16. Coordinate casualty search
- 11-17. Conduct site rescue operations
- 12-18. Activate dangerous goods contacts as required
- 13-19. By-Law supports security and evacuation operations

PUBLIC WORKS & SERVICES' CHECKLIST CL-5

1. Alert staff
2. Contact the Coordinator
3. Report to the EOC if activated
4. Alert major equipment supplies as required
5. Provide/arrange for construction resources and services
6. Provide/arrange for transportation resources and services
7. Provide/Arrange demolition and route clearance
8. Arrange potable water shuttles
9. Establish contact with utilities providers
10. Utilities shut down/restoration and public notices
11. Arrange alternate power and lighting for EOC and ESM
12. Review equipment resource committed and available
13. Provide a representative to the scene if required
14. Determine potential public services impact of the event
15. Damage assessment on public property

16. Emergency Operations Coordination during recovery. Prioritizes critical infrastructure restoration.

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.21 cm + Indent at: 1.48 cm

EMERGENCY SITE MANAGER'S CHECKLIST CL-6

1. Establish site control
2. Establish communication or links with all response managers on scene
3. Identify scene perimeter in consultation with By-Law and police
4. Assess the overall situation and brief the [Emergency](#) Coordinator
5. Identify the overall priorities to all responders
6. Advise Coordinator of support required

RCMP'S CHECKLIST CL-7

1. Protect life, site, property, and evidence
2. Site management when lead agency (See Protective Services)
3. Secure incident perimeter
4. Control convergence
5. Traffic and crowd control
6. Advise Coordinator of disposition
7. Establish contact with the ~~EC~~C if activated and provide necessary liaison
8. Assess and report on the degree of public danger
9. Support ESM
10. Assist in evacuation
11. Assist casualty search activities coordinated by Fire
12. Coordination of public ground search and rescue
13. Support rescue and evacuation operations
14. Support/Represent Medical Examiner and ensure ESM is aware of ME needs
15. Identification and handling of dead
16. Establish temporary morgue

HEALTH SERVICES'/EMERGENCY MEDICAL CARE CHECKLIST CL-8

1. Alert staff
2. Dispatch medical resources to the scene
3. Disseminate all advisories regarding Public Health/Environmental Health
4. Mobilize personnel
5. Determine need for augmentation
6. Establish contact with the [Emergency](#) Coordinator/~~E~~[COC](#)
- ~~7.~~ [Provide Environmental Health advice to the Town](#)
- ~~7-8.~~ [Manage Evacuee Registration Centre activities](#)
- ~~8-9.~~ Provide leadership in pandemic events
- ~~9-10.~~ Quarantines
- ~~10-11.~~ Determine the capacity to receive patients
- ~~11-12.~~ Determine evacuation priority if required
- ~~12-13.~~ Arrange medical evacuation
- ~~13-14.~~ Provide Ambulance - Hospital coordination
- ~~14-15.~~ Provide casualty data to the Coordinator
- ~~15.~~ [Support ESM priorities](#)
16. Activate medevac as needed
17. Temporary morgue (share - police)

FINANCE'S CHECKLIST CL-9

1. Mobilize staff
2. Establish an event account code to capture operational costs
3. Identify financial code for operations to all concerned
4. Provide staff to open and support the ~~ECOC~~
5. Identify the extraordinary economic impact of the event

RECREATION'S CHECKLIST CL-10

1. Mobilize staff
2. Open facilities for reception or ~~control~~evacuation centers
3. Provide staff for the ~~operations~~reception and evacuation center

4. Coordinate food services

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.21 cm + Indent at: 1.48 cm

INSTITUTIONS' CHECKLIST CL-11

1. Alert institution staff
2. Establish communication with the Coordinator or ECOC
3. Provide liaison to the ECOC if required
4. Implement institution plans as needed
5. Advise the Coordinator of plan implementation and support needs

~~SCHOOL BOARD'S~~ DISTRICT EDUCATION AUTHORITY (DEA)

CHECKLIST CL-12

1. Care and protection of students in on-site emergencies or those affecting the institution
2. Evacuation of students in conjunction with ~~E~~C~~E~~C
3. Supervision and care of students at temporary facilities
4. Arrange alternate power for institutional needs
5. Provide use of facilities to support victim assistance, evacuation or reception

BUSINESS' AND ASSOCIATIONS' CHECKLIST CL-13

1. Share information on resources, capabilities and on-site or transported hazards.
2. Provide available resources to support response management, victim assistance and relocation.
3. Manage on-site emergencies.
4. Advise authorities of real or potential public safety, property, or environmental dangers that could or do migrate off-site.
5. Provide technical experts.

SOCIAL SERVICES' CHECKLIST CL-14

1. Provision of advice and assistance to the ~~ECOC~~ to manage emergency social services (~~lodging, feeding, clothing~~, personal Support services, and registration, ~~and inquiry~~)
2. Assist in the provision of victim and family personal services (Outreach Programs)
3. Identify special Support program needs for recovery

~~ABORIGINAL~~ INDIGNEOUS GROUPS' CHECKLIST CL-15

1. Translation
2. Identify special social needs
3. Advice on evacuation and reception

HUMAN RESOURCES CENTRE'S (HRDC) CHECKLIST CL-16

Assist the community in the recruiting, registration, and assigning of emergency workers

NOTE: *There is an exchange of letters between GNWT and HRDC in which HRDC offers assistance with the registration and assignment of emergency workers.*

1. Identify and recruit volunteers

Formatted: Font: Not Bold, Not Italic

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +
Aligned at: 1.48 cm + Indent at: 2.11 cm

[Appendix S: Community Government Request for GNWT Emergency
Management Assistance](#)

Requesting Entity (local authority)

<u>Name of community government requesting assistance</u>	
<u>Primary contact name and number</u>	

Background

Please check one option

<u>1) Local authority is preparing for an emergency or disaster</u>	<input type="checkbox"/>
<u>2) Local authority is responding to an emergency event</u>	<input type="checkbox"/>
<u>3) Local authority has experienced a widespread disaster</u>	<input type="checkbox"/>

Type of Assistance

<p><u>Explain in detail the type of essential emergency assistance required?</u> <i>Examples: What is the activity you are seeking help with achieving? Do you need resources such as supplies or people? What do you need and what is it for? Do you need assistance in evacuation? to establish an evacuation centre?</i></p>

Timeframe for Assistance

When is the assistance needed by?

What are the consequences if assistance is not received by this time?

Local Resources

How has the community's capacity to respond or obtain resources been exhausted?

Additional Information

Please provide any additional information:

Please complete this form and submit it to the MACA Regional Superintendent for your area. MACA Regional Superintendents will acknowledge receipt of your request form and will follow up as soon as possible.

Formatted: Normal, Left

Appendix **ST**: Glossary

DEFINITIONS

"Act" means Civil Emergency Measures Act, R.S.N.T. 1988. c. C-9.

"Agency" in addition to its ordinary meaning, includes all local, territorial and federal government departments, agencies and crown corporations and other public and private corporations or organizations having been assigned or accepted emergency responsibilities within this Plan.

"Chief Administrative Officer" see **"Senior Administrative Officer."**

"Emergency Coordinator" means the Coordinator of the Emergency Measures appointed by Council.

"Council" means the Council of the Town/Village.

"Emergency Operations Coordinator" Means the Coordinator of all the operations during an emergency event and after the emergency in the recovery stage.

Formatted: Font: Bold

"Emergency" means a present or imminent event that is affecting or could affect the health, safety or welfare of people, or is damaging or could damage property. In order to limit injury to people or damage to property, prompt action by members of the Town/Village emergency response system, beyond the normal procedures is required.

"Emergency Measures Agency (EMA)" means the agency established under By-Law to act as an agent of the local authority and consists of representatives of government, private sector and volunteer agencies who have a contribution to make to local emergency preparedness

"Emergency Measures Committee (EMC)" means the committee of council established under a By-Law to advise Council on the emergency program.

"Community Emergency Response Plan (CERP)" means the Emergency Measures Plan of the Town/Village.

"Emergency Meeting of Council" means an emergency meeting of Council as described in Section 27 of the Cities, Towns and Villages Act, R.S.N.W.T., 1988, c. C-8;

"Emergency Site Manager (ESM)" means the person appointed by the Emergency Operations Coordinator or lead response agency to manage emergency operations under local control.

"GNWT" means the Government of the Northwest Territories

"Local Authority" means: The council of a municipal corporation as defined in the Cities, Towns and Villages Act; the Hamlets Act; or the Charter Communities Act;

- The council of a settlement corporation as defined in the Settlements Act;
- A council recognized under the Indian Act; or

- An organization recognized by the Minister, pursuant to Sec. 1(c) of the Civil Emergency Measures Act, as representative of the community for the purposes of the Act.

"MARS" means the Mutual Aid Resource Sharing Agreement for forest fire operations, with RWED representing the GNWT.

"Minister" means the Minister of Municipal and Community Affairs, responsible for Civil Emergency Measures.

"On-site Advisor" means the person appointed by the Chairperson of the GNWT Regional Emergency Response Committee to act as an on-site advisor to the Local Authority in responding to a local emergency.

"Region" means a Region of the Government of the Northwest Territories.

"REOC" means the Regional Emergency Operations Centre, the GNWT EOC for managing regional emergency operations and coordinating support to community emergencies.

"Response Levels"

Level 1 – Local Control. Low impact. Short duration. Less than 12 hours. Adequate resources. Adequate arrangements. More than one municipal department or Agency involved. Some coordination is required. May require action by some or all members of the Emergency Measures Agency. An Emergency Site manager may be necessary. No state of emergency is expected. No territorial support is needed.

Level 2 – Local Control. Moderate to high impact. Medium to long duration. More than 12 hours. May involve an ex-community search or multiple casualties. May include support to other communities. Coordination is required to support on-site activities. Assistance is required from GNWT or other governments. EOC and Agency members are activated. On-site Emergency Site Manager may be appointed. A local state of emergency may be required.

Level 2 – Territorial Control. The emergency is in territorial jurisdiction, and the impact or response affects the local authorities. Local authorities continue to manage their resources and responsibilities within a territorial strategy. A state of emergency may be declared by GNWT.

Level 3 – Major Emergency. The event requires the resources of all levels of government. Local authorities continue to manage their own resources and responsibilities within a joint government emergency management structure.

"Senior Administrative Officer (SAO)" or "Chief Administrative Officer (CAO)" means the senior officer managing local government operations in a municipality incorporated under the City, Towns and Villages Act, the Hamlets Act, or the Settlements Act, or in an incorporated settlement, a community

organization recognized by the Minister as representative of the population for the purposes of emergency preparedness, or a Band Council recognized under the Indian Act.

"State of Emergency" means a declaration relating to all or any part of the Northwest Territories, made by order of the Minister under the Civil Emergency Measures Act, at any time he/she is satisfied that an emergency exists or may exist.

"State of Local Emergency" means a declaration by a community government under the Civil Emergency Measures Act relating to all or any part of the community, made by resolution, at any time the local authority is satisfied that an emergency exists or may exist.

"Superintendent" means the Regional Superintendent of the Department of Municipal and Community Affairs (MACA). The Superintendent is Coordinator of the GNWT Regional Community Emergency Response Plan.

"TEOC" means the Territorial Emergency Operations Centre, the GNWT EOC for managing territorial emergency operations and coordinating support to Regions and communities during emergencies.

"TERC" means the Territorial Emergency Response Committee being the GNWT's interagency committee established under this Plan to prepare for and respond to emergencies



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: MARCH 6, 2023

SUBJECT: HAY RIVER HOUSING PLAN

RECOMMENDATION:

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR WALL**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2023 Hay River Housing Plan and its execution conditional on securing third party funding for plan coordination.

BACKGROUND:

With land and housing development activities identified as a top priority for Council in the 2019-2023 Town of Hay River Strategic Plan, Council directed Administration in March 2021 to enter into a participation agreement with the NWT Housing Corporation (now Housing NWT) for the completion of a community Housing Plan for Hay River.

The housing planning process began in 2021 with a community housing needs assessment (released May 2022). The purpose of the Hay River Housing Needs Assessment was to present an overview of the current housing situation in the town of Hay River. The Needs Assessment was the first step in developing the Hay River Housing Plan and included both a desktop review and a mix of in-person and virtual community engagement between November 2021 and February 2022.

Community data and feedback was collected and analyzed to understand strengths, weaknesses, opportunities, and barriers. These were then used to prepare draft goals and objectives for the Housing Plan and shared for feedback and validation in October 2022 at a 2-day Community Housing Forum, community open house, and meeting with West Point First Nation.

The planning process has been guided by an Advisory Committee consisting of representatives from local Indigenous governments, organizations, and stakeholder groups. Town Council and Administration also sat on the committee.

5-year and 20-year visions and subsequent goals and objectives for community housing are published in the Housing Plan. Principles that will support the achievement of the plan's vision and goals are defined. A detailed action plan with targets is set over a 5 year timeline which includes action leads, partners and resources.



REPORT TO COMMITTEE

DEPARTMENT: OFFICE OF THE SAO

DATE: MARCH 6, 2023

SUBJECT: HAY RIVER HOUSING PLAN

Execution of the plan will require a new internal human resource to coordinate and oversee the execution of the initiatives. This resource was identified in Council's 2023 budget but is conditional on secured third party funding. In anticipation of approval of the plan, Administration has begun seeking funding and has identified some potential sources.

ALTERNATIVES TO RECOMMENDATIONS:

- Do not approve the housing plan
- Approve the Housing Plan but do not allocate Town resources to coordinate execution
- Changes to the housing plan

ATTACHMENTS:

- Hay River Housing Plan
-

Prepared by:

Glenn Smith

SAO

March 3, 2023



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: March 6th, 2023

SUBJECT: LETTER OF SUPPORT FOR HAY RIVER HARBOUR RESTORATION

RECOMMENDATION:

**MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Government of the Northwest Territories (GNWT) application to the federal Oceans Protection Plan (OPP).

BACKGROUND:

The application is for funding for the emergency short-term restoration of a narrow channel between the Port of Hay River and the navigable waters of Great Slave Lake, as well as for a four-year program to remove the backlog of sediment to reinstate safe navigation of the East Channel.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Letter of Request from Minister Archie
Draft Template

Prepared by:
Stacey Barnes
Council Administrator
March 3rd, 2023

Reviewed by:
Glenn Smith
Senior Administrative Officer
March 3rd, 2023



STANDING COMMITTEE OF COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: March 20th, 2022

SUBJECT: LETTER OF SUPPORT FOR CHEETAH RESOURCES

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Cheetah Resources for an Extension of NWTREL's Land Use Permit C for the Nechalacho Rare Earth Mine Demonstration Project

BACKGROUND:

Cheetah Resources is the proponent for the Nechalacho Rare Earth Demonstration Project and has applied to the Mackenzie Valley Land and Water Board in March 2020. Council previously supported their application. They are now applying for an extension.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft Letter of Support from Cheetah Resources

Prepared by:
Stacey Barnes
Council Administrator
March 17th, 2023

Reviewed by:
Glenn Smith
Senior Administrative Officer
March 17, 2023

DRAFT

Dr. Shelagh Montgomery, Executive Director
Mackenzie Valley Land and Water Board
P.O. Box 2130
4922-48th St.
Yellowknife, NT, X1A 2P6

Dear Dr. Montgomery,

RE: Extension of NWTREL's Land Use Permit C for the Nechalacho Rare Earth Mine Demonstration Project

We wish to express our support for the Extension of Land Use Permit MV2018C0011 for the Nechalacho Rare Earth Mine Demonstration Project. Despite the limitations on presentations and visitations due to COVID the proponent has kept us informed of developments.

The project continues to demonstrate strong Indigenous and Northern employment and procurement performances. The proponents have introduced technologies that significantly reduce the environmental impacts of metal mining and have undergone numerous inspections without any violations of the permit conditions or significant environmental concerns being identified.

Most recently, the proponent explained in writing and during a meeting with Town Council on January 14, 2023, that a combination of COVID, the Ukraine War and related supply chain issues and material handling limitations meant that the demonstration project has fallen far short of its intended production and shipment. Because of these delays, the proponent is seeking a standard two-year extension.

The NWT has distinguished itself as Canada's first producer of rare earths which will help Canada and its friends and allies transition to the green and digital economy. The proponent is successfully demonstrating that this can be done in a socially and environmentally sustainable manner.

Town Council believes projects, such as the Nechalacho Rare Earth Mine, that can regenerate Hay River as a northern transportation hub at a time when diamond mines are winding down provide significant social and economic benefits to the community and Territory.

The Town of Hay River is pleased to support the extension of Land Use Permit MV2018C0011 and encourage the Mackenzie Valley Land and Water Board to grant the extension.

Yours sincerely,

Mayor Kandi Jameson;

c.c. David Connelly, Vice President of Corporate Affairs
Town of Hay River Council



REPORT TO COUNCIL

COMMITTEE: FINANCE COMMITTEE **DATE:** March 16, 2023

SUBJECT: 2022 Unaudited consolidated Statement of Operations

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2022 unaudited consolidated Statement of Operations as recommended by the Finance Committee.

BACKGROUND:

On March 16, 2023, Abena Nyarko (Director of Finance) presented unaudited consolidated Statement of Operations to the Finance Committee. At that meeting the Finance Committee recommended that the 2022 unaudited consolidated Statement of Operations be brought forward to Council for approval.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

FINANCIAL IMPLICATIONS:

Unaudited consolidated Statement of Operations are approved by Council.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2022 Unaudited consolidated Statement of Operations

Prepared by:
Abena Nyarko
Director of Finance
March 16, 2023

Reviewed by:
Glenn Smith
Senior Administrative Officer
March 16, 2023



Consolidated Total

Q4 2022 Financial Results (Unaudited)

Statement of Operations	Budget	Actuals	Variance	% Variance
Revenues				
Total Property Taxes	6,811,523	6,790,992	(20,531)	(0%)
Total Sale of Services	951,000	1,012,535	61,535	6%
Total Other Revenue From Own Sources	773,250	968,182	194,932	25%
Government Transfers For Operating	2,611,400	3,280,500	669,100	26%
Government Transfers For Water And Sewer	1,089,000	1,089,000		
Misc Grants & Donations	21,000	327,818	306,818	1461%
Water And Sewer Revenues	2,132,200	2,076,351	(55,849)	(3%)
Land Sales, Lease And Development	2,035,000	824,276	(1,210,724)	(59%)
Insurance Reimbursements		687,715	687,715	
Total Revenues	16,424,373	17,057,370	632,997	4%
Expenses				
Salaries, wages and benefits	4,568,800	4,374,761	(194,039)	(4%)
Contracted and general services	1,944,150	2,597,043	652,893	34%
Municipal Tax Exemption	190,000	247,441	57,441	
Materials and supplies	5,257,780	4,808,305	(449,475)	(9%)
Provision for bad debts	40,000	40,000		
Mayor and council expenses	162,071	148,720	(13,351)	(8%)
Bank Charges and Interest	284,500	284,500	(0)	(0%)
Interest on LTD	400,000	400,000		
Utilities - electricity	950,972	973,365	22,393	2%
Utilities - fuel	617,400	960,521	343,121	56%
Insurance	275,700	295,022	19,322	7%
Total Expenses	14,691,373	15,129,678	438,305	3%
Operating Surplus/(Deficit)	1,733,000	1,927,691	194,691	11%

Financial Highlights

Revenues

Favourable variance of \$633K due to:

- \$669K increased funding from government transfers mainly for flood relief
- \$307K increased revenues from Recreation grants and donations
- \$688K unplanned insurance reimbursements for the flood repairs

This is offset by -\$1.2M reduction of land sales due to the postponed sales of Frasier Place

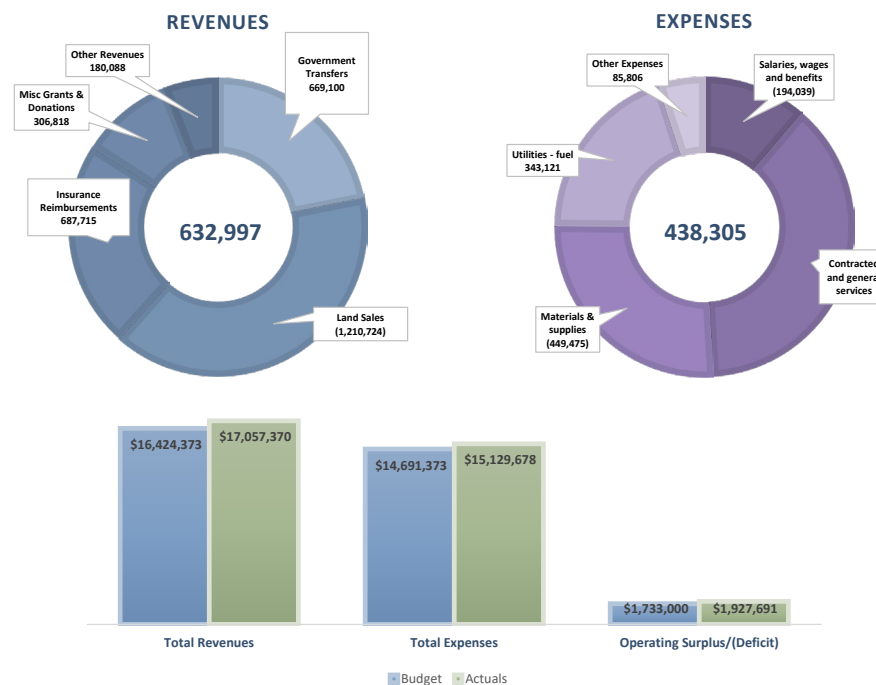
Expenses

Unfavourable variance of \$438K due to:

- \$653K increased expenditures for contracted and general services costs due vacancies in full time positions and increased expenditures as a result of the flood
- \$343K increased fuel costs due to inflation and the use of generators during the flood

This is offset by:

- \$449K reduction in materials and supplies expenditures mainly due to the postponed sales of Frasier Place
- \$194K reduction in salaries and benefits due to vacancies in various positions throughout the year





REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: 03/09/2023

SUBJECT: RECREATION RATES BY-LAW 2410

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves revisions to the Recreation Rates and Fees as part the 2023 review of By-Law 2431 Fees and Charges Bylaw.

BACKGROUND:

The Recreation Committee met November, December and January to review and update 2023 recreation rates as per the 2016 Recreation Policy's indication that rates be reviewed and approved annually by Council.

Rates and fees being proposed are based on feedback received from Department of Recreation staff, the Town's Recreation Committee, representatives of local community groups and patrons of the Town's recreation facilities.

The Recreation Committee reviewed the rates and is recommending the following changes, to be followed by public communication to local businesses and residents.

Summary of changes to Recreation Rates Schedule:

- Overall net zero increase to Department of Recreation rates and fees for 2023.
 - Age categories changed for drop-in rates:
 - o Toddler category created (no charge for under 2yrs old)
 - o Student rate changed to 13yrs & up
 - Introduction of prime and non-prime ice rental fees.
 - Introduction of a family/youth full pool rental fee.
 - Introduction of event planning/coordination fees.
 - Monthly "drop-in" memberships become "premium monthly memberships" which include:
 - o Free access to all drop-in programming (pool, skating, shinny hockey, etc.)
 - o No additional fees for fitness classes, swim lessons and special event activities.
- ** Additional fees apply for After School Club and Summer Heat programs, though premium membership allows for of advanced registration.

As part of the consultation process, the Town's recreation rates were compared to:

- Rates and fees in 6 small communities in the NWT and Northern Alberta.
- Rates and fees at 7 medium to large recreation complexes in the NWT and Alberta.



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: 03/09/2023

SUBJECT: RECREATION RATES BY-LAW 2410

Historical rate increases from 2012 to 2022 were also compared to CPI inflationary trends for the past 10 years. An average rate increase of 12% in 2012 and a 10% increase in 2020 appear to align well with Canada's Consumer Price Index increases of 20% over the same period. The current inflationary period is unpredictable, but risky because fuel and energy rates have increased. Further review of inflation and utility rates will be needed for the review of 2024 rates and fees.

The 2023 Recreation Rates review, and consultation also included a cost recovery analysis based on 2015 to 2021 revenues and expenses. This review was the basis for 2023 budgeting, which projects a 25% cost recovery based on the rates and fees proposed in this report. Cost data from previous years is available in appendix.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw 2252-FIN-11 Financial Administration Bylaw – Feb 2012
- Bylaw 2224/GEN/10 Recreation Rates – October 2010
- Bylaw 2250/GEN/11 Recreation Rates – Nov 2011.
- Bylaw 2325-GEN- 13 Recreation Rates – Dec 2013
- Bylaw 2333/GEN/14 Recreation Rates – Dec 2014
- Bylaw 2333/GEN/18 Recreation Rates – Jan 2018
- Bylaw 2410/GEN/19 Recreation Rates – Jan 2019
- Bylaw 2410 Recreation Rates – Jan 2020

FINANCIAL IMPLICATIONS:

Administration is not recommending blanket increases to recreation rates and fees because it has identified sufficient revenues in the 2023 budgeting process to meet requirements of the cost recovery formula outlined in the Town of Hay River Recreation Policy.

ALTERNATIVES TO RECOMMENDATIONS:

Increase rates by 2% based on a realistic projections of Canadian CPI annual inflation rates.



REPORT TO COUNCIL

DEPARTMENT: RECREATION

DATE: 03/09/2023

SUBJECT: RECREATION RATES BY-LAW 2410

- Projected revenue increase: \$5,000/yr based on 2023 budgeted revenues.
- Projection does not consider economical barriers in accessing recreational programming due to current inflationary period.

Increase rates by 10% to offset risk of current inflationary period.

- Projected revenue increase: \$5,000/yr based on 2023 budgeted revenues.
- Projection does not consider economical barriers in accessing recreational programming due to current inflationary period.

ATTACHMENTS:

- | |
|--|
| <ul style="list-style-type: none">- 2023 Rec Rates Schedules A & B – tracked changes- Rates Comparison Worksheet- Cost Recovery Analysis |
|--|

Prepared by:
Stephane Millette
Director of Recreation
March 10, 2023

Reviewed by:
Glenn Smith
Senior Administrative Officer
March 10, 2023

Appendix A - Facility Rates and Fees

Category	Rate structure	2021 rates	2023 rates
General Drop in rates			
Yth/Senior (2-12yrs)			
Drop-in fee	per visit	\$ 2.75	\$ 2.75
10 punch pass	10 visits	\$ 24.50	\$ 24.50
Premium Mthly Memberships	1 month	\$ 41.25	n/a
	6 month	\$ 165.00	\$ 150.00
	1yr	n/a	\$ 225.00
Student (13-18 yrs)			
Drop-in fee - student	per visit	\$ 4.00	\$ 4.00
10 punch pass - student	10 visits	\$ 34.50	\$ 34.50
Premium Mthly Memberships	1 month	\$ 60.00	n/a
	6 month	\$ 240.00	\$ 250.00
	1yr	n/a	\$ 375.00
Adult (19-54 yrs)			
Drop-in fee - adult	per visit	\$ 6.00	\$ 6.00
10 punch pass - adult	10 visits	\$ 54.00	\$ 54.00
Premium Mthly Memberships	1 month	\$ 90.00	n/a
	6 month	\$ 360.00	\$ 375.00
	1yr	n/a	\$ 570.00
Family (max 5 people)			
Drop-in fee - family	per visit	\$ 12.00	\$ 12.00
10 punch pass - family	10 visits	\$ 108.00	\$ 108.00
Premium Mthly Memberships	1 month	n/a	n/a
	6 month	n/a	\$ 750.00
	1yr	n/a	\$ 1,100.00

* Premium Monthly Memberships include: (1) free access to all drop-in programming, (2) free access to THR delivered group programming, (3) advanced registration for THR delivered programs.

** Summer Heat Day Camp and After School Youth Programming excluded from premium monthly membership privileges.

Fitness Drop-In Rates			
Senior (+55yrs)			
Fitness Drop-In - senior	per visit	\$ 5.25	\$ 5.25
10 punch fitness - senior	10 visits	\$ 47.50	\$ 47.50
Monthly	1 month	\$ 52.50	\$ 52.50
	3 month	\$ 189.00	\$ 189.00
	6 month	\$ 315.00	\$ 315.00
Fitness Drop-In - student			
Fitness Drop-In - student	per visit	\$ 7.00	\$ 7.00
10 punch fitness - student	10 visits	\$ 63.00	\$ 63.00
Monthly	1 month	\$ 70.00	\$ 70.00
	3 month	\$ 252.00	\$ 252.00
	6 month	\$ 420.00	\$ 420.00
Fitness Drop-In - adult			
Fitness Drop-In - adult	per visit	\$ 8.50	\$ 8.50
10 punch fitness - adult	10 visits	\$ 76.00	\$ 76.00
Monthly	1 month	\$ 85.00	\$ 85.00
	3 month	\$ 306.00	\$ 306.00
	6 month	\$ 510.00	\$ 510.00
Youth Programming			
After School Club (2hrs/day)	daily	\$ 5.50	\$ 7.50
Half Day Youth Programming (i.e. Friday early school dismissal)	half day	\$ 12.50	\$ 15.00
Full Day Youth Programming (i.e. teacher PD Days, etc.)	daily	\$ 25.00	\$ 30.00
Summer Heat Day Camp	season	\$ 475.00	\$ 550.00
Summer Heat Day Camp	weekly	\$ 100.00	\$ 125.00
Summer Heat Day Early Dropoff/pickup	season	\$ 50.00	\$ 50.00
summer heat early drop off and late pickup	season	\$ 100.00	\$ 100.00

Arena Ice Surface Fees			
Arena Birthday Party Package	1hr on ice and 1 hr in rental room	\$ 140.00	\$ 140.00
Arena Ice Surface - adult	hourly rate	\$ 173.25	\$ 173.25
	hourly rate (non-prime)	n/a	\$ 110.00
Arena Ice Surface - adult daily (10% reduction)	based on 10+ hrs rental (free rental room included)	\$ 1,559.25	\$ 1,559.25
Arena Ice Surface - adult partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$ 2,945.25	\$ 2,945.25
Arena Ice Surface - adult full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$ 3,638.25	\$ 3,638.25
Arena Ice Surface - youth	hourly	\$ 103.95	\$ 103.95
	hourly rate (non-prime)	n/a	\$ 60.00
Arena Ice Surface - youth daily (10% reduction)	based on 10+ hrs rental (free rental room included)	n/a bc reduced rate for youth	n/a bc reduced rate for youth
Arena Ice Surface - youth partial wknd (20% reduction)	based on 20+ hrs rental (free rental room included)		
Arena Ice Surface - youth full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)		
Offseason - adult	hourly rate	\$ 173.25	\$ 173.25
Offseason - adult daily (10% reduction)	based on 10+ hrs rental (free rental room included)	\$ 1,559.25	\$ 1,559.25
Offseason - adult partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$ 2,945.25	\$ 2,945.25
Offseason - adult full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$ 3,638.25	\$ 3,638.25
Offseason - local user groups	hourly rate	\$ 87.00	\$ 87.00
	based on 10+ hrs rental (free rental room included)	\$ 780.00	\$ 780.00
Offseason- local user groups	based on 10+ hrs rental (free rental room included)	\$ 780.00	\$ 780.00
Offseason - user group partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$ 1,473.00	\$ 1,473.00
Offseason - user group full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$ 1,819.00	\$ 1,819.00
Offseason - non user group youth rental	hourly	\$ 104.95	\$ 104.95
Offseason - youth daily (10% reduction)	based on 10+ hrs rental (free rental room included)	n/a bc reduced rate for youth	n/a bc reduced rate for youth
Offseason - youth partial wknd (20% reduction)	based on 20+ hrs rental (free rental room included)		
Offseason - youth full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)		
* Free room rental included in ice surface weekend rentals is for duration of the ice rental only.			
** Room to be included will be determined by type of rental, operational requirements and other			

Ball Field Fees			
Wkend Tournament - adult	per weekend per field	\$ 505.00	\$ 505.00
Field Hourly Rental- adult	hourly	\$ 75.00	\$ 75.00
Wkend Tournament - youth	per weekend per field	\$ 505.00	\$ 505.00
Field Hourly Rental- youth	hourly	\$ 75.00	\$ 75.00
League Fees - adult season	per team	\$ 660.00	\$ 660.00
League Fees - adult monthly	per team	\$ 360.00	\$ 360.00
League Fees - youth season	per team	\$ 325.00	\$ 325.00
League Fees - youth monthly	per team	\$ 175.00	\$ 175.00
Aquatics Centre Fees			
Birthday Party Swim package (max 15 people)	2 hours (1 hr in pool 1 hr in tbd rental room)	\$ 140.00	\$ 140.00
Pool rental - full facility (corporate)	hourly	\$ 234.00	\$ 234.00
Pool rental - full facility (yth/family)	hourly	n/a	\$ 140.00
Pool rental - partial rental (i.e. Covid-19 restrictions or other)	hourly	\$ 140.00	\$ 140.00
Pool Lane Rental - adult	hourly	\$ 25.00	\$ 25.00
Swim Meet	per weekend	\$ 163.75	\$ 163.75
Swimming lessons			
8 swim lessons - preschool	8 x 30 minutes	\$ 63.00	\$ 63.00
8 swim lessons - swimmer levels	8 x 45 minutes	\$ 69.50	\$ 69.50
Private lessons (1 kid only)	30 minutes each	\$ 32.00	\$ 32.00
Semi private lessons (2-3)	per session per kid	\$ 25.00	\$ 25.00
Bronze Star	per course	\$ 189.00	\$ 189.00
Bronze Medallion	per course (18hrs)	\$ 252.00	\$ 252.00
Bronze Cross	per course (20hrs)	\$ 252.00	\$ 252.00
Bronze Cross/Medallion	combo course	\$ 378.00	\$ 378.00
First Aid Certification	per course	\$ 252.00	\$ 252.00
National Lifesaving Society Certification	per course (40hrs)	\$ 377.50	\$ 377.50
NLS Recertification	per course (4-5hrs)	\$ 144.50	\$ 144.50
NLS Instructor Certification	per course (40hrs)	\$ 377.00	\$ 377.00
Jr lifeguard club	9 lessons	\$ 132.25	\$ 132.25
Jr lifeguard club	per week	\$ 19.00	\$ 19.00

Room Rental Fees			
Multipurpose Room	daily	\$ 605.00	\$ 605.00
Multipurpose Room	hourly	\$ 132.00	\$ 132.00
Multipurpose Room - local user groups	daily	\$ 247.50	\$ 247.50
Multipurpose Room- local user groups	hourly	\$ 66.00	\$ 66.00
Doug Wietermann Room	daily	\$ 605.00	\$ 605.00
Doug Wietermann Room	hourly	\$ 132.00	\$ 132.00
Doug Wietermann Room - local user groups	daily	\$ 247.50	\$ 247.50
Doug Wietermann Room - local user groups	hourly	\$ 66.00	\$ 66.00
Community Hall	daily	\$ 761.20	\$ 761.20
Community Hall	hourly	\$ 192.50	\$ 192.50
Community Hall - local user groups	daily	\$ 380.60	\$ 380.60
Community Hall - local user groups	hourly	\$ 96.25	\$ 96.25
Summer Curling Rink	daily	\$ 900.00	\$ 900.00
Summer Curling Rink	hourly	\$ 154.00	\$ 154.00
Summer Curling Rink - local user groups	daily	\$ 450.45	\$ 450.45
Summer Curling Rink - local user groups	hourly	\$ 96.25	\$ 96.25
Rec Centre Parking Lot Rental	hourly rate	\$ 87.00	\$ 87.00
Rec Centre Parking Lot - daily (10% reduction)	based on 10+ hrs rental	\$ 780.00	\$ 780.00
Rec Centre Parking Lot - partial wknd (15% reduction)	based on 20+ hrs rental	\$ 1,473.00	\$ 1,473.00
Rec Centre Parking Lot - full wknd (30% reduction)	based on 30+ hrs rental	\$ 1,819.00	\$ 1,819.00
Rental room user additional setup time	75% of hourly rate up to 5 hrs	as per space	as per space
Rental room user additional setup time	50% of hourly rate up to 10 hrs	as per space	as per space
rates. Local user groups also participate in seasonal scheduling as per THR's Recreation Policy.			

Equipment Rentals			
Stageline SL75 Mobile Stage - daily (10% reduction)	based on 10+ hrs rental	\$ 780.00	\$ 780.00
Stageline SL75 Mobile Stage - partial wknd (15% reduction)	based on 20+ hrs rental	\$ 1,473.00	\$ 1,473.00
Stageline SL75 Mobile Stage - full wknd (30% reduction)	based on 30+ hrs rental	\$ 1,819.00	\$ 1,819.00
THR Small Modular Stage - daily		\$ 250.00	\$ 250.00
THR Small Modular Stage - partial wknd	based on 20+ hrs of ice + free DWHall	\$ 400.00	\$ 400.00
THR Small Modular Stage - full wknd	based on 30+ hrs of ice + free DWHall	\$ 500.00	\$ 500.00
* Delivery within town limits with setup and takedown of stage included in rental fees.			
Fundraising or non-profit table rental (offsite rental, no delivery)	daily	\$ 20.00	\$ 20.00
Chairs (offsite rental, no delivery)	daily	\$ 3.00	\$ 3.00
BBQ (no propane supplied) (\$50 deposit required)	daily	\$ 150.00	\$ 150.00
Flip Chart (on site)	daily	\$ 20.00	\$ 20.00
Projector (on site)	daily	\$ 75.00	\$ 75.00
4 Piece Modular Glow Bar and Service Counter	daily	\$ 150.00	\$ 150.00
deliver/pickup charge and/or additional staff	hourly	n/a	\$ 50.00
special event coordination fee	per day of rental	n/a	\$ 120.00
Porritt Landing			
Seasonal Slip	per season	\$ 470.00	\$ 470.00
Seasonal Slip (3 year renewal)	3 year renewal	\$ 1,410.00	\$ 1,410.00
Additional Seasonal Slip Sticker (2 max??)	per vessel per season	\$ 50.00	\$ 50.00
Short Term Docking Slip	daily	\$ 15.00	\$ 15.00
Fishermen's Wharf Pavilion			
Summer Season Rental (June-August)			
hourly rate	per hour	\$ 157.00	\$ 157.00
daily rate	per day	\$ 900.00	\$ 900.00
Offseason Rental (September-May)			
hourly rate	per hour	\$ 187.00	\$ 187.00
daily rate	per day	\$ 1,200.00	\$ 1,200.00
* Rentals include electrical, picnic tables, garbage cans, 1 outhouse and access to booths on site			
** Offseason premium rate based on propane use, installation of wall system, snow removal			
*** Additional stage, equipment and/or setup fees apply as per appropriate rate in Schedule A.			

Appendix A - Advertising Opportunities

Sponsorship or Advertising Opportunity	Rate structure	2021 rates	2023 rates
Aurora Ford Arena			
Arena Dasher Board Signs (>70")	1 year term (renewable annually)	\$ 673.50	\$ 673.50
Arena Dasher Board Signs (<70")	1 year term (renewable annually)	\$ 335.75	\$ 335.75
Ice Surface Logo	6 month term (renewable annually)	\$ 378.00	\$ 378.00
Center Ice Logo	6 month term (renewable annually)	\$2,500.00	\$2,500.00
Zamboni Logos	3 year term (renewable)	\$2,340.00	\$2,340.00
Arena Sections	3yr renewable	\$5,000.00	\$5,000.00
Scorekeeper box	3yr renewable	\$5,000.00	\$5,000.00
Penalty Box #1	3yr renewable	\$4,000.00	\$4,000.00
Penalty Box #2	3yr renewable	\$4,000.00	\$4,000.00
Arena Players Box #1	3yr renewable	\$2,500.00	\$2,500.00
Arena Players Box #2	3yr renewable	\$2,500.00	\$2,500.00
Arena Penalty Box #1	3yr renewable	\$4,000.00	\$4,000.00
Arena Penalty Box #2	3yr renewable	\$4,000.00	\$4,000.00
Dressing room #1	3yr renewable	\$5,000.00	\$5,000.00
Dressing room #2	3yr renewable	\$5,000.00	\$5,000.00
Dressing room #3	3yr renewable	\$5,000.00	\$5,000.00
Dressing room #4	3yr renewable	\$5,000.00	\$5,000.00
Dressing room #5	3yr renewable	\$7,500.00	\$7,500.00
Dressing room #6	3yr renewable	\$7,500.00	\$7,500.00
Referee Dressing Room	3yr renewable	\$4,000.00	\$4,000.00
Arena Seats	life of building	\$250.00	\$250.00
Don Stewart Aquatic Centre			
Pool Sauna	3yr renewable	\$5,000.00	\$5,000.00
Pool HotTub	3yr renewable	\$5,000.00	\$5,000.00
Pool Slide	3yr renewable	\$10,000.00	\$10,000.00
Children's tank	3yr renewable	\$5,000.00	\$5,000.00
Leisure Tank	3yr renewable	\$5,000.00	\$5,000.00
Sponsorship of Rental Rooms and other Community Centre Spaces			
Community Hall	3yr renewable	\$30,000.00	\$30,000.00
Walking track	3yr renewable	\$15,000.00	\$15,000.00
Multipurpose Room	3yr renewable	\$10,000.00	\$10,000.00
Main Entrance Lobby and Aquatic Centre Viewing Area	3yr renewable	\$5,000.00	\$5,000.00
Washrooms Main Floor	3yr renewable	\$3,000.00	\$3,000.00
Walking Track Washrooms #1 (north end)	3yr renewable	\$2,500.00	\$2,500.00
Walking Track Washrooms #2 (south end)	3yr renewable	\$2,500.00	\$2,500.00
Community Centre Door Advertisements			
double door	3 year term (renewable)	\$2,500.00	\$2,500.00
single door	3 year term (renewable)	\$1,250.00	\$1,250.00
half door	3 year term (renewable)	\$ 673.50	\$ 673.50

Category	Rate structure	2021 rates	2023 rates	Small town avg \$\$	Multiplex avg \$\$		Fort Smith	Inuvik	Ft Simpson	High Level	Grande Cache	Slave Lake		Yellowknife	Grimshaw	Servus Union Ctr	Blackfalds	Whitecourt	Peace River	Grande Praire	
General Drop in rates							2022	current but year tbd	2022	2021	2022			2022				2022	2019	2022	
Yth/Senior (2-12yrs)																					
Drop-in fee	per visit	\$ 2.75	\$ 2.75	\$ 2.80	\$ 5.15		\$ 2.75	\$ 3.25	\$ 2.00	\$ 3.25		\$ 2.75		\$ 6.25	\$ 3.00	\$ 6.00	\$ 5.50	\$ 4.15		\$ 6.00	
10 punch pass	10 visits	\$ 24.50	\$ 24.50	\$ 29.22	\$ 45.83		\$ 24.75	\$ 30.00		\$ 29.25		\$ 24.75		\$ 53.13	\$ 27.00	\$ 54.00	\$ 49.50	\$ 37.33		\$ 54.00	
Premium Mthly Memberships	1 month	\$ 41.25	n/a	\$ 25.30	\$ 41.76		\$ 24.75		\$ 20.00			\$ 33.00		\$ 43.50	\$ 96.60	\$ 28.00	\$ 27.50	\$ 23.45		\$ 31.50	
	6 month	\$ 165.00	\$ 150.00	\$ 125.45	n/a		\$ 115.50	\$ 150.00	\$ 60.00	\$ 169.00		\$ 132.75		\$ 240.50	\$ 304.50					\$ 187.75	
	1yr	n/a	\$ 225.00	\$ 226.04	\$ 328.29	67%	\$ 198.00	\$ 270.00		\$ 253.50		\$ 198.00		\$ 442.00	\$ 446.25	\$ 280.00	\$ 280.50	\$ 210.71		\$ 310.25	
Student (13-18 yrs)																					
Drop-in fee - student	per visit	\$ 4.00	\$ 4.00	\$ 5.19	\$ 6.54		\$ 4.00		\$ 4.00		\$ 5.00	\$ 4.00		\$ 7.25	\$ 3.00	\$ 8.00	\$ 6.50	\$ 8.75	\$ 4.25	\$ 8.00	
10 punch pass - student	10 visits	\$ 34.50	\$ 34.50	\$ 40.93	\$ 54.45		\$ 35.00				\$ 37.75	\$ 36.00		\$ 61.63	\$ 27.00	\$ 72.00	\$ 58.50	\$ 51.79	\$ 38.25	\$ 72.00	
Premium Mthly Memberships	1 month	\$ 60.00	n/a	\$ 36.54	\$ 49.46		\$ 35.00		\$ 30.00		\$ 41.00	\$ 48.00		\$ 52.50	\$ 96.60	\$ 38.50	\$ 32.50	\$ 33.15	\$ 30.60	\$ 43.50	
	6 month	\$ 240.00	\$ 250.00	\$ 145.00	n/a		\$ 162.00		\$ 80.00		\$ 182.75	\$ 193.00		\$ 282.50	\$ 304.50				\$ 132.75	\$ 260.00	
	1yr	n/a	\$ 375.00	\$ 288.15	\$ 404.12	67%	\$ 278.00				\$ 304.25	\$ 288.00		\$ 533.75	\$ 446.25	\$ 385.00	\$ 331.50	\$ 298.45	\$ 193.28	\$ 429.75	
Adult (19-54 yrs)																					
Drop-in fee - adult	per visit	\$ 6.00	\$ 6.00	\$ 6.85	\$ 8.44		\$ 9.00	\$ 6.50	\$ 6.00	\$ 5.50	\$ 6.75	\$ 5.25		\$ 8.50	\$ 5.00	\$ 10.50	\$ 9.00	\$ 8.85	\$ 6.25	\$ 11.00	
10 punch pass - adult	10 visits	\$ 54.00	\$ 54.00	\$ 62.68	\$ 75.38		\$ 77.00	\$ 60.00		\$ 49.50	\$ 53.75	\$ 47.25		\$ 72.25	\$ 45.00	\$ 94.50	\$ 81.00	\$ 79.66	\$ 56.25	\$ 99.00	
Premium Mthly Memberships	1 month	\$ 90.00	n/a	\$ 58.34	\$ 62.61		\$ 77.00		\$ 40.00	n/a	\$ 58.75	\$ 63.00		\$ 66.50	\$ 101.95	\$ 55.50	\$ 45.00	\$ 53.35	\$ 49.00	\$ 67.00	
	6 month	\$ 360.00	\$ 375.00	\$ 258.95	\$ 366.92		\$ 335.50	\$ 300.00	\$ 120.00	\$ 286.00	\$ 262.25	\$ 253.25		\$ 358.50	\$ 341.25				\$ 207.35	\$ 401.00	
	1yr	n/a	\$ 570.00	\$ 491.55	\$ 567.48	66%	\$ 577.50	\$ 540.00		\$ 429.00	\$ 437.00	\$ 378.00		\$ 677.25	\$ 517.65	\$ 555.00	\$ 459.00	\$ 533.24	\$ 296.97	\$ 662.75	
Family (max 5 people)																					
Drop-in fee - family	per visit	\$ 12.00	\$ 12.00	\$ 13.51	\$ 19.83		\$ 13.00	\$ 12.00	\$ 15.00	\$ 11.00	\$ 14.50	\$ 10.25		\$ 18.00	\$ 15.00	\$ 26.00	\$ 20.00	\$ 19.80	\$ 15.50	\$ 24.50	
10 punch pass - family	10 visits	\$ 108.00	\$ 108.00	\$ 120.70	\$ 203.18		\$ 119.00	\$ 115.00		\$ 99.00	\$ 115.75	\$ 92.25		n/a		\$ 234.00	\$ 180.00	\$ 178.23		\$ 220.50	
Premium Mthly Memberships	1 month	n/a	n/a	\$ 104.00	\$ 122.43		\$ 119.00		\$ 70.00		\$ 126.75	\$ 123.00		\$ 144.25	\$ 128.10	\$ 138.00	\$ 100.00		\$ 90.47	\$ 133.75	
	6 month	n/a	\$ 750.00	\$ 492.20	\$ 665.42		\$ 554.50	\$ 630.00	\$ 210.00	\$ 572.00	\$ 569.75	\$ 494.50		\$ 779.50	\$ 414.75			20% off	\$ 324.48	\$ 802.00	
	1yr	n/a	\$ 1,100.00	\$ 936.63	\$ 1,167.75	68%	\$ 950.50	\$ 1,200.00		\$ 858.00	\$ 949.50	\$ 738.00		\$ 1,472.75	\$ 640.50	\$ 1,380.00	\$ 1,020.00	each family	\$ 565.00	\$ 1,325.50	
* Premium Monthly Memberships includes: (1) free access to all drop-in programming, (2) free access to THR delivered group programming, (3) advanced registration for THR delivered programs.																					
** Summer Heat Day Camp and After School Youth Programming excluded from premium monthly membership privileges.																					

Recreation Department Budget and Cost Recovery Analysis									
			2021	2020	2019	2018	2017	2016	2015
REVENUE									
	Aquatic Centre		\$ 67,701.00	\$ 68,864.00	\$ 190,545.00	\$ 70,890.00	\$ 7,660.00	99,248	29,436
	Community Centre		\$ 246,813.00	\$ 203,311.00	\$ 243,577.00	\$ 166,822.00	\$ 8,279.00	92,871	92,483
	Curling Club Rental		\$ 36,000.00	\$ 27,000.00	\$ 27,000.00	\$ 8,500.00		12,236	19,480
	Ballpark rental		\$ 5,748.00	\$ 2,649.00	\$ 7,905.00	\$ 14,464.00	\$ 15,211.00	4,200	-
	Other Revenues		\$ 218,410.00	\$ 86,448.00	\$ 43,972.00	\$ 7,360.00	\$ 2,709.00	34,458	69,417
	Rec Programming Grants								
	Sport and Rec		\$ 29,000.00	\$ 50,857.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	29,000	
	CYRP		\$ 13,636.00	\$ 18,636.00	\$ 13,636.00	\$ 13,636.00	\$ 12,857.00	15,000	
	Other		\$ 1,000.00		\$ 17,700.00			6,000	
	Other Grants		tbd	tbd	tbd	tbd	tbd		
			\$ 618,308.00	\$ 457,765.00	\$ 573,335.00	\$ 310,672.00	\$ 75,716.00	293,013	210,816
EXPENSES									
* excludes depreciation									
	Rec Administration		\$ 215,808.00	\$ 193,724.00	\$ 282,990.00	\$ 374,289.00	\$ 359,841.00	269,688	172,285
	Rec Centre Operations		\$ 998,568.00	\$ 855,810.00	\$ 922,482.00	\$ 877,716.00	\$ 210,541.00	465,399	345,928
	Building Maintenance		\$ 222,894.00	\$ 211,376.00	\$ 199,713.00	\$ 44,114.00	\$ 18,370.00	32,588	85,573
	Mechanical Maintenance				\$ 9,259.00	\$ 23,603.00	\$ 178,187.00	7,965	24,322
	Swimming Pool Operations		\$ 778,910.00	\$ 513,240.00	\$ 875,823.00	\$ 754,914.00	\$ 693,637.00	657,928	485,575
	Building Maintenance				\$ 41,763.00	\$ 68,886.00	\$ 97,647.00	35,046	13,602
	Mechanical Maintenance				\$ 1,109.00	\$ 3,135.00	\$ 13,943.00	25,429	13,868
	Curling Club Operations		\$ 53,887.00	\$ 44,745.00	\$ 84,784.00	\$ 61,475.00	\$ 300.00	75,594	108,197
	Sports Fields		\$ 356,935.00	\$ 136,150.00	\$ 174,138.00	\$ 19,702.00	\$ 55,431.00	29,384	17,514
	Parkland				\$ 168,224.00	\$ 129,201.00	\$ 189,980.00	125,327	133,279
	Recreation Programs		\$ 343,515.00	\$ 340,359.00	\$ 467,315.00	\$ 379,888.00	\$ 228,916.00	173,135	159,544
			\$ 2,970,517.00	\$ 2,295,404.00	\$ 3,227,600.00	\$ 2,736,923.00	\$ 2,046,793.00	\$ 1,897,483.00	\$ 1,559,687.00
		SURPLUS (DEFICIT)	\$ (2,352,209.00)	\$ (1,837,639.00)	\$ (2,654,265.00)	\$ (2,426,251.00)	\$ (1,971,077.00)	\$ (1,604,470.00)	\$ (1,348,871.00)
		Cost Recovery	21%	20%	18%	11%	4%	15%	14%
	Rec Policy Defined Recreation Recovery Rate Approx. 25% (Arena, Curling, Ballfields, Pool)								
	* exclusive of grants; exclusive of overheads; exclusive of depreciation								



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: March 20, 2023

SUBJECT: EMERGENCY MEASURES BY-LAW

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report to Council on the proposed revision to the Town of Hay River Emergency Measures By-law as information.

BACKGROUND:

Council of the Town of Hay River is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act*, and the *Cities, Towns and Villages Act* to prepare and approve Emergency Response Plans and programs; appoint an Emergency Measures Committee (Community Emergency Management Committee), establish and maintain an Emergency Measures Organization; appoint a Coordinator of the Emergency Measures Organization and establish the duties of the Coordinator.

BY-LAW NO. 2190/PS/17 – The Town of Hay River Emergency Measures by-law governs the establishment of the Organization and Committee. The bylaw defines associated roles, responsibilities and memberships. An update to the bylaw is recommended to better align with definitions and terms of the Town's Emergency Management Plan. A blacklined bylaw is attached with the recommended changes.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

DRAFT Emergency Measures Bylaw with Track Changes

Prepared by:

Glenn Smith

Senior Administrative Officer

Date: March 17, 2023

Reviewed by:

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

WHEREAS the Council of the Town of Hay River is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act*, R.S.N.W.T. 1988, c. C-9 and Section 28 of the *Cities, Towns and Villages Act*, S.N.W.T. 2008, c.22 to prepare and approve Emergency Response Plans and programs; appoint an Emergency Measures Committee, establish and maintain an Emergency Measures Organization; appoint a Coordinator of the Emergency Measures Organization and establish the duties of the Coordinator;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Hay River in regular session duly assembled hereby enacts as follows:

1. Title

This By-law may be referred to as the Town of Hay River Emergency Measures By-law.

2. Interpretation

In this by-law

- a) **"Act"** means *Civil Emergency Measures Act*, RSNWT 1988, c C-9, as amended;
- b) **"Coordinator of the Emergency Measures Organization"** means the person appointed as the Coordinator under Section 65 of this by-law;
- c) **"Council"** means the Council of the Municipal Corporation of the Town of Hay River;
- d) **"Emergency"** means a present or imminent event that is affecting or could affect the health, safety or welfare of people or is damaging or could damage property;
- e) **"Emergency Measures Organization"** means the organization established under this by-law;
- f) **"Community Emergency Management Measures Committee"** means the committee established under this by-law;
- g) **"Emergency Plan"** means the Emergency Measures Plan of the Town;
- h) **"Minister"** means the Minister responsible for the Act;
- i) **"SAO"** means the Senior Administrative Officer of the Town of Hay River or designate.
- j) **"Town"** means the Municipal Corporation of the Town of Hay River;
- k) **"Town Limits"** means the corporate limits of the Town as established from time to time.

Formatted: Font: Bold

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION

3. Community Emergency Management Measures Committee

There is hereby established a Community Emergency Management Measures Committee ~~to to participate in emergency planning activities and provide support to the emergency measures organization when its capacity is exceeded. :- advise Council on the development of emergency plans and programs.~~

Formatted: Font: Not Bold

4. Emergency ~~Measures Organization~~ Measures Organization

There is hereby established an Emergency Measures Organization to act as the agent of Council to carry out its statutory powers and obligations under the Act, provided that the Emergency Measures Organization shall not have the power:

- ~~a) to declare, renew, or terminate a state of local emergency;~~
- ~~b) a) to appoint its own members;~~
- ~~c) to provide for payment of expenses of the members of the Emergency Measures Committee;~~
- ~~d) b) to recommend approval of~~ the Town's Emergency Plans and programs;
~~and/or~~
- ~~e) c) to exercise any of the powers contained in Section 6 and 9 of this By-law.~~

Formatted: Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

5. Coordinator

The Senior Administrative Officer ~~Director of Protective Services~~ of the Town or designate is hereby appointed the Emergency Coordinator of the Emergency Measures organization of the Town.

6. The Director of Protective Services of the Town or designate is hereby appointed the Emergency Operations Coordinator of the Emergency Measures Organization of the Town.

Formatted: Font: (Default) Arial

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Font: (Default) Arial

~~6.7.~~ Council Duties

- a) Council shall:
 - i) By resolution, appoint three of its members to serve on the Emergency Measures Committee;
 - ~~ii) Provide for the payment of expenses of the members of the Emergency Measures Committee~~

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

- iii) ~~ii)~~ By resolution, appoint a Emergency Operations Deputy Coordinator of the Emergency M Measures who shall do those things delegated by or required of the Coordinator of Emergency Measures in that person's absence;
- iv) ~~iii)~~ Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Hay River;
- v) ~~iv)~~ Ensure the public is informed of the emergency measures program and community risks;
- vi) ~~v)~~ Recommend ~~Approve~~ the Town of Hay River's emergency plans and programs; and
- vii) ~~vi)~~ Review the status of the Emergency Plan and related plans and programs at least once each year.

b) Council may:

- i) by By-law borrow, levy, appropriate and expend, without consent of the electors, all sums required for the operation of the Emergency Measures Organization;
- ii) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs; and
- iii) during or within 60 days after the declaration of a state of local emergency, by bylaw, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of Sections 17(4) and (5) of the Act.

7.8. Community Emergency Management Committee Structure

- a) The Community Emergency Management Committee Measures Organization Committee shall consist of members who are identified in the community Emergency Plan ~~approved by Council. shall be appointed by resolution of Council.~~
- b) The members of the Committee shall include three (3) Council members; and representatives that may include but are not limited to the:
 - i) The SAO;
 - ii) The Director of Finance;
 - iii) The Director of Public Works;
 - iv) The Director, Protective Services
 - v) The Assistant Senior Administrative Officer
 - vi) The Director of Recreation and Community Services
 - vii) The Community Housing Manager;

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

- ~~viii) The Powerplant Operator;~~
- ~~ix) The Airport Manager;~~
- ~~x) A District Education Authority representative;~~
- ~~xi) An RCMP representative;~~
- ~~xii) Hay River Health and Social Services representative;~~
- ~~xiii) A Department of Infrastructure representative~~
- ~~xiv) Regional Superintendent for MACA~~
- ~~xv) A Coast Guard Auxiliary Representative~~
- ~~xvi) A Katlodechee Representative~~
- ~~xvii) A West Point First Nations Representative~~
- ~~xviii) A Hay River Metis Government Representative~~
- ~~xix) Northland Utilities Stittco—~~
- ~~i) Hay River Fire Department;~~
- ~~ii) Town of Hay River employees;~~
- ~~iii) Hay River Health & Social Services Authority;~~
- ~~iv) RCMP;~~
- ~~v) Hay River Airport;~~
- ~~vi) Canadian Coast Guard/Fisheries and Oceans;~~
- ~~vii) Canadian Coast Guard Auxiliary;~~
- ~~viii) Hay River District Education Authority;~~
- ~~ix) Northland Utilities;~~
- ~~x) Government of the Northwest Territories, Department of Infrastructure;~~
- ~~xi) West Point First Nation; and~~
- ~~xii) Katlodeeche First Nation.~~

~~8. Committee Procedures~~

- ~~a) Meetings of the Committee shall be held at a time as deemed necessary to be set by resolution of the Committee.~~
- ~~b) A quorum for regular and special meetings of the Committee shall be six (6) members from six different organizations, one of whom shall be a Councillor.~~
- ~~c) The Chair or Alternate Chair may call special meetings.~~
- ~~d) Special Meetings of the Committee may be called on forty eight (48) hours written notice by the Chair at the request of any three (3) members of the Committee.~~

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

- ~~e) The Chair, when present, and every Committee member shall vote on every matter unless, in a specific case, the Chair or any member is excused by resolution of the Committee from voting.~~
- ~~f) For greater certainty, the Conflict of Interest Act applies to the Committee.~~
- ~~g) Neither the Committee, nor any member thereof, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Committee or any member thereof, have any power to authorize any expenditure charged against the Town.~~
- ~~h) Meeting procedures shall be conducted in accordance with Council Procedures By-law No. 1385, as amended or replaced from time to time, and Bourinot's Rules of Order.~~
- ~~i) All meetings of the Committee shall be open to the public.~~

9. Duties of the Community Emergency Management~~Measures~~ Committee

The Community Emergency Management~~Measures~~ Committee shall:

- a) review the Emergency Plan and related plans and programs on a yearly ~~regular~~ basis;
- b) Support the emergency measures organization active coordination of the emergency
- c) Participate as an active member of the emergency measures organization if required by the emergency measures organization.
- d) Participate in designated emergency planning meetings and table top exercises as required.

~~a)~~

- ~~b) make such recommendations to Council as the Committee considers appropriate respecting the Emergency Plan and related plans and programs; and~~
- ~~c) advise Council on the status of the Emergency Plan and related plans and programs at least once each year.~~

10. Composition of the Emergency Measures Organization

The Emergency Measures Organization shall be composed of those representatives listed in the Emergency Plan of the Town of Hay River.

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION

11. Duties of the Coordinator

The Coordinator of Emergency Measures Organization shall:

- a) prepare and coordinate the Emergency Plan and related plans and programs for the Town of Hay River;
- b) ~~act as Director of Emergency Operations, or~~ Ensure that someone is designated under the Emergency Plan to ~~so~~ act as Emergency Operations Coordinator, on behalf of the Emergency Measures Organization;
- c) submit to Council an accounting of the costs of an emergency measures response;
- d) coordinate all emergency services and other resources used in an emergency;
- e) develop and implement an annual public education and awareness program;
- f) ensure that someone is designated to discharge the responsibilities specified in a), b), c) and d) above.

12. Amend~~Repeal~~

By-law ~~1339 is hereby repealed.~~ 2190/PS/17 is here by amended

13. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

READ A FIRST TIME this ~~20~~8th day of ~~March~~November, 20~~23~~17.

Mayor

TOWN OF HAY RIVER

BY-LAW NO. 2190/PS/2317

Page 7 of 7

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

READ A SECOND TIME this 20⁸th day of ~~March~~November, 20~~23~~17.

Mayor

READ A THIRD AND FINAL TIME this day of , 2017.

Mayor

CERTIFIED that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act S.N.W.T. 2003, c.22. and the by-laws of the Municipal Corporation of the Town of Hay River on this day of , 2017.

Senior Administrative Officer



Bylaw No. 2190/PS/23

10a) Emergency Measures Bylaw

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

WHEREAS the Council of the Town of Hay River is responsible for the direction and control of its emergency response and is required, under the *Civil Emergency Measures Act*, R.S.N.W.T. 1988, c. C-9 and Section 28 of the *Cities, Towns and Villages Act*, S.N.W.T. 2008, c.22 to prepare and approve Emergency Response Plans and programs; appoint an Emergency Measures Committee, establish and maintain an Emergency Measures Organization; appoint a Coordinator of the Emergency Measures Organization and establish the duties of the Coordinator;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Hay River in regular session duly assembled hereby enacts as follows:

1. Title

This By-law may be referred to as the Town of Hay River Emergency Measures By-law.

2. Interpretation

In this by-law

- a) **“Act”** means *Civil Emergency Measures Act*, RSNWT 1988, c C-9, as amended;
- b) **“Coordinator of the Emergency Measures Organization”** means the person appointed as the Coordinator under Section 5 of this by-law;
- c) **“Council”** means the Council of the Municipal Corporation of the Town of Hay River;
- d) **“Emergency”** means a present or imminent event that is affecting or could affect the health, safety or welfare of people or is damaging or could damage property;
- e) **“Emergency Measures Organization”** means the organization established under this by-law;
- f) **“Community Emergency Management Committee”** means the committee established under this by-law;
- g) **“Emergency Plan”** means the Emergency Measures Plan of the Town;
- h) **“Minister”** means the Minister responsible for the Act;
- i) **“SAO”** means the Senior Administrative Officer of the Town of Hay River or designate.
- j) **“Town”** means the Municipal Corporation of the Town of Hay River;
- k) **“Town Limits”** means the corporate limits of the Town as established from time to time.

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

3. Community Emergency Management Committee

There is hereby established a Community Emergency Management Committee to participate in emergency planning activities and provide support to the emergency measures organization when its capacity is exceeded. ∴

4. Emergency Measures Organization

There is hereby established an Emergency Measures Organization to act as the agent of Council to carry out its statutory powers and obligations under the Act, provided that the Emergency Measures Organization shall not have the power:

- a) to appoint its own members;
- b) to recommend approval of the Town's Emergency Plans and programs; and/or
- c) to exercise any of the powers contained in Section 6 and 9 of this By-law.

5. Coordinator

The Senior Administrative Officer of the Town or designate is hereby appointed the Emergency Coordinator of the Emergency Measures organization of the Town.

6. The Director of Protective Services of the Town or designate is hereby appointed the Emergency Operations Coordinator of the Emergency Measures Organization of the Town.

7. Council Duties

- a) Council shall:
 - i) By resolution, appoint three of its members to serve on the Emergency Measures Committee;
 - ii) By resolution, appoint a Emergency Operations Coordinator of the Emergency Measures who shall do those things delegated by or required of the Coordinator of Emergency Measures in that person's absence;
 - iii) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Hay River;
 - iv) Ensure the public is informed of the emergency measures program and community risks;

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

- v) Recommend approval the Town of Hay River's emergency plans and programs; and
 - vi) Review the status of the Emergency Plan and related plans and programs at least once each year.
- b) Council may:
- i) by By-law borrow, levy, appropriate and expend, without consent of the electors, all sums required for the operation of the Emergency Measures Organization;
 - ii) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs; and
 - iii) during or within 60 days after the declaration of a state of local emergency, by bylaw, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of Sections 17(4) and (5) of the Act.

8. Community Emergency Management Committee Structure

- a) The Community Emergency Management Committee shall consist of members who are identified in the community Emergency Plan approved by Council.
- b) The members of the Committee shall include three (3) Council members; and representatives that may include but are not limited to the:
 - i) The SAO;
 - ii) The Director of Finance;
 - iii) The Director of Public Works;
 - iv) The Director, Protective Services
 - v) The Assistant Senior Administrative Officer
 - vi) The Director of Recreation and Community Services
 - vii) The Community Housing Manager;
 - viii) The Powerplant Operator;
 - ix) The Airport Manager;
 - x) A District Education Authority representative;
 - xi) An RCMP representative;
 - xii) Hay River Health and Social Services representative;
 - xiii) A Department of Infrastructure representative
 - xiv) Regional Superintendent for MACA
 - xv) A Coast Guard Auxiliary Representative
 - xvi) A Katlodechee Representative

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

- xvii) A West Point First Nations Representative
- xviii) A Hay River Metis Government Representative
- xix) Northland Utilities Stittco

9. Duties of the Community Emergency Management Committee

The Community Emergency Management Committee shall:

- a) review the Emergency Plan and related plans and programs on a yearly basis;
- b) Support the emergency measures organization active coordination of the emergency
- c) Participate as an active member of the emergency measures organization if required by the emergency measures organization.
- d) Participate in designated emergency planning meetings and table top exercises as required.

10. Composition of the Emergency Measures Organization

The Emergency Measures Organization shall be composed of those representatives listed in the Emergency Plan of the Town of Hay River.

11. Duties of the Coordinator

The Coordinator of Emergency Measures Organization shall:

- a) prepare and coordinate the Emergency Plan and related plans and programs for the Town of Hay River;
- b) Ensure that someone is designated under the Emergency Plan to act as Emergency Operations Coordinator, on behalf of the Emergency Measures Organization;
- c) submit to Council an accounting of the costs of an emergency measures response;
- d) coordinate all emergency services and other resources used in an emergency;

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

- e) develop and implement an annual public education and awareness program;
- f) ensure that someone is designated to discharge the responsibilities specified in a), b), c) and d) above.

12. Amend

By-law 2190/PS/17 is here by amended

13. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

READ A FIRST TIME this 20th day of March, 2023.

Mayor

READ A SECOND TIME this 20th day of March , 2023.

Mayor

READ A THIRD AND FINAL TIME this day of , 2017.

Mayor

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF AN
EMERGENCY MEASURES ORGANIZATION**

CERTIFIED that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act S.N.W.T. 2003, c.22. and the by-laws of the Municipal Corporation of the Town of Hay River on this day of , 2017.

Senior Administrative Officer