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## AGENDA

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### PUBLIC INPUT

#### 1. CALL TO ORDER

#### 2. ADOPTION OF AGENDA

#### 3. DECLARATION OF INTEREST

#### 4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

#### 5. ADMINISTRATIVE ENQUIRIES

#### 6. NEW BUSINESS

- a. Emergency Services Monthly Report for January- page 2-6
- b. Municipal Enforcement Monthly Report for January – page 7-9
- c. Public Works Monthly Report for January– page 10-14
- d. Recreation Monthly Report for January– page 15-20
- e. 2022 Land Sales – Incentive Program – page 21-22
- f. Fee & Charges Bylaw for Chase the Ace Update – page 23-25
- g. Excused Absence for Cllr Willows - page 26

#### 7. IN CAMERA

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

#### 8. ADJOURNMENT



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 7<sup>th</sup>, 2022**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

## **RECOMMENDATION:**

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

## **BACKGROUND:**

### **Summary:**

The Protective Services Department in the month of January had a total of 45 EMS Responses. Out of those 45 responses, 4 were to members of the vagrant population, which is down from 7 responses in December. As far as fire response is concerned, we had 4 false alarms in the month of January.

In the month of January, all building safety inspections on Town facilities have been completed along with the reports finished and submitted to the northern community's insurance program for an insurance break. A PPE order request was submitted to the GNWT to top up our stocks due to the increased use in gowns and N95 masks. We received that PPE and have put it into service.

The SAO and Director of Protective Services met with ENR staff to discuss break-up monitoring and ENR reporting provided during breakup season. We also had preliminary discussions about flood mapping plans for the town.

Training Meetings for the month of January were canceled due to the COVID 19 situation in town. The Department is trying to limit larger gatherings of members in an effort to maintain continuity of the emergency response requirements. There has been an increased number of COVID 19 related calls the Department has responded to. Given this, we are responding to all calls in full PPE. To date no members have tested positive from a COVID 19 exposure on a call.

The Director of Protective services has had several discussions with training providers about the Department's training needs for the year. We are still in the planning stages, but we are mapping out a training plan for the year that will have a good mix of courses for both new and veteran members. We are looking to get started with our first medical course at the end of February, depending on the COVID 19 situation.

On January 17<sup>th</sup>, the new Protective Services Specialist started with the Department of Protective Services. His training and orientation with the new position has been a priority this month.



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

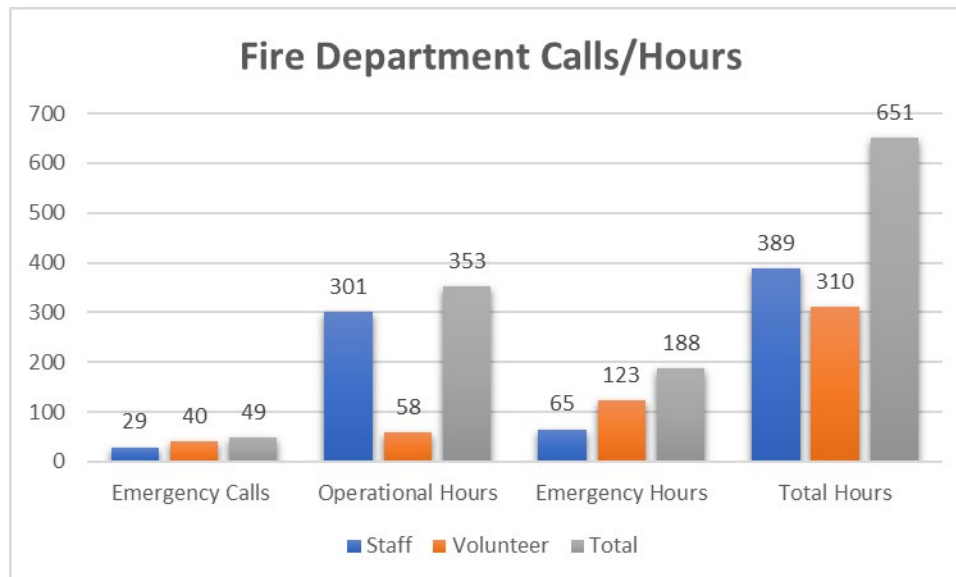
**DATE: February 7<sup>th</sup>, 2022**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

We have been working to get him access to the required systems and set up on the required training programs to get him up to speed on the various responsibilities with the position, including bylaw education and enforcement training and medical and fire response training.

In January, the Director of Protective Services worked to develop new tracking forms to capture Protective Services and other Town employee hours. These previously were not tracked but we will be reporting on them this year along with the hours from the volunteer staff of the Department. Reporting will be broken down into 4 categories: Emergency Calls, Operational Hours, Emergency Hours, and Total hours. This will provide a better understanding of the time requirements of both staff and volunteers. It will also help us understand the total time requirements of the Department as a whole.

## STATISTICS



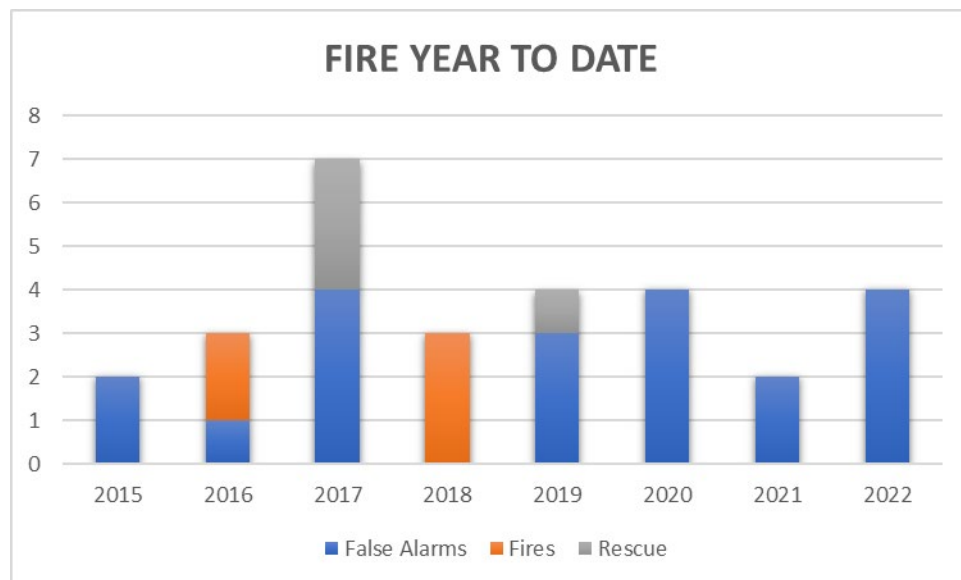
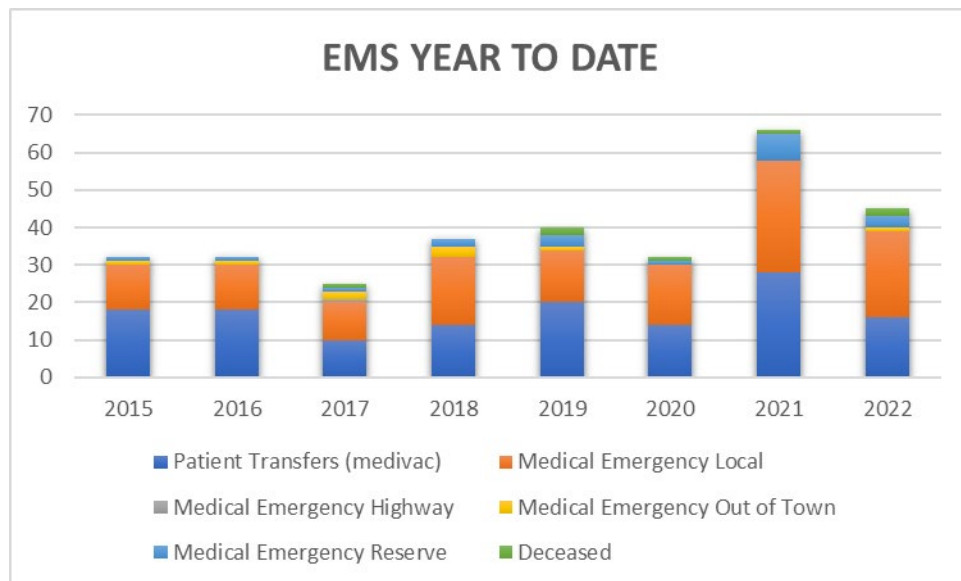


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7<sup>th</sup>, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7<sup>th</sup>, 2022

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

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 7<sup>th</sup>, 2022**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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<b>ATTACHMENTS:</b>
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N/A

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**Prepared by:**

Travis Wright

Director Protective Services/Fire Chief

Date: February 3<sup>rd</sup>, 2022

**Reviewed By:**

Glenn Smith

Senior Administrative Officer

Date: February 3<sup>rd</sup>, 2022

# REPORT TO COMMITTEE



DATE: February 7th, 2022

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

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

## BACKGROUND

New Protective Services Specialist has completed his CSTS safety training along with his Bylaw Enforcement training course provided by MACA. He is currently working with previous contractor to ensure smooth transition of municipal services and enforcement. The training and knowledge transfer includes traffic control and monitoring, snow clearing and animal complaints. He is currently getting up to speed on issues and complaints previously being dealt with by the contractor. Along with new complaints that involve multiple animal and snow removal concerns that have been investigated and rectified. Snow clearing concerns continuing to be monitored and investigated where warranted.

### School Safety

The Protective Services Specialist has been periodically patrolling the school zones during peak times to ensure motorists are compliant with regulations to ensure the safety of school zones.

### Upcoming Goals

Working towards completing Indigenous Cultural Awareness and Sensitivity Training. It is a free online course offered by the GNWT. This will help with cultural awareness to hopefully strengthen and improve healthier interpersonal relationships and understanding how to work together in the community.

### Emergency Services

EMS ambulance training and development has started by taking medical transport and medical emergency calls during the day and also responding during volunteer hours at night. He has been signed off on medical transport calls and is currently working on getting signed off on medical emergency calls.

# REPORT TO COMMITTEE



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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 7th, 2022

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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## Contracted Protective Services Specialist Log Report

Date	Elapsed Time	Function	Results
1/1/2022	1.5	Patrol	No infractions
1/3/2022	1.5	Patrol	No infractions
1/5/2022	1.5	Patrol	Speed Warnings
1/6/2022	1.5	Patrol	Speed Warnings
1/7/2022	1.5	Patrol	Speed Warnings
1/8/2022	1.5	Patrol	No infractions
1/8/2022	1	Assist	Assist in a search for a lost dog which was found and returned home
1/9/2022	1.5	Patrol	Speed Warnings
1/10/2022	1.5	Patrol	Speed Warnings
1/11/2022	1.5	Patrol	2 loose dogs on Fir Cr. When I went to capture them they went back to their home
1/12/2022	1.5	Patrol	Speed Warnings
1/13/2022	1.5	Patrol	Speed Warnings
1/14/2022	1.5	Patrol	No infractions
1/15/2022	1.5	Patrol	Speed Warnings
1/16/2022	1.5	Patrol	No infractions
1/17/2022	1.5	Patrol	No infractions
1/18/2022	1.5	Patrol	No infractions
1/19/2022	1.5	Patrol	Speed Warnings
1/20/2022	1.5	Patrol	Speed Warnings
1/21/2022		Training	

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
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*Strategy:*  
*Goal:*



# REPORT TO COMMITTEE



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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 7th, 2022

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:

N/A

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### Prepared by:

Jonathan Wallington  
Protective Services Specialist  
Date: February 3rd, 2022

### Reviewed By:

Travis Wright  
Director, Protective Services  
Date: February 3rd, 2022



# REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 7, 2022

SUBJECT: Public Works Monthly Report for January 2022

## RECOMMENDATION:

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

## BACKGROUND:

### Capital Projects 2021:

A list of 2022 Capital Projects along with a brief update of the status of these projects is included in the chart below. More details on those projects that received significant work this month follows the chart.

2022 Capital Projects	
Project	Update
New Town Hall	Discussions have occurred with Town's engineering partner on preliminary building designs to support funding applications. Administration investigating funding opportunities.
Old Town Hall Demolition	Abatement contract was awarded through tendering process. Delays in vendor mobilization is now pushing start date of abatement to May 2022. Demolition to be tendered for June 2022.
New Lift Station	Work progressing with some delays to construction schedule. No major issues to date. Expected completion of early 2022.
Fraser Place Development	Project documents near completion and scheduled to be tendered in February 2022 with construction to occur through 2022.
Caribou Crescent Water Sewer and Drainage	Substantial Completion has been granted for roadway and underground utilities. Yard reconstruction and deficiency work still remaining for 2022.
Beaver Crescent Water, Sewer, and Drainage	Underground work completed and lift station installed. Cleanup and preparation for winter season completed. Construction will resume with paving and landscaping in 2022.
Riverview Drive Upgrade	Underground utilities work completed with exception of 160' section at south end of Riverview. Cleanup and preparation for winter season completed. Construction will resume with base prep, paving and landscaping in 2022.
Waste Diversion Project - Tire Recycling	Have received clarification from GNWT on eligible expenses for funding. GNWT Tire recycling program has been announced. RFP



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** February 7, 2022

**SUBJECT:** Public Works Monthly Report for January 2022

	for <i>used tire disposal</i> published on Town's online tendering system and scheduled to close at the end of February 2022.
Hazardous Waste Removal Project	MACA led project. MACA has commenced consultation phase of project and will be meeting with Town representatives in February to discuss scope.
Capital Drive Watermain	Design and specifications near completion and on schedule to be tendered in February, pending final review. Communication with affected stakeholders initiated.
Paradise Road Realignment	Design and construction options being investigated.
New Water Licence Requirements	Ongoing work with Town's consultant to satisfy water license requirements.
Industrial Drive	Preliminary design drawings for underground portion (water) received and reviewed. Stakeholders affected by change in design have been contacted with no concerns raised. Industrial Drive water design and tender documents expected to be prepared, reviewed and shared with potential bidders by mid-March.
Water Treatment Plant Feasibility Study and Preliminary Design	Study and Design proposal awarded to Dillion Consulting. Kick off meeting took place in January with regularly scheduled progress meetings to follow.
Flood Mitigation	Engineering options received for repairs to Alaska Road Berm and extension of east portion of the West Channel berm. Funding application submitted through Disaster Mitigation and Adaptation Fund. Climate Change funding extended to March 2023.
Subdivision - Sundog	Design for this project planned for 2022. Expression of Interest for funding design to be submitted to CANNOR Q4 - 2021

## New Lift Station:

Work is continuing as scheduled on the New Lift Station. In January, painting of internal walls has been completed and excavation continued in efforts to locate utilities. Sub-contractors on site to install electrical components, lighting, ventilation and pipe supports on lower level. Construction barriers were installed, and heat was applied to the ground in preparation of backfilling. Daylighting and excavation of roadway continued for water/sewer tie-ins. Despite efforts to daylight utilities and mitigate potential damage, the contractor reported an incident involving a damaged phone line that caused extended disruption to local businesses and residents in the Industrial area. Force main tie-ins were completed, as-built surveying was recorded, and backfilling commenced.



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** February 7, 2022

**SUBJECT:** Public Works Monthly Report for January 2022

**Caribou Crescent:**

Substantial Completion has been granted for roadway and underground utilities. Substantial Completion is withheld for sod reinstatements with work to resume and be completed in 2022.

**Beaver Crescent and Riverview Drive:**

The water and sewer work for Riverview Drive and Beaver Crescent has been completed and all vulnerable infrastructure has been winterized. Town staff continue snow related maintenance.

**Water Treatment Plant:**

The water treatment plant feasibility and preliminary design project has been awarded to Dillon Consulting. Kick off meeting took place and regularly occurring progress meetings scheduled for duration of project. Routinely acquired water quality data, both raw & treated, have been shared with Dillon to identify potential technologies for advancement in design.

Work that was identified in the 2020 MACA report and other recent inspections has been priced out and is being completed in an effort to improve operations at the existing WTP. Structural repairs previously identified by WSCC have been successfully repaired by Aurora Manufacturing.

**Public Works Daily Operations:**

Extreme cold and associated utility freeze-ups have kept Town staff busy as snow removal and ongoing maintenance continue through the winter months. Contractors supported snow removal activities so that snow removal policy requirements are met. Communications continued between Town representatives and downtown businesses in efforts to mitigate complications from snow removal. Other areas to note for the PW staff include flushing of frozen lines, meter readings, snow dump maintenance, fleet maintenance/repairs, hearse maintenance/preparation for use, and targeted water/sewer inspections.

The following is a summary of work orders for the month by maintenance function:

Category	Started	Completed	Outstanding
Roads	4	2	2
Equipment Maintenance	9	8	1
Building Maintenance	-	-	-
Water & Sewer	6	4	2
Miscellaneous	16	11	5
Totals	35	25	10



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** February 7, 2022

**SUBJECT:** Public Works Monthly Report for January 2022

## **Solid Waste Facility Operations:**

The Town's Solid Waste Facility continued regular operations and monitoring activities throughout the month. No significant issues to note with current landfill operations. The new water licence will likely lead to some minor changes in both operations and infrastructure at the Solid Waste Facility once a new operations and maintenance plan has been approved.

Draft documentation to support request for proposals for waste collection and landfill operations management contracts have been developed and are being reviewed by Administration with small changes recommended for re-submission. These RFPs are expected to go out to competition in early 2022.

## **Water Licence Activities:**

Regular monitoring programs continue as per the requirements of the Town's water licence. Testing work was performed as required and Town staff have now taken a portion of this work in-house in order to reduce costs and increase efficiency. Ongoing preparations and correspondence for the upcoming annual reports have continued and water license requirements have been reviewed and submitted. Documents prepared and reviewed for the Town's water license include the 2021 Water Monitoring Program Report, the 2021 Post-Fire Monitoring Report, the SWF O&M Plan, the WTP O&M Plan, the Sewage Disposal Facility O&M Plan, the Hydrocarbon-Contaminated Soil Treatment Facility O&M plan, and the Town of Hay River's Engagement Plan.

## **Planning & Zoning:**

Work is continuing with the review and update to the Town's Zoning and Building Bylaw. An initial presentation was made to Council by the consultant on the project in July 2021 and engagement work with the community took place during August and September. The first draft of the new bylaw has been reviewed by Administration, and changes have been submitted to the consultant for incorporation. Final draft will be presented to Bylaw Committee and Council in March 2022.

Four (4) Development Permits have been approved for January 2022. In the month of January 2022, there has been 4 Development Permits signed out.

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Jan 04/22	DH22-001	3 McBryan Drive	Great Slave Trees and Services (Arborist/Chainsaw Certified Instructor)
Jan 05/22	D22-002	3 Gaetz Drive	Demolition of HH Williams Memorial Hospital
Jan 31/22	D22-003	18 Saskatoon Drive	2 Story Duplex (GNWT)
Jan 31/22	D22-004	16 Saskatoon Drive	2 Story Duplex (GNWT)



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** February 7, 2022

**SUBJECT:** Public Works Monthly Report for January 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:**

N/A

**Prepared by:**  
Ryan MacNeil  
Civil Infrastructure Manager  
February 3, 2022

**Reviewed by:**  
Earle Dumas  
Director of Public Works  
February 3, 2022



## REPORT TO COUNCIL

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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### RECOMMENDATION:

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

### BACKGROUND:

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## Recreational Programming

As per a January 4<sup>th</sup> Public Health Advisory issued by the OCPHO, activities considered to be high-risk for transmission of Covid-19 were suspended across the territory. Accordingly, the following Department of Recreation services were suspended and/or closed between January 4<sup>th</sup> and January 31<sup>st</sup>, 2022.

- Aurora Ford Arena
- Hay River Curling Club
- Don Stewart Aquatic Centre
- High Intensity Fitness Programming
- Youth after-school and full day programs

The following Department of Recreation facilities and services were not affected by the PHA and remained operational throughout January:

- Concession operator
- Walking track
- Low-intensity programming (i.e. wellness and yoga classes)
- Room rentals for meetings and gatherings compliant with Public Health Orders.

### Fitness Programming

Fitness programming attendance was very low this month, due in large part due to the suspension of high-risk activities and closure of some facilities within the Community Centre. Wellness and yoga programming continued, providing 3-4 low intensity instructor led classes per day with attendance numbers that were comparable to recent months.

Dryland Training will resume in February with the option to register participants in Monday/Wednesday or Tuesday/Thursday sessions. A partnership with the Hay River Figure Skating Club to offer off-ice training to their members is currently being explored with hopes of implementing a program for their more advanced skaters in February as well.



## REPORT TO COUNCIL

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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The fitness schedule was re-evaluated using feedback from the public, as well as attendance totals for fitness classes, and a new fitness schedule was introduced on January 31.

A member of the casual staff began training to obtain a fitness instructor certification during the month of January, with a particular interest in leading resistance and strength training classes. This would be a good complement to the current offerings and increase the variety of instructor led classes.

### Youth Programming

The After-School Club enrollment also dropped in January with an average of 6 participants from Monday to Thursday and 12 participants enrolled in the Friday afternoon program. Again, the drop in enrollment is likely due to the current Covid situation in the community.

Full-day youth programming was offered from January 4<sup>th</sup> to 7<sup>th</sup>, while schools were on holiday break. Average enrollment was 14-16 youth per day. Full day youth programming was also offered on January 10 and January 11 after schools made the decision to move to online learning. There were 9 participants registered for each of these days. Programming included winter themed crafts and active games.

### Community Programming

The Full-Moon Snowshoe had 9 participants sign up this month. People quickly signed up for the program when it was advertised. The partnership with the Hay River Ski Club is going well and will continue through to the end of the winter season.

### Recreation Programming Statistics

Detailed statistics and updated graphs will be updated in the February report.

Generally, program enrollment and attendance were down in January due to the Public Health Advisory and temporary suspension of activities considered to be high-risk for the transmission of Covid-19.

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## Aquatics

### General

It was a quiet month at the pool due to the CPHO Gathering Order. None of our casual lifeguards were working during the closure. However, the Aquatic Supervisor and Senior Lifeguard continued to report to work.





## REPORT TO COUNCIL

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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The Senior Lifeguard worked on the following:

- Weekly & monthly cleaning duties.
- Scraped and repainted the stairs to the slide
- Drained and cleaned the hot tub
- Continued progressing on her Aquafit certification

The Aquatic Supervisor worked on the following:

- Supervisor Safety Training Course
- Budgeting Monitoring & Reporting Course
- Developing Aquatic Safety & Supervision manual

The Don Stewart Aquatic Centre monthly schedule remains consistent with previous months. Open swim blocks remain on the schedule during lessons and family swims are scheduled during unused private rental blocks. Note that evening adult swim blocks have been extended to run 7:00pm - 8:30pm instead of 7:30pm - 8:30pm. Early bird and lunch hour lane swim blocks remain consistent, as does the attendance during these blocks.

### Attendance

Since the Aquatic Centre was closed from January 4<sup>th</sup>-30<sup>th</sup>, there were only 120 swimmers for the month. Regular programming resumed January 31<sup>st</sup> when the OCPHO lifted restrictions on activities considered to be high-risk for transmission of Covid-19.

### Swimming Lessons

Swimming Lessons were scheduled to start in early January but were postponed due to the temporary closure. That session was rescheduled, and lessons will resume during the week of February 7<sup>th</sup>.

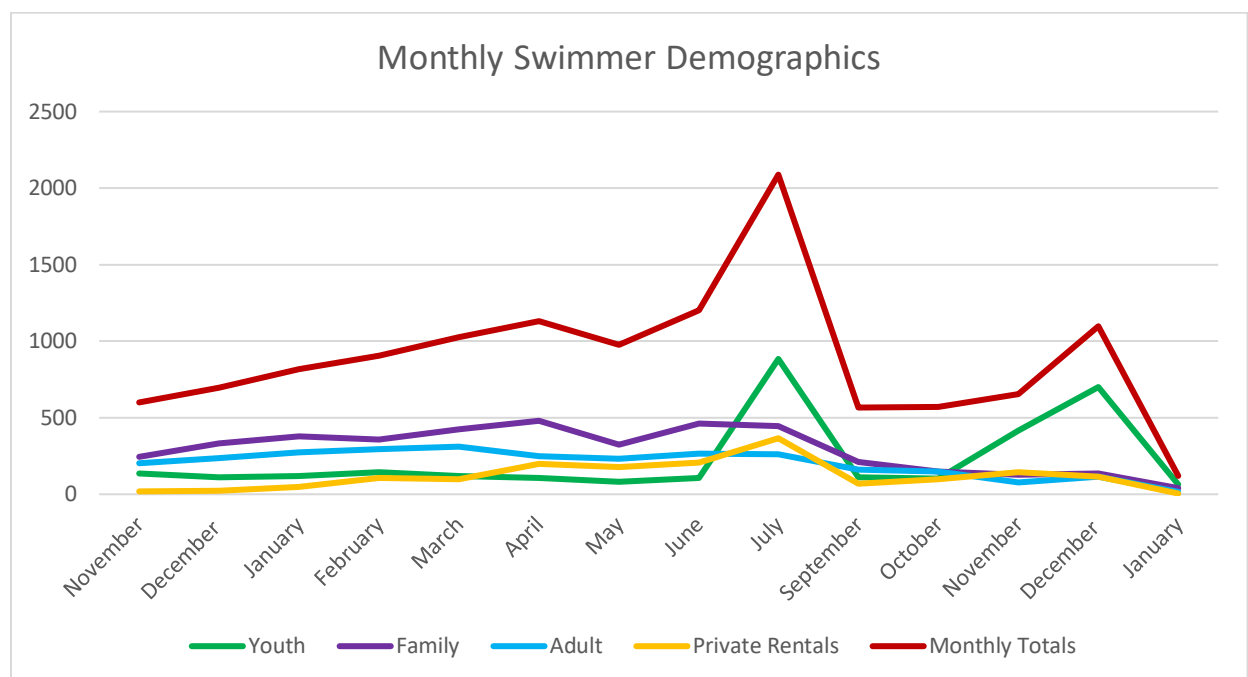
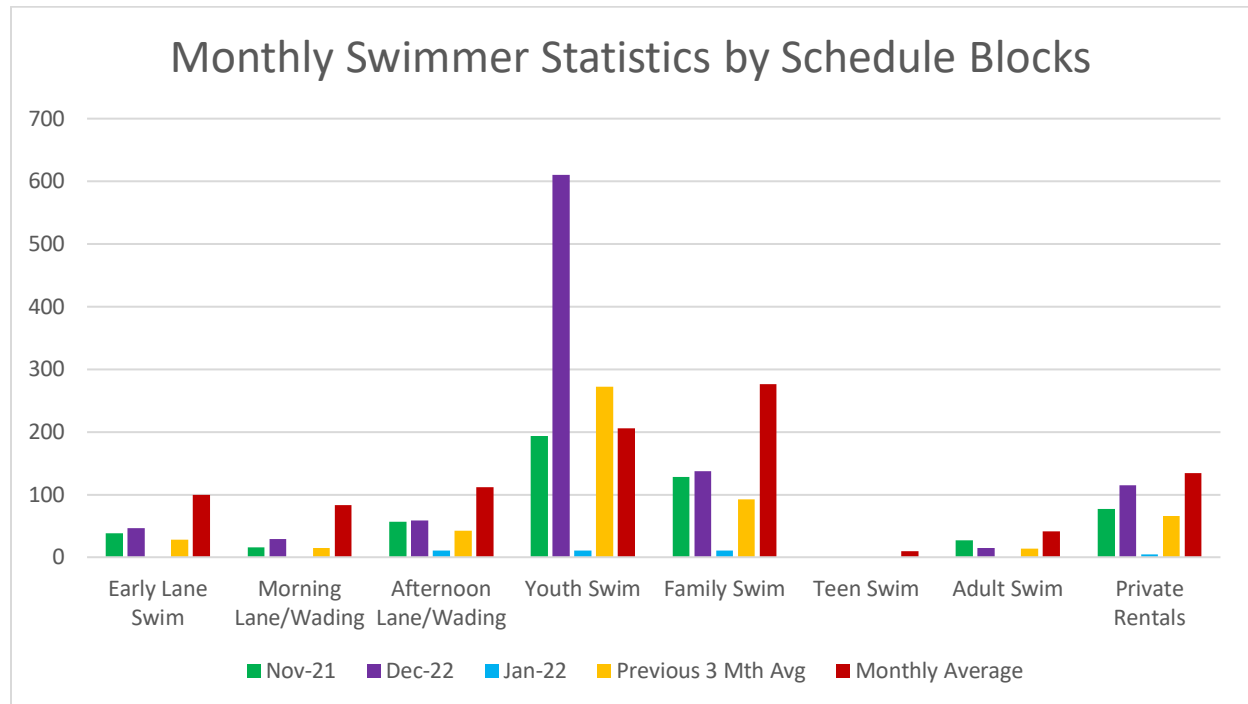


# REPORT TO COUNCIL

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES **DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## Don Stewart Aquatic Centre Statistics





## REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 7<sup>th</sup>, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

### Facilities and Maintenance

#### Recreation and Aquatic Centre:

- Janitorial contract ongoing with positive feedback from contractor and TOHR staff;
- Maintenance staff helped with janitorial cleaning while contractor on leave;
- Ongoing building inspections, preventative maintenance and snow removal;
- Cold weather maintenance and adjustments to HVAC systems;
- Removal of remaining holiday season decorations;
- Seasonal maintenance and repairs in the aquatic centre during temporary shut down;
- Mid-season inspection and servicing of ice plant by CIMCO refrigeration.
- Maintenance staff updated elevated platform and fall arrest safety certifications;
- Building inspections with fire chief and addressed minor deficiencies;
- Parking barricades ordered for C front parking lot
- Clean fluorescent light covers in aquatic centre;
- Repair ceiling in pool changeroom due to cold weather conditions;
- Repaired broken stanchion on arena boards;
- Addressing curling arena ice quality issues due to exterior door insulation;

#### Parks and Greenspaces:

- Maintenance: Garbage downtown and other areas emptied regularly;
- Litter and other garbage is ongoingly picked up as need in downtown core;
- Snow bank removal along ravine trail;
- Installation of security cameras at Fishermen's Wharf Pavilion;
- Decommission Mayor's Christmas Tree and remove power panel;
- Remove Trans Canada Trail counter and return to pilot project representatives;

#### Outdoor sport fields and assets:

- Old Town and Ray Benoit outdoor rinks very well maintained due to favourable weather and temporary arena closure.

#### APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

#### FINANCIAL IMPLICATIONS:

N/A

#### ALTERNATIVES TO RECOMMENDATIONS:



## REPORT TO COUNCIL

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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N/A

<b>ATTACHMENTS:</b>
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**Prepared by:**

Stephane Millette

Director Recreation and Community Services

Date: February 3<sup>rd</sup>, 2022

**Reviewed by:**

Glenn Smith

Senior Administrative Officer

Date: February 3<sup>rd</sup>, 2022



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** LAND SALES INCENTIVE PROGRAM

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER extends the Land Sales Incentive Program through the Year 2022.**

## BACKGROUND:

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets “possession” of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit), interest free
- Upon final payment, the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 & 2178A and the Agreement for Sale
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program
- For new land sales only

## COUNCIL POLICY / STRATEGY OR GOAL:

To promote and facilitate land sales and associated development.

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Land Administration Bylaw No. 2178 & 2178A

## FINANCIAL IMPLICATIONS:

N/A



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** February 7<sup>th</sup>, 2022

**SUBJECT:** LAND SALES INCENTIVE PROGRAM

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## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:

N/A

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**Prepared by:**

Susan Gallardo

Lands

Date: 3 February 2022

**Reviewed by:**

Sam Mugford, CPA, CA

Director of Finance & Administration

Date: 3 February 2022



## REPORT TO COMMITTEE

**FROM:** Bylaw and Policy Committee

**DATE:** February 7<sup>th</sup> 2022

**SUBJECT:** Bylaw No. 2431 Fees and Charges - Chase the Ace (CTA) Style Lotteries Revisions

### RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER modify the Fees and Charges bylaw section relating to Chase the Ace fees to a 5% fee based on percentage of gross weekly sales as recommended by the Policy and Bylaw Committee

### BACKGROUND:

Policy Committee met on January 31<sup>st</sup> to discuss the CTA fees.

Concerns were raised from the current CTA license holder with the fee schedule paid by licensees to the Town.

The current tiered fee schedule is applied based on the total cumulative prize pool. This creates instances where, in weeks with low ticket sales, the licensee's fees to the Town can represent a significant portion of the weekly take.

Administration reviewed the prior CTA events. On average \$15k was being raised per lottery by the Town in fees based on the current rate structure.

CTA is a high-risk high-reward lottery. Under the current system, in weeks with low sales after the cumulative prize has reached the higher fee rates, licensees could have little to show for their efforts. If the ace is pulled early in the process, the proceeds relative to the effort may be viewed as small. However, in years where the ace is pulled very late, lotteries have done stupendously well.

### COUNCIL POLICY/STRATEGY OR GOAL:

N/A

### APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Bylaw #2431 Fees and Charges

### ALTERNATIVES:

1. Do nothing.

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**ATTACHMENTS:**

**Bylaw #2431 – Schedule B Part 6d**

**Submitted by:**

**Sam Mugford, CPA, CA  
Director of Finance and Administration  
February 4, 2022**

**Reviewed by:**

**Glenn Smith  
Senior Administrative Officer  
February 4, 2022**



## SCHEDULE B

### PART 6 – Licensing Fees (continued)

#### d) Chase the Ace Lottery Licensing

The following fee schedule shall apply for a CTA style lottery (note applications less than seven days prior to the Lottery will not be accepted):

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Five Percent (5%) of Gross Receipts will be paid to the Town

Additional Fees:

<u>License Application (more than seven days prior to the Lottery)</u>	<u>\$ 50.00 + application fee as determined by total prize amount</u>
<u>License amendment more than seven days prior to the Lottery</u>	<u>\$50.00</u>
<u>License amendment seven or fewer days prior to the Lottery</u>	<u>\$100.00</u>
<u>Processing Fee for incorrect or incomplete documents</u>	<u>\$25.00</u>

The following fee schedule shall apply for a CTA style lottery (note applications less than 7 days prior to the Lottery will not be accepted):

<u>License Application (more than 7 days prior to the Lottery)</u>	<u>\$ 50.00 + application fee as determined by total prize amount</u>
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#### **Total Prize Amount**

<u>Less than \$1,000</u>	<u>\$ 0.00</u>
<u>Between \$1,000 and \$6,999</u>	<u>\$ 50.00</u>
<u>Between \$7,000 and \$20,000</u>	<u>\$ 300.00</u>
<u>More than \$20,000</u>	<u>\$1500.00</u>
<u>License amendment more than 7 days prior to the Lottery</u>	<u>\$50.00</u>
<u>License amendment 7 or fewer days prior to the Lottery</u>	<u>\$100.00</u>



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**DATE:** August 10<sup>th</sup>, 2021

**SUBJECT:** EXCUSED ABSENCE

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Willows from the Standing Committee of Council, Monday, February 7, 2022.**

## BACKGROUND:

Councillor Willows has asked to be excused from the Regular Meeting of Council, Monday, February 7, 2022

## 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: February 7<sup>th</sup>, 2022

**Reviewed by:**