



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

- "Save Polar Pond Hockey" – Terry Rowe and Melissa Harris

5. ADMINISTRATIVE ENQUIRIES

6. COMMITTEE REPORTS

- 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 – page 26

7. NEW BUSINESS

- a. Procurement Bylaw Amendment – page 27-29

8. BYLAWS

- a. Bylaw 2441 – Repeal of Bylaw 2011-GEN-06 (Personnel Committee Bylaw) – Third Reading – page 30-31
- b. Bylaw 2442 – Half Day Civic Holiday – First and Second Reading – page 32-33
- c. Bylaw 2388 "A"-22 – Procurement Bylaw and Policy – First and Second Reading – page 34-56
- d. Bylaw 2411 'A"-22 – Fees and Charges Bylaw – CTA – First and Second Reading – page 27-97

9. IN CAMERA

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

10. ADJOURNMENT



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

**MOVED BY: CLLR MAGILL
SECONDED BY: CLLR GROENEWEGEN**

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.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7th, 2022

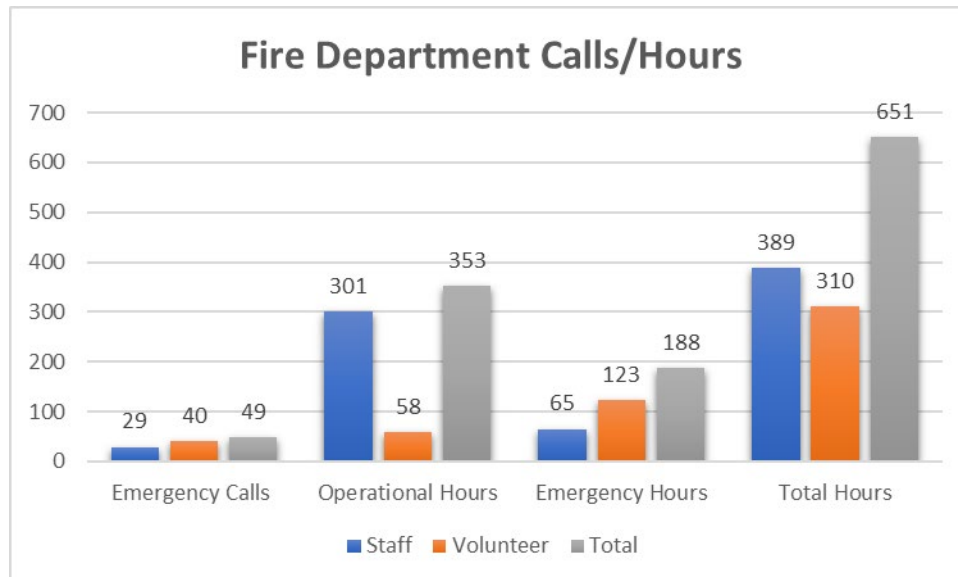
SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

On January 17th, 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.

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



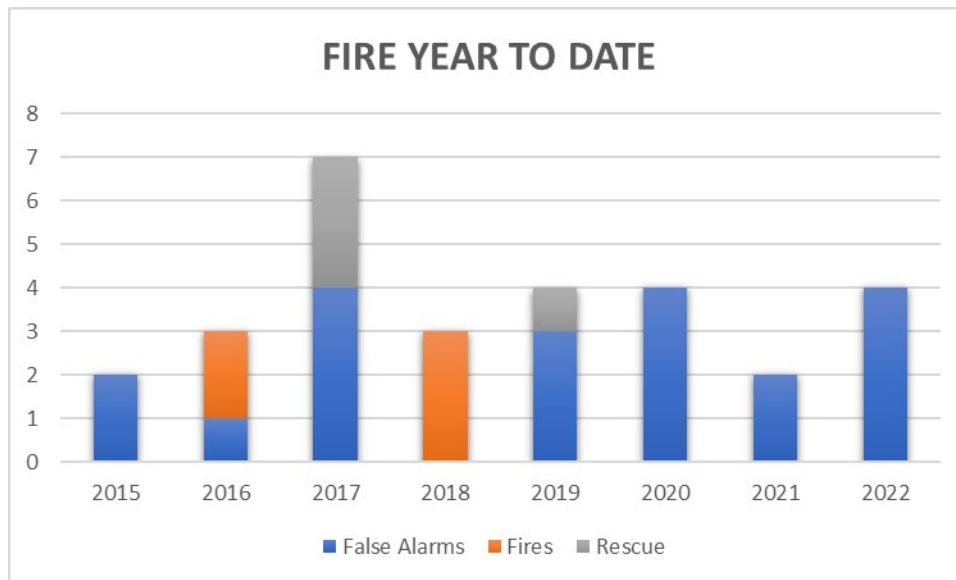
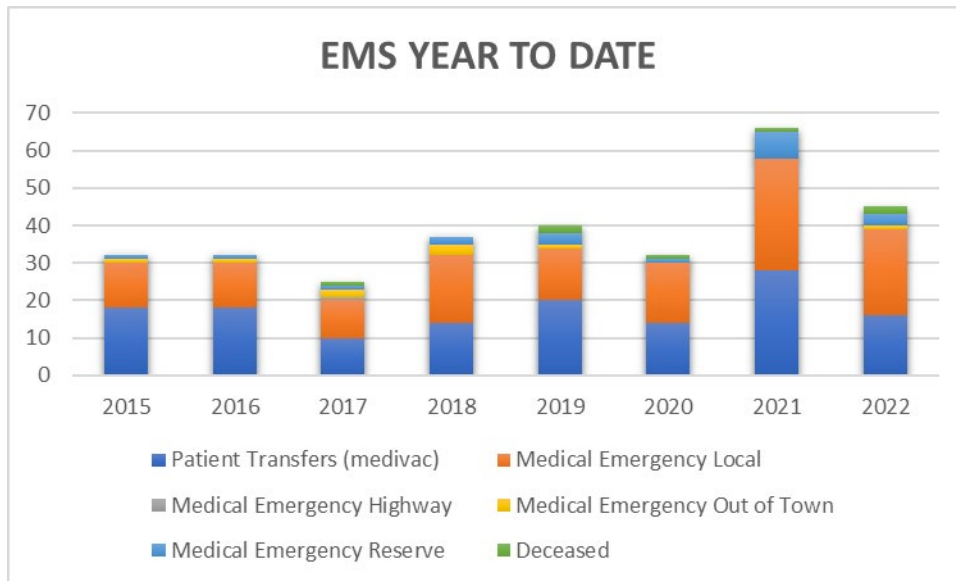


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7th, 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

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 7th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

ATTACHMENTS:

N/A

Prepared by:

Travis Wright

Director Protective Services/Fire Chief

Date: February 3rd, 2022

Reviewed By:

Glenn Smith

Senior Administrative Officer

Date: February 3rd, 2022



REPORT TO COMMITTEE

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

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR WALL

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

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

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

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	

COUNCIL POLICY / STRATEGY OR GOAL:

Strategy:
Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation



REPORT TO COMMITTEE

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

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

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:

**MOVED BY: CLLR DUFORD
SECONDED BY: CLLR WALL**

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.



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: February 7, 2022

SUBJECT: Public Works Monthly Report for January 2022

Waste Diversion Project - Tire Recycling	Have received clarification from GNWT on eligible expenses for funding. GNWT Tire recycling program has been announced. RFP 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 Dillion 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

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 7th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVE BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR DUFORD

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:

Recreational Programming

As per a January 4th 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 4th and January 31st, 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



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 7th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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.

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 4th to 7th, 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.

Aquatics

General



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 7th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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.

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 4th-30th, there were only 120 swimmers for the month. Regular programming resumed January 31st 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 7th.

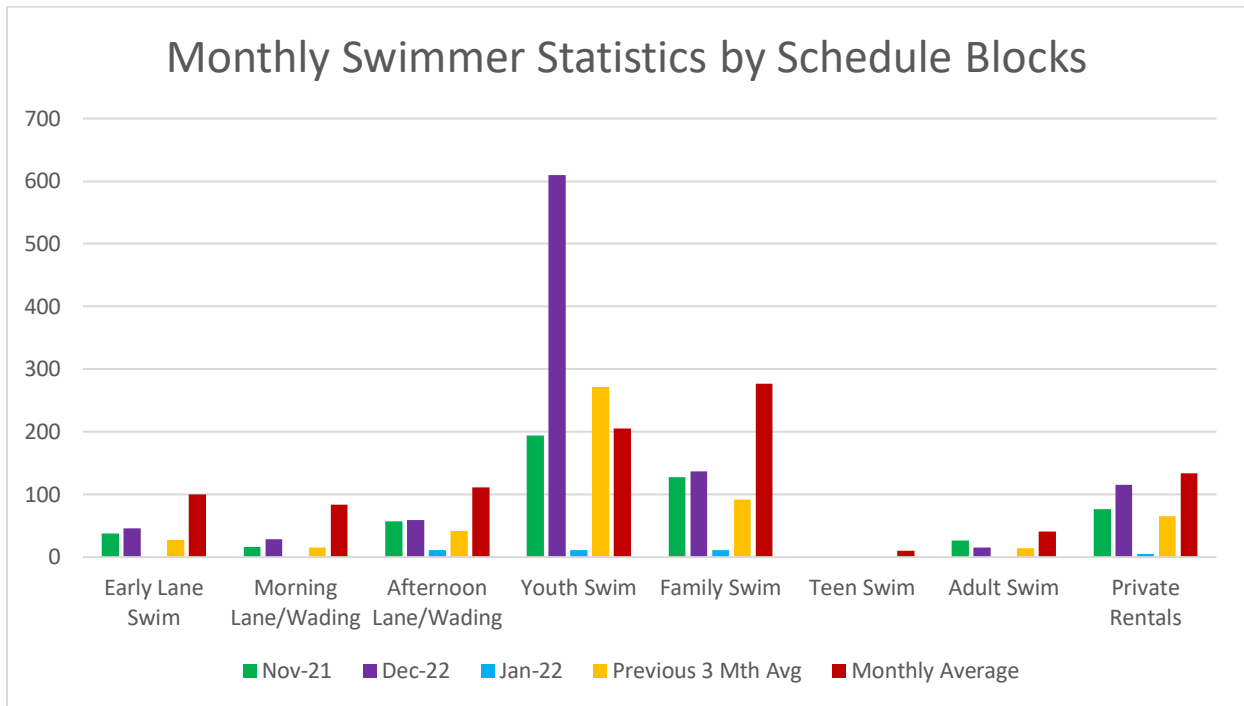


REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 7th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Don Stewart Aquatic Centre Statistics

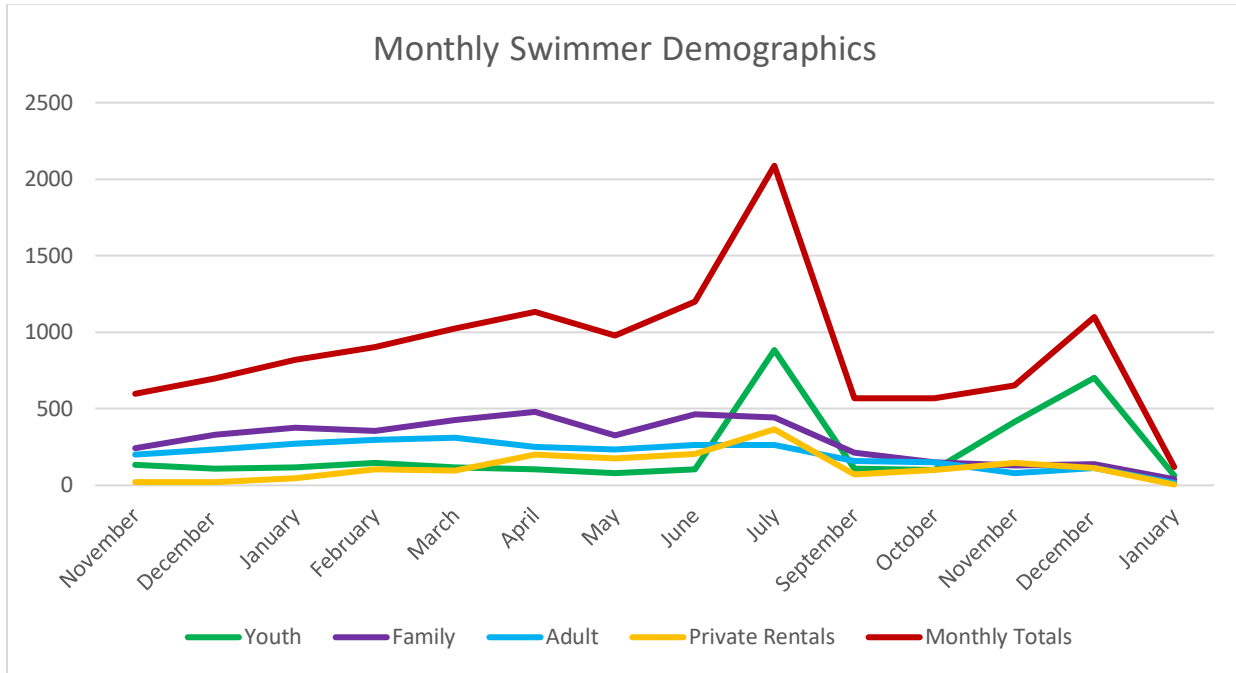




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 7th, 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:



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** February 7th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- 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:

N/A

ATTACHMENTS:

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: February 3rd, 2022

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: February 3rd, 2022



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: February 7th, 2022

SUBJECT: LAND SALES INCENTIVE PROGRAM

RECOMMENDATION:

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR WALL

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:



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: February 7th, 2022

SUBJECT: LAND SALES INCENTIVE PROGRAM

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

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 7th 2022

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

RECOMMENDATION:

**MOVED BY: CLLR GROENEWEGEN
SECONDED BY: CLLR MAGILL**

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 31st 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.

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**

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):

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>
<u>Total Prize Amount</u>	
<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 10th, 2021

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: DUPUTY MAYOR DOHEY
SECONDED BY: CLLR DUFORD

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

BACKGROUND:

Councillors Willows and Chambers have 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 7th, 2022

Reviewed by:



REPORT TO COUNCIL

COMMITTEE: Policy and Bylaw Committee

DATE: February 21, 2022

SUBJECT: Bylaw 2388 - Procurement Bylaw Amendment

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on Bylaw No. 2388 - Procurement Bylaw as presented.

BACKGROUND:

On January 31, 2022 the Town of Hay River Policy and Bylaw Committee met to discuss potential changes to Bylaw 2388 – Procurement Bylaw. Through the discussion, an amendment to section 9.0 Local Purchase Preference of the bylaw is recommended by the Committee for approval by Council.

Currently section 9.0 outlines a local purchasing benefit of up to 10% to a maximum of \$10,000 on pricing for goods and services versus pricing submitted by vendors located outside of Hay River.

The Bylaw Committee debated whether the \$10,000 limit is fair and reasonable on large dollar projects typically of a capital nature, and if there is enough incentive to support local businesses established in the community. On a \$1M tender, \$10,000 equates to a 1% local benefit; on a \$5M tender, a 0.2% benefit.

The Committee is recommending that the maximum be changed to \$50,000 with no change to the 10%. The increase will demonstrate better support for established local businesses without having a material impact to Town capital budget.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 – Procurement Bylaw

FINANCIAL IMPLICATIONS:

A negligible increase in capital cost is expected through the change.



REPORT TO COUNCIL

COMMITTEE: Policy and Bylaw Committee

DATE: February 21, 2022

SUBJECT: Bylaw 2388 - Procurement Bylaw Amendment

ALTERNATIVES TO RECOMMENDATIONS:

1. Do Nothing
2. Stepped approach. I.e. 10% for first \$100,000 plus 1% for >\$100,000

ATTACHMENTS:

Bylaw 2388 – Section 9.0 exert

Prepared by:
Glenn Smith
SAO
Feb 18, 2022

▲ 9.0 LOCAL PURCHASE PREFERENCE

9.1 A purchase preference shall be provided to local businesses which shall not exceed ten (10%) percent over the price which a purchase could be obtained from a business other than a local business.

9.2 The maximum purchase preference which can be extended to any local business for any one tender, purchase or contract, shall be limited to \$50,000.

9.3 The SAO shall account for all purchase preference extended to local business.

9.4 If local businesses are not able to supply a service or product, or if the Town requires a specific product, and local businesses are not able to service or have the product available, the SAO may authorize purchase from a supplier other than from a local business.

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~~9.3 The maximum purchase preference which can be extended to any local business for any one tender, purchase or contract, shall be limited to \$10,000.~~

~~9.4 The SAO shall account for all purchase preference extended to local business.~~

~~9.5 If local businesses are not able to supply a service or product, or if the Town requires a specific product, and local businesses are not able to service or have the product available, the SAO may authorize purchase from a supplier other than from a local business.~~



Bylaw No. 2441

**7 a) Repeal of Bylaw 2011-GEN-06
Personnel Committee Repeal**

BYLAW NO. 2441
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

WHEREAS pursuant to the Cities, Towns and Villages S.N.W.T., 2003, c.22, in force April 1, 2004, Section 73 which states:

73.(1) Council may, by by-law, amend or repeal a bylaw.

(2) The power of council to amend or repeal a bylaw is subject to the same conditions as the power to make the bylaw.

1. That By-law No. 2011-GEN-06 is hereby repealed.

READ A First Time this day of , 2022.

Mayor

READ A SECOND TIME this day of , 2022.

Mayor

READ A THIRD AND FINAL TIME this day of , 2022.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the Cities, Towns and Villages Act, S.N.W.T., 2003, and the bylaws of the Municipal Corporation of the Town of Hay River this day of , 2022.

Senior Administrative Officer



Bylaw No. 2442

**7 b) Half Day Civic Holiday
Kamba Carnival**

BY-LAW NO. 2442
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BY-LAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to declare a one-half day civic holiday pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, Section 70.

WHERE AS the Municipal Corporation of the Town of Hay River desires to declare a ½ day civic holiday in the municipality for the purpose of recognizing the 40th Annual K’amba Carnival Celebration.

NOW THEREFORE the Council of the Town of Hay River, in session duly assembled enacts as follows:

1. That a one-half day Civic Holiday be declared in recognition of the 40th Annual K’amba Carnival. The Civic Holiday will commence at 12:00 o’clock noon on Friday, March 4th, 2022.

READ A FIRST TIME this day of 2022.

Mayor

READ A SECOND TIME this day of 2022.

Mayor

READ A THIRD AND FINAL TIME this day of , 2022.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s70 and the bylaws of the Municipal Corporation of the Town of Hay River on this day of 2022.

Senior Administrative Officer



Bylaw No. 2388 "A"-22

7 c) Procurement Bylaw and Policy

Update

**BYLAW NO. 2388"A"-22
MUNICIPAL CORPORATION 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 TERMS AND CONDITIONS OF PROCUREMENT POLICY OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES

WHEREAS pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003,c. 22 and subsequent amendments thereto, municipalities are required to adopt policies with respect to procurement of goods and services by the municipality;

AND WHEREAS it is desirable to adopt such a policy for procurement by the Town of Hay River;

AND WHEREAS it is desirable to establish expenditure limits and signing authorities with respect to procurement by the Town of Hay River;

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

1.0 PROCUREMENT POLICY AND PROCEDURES.

- 1.1 The policy attached hereto as Schedule "A" forms part of the by-law and shall be and is hereby adopted as the Procurement Policy for the Town of Hay River.
- 1.2 Amendments to Schedule "A" shall only be done by way of amendment to this by-law.
- 1.3 The guiding principal shall be that the procurement by or in the name of the Town of Hay River will be made using competitive processes that are open, transparent and fair.
- 1.4 Subject to any exceptions set out in Schedule "A" hereto, acquisition of goods and/or services by or on behalf of the Town of Hay River is not authorized unless the acquisition is done in compliance with this by-law. Goods and/or services that are obtained without following the provisions of this by-law shall not be received and any invoices received shall not be paid.
- 1.5 Without limiting the generality of section 4, the provisions of this by-law shall apply to any and all procurement in the name of the Town of Hay River by consultants and/or Directors pursuant to consultant or management contracts.

2.0 EXECUTION OF PROCUREMENT CONTRACTS

- 2.1 Where procurement has been pre-authorized in accordance with this by-law, contracts may be signed by the Director responsible for the procurement on behalf of the Town of Hay River.
- 2.2 Where procurement has been authorized by Council resolution, the contract shall be signed by the Senior Administrative Officer and the Mayor.

3.0 LIMITATIONS

- 3.1 Despite any other provisions of this by-law, the following procurement contracts are subject to council approval:
 - a) Any contract requiring the approval of any other approval authority;
 - b) Any contract prescribed by statute to be made by Council;

**BYLAW NO. 2388
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

- c) Where the cost amount proposed for acceptance is higher than the Council approved budget for that expenditure or where the expenditure would result in insufficient remaining funds in the project budget to complete the project as budgeted;
- d) Where the net revenue amount proposed for acceptance is lower than the Council approved budget;
- e) Where a substantive objection emanating from the procurement process has been filed;
- f) Where an irregularity precludes the award of a contract in accordance with Schedule "A";
- g) Where authority to enter into the contract has not been expressly delegated; and,
- h) Where the procurement is by way of Tender.

3.2 The exercise or authority to award a procurement contract is subject to the identification and availability of sufficient funds in the appropriate accounts within the Council approved budget.

4. IMPLEMENTATION AND CONFLICTS

4.1 The provisions of this by-law apply to any and all procurement initiated by or on behalf of the Town of Hay River after this by-law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.

4.2 By-law 2388 is hereby amended.

4.3 This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME this day of 2022.

Mayor

READ A SECOND TIME this day of 2022.

Mayor



SCHEDULE "A"

POLICIES AND PROCEDURES MANUAL	Category Financial Management	Policy Number FA.006
	Date Feb. 2022	Resolution Number

PROCUREMENT POLICY

1.0 **POLICY**

This policy has been developed to comply with the *Cities Towns and Villages Act*.

2.0 **PURPOSE**

The purpose of this policy is to ensure that the Town of Hay River procurement processes comply with applicable statutes and to describe how the Town of Hay River will ensure openness, transparency and fairness in the procurement of goods and services.

3.0 **DEFINITIONS**

3.1 In this policy, unless a contrary intention appears:

- a) "By-law" means the Town of Hay River's Procurement Policy By-law.
- b) "Corporate wide procurement" means the acquisition of goods and/or services on a corporate wide basis.
- c) "Emergency" includes:
 - i) an imminent or actual danger to the life, health or safety of an official or an employee while acting on the Town of Hay River's behalf;
 - ii) an imminent or actual danger or injury or destruction of real or personal property belonging to the Town of Hay River;
 - iii) an unexpected interruption of a public service;
 - iv) an emergency as defined by the Emergency Management Act and/or the emergency plan formulated thereunder by the Town of Hay River
 - v) a spill of a pollutant as contemplated by the Environmental Protection Act and by the Canadian Environmental Protection Act;

- vi) issuance of a non-compliance or directive order under a statute by a Territorial or Federal authority.
- d) “Director” means the following Town of Hay River employees: Assistant SAO, Director of Finance and Administration, Director of Public Works, Director of Protective Services and Director of Recreation.
- e) “Direct Purchase” is where goods and/or services are acquired directly from a services supplier, retailer, wholesaler or by ordering through a catalogue or product guide.
- f) “Goods and/or Services”, includes services, supplies, materials, equipment and infrastructure of every kind that the Town of Hay River may require for the operations of the Town of Hay River.
- g) “Invitation to Tender” means an invitation made either generally or to selected potential suppliers to submit a tender for the goods and/or services specified in the tender documentation.
- h) “Irregularity” is when any of the following has occurred or is likely to occur:
 - i) all potential suppliers in a procurement procedure have submitted non-compliant tenders, quotations or proposals;
 - ii) the lowest compliant quotation, tender or proposal exceeds the estimated cost or budget allocated;
 - iii) for any reason, the award of the contract to or the purchase from the lowest compliant potential supplier is procedurally inappropriate or not in the best interests of the Town of Hay River; or,
 - iv) the specification of a request for quotation, invitation to tender or request for proposal cannot be met by potential suppliers.
- i) “Local” means within the Municipal boundary of the Town of Hay River.
- j) “Local business” means a business that has a current Town of Hay River Business License and owns or leases real property in Hay River and employs or is a self-employed resident of Hay River while doing business.
- k) “Professional Service Supplier” means a supplier of services requiring professional skills for a defined service requirement including:
 - i) lawyers, architects, engineers, surveyors, designers, management, project managers, information technologists and financial consultants; and,
 - ii) firms or individuals having specialized competence in environmental, planning, project management or other disciplines.
- l) “Purchase Order” means the purchasing document used to internally track purchasing transactions within the Town of Hay River’s accounting system and order routine goods and/or services;

- m) "Request for Proposal" or "RFP" means a request made either generally or to selected potential suppliers for undefined goods or services including a request to propose solutions or methods to arrive at the desired result.
- n) "Request for Quotation" or "RFQ" means a request made either generally or to selected potential suppliers for prices on specific goods and /or services.
- o) "Response" includes:
 - i) a quotation issued by a supplier in response to a request for quotation;
 - ii) a tender submitted in response to an invitation to tender; and,
 - iii) a proposal issued in response to a request for proposal.
- p) "Senior Administrative Officer" or "SAO" means a person appointed by the Council of the Town of Hay River to the position of Senior Administrative Officer pursuant to section 41 of the Cities, Towns, and Villages Act, S.N.W.T. 2003, c. 22 and includes any person designated by him or her to act on his or her behalf.
- q) "Small-scale construction projects" means projects of a total value less than \$50,000.
- r) "Standing supplier arrangement" means a contract under which the Town of Hay River may purchase goods and/or services which will be required on an ongoing basis but where the exact types or quantities of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.
- s) "Supplier" means any individual or organization providing goods and/or services to the Town of Hay River including, but not limited to, contractors, consultants, vendors, project managers and services suppliers.

4.0 GENERAL

- 4.1 Unless otherwise exempted by resolution of Council, the policies herein apply to all procurement by or in the name of the Town of Hay River, except as specified in Schedule 1.
- 4.2 The Director of Finance and Administration shall review compliance with the procurement by-law and this policy, and report to the Council on an annual basis.
- 4.3 The spending and contract authorization limits set forth herein shall apply to all procurement by or on behalf of the Town of Hay River, except in the case of an emergency, in which case the provisions of section 20.0 shall apply.
- 4.4 Unsolicited proposals received by the Town of Hay River shall be rejected but may be retained on file for future reference.

- 4.5 Any question involving the meaning or application of this policy is to be submitted to the SAO who will resolve the question.
- 4.6 Procurement of goods and/or services, including without limiting the generality of the foregoing, requests for quotations, purchase orders and procurement contracts shall not be arbitrarily structured to circumvent, avoid or alter the price or potential price relative to the limits set out herein and/or established under section 6.3.
- 4.7 In the case of a multi-year supply and/or service contract, to determine whether the proposed procurement meets the pre-authorized expenditure limits herein, the value of procurement shall be deemed to be the total anticipated annual expenditures each fiscal year over the potential life of the contract, including any extensions or renewals.
- 4.8 To avoid conflicts of interest and maintain the integrity of the Direct Purchase, RFQ and RFP procurement processes, staff shall not participate in or attempt to influence any Direct Purchase, RFQ or RFP procurement process in which they have or may have a pecuniary interest. For the purposes of this section, the pecuniary interest, direct or indirect, includes the pecuniary interest of the employee.
- 4.9 The Director shall ensure all goods procured on behalf of the Town meet all applicable standards for use in Canada.

5.0 PROCUREMENT DOCUMENTATION

- 5.1 To maintain consistency, Directors, in consultation, may provide guidelines and standard forms of procurement documentation.
- 5.2 Procurement documentation shall avoid the use of specific products or brand names.
- 5.3 Notwithstanding section 5.2, a specific product or brand name may be specified to ensure consistency or functionality with existing equipment or installations, to avoid unacceptable risk or for some other documented valid purpose.
- 5.4 Preparation of the specifications shall generally be the responsibility of the department initiating the procurement process. The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent nationally recognized organizations shall be preferred.

6.0 DELEGATION OF SPENDING AUTHORITY

6.1 Within the expenditure limits and the policies and procedures set out herein, staff shall be and are hereby authorized and empowered to procure goods and/or services in the name of the Town of Hay River and/or to initiate procurement processes as may be necessary to carry out the duties and operations of the Town of Hay River.

6.2 Council delegates to the Senior Administrative Officer the authority to commit or expend funds from the approved operational and capital budgets of the Town.

6.3 The spending authority for other various Management staff is assigned as follows:

Assistant Senior Administrative Officer	\$ 75,000
Director of Finance and Administration	\$ 25,000
Director of Public Works	\$ 25,000
Director of Recreation	\$ 25,000
Director of Protective Services	\$ 25,000

6.4 The Director of Finance and Administration in consultation with the respective Director assigns, as necessary, expenditure limits, including monetary and product limits to staff. Notwithstanding anything to the contrary, such expenditure limits shall not exceed the authority of the respective Directors listed in 6.3. Assignment of spending authority shall be approved by the Director of Finance and Administration.

6.5 In the case of consultant contracts, management contracts, project management contracts or similar service contracts, all authority of the service provider to make expenditures in the name of the Town of Hay River or which may be charged to the Town of Hay River shall be specifically detailed in the contract in question. In the absence of a specific expenditure authority, the applicable Director shall have the authority to authorize expenditures on behalf of or in the name of the Town of Hay River for an amount not to exceed the authority of the assigning Director.

6.6 The Director of Finance and Administration shall keep a current list of all assigned expenditure limits, which shall include the information required under sections 6.2 through 6.6.

7.0 AVAILABLE METHODOLOGIES AND PROCESS REQUIREMENTS

7.1 For the purposes of this by-law, procurement is either:

- 1) Pre-authorized; or
- 2) Not pre-authorized.

7.2 Procurement shall be and is hereby pre-authorized if it is either:

- 1) within the expenditure limits authorized under section 6.3 and is performed in accordance with the policies and procedures set out therein; or,

- 2) done in accordance with the terms of a contract that explicitly authorizes expenditures on behalf of or in the name of the Town of Hay River.

7.3 All procurement not pre-authorized in accordance with section 7.2 shall require Council approval.

7.4 Notwithstanding anything to the contrary, a Director may precede a procurement process with pre-qualification procedures such as expressions of interest, request for pre-qualification or similar techniques.

8.0 CONSTRUCTION LIEN HOLDBACKS

8.1 The Town of Hay River shall, always, meet its obligations under the *Mechanic's Lien Act* and similar statutes.

8.2 Prior to the release of any funds that may be hold back funds within the meaning of such statutes, the individual responsible for the contract shall determine whether the Town of Hay River has any obligations under such statutes with respect to such funds.

9.0 LOCAL PURCHASE PREFERENCE

9.1 A purchase preference shall be provided to local businesses which shall not exceed ten (10%) percent over the price which a purchase could be obtained from a business other than a local business.

9.2 The maximum purchase preference which can be extended to any local business for any one tender, purchase or contract, shall be limited to \$50,000.

9.3 The SAO shall account for all purchase preference extended to local business.

9.4 If local businesses are not able to supply a service or product, or if the Town requires a specific product, and local businesses are not able to service or have the product available, the SAO may authorize purchase from a supplier other than from a local business.

10.0 PURCHASING METHODOLOGIES

10.1 Subject to the provision of the by-law and the provisions of this policy, goods and/or services may be acquired by one or more of the following methodologies:

- 1) Direct Purchase (DP);
- 2) Request for Quotation (RFQ);

- 3) Tender; or
- 4) Request for Proposal (RFP)

10.2 DIRECT PURCHASE (DP)

10.2.1 Direct purchase may be used in the following circumstances:

- 1) For non-competitive purchases by staff within their assigned expenditure limits where:
 - a) the goods and/or services are readily available at retail outlets or from service providers;
 - b) are required on an item by item basis;
 - c) the total price is less than \$10,000; and,
 - d) where otherwise provided under section 11.1 (8) for the provision of Professional Services.
- 2) Notwithstanding anything to the contrary, no person shall authorize or enter into a procurement contract on behalf of the Town of Hay River more than the expenditure limitation assigned to them under section 6.3.

10.3 REQUEST FOR QUOTATIONS (RFQ)

10.3.1 Request for Quotation procedures may be used where:

- 1) the estimated price is not greater than \$50,000;
- 2) the requirements can be fully defined; and,
- 3) the best value for the Town of Hay River can be achieved by an award selection made based on the best quotation that meets specifications set out in Sections 10.3 through 10.5.

10.3.2 Despite the provision of section 10.3.1, where it is in the interest of the Town of Hay River or the interests of ensuring that the procurement is undertaken in an open, fair and transparent way, the procurement shall be done by way of Invitation to Tender.

10.4 TENDER

10.4.1 Tender procedures shall be used where:

- 1) the estimated price is greater than \$50,000;
- 2) the requirement can be fully defined; and,

- 3) the best value for the Town of Hay River can be achieved by an award selection made based on the best tender.

10.5 REQUESTS FOR PROPOSALS (RFP)

10.5.1 The Request for Proposal may be used where:

- 1) the requirement is best described in a general performance specification;
- 2) innovative solutions are sought; and,
- 3) to achieve best value, the award selection must be based at least in part on subjective evaluations.

11.0 NON-COMPETITIVE PURCHASES

11.1 The requirement for competitive bid solicitation for goods and/or services may be waived under joint authority of the SAO and the appropriate Director and replaced with direct negotiations with a potential supplier under the following circumstances:

- 1) where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
- 2) where, due to abnormal market conditions, the goods and/or services required are in short supply;
- 3) where only one source of supply would be acceptable and cost effective;
- 4) where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a single supplier and no alternative exists;
- 5) where the nature of the requirement is such that it would not be in the public interests to solicit competitive bids as in the case of security or confidentiality matters;
- 6) where in the event of an emergency as defined by this policy, a requirement exists;
- 7) where the requirement is for a utility for which there exists a monopoly; and,
- 8) where the requirement is for a professional services provider.

11.2 When a sole source supplier is proposed to provide goods and/or services pursuant to section 11.1, a written report indicating the rationale for a non-competitive selection shall be submitted to Council for approval, if the amount exceeds the spending limits as assigned in section 6.3.

12.0 STANDING SUPPLIER ARRANGEMENTS

12.1 A standing supplier may be used where:

- 1) the same goods and/or services will be required on a repetitive basis over a period of time and the actual demand is not known in advance; or,
- 2) a need is anticipated for a range of goods and/or services for a specific purpose such as office supplies or snowplowing services, but the actual demand is not known at the outset and delivery is to be made when a requirement arises.

12.2 Selection of a standing supplier or suppliers shall be made in accordance with the provisions contained in this policy.

12.3 More than one standing supplier may be selected where it is in the best interests of the Town of Hay River and the procurement documentation allows for more than one.

12.4 Existing standing supplier arrangements shall be utilized unless the proposed procurement is related to an emergency in accordance with section 20.0.

12.5 In the procurement documentation for a standing supplier arrangement, the expected quantity of the specified goods and/or services to be purchased over the period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

12.6 Standing supplier arrangements shall not be used for capital projects unless they are Small-scale construction projects.

12.7 ELIGIBLE SUPPLIERS

12.7.1 The Director of Public Works shall, on an annual basis (or other timeframe as approved by Council), advertise in the local newspaper or other media that the Town of Hay River is seeking expressions of interest from contractors for various construction services including labour and equipment rates. This registry shall be kept by the Director of Public Works for use in addressing any small-scale construction projects deemed necessary by the Town of Hay River.

13.0 EXCLUSION OF SUPPLIERS

13.1 EXCLUSION OF SUPPLIERS IN ARREARS OR LITIGATION

13.1.1 The Town of Hay River may, in its absolute discretion, reject a quotation, tender or proposal if the potential supplier, or any officer or Director of the potential supplier is not in good financial standing with the Town of Hay River, is or has been engaged, either directly or indirectly through another corporation in legal action against the Town of Hay River, its elected or appointed officers and employees in relation to:

- 1) any other contract or services; or

- 2) any matter arising from the Town of Hay River's exercise of its powers, duties or functions.

13.1.2 In determining whether or not to reject a quotation, tender or proposal under this clause, the Town of Hay River will consider whether the litigation is likely to affect the potential supplier's ability to work with the Town of Hay River, its consultants and representatives and whether the Town of Hay River's experience with the potential supplier indicates that the Town of Hay River is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the potential supplier.

13.2 EXCLUSION OF SUPPLIER DUE TO POOR PERFORMANCE

13.2.1 All individuals responsible for the contract shall document evidence and keep records where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or health and safety violations.

13.2.2 Council may prohibit an unsatisfactory supplier from participating in future contracts for a period of up to three years.

14.0 DIRECT PURCHASE PROCEDURES

14.1 Goods and/or services may be acquired by direct purchase only if one or more of the following conditions apply:

- 1) The required goods and/or services may be acquired by retail or from supplier in accordance with the expenditure limits established pursuant to section 14.0 of this policy; or,
- 2) The required goods and services are available from only one source by reason of the scarcity of supply in the market, the existence of exclusive rights held by any supplier, or the need for compatibility with goods and services previously acquired and there are no reasonable alternatives or substitutes with the concurrence of the SAO.

14.2 In keeping with clause 15.5, three (3) quotations must be sought prior to any purchase of \$2,500 or more, exclusive of shipping.

14.3 Directors shall provide written justification for all sole source purchases between \$1,000.00 and \$2,500.00.

15.0 REQUEST FOR QUOTATION (RFQ) PROCEDURES

15.1 Procurement by Request for Quotation shall be initiated by the preparation of a Request for Quotation in writing, containing the relevant specification and the terms and conditions for the purchase of goods and services.

- 15.2 Potential suppliers shall be contacted in accordance with section 23.0.
- 15.3 A summary of the quotation received shall be prepared and all quotes shall be reviewed for compliance with the Request for Quotation.
- 15.4 The Town of Hay River reserves the right to accept or reject any submission received.
- 15.5 A competitive process shall be undertaken whereby a minimum of three (3) quotations are obtained, and generally speaking, the lowest compliant quotation is awarded the contract. Care must be taken as to how quotations are sought; bidder's lists are maintained and how competition is encouraged. Although a minimum of three (3) quotations are required, an open process will be more competitive and is encouraged.
- 15.6 Procurement by Request for Quotation shall be undertaken only based on clear definition of the product and/or service requirement. The decision on which quotation to choose will be based solely on the requirements as documented, the quotation made and the application of the evaluation criteria, if any, set forth in the Request for Quotation. The same decision should be arrived at each time given the same set of facts, which will facilitate the dispute resolution process.
- 15.7 The Town of Hay River's staff will take no action to allow any potential supplier an unfair advantage. The inclusion of costs associated with changing from an existing supplier to another supplier will be considered in the cost evaluation of a Request of Quotation.
- 15.8 The lowest or any proposal will not necessarily be accepted.
- 15.9 Purchase Orders must be completed in addition to any other procurement documentation.
- 15.10 In order to assist in cross-training, enable potential suppliers to understand the process requirements and ensure that legal and insurance risks are controlled, standard formats should be followed for Requests for Quotations.
- 16.0 **REQUESTS FOR PROPOSAL (RFP) PROCEDURES**
- 16.1 A Request for Information or a Request for Expression of Interest may be issued in advance of Request for Proposals to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified potential suppliers.
- 16.2 Where the requirement is not straightforward, or an excessive workload would be required to evaluate proposals, either due to their complexity, length, number of combination thereof, a procedure may be used that would include a pre-qualification phase.
- 16.3 The Director of the department or his or her designated alternate involved in issuing the RFP shall prepare an evaluation summary of the procurement, as well as a

recommendation for the award of a contract, if any, to the supplier meeting all mandatory requirements and providing best value as stipulated in the Request for Proposal.

- 16.4 Reporting shall not include summaries of proposals as this information will remain confidential. Any disclosure of information shall be made by the designated staff in accordance with the provisions of the Access to Information and Protection to Privacy Act.
- 16.5 The Town of Hay River reserves the right to accept or reject any or all proposals.
- 16.6 The lowest or any proposal will not necessarily be accepted.
- 16.7 All proposals are subject to a formal contract being negotiated.

17.0 **TENDER PROCEDURES**

- 17.1 Procurement by Tender shall be initiated by the preparation of tender documents containing the relevant specifications and terms and conditions for the purchase of goods and/or services using the Town of Hay River's standard formats.
- 17.2 The issuing department shall be responsible for arranging for the public opening of tenders at the time and date specified in the tender document.
- 17.3 Invitation to Tender as opposed to Public Tenders may be used under circumstances of time constraints, and/or projects requiring special skills. Documents for invitational tenders, are normally supplied to only those firms or contractor's whose Business License indicated they are providing the required service. Other firms or contractors who specifically request tender documents and who ask to be allowed to bid, may be added to the list at the discretion of the SAO in consultation with the Town Council.
- 17.4 A summary of the tenders received shall be prepared and reviewed for compliance.
- 17.5 The Town of Hay River reserves the right to accept or reject any and all tenders.

18.0 **GUARANTEES OF CONTRACT EXECUTION AND PERFORMANCE**

- 18.1 A Director may require that tenders be accompanied by a Bid Deposit to guarantee the entry into a contract by the successful tenderer.
- 18.2 In addition to the bid security referred to in subsection 18.4, the successful tenderer may be required to provide:
 - 1) A Performance Bond to guarantee the faithful performance of the contract;
 - 2) A Labour & Material Payment Bond to guarantee the payment for labour and materials to be supplied in connection with the contract;

- 3) An irrevocable letter of credit; and/or,
- 4) Such other performance security that may be determined to be suitable in accordance with section 18.4.

18.3 The Director of the issuing department shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.

18.4 Prior to issuing a tender, the Director shall determine the amount of bid deposit required, if any.

18.5 Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Director must be obtained, ensuring indemnification of the Town of Hay River and any municipality on whose property the work may be carried out.

18.6 Prior to payments to suppliers, certificates or clearance from the Workers' Safety and Compensation Commission shall be obtained ensuring all premiums or levies have been paid to the Board to date.

18.7 In addition to all other holdbacks, a maintenance holdback may be specified by the Director or the issuing department in the tender documents.

19.0 SUBMISSIONS OF TENDERS

19.1 Tenders shall be accepted in the forms designated in the tender up to the time and date specified by the tender call.

19.2 Tenders received later than the specified closing time shall not be accepted.

19.3 A tender requiring a bid deposit shall be void if such security is not included in the tenderer's bid.

19.4 All tenderers may be requested to supply a list of all subcontractors to be employed on a project. Any changes to the list of subcontractors or addition thereto must be approved by the Director, or individual responsible for the project.

19.5 All tenders shall be opened in public at a time as specified in the tender. In attendance at the tender shall be the Director of the originating tender, the staff person responsible for the project as well as a least one representative from Administration/Finance.

20.0 CORPORATE WIDE AND DEPARTMENTAL PROCUREMENT

20.1 Procurement may be undertaken on a corporate wide or departmental basis in accordance with this section.

- 20.2** The Director of Finance and Administration shall, from time to time in conjunction with the SAO and Directors, establish a list of goods and/or services to be acquired on a corporate wide basis.
- 20.3** The list of goods and/or services to be procured on a corporate wide basis shall include designation of the lead department responsible for the procurement of the items listed.
- 20.4** Goods and/or services not acquired on a corporate wide basis may be acquired on a departmental basis.
- 20.5** The provisions of this policy shall be complied with regardless of whether the procurement is done on a corporate wide basis or departmental basis.

21.0 EMERGENCY SITUATIONS

- 21.1** Where, in the opinion of the SAO or Emergency Measures Agency (EMA), an emergency has occurred:
- 1) The EMA, with the approval of the Senior Administrative Officer, may undertake procurement more than any preauthorized expenditure limits of members of the ECG herein up to a maximum of \$100,000.
 - 2) Any expenditure made under such conditions together with a source of financing shall be reported on at the next meeting of Council following the date of the expenditure.

22.0 IN HOUSE BIDS

- 22.1** During the procurement process, in house bids will not be considered.

23.0 NOTICE OF PROCEDURES

- 23.1** The following notice procedures shall apply to all procurement, except by direct purchase.
- 23.2** Where only selected potential suppliers will be eligible to participate in a procurement process, notice of the procurement process shall be given by way of notice to the selected suppliers by fax, courier or such other method as may ensure notification and integrity of the process.
- 23.3** Where a procurement process will be open to all who wish to participate, notice may be given by one or more of the following methods:
- 1) by publication of a notice in a trade journal or other publication likely to be read by the group of potential suppliers; and/or,

- 2) publication of an advertisement in a daily or weekly newspaper that has such circulation within the Municipality to provide reasonable notice to potentially interested parties; and/or,
- 3) publication on the Town of Hay River's website.

24.0 EVALUATION OF QUOTATIONS, TENDERS AND PROPOSALS

24.1 Where two or more responsible bidders have submitted bids with the same bid amount, and the bid is the lowest bid by a responsible bidder, the bidders shall be advised in writing that the Senior Administrative Officer shall recommend to Council that acceptance be decided by means of a draw at the next regular or special meeting of Council. The names of the lowest bidders shall be written on equal sized pieces of paper and drawn from a container in full view of all present. Should any bidder elect not to attend, the draw will proceed regardless.

24.2 NO ACCEPTABLE RESPONSE RECEIVED

24.2.1 Where the responses received in a procurement process exceed budget, are not responsive to the requirement, or do not represent fair value, a revised solicitation may be issued to obtain an acceptable response unless section 24.2.2 applies.

24.2.2 The applicable Director and SAO may jointly waive the need for a revised bid solicitation and enter negotiation with the lowest responsive bidder, or the highest responsive bidder for a revenue-driven bid selection emanating from a bid solicitation, under the following circumstances:

- 1) the total cost of the lowest responsive bid is more than the funds that are budgeted by Council for the project or the highest responsive bid revenue is less than that made; and,
- 2) the Director and the SAO agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the bid solicitation.

24.2.3 Negotiations undertaken in section 24.2.2 shall be undertaken to ensure that all ethical public procurement practices are followed.

24.2.4 The Town of Hay River has the right to cease negotiations and reject any offer at any time.

24.3 ONLY ONE RESPONSE RECEIVED

24.3.1 In the event that only one response is received in a procurement process, the Director may:

- 1) return the unopened bid to the bidder when, in the opinion of the Director, the Town of Hay River would reasonably expect to receive more than one bid, in which case the bidder shall be informed that the Town of Hay River may be recalling the tender later; or,
- 2) cause the bid to be opened and evaluated in accordance with the Town of Hay River's usual procedures and, following evaluation, if the bid is found not to be acceptable, the procedures set out in subsections 24.2.1 to 24.2.3 may be followed.

25.0 CONTRACT RECORDS

25.1 The establishment of a procurement contract may be made by way of:

- 1) acceptance by a supplier of the Town of Hay River's purchase order;
- 2) acceptance by the Town of Hay River of a supplier's quotation or tender; or,
- 3) negotiation after a Request for Proposal.

25.2 A Purchase Order approach may be used when the resulting procurement contract is straightforward and will contain the Town of Hay River's standard terms and conditions.

25.3 A formal contract approach is to be used when the resulting procurement contract is complex and will contain terms and conditions other than the Town of Hay River's standard terms and conditions.

25.4 Where a formal approach is not used, a Purchase Order describing the goods and/or services being ordered together with references to all other documentation containing terms or conditions related to the transaction shall be filed by the applicable department.

26.0 CUSTODY OF DOCUMENTS

26.1 The issuing department shall be responsible for the safeguarding of the original purchasing and contract documentation for the procurement of goods and services.

26.2 Where applicable, a copy of contract documentation for the procurement of goods and services should be provided to the Finance Department for record management purposes.

27.0 CONTRACT AMENDMENTS AND REVISIONS

27.1 No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Town of Hay River.

27.2 No amendment that materially changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.

27.3 Amendments to contracts are subject to the identification of sufficient funds within the Council approved budget, including authorized budget amendments to the project or the services that are the subject of the proposed contract amendment.

27.4 Where expenditures for the proposed amendment combined with the price of original contract exceeds the Council approved budget for the project, a report prepared by the Director shall be submitted to Council detailing the proposed amendment and proposing the source of financing.

28.0 EXERCISE OF CONTRACT RENEWAL OPTIONS

28.1 Where a contract contains an option for renewal, such option may be exercised by the SAO or Director provided that all the following apply:

- 1) the supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract;
- 2) the SAO or Director of the department believes the exercise of the option is in the best interest of the Town of Hay River;
- 3) funds are available in appropriate accounts within the Council approved budget including authorized revisions to meet the proposed expenditure; and,
- 4) the amount of the extension does not exceed the assigned spending authority.

28.2 In the event that the provisions of section 28.1 are not complied with, renewals or extensions shall require the authorization of Council.

29.0 CHANGE ORDERS

29.1 Amendments to a contract may only be done by way of change orders if:

- 1) The contract contemplates a change made by way of change orders and provides detailed procedures to establish the nature of the change in the goods and/or services and the determination of the price adjustments applicable to any such change.
- 2) Proper documentation is prepared in accordance with the provisions of the contract.
- 3) Change orders comply with assigned authorities within this policy.

30.0 CO-OPERATIVE PURCHASING

30.1 The Town of Hay River may participate with other governments or public authorities in co-operative purchasing where it is in the best interest of the Town of Hay River.

- 30.2** The decision to award a contract in co-operative purchasing arrangement will be made by the Town of Hay River in accordance with the authority prescribed in the policy.
- 30.3** The policies of the government or public authorities calling the co-operative tender are to be the accepted policy for that tender.

31.0 DISPOSALS OF SURPLUS EQUIPMENT

- 31.1** All departments shall notify the Director of Finance and Administration when items become obsolete or surplus to their requirements.
- 31.2** The Director of Finance and Administration shall be responsible for ascertaining if the items can be of use to another department rather than disposed of.
- 31.3** Items that are not claimed for use by another department may be offered for sealed bids, public auction or other public sale, whichever method is most suitable for the equipment or material involved in the opinion of the Director of Finance and Administration.
- 31.4** The revenue from the sale of obsolete material shall be credited to the appropriate departmental account.

32.0 SIGNING AUTHORITIES

- 32.1** Cheque and document signing authorities are defined in the Town of Hay River Signing Authority Policy FA.003.

SCHEDULE 1
GOODS AND SERVICES NOT SUBJECT TO THIS POLICY

1. Petty cash items
2. Training and education including:
 - i) Conferences
 - ii) Courses
 - iii) Conventions
 - iv) Magazines
 - v) Memberships
 - vi) Periodicals
 - vii) Seminars
 - viii) Staff Development
 - ix) Staff Workshops
3. Refundable Employees Expenses including:
 - i) Cash Advances
 - ii) Meal Allowances
 - iii) Travel Expenses
 - iv) Accommodation
4. Employer's General Expenses including:
 - i) Payroll Deduction Remittances
 - ii) Medicals
 - iii) Insurance Premiums
 - iv) Tax Remittances
5. Licenses, certificates and other approval required.
6. Ongoing maintenance for existing computer hardware and software.
7. The following Professional and Special Services:
 - i) Additional non-recurring Accounting and Auditing Services
 - ii) Legal Counsel
 - iii) Banking Services where covered by agreements
 - iv) Public Debenture Sales
 - v) Group Benefits
 - vi) Realty Services regarding the lease, acquisition, demolition, sale of land, appraisal of land, and survey
 - vii) Project Management Services
 - viii) Utilities where a franchise agreement or monopoly exists
 - ix) Engineering Services
8. Real property acquisitions, including the leasing of property.

The Town of Hay River
Northwest Territories



Bylaw No. 2431A-22

Fees and Charges Bylaw

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TOWN OF HAY RIVER BYLAW NO. 2431 "A"-22

A BYLAW of the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, to consolidate and otherwise establish the fees and charges payable for the Town's products, programs, services, public utilities, infrastructure, and facilities.

PURSUANT TO the relevant sections of the *Cities, Towns and Villages Act* S.N.W.T. 2003, c. 22, and particularly section 72(e), which allows municipalities to establish, by bylaw, fees or other charges for products, programs, services, public utilities, infrastructure and facilities provided by the municipality and for the use of property under the ownership, direction, management or control of the municipality.

WHEREAS the Council of the Municipal Corporation of the Town of Hay River deems it expedient and wishes to both consolidate and update the various fees and charges to be collected by the Town of Hay River;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER, in regular sessions duly assembled, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the Fees and Charges Bylaw.

INTERPRETATION

DEFINITIONS

2. In this bylaw:

"Town"	means the Municipal Corporation of the Town of Hay River in the Northwest Territories established pursuant to the <i>Cities, Towns and Villages Act</i> ;
"Cost of Service"	means the dollar value equivalent for the direct and indirect costs of providing a program or service as calculated by the <i>Senior Administrative Officer</i> ;
"Payment Plan"	means a plan for the payment of a fee or charge as set out in the Town's Financial Administration By- law;
"Person"	means an individual human being or a corporation and includes a partnership, society, and an association or a group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires; and

“Program and/or Service” in this bylaw with respect to fees or other charges includes fees or other charges for products, programs, services, public utilities, infrastructure and facilities provided by the Town and for the use of property under the ownership, direction, management or control of the municipality.

3. In this Bylaw all other terms, phrases and their derivatives as set out in the attached schedules shall have the meanings given in the bylaw (including any amended or successor bylaw) referenced in the individual Part of the Schedule.
4. If or when the terms, phrases or their derivatives are not consistent with the context, words in the present tense shall include the future, words in the plural context include the singular, and words in the singular number include the plural. The word “shall” is always mandatory and not merely directory. Words not defined shall be interpreted in accordance with the *Interpretation Act*, R.S.N.W.T. 1988, c. I-8 and the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c. 22 and if not defined in either of these Acts, they are to be given their common and ordinary meaning.
5. The marginal notes and headings in this bylaw are for reference purposes only.
6. Any Act, Regulation or Bylaw that is referred to in this Bylaw shall be interpreted as including any successor Act, Regulation or Bylaw.

APPLICATION

FEES ESTABLISHED

7. Council hereby establishes the fees and charges as set out in Schedule “B” to this Bylaw. The Bylaws set out in Schedule “A” are hereby amended or repealed as described in that Schedule.

FEES AND CHARGES IMPOSED

8. The Town may impose fees and charges for its *programs or services*:
 - a) at the time the transaction is initiated; or
 - b) upon receipt of the service; or
 - c) if subsection 8. (a) or (b) are not applicable, upon the due date specified in any invoice issued by the Town to any person in connection with a fee or charge imposed by this Bylaw.
9. The *Senior Administrative Officer* may prescribe terms and conditions for billing customers and payment plans that do not otherwise contradict the provisions of this Bylaw or the Financial Administration Bylaw.
10. Unless otherwise noted, the fees and charges imposed by this Bylaw do not include any federal or other taxes, which shall be added where applicable.

11. No request by any person for a *program or service* as described in Schedule "B" will be processed or provided unless and until the person requesting the *program or service* has paid the applicable fee or charge in the prescribed amount set out in Schedule "B", or the *Senior Administrative Officer* has granted permission for the service or use of Town property to be provided in advance of an invoice being issued, or has waived the fee in whole or in part.

COLLECTION

12. The Town may actively and vigorously pursue the collection of outstanding receivables when the *Senior Administrative Officer* is satisfied that collection is reasonably assured and administration fees are reasonably warranted. The *Senior Administrative Officer* may limit collections if he or she believes that collection efforts are likely to cause or compound financial hardship.

PARAMOUNTCY

13. Where this Bylaw establishes a fee or charge for a fee or charge that has been established by Bylaw, resolution or other manner that predates the effective date of this Bylaw, the fee or charge in this Bylaw shall be the applicable fee or charge.

INTEREST

14. Unless otherwise prescribed by a payment plan, or directed by the Senior Administrative Officer, any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall accrue interest at the rate of 1.8% per month thereafter until such fee or charge is paid in full.

NON-PAYMENT OF FEES AND CHARGES

15. The fees and charges imposed pursuant to this Bylaw on a person constitute a debt of the person to the Town. Where there is statutory authority to do so, the *Senior Administrative Officer* may add the fees and charges imposed by this Bylaw to the tax roll for the property in the same manner as municipal taxes.

SEVERABILITY

16. The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

SCHEDULES

17. The attached Schedules form part of this Bylaw.

EFFECT

18. This Bylaw shall come into effect upon receiving Third Reading and otherwise meeting the requirements of s. 75 of the *Cities, Towns & Villages Act* unless a later date is set out in Schedule "B".

READ A FIRST TIME this day of , 20 .

Mayor

READ A SECOND TIME this day of , 20 .

Mayor

READ A THIRD AND FINAL TIME this day of , 20 .

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the Property Assessment and Taxation Act, R.S.N.W.T., 1988, C.P-10.section 76 and the bylaws of the Municipal Corporation of the Town of Hay River this day of , 20 .

Senior Administrative Officer

**BYLAW NO.
2431"A"-22
Schedule "A"
Consequential Amendments or Repeals**

The following bylaws are hereby amended or repealed:

1. The **Ambulance Service Fees Bylaw No. 2352/PS/16** is amended as follows:

a. Subsection 5.a. is deleted, and the following is substituted:

“5.a. Fees for service provided by the Hay River Ambulance service shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Schedule “A” is deleted in its entirety.

2. The **Animal Control Bylaw No. 1957** is amended as follows:

- Section 12 is deleted, and the following is substituted:

“12. The owner of an un-neutered dog shall annually apply to the Town for a dog license tag by completing an application for dog licence as set out in Schedule “B” and fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- Section 23 is deleted, and the following is substituted:

“23. The owner of a dog licensed under this by-law may obtain a licence tag to replace a tag that has been lost upon payment of a fee in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- Section 61 is deleted, and the following is substituted:

“61. Where any dog not wearing a current Town dog license tag, including any dog exempt from licensing, is impounded under the provisions of this bylaw, such dog may be recovered by the owner within forty-eight (48) hours after being impounded on payment of the fee prescribed in the Fees and Charges Bylaw No. 2431, as amended from time to time, for the impoundment and for feed and care for each day that the dog was impounded.”

3. The **Business License Bylaw No. 1395 “B”** is amended as follows:

a. Section 6 is deleted, and the following is substituted:

“6. **FEES** (a) All persons applying for a license shall make application to the Town by completion of the form set out in Schedule "B" to this By-law. At the time of the submission of the application for a license, the applicant must pay the appropriate fee for the class of license being applied for in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

(b) The fees payable to the Town for a license issued on or after the 1st day of November in any licensing period shall be one half of the annual license fee set out in the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Schedule “A” is deleted in its entirety;

4. The **Cemetery Bylaw No. 2186/GEN/16** is amended as follows:

a. Subsection 3.viii) is deleted, and the following is substituted:

“3.viii) Family plots of one or more graves may be reserved by submission of a Burial Plot Reservation Permit (see Schedule B) and upon payment in full of the fee prescribed in Fees and Charges Bylaw No. 2431, as amended or replaced from time to time. Reserved Plots shall not be subject to any increases in burial fees for ten years following the date of reservation and shall be marked as “RESERVED” on the cemetery map. Burial fees shall be the fee in effect at the time of reservation for a period of 10 years from the reservation date. Thereafter, burial fees will be charged at the rate prescribed by the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Subsection 4.ix) is deleted, and the following is substituted:

“4.ix) Interment and disinterment fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

c. Schedule “B” is deleted in its entirety.

5. The **Chase the Ace Lottery Bylaw No. 2368** is amended as follows:

a. Section 14 is deleted, and the following is substituted:

“14. Fees for a CTA style lottery shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

6. The **Fees & Charges to Recover Reasonable Administrative Cost Bylaw 1715 “A”** is repealed in its entirety.

7. The **Fire Department Service Fees Bylaw No. 2233/PS/17** is amended as follows:

a. Section 3 is deleted, and the following is substituted:

“3. Fees for service provided by the Hay River Fire Department shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Schedule “A” is deleted in its entirety.

8. The **Lottery Licensing Bylaw 2349** is amended as follows:

a. Section 24 is deleted, and the following is substituted:

“24. The fees payable to the Town with respect to lottery licenses issued pursuant to this Bylaw shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Section 25, is deleted, and the following is substituted:

“25. Initial licensing fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

c. Section 26, is deleted, and the following is substituted:

“26. Applications shall be accompanied by an application fee and, if applicable, a late fee which shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

d. Section 27, is deleted, and the following is substituted:

“27. The licensing fee for a Series License shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

e. Schedule “A” is deleted in its entirety.

9. The **Porritt Landing Bylaw 2386** is amended as follows:

a. Section 8 is deleted, and the following is substituted:

“8. Season Pass rates shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

b. Section 20 is deleted, and the following is substituted:

“20 Short Term Docking fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

10. The **Recreation Rates and Fees Bylaw 2410** is repealed in its entirety.

11. The **Taxi Bylaw 2425** is amended as follows:

a. Subsection 5. (7) is deleted, and the following is substituted:

“5. (7) An application to transfer a Taxi License in Form “C” or “C1” attached to this By-Law shall be completed by each applicant and shall be accompanied by a fee that shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to

time.”

- b. Subsection 7. (2) is deleted, and the following is substituted:

“7. (2) An application to transfer a Taxi Brokerage License in Form "C3" of this By-Law shall be completed by each applicant and shall be accompanied by a fee that shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- c. Subsection 11 (b) is deleted, and the following is substituted:

“11. (b) payment of the Chauffer’s Permit Fee as prescribed in the Fees and Charges Bylaw No. 2431, as amended from time to time.”

- d. Subsection 19 (d) is deleted, and the following is substituted:

“19. (d) be accompanied by a fee as prescribed in the Fees and Charges Bylaw No. 2431, as amended from time to time.”

- e. Schedule “A” is deleted in its entirety.

12. The **Tiping Fee Bylaw 1516 “A”** is repealed in its entirety.

13. The **Water and Sewer Services Bylaw 1786** is amended as follows:

The definitions are amended by adding the following definition in alphabetical order:

““Fees and Charges Bylaw” means Fee and Charges Bylaw No. 2431, as amended or replace from time to time.”

- a. Sections 303(1) and (2) are deleted, and the following is substituted:

“303 1) (a) As a condition of providing service, the customer shall pay a meter deposit in the amount prescribed by the Fees and Charges Bylaw.

b) The meter deposit shall be held in trust by the Town until the customer’s account is closed;

c) No interest will be payable on a meter deposit.

d) Any interest the Town earns on meter deposits while they are held in trust shall be credited to the Utility Fund.

2) a) As a condition of reconnecting services after discontinuance of service due to non-payment of a water sewer account, the Senior Administrative Officer may require a deposit from the applicant in an amount prescribed by the Fees and Charges Bylaw

b) subject to subsection (c). the deposit shall be refunded after it has been held for twelve consecutive months, during which all bills for service have been paid within the time limit allowed;

- c) the deposit, less the amount of any unpaid balance due to the Town. shall be refunded upon termination of service; and
 - d) no interest shall be paid on the deposit.
 - e) All interest earned on deposits will be credited to the Utility Fund.”
- b. Subsection 304 1) (c) is deleted, and the following is substituted:
- “304 (1)
- c) pay the applicable service fees and any other fees, prescribed by the Fees and Charges Bylaw; and
- c. Subsection 305 3) is deleted, and the following is substituted:
- “305 3) The Town may continue to levy service charges until the Town terminates service.”
- d. Subsection 501 3) is deleted, and the following is substituted:
- “501 3) Every service pipe within a property shall be installed at the cost of the owner of the property to be served.
- e. Section 802 is deleted, and the following is substituted:
- “802 1) Subject to subsection (2), service charges shall be levied for various categories of customers and services at the rates prescribed by the Fees and Charges Bylaw.
- 2) Unless otherwise provided for in this By-Law or the Fees and Charges Bylaw, service charges shall be calculated:
- a) where an approved meter or truck meter is in use, according to the quantity of water indicated by such meter; or
 - b) where an approved meter or truck meter is not in use, in accordance with the appropriate type of premises, unit of measurement, and quantity of water use as determined by the Senior Administrative Officer.”

f. Section 803 is deleted, and the following is substituted:

“803 Where a property is zoned for other than a residential use, the Senior Administrative Officer shall assign the use of the property to one of the categories specified in the Fees and Charges Bylaw, and fees shall be charged and collected at the rates prescribed in the Fees and Charges Bylaw for that category of use.”

g. Subsection 804 1) is deleted, and the following is substituted:

“804 1) Bills for service charges, fees, and all other penalties and charges levied pursuant to this Bylaw or the Fees and Charges Bylaw, are due and payable no later than the end of the month following service.”

- h. Section 807 is deleted, and the following is substituted:

“807 Where any service charges or fees are prescribed by the month or for any other period. the amount payable for a partial period shall be calculated by the Senior Administrative Officer on a proportional basis, unless otherwise provided in the Fees and Charges Bylaw.”

- i. Subsection 901 2) is deleted, and the following is substituted:

“901 2) Service charges, fees and other charges specified in the Fees and Charges Bylaw for water supply or the use of the sewage system that have not been paid by the end of the fiscal year in which they have been levied, shall be a charge against the lands or premises in respect of which the charges were levied, subject to the same penalties and collectable in the same manner as arrears of property taxes.”

- j. Schedule “A” Tariffs is deleted in its entirety.

14. The **Zoning Bylaw No. 1812** is amended as follows:

- a. Subsection 3.6, is deleted, and the following is substituted:

“3.6. All applications for a Development Permit will be accompanied by non-refundable fees in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- b. Subsection 3.17 1), is deleted, and the following is substituted:

“3.17. 1) Any person applying to amend any part of this bylaw shall apply in writing to the Development Officer, furnishing reasons in support of the application, requesting that the Development Officer submit the application to Council. All applications to amend this bylaw shall require the completion of Form “D” and be accompanied by shall be accompanied by a fee that shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- c. Subsection 3.17 2) is deleted, and the following is substituted:

“3.17. 2) All applications to amend any part of this bylaw, except those initiated by Council or the Development Officer, shall be accompanied by a non-refundable fee which shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

- d. Section 3.17 8), is deleted, and the following is substituted:

“3.17. 8) Upon receiving the advice of the Development Officer, the applicant shall advise the Development Officer if the applicant:

a) wishes the proposed amendment to proceed to Council, in which case he must prepay the advertising costs and any costs incurred by the Town to this point prior to the amendment proceeding to Council which shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as

amended or replaced from time to time; or

b) does not wish to proceed to Council with the proposed amendment, in which case the application is considered abandoned.”

e. Schedule “3” is deleted in its entirety.

SCHEDULE B INDEX

FEES AND CHARGES

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Unless circumstances require otherwise, the fees and charges in Schedule B will be reviewed at least annually as part of the budget process.

SCHEDULE B

PART 1- Administration Fees

1. Research Fees	\$75.00 per hour or as approved by Director of Finance
2. Photocopying Fees	\$2.00 per page
3. Land Sales Title Registration Fees	Recover actual cost of registration with Land Titles Office
4. Preparation of Residency Letters Fee	\$10.00
5. Tax Certificate	\$30.00
6. Commissioner for Oaths	N/C for Town Documents.
7. Cheque returned "Non-sufficient Funds or 'NSF'"	\$40.00
8. Request for Tax or Utility Information	\$15.00 per instance

SCHEDULE B

PART 2 – Ambulance Fees (Non-taxable)

Ambulance Service	Resident	Non-Resident
In Town Service	\$500.00	\$700.00
Highway Service	\$600.00 Plus \$2.50/km	\$1,650.00 Plus \$2.50/km
Medevac Service	\$1,650.00 Plus \$75 per waiting hour after the first hour	\$1,650.00 Plus \$75 per waiting hour after the first hour

No charge to Hay River residents who are 65 (sixty five) years or older for ambulance calls within the municipal boundary of the Town of Hay River

SCHEDULE B

PART 3 – Cemetery Fees

Plots	HR Resident (\$)	Non-Resident (\$)
Single Adult	640.00	1280.00
Under 16 Years	430.00	860.00
Plot Cremation	340.00	680.00
Plot Reservation (10 yr. Term)	280.00	550.00
Veteran	280.00	550.00
Summer Services	June 1 to November 30	
Internment/Summer - Adult	375.00	520.00
Internment/Summer – Cremation	145.00	190.00
Internment/Summer – Child (0 to 16)	0.00	0.00
Winter Services	December 1 to May 31	
Internment/Winter - Adult	670.00	830.00
Internment/Winter – Cremation	160.00	190.00
Internment/Winter – Child (0 to 16)	0.00	0.00
Columbarium Niche		
Columbarium Niche (12X12) at time of need	1720.00	2150.00
Columbarium Niche (12X12) reserved	1940.00	2420.00
Other Charges		
Disinter a Casket	680.00	840.00
Disinter an Urn	390.00	480.00
Additional Niche Name/Crest	270.00	330.00

Fees are non-refundable

SCHEDULE B

PART 4 – Building and Development Fees

Building Permit Fee Schedule

<u>Residential</u>		Permit Fee
Development Value in Dollars		
From	To	
0.00	2,000.00	\$15.00
2,000.01	5,000.00	\$45.00
5,000.01	10,000.00	\$75.00
10,000.01	25,000.00	\$150.00
25,000.01	50,000.00	\$300.00
Over 50,000.00		\$600.00

<u>Commercial/Industrial</u>		Permit Fee
Development Value in Dollars		
From	To	
0	10,000.00	\$75.00
10,000.01	30,000.00	\$300.00
30,000.01	50,000.00	\$600.00
50,000.01	100,000.00	\$1,200.00
100,000.01	500,000.00	\$2,400.00
500,000.01	1,000,000.00	\$4,800.00
Over 1,000,000.00		\$7,200.00
Application for Re-Zoning		\$500.00

All applications for a Development Permit will be accompanied by non-refundable fees in the amount of:

- a) \$25.00 for development that is designated in the zone as a Permitted Use.
- b) \$50.00 for development that is designated in the zone as a Discretionary Use.

SCHEDULE B

PART 5 – Fire Department Service Fees

Fire and Rescue Response Within Town Limits

First two (2) hours minimum charge	\$500.00 (five hundred dollars) for each call
Each additional two (2) hours	\$200.00 (two hundred dollars)
Consumables	Cost plus 10%
Fire Investigation Services	\$150.00 per incident with dollar loss

Fire and Rescue Response Outside Town Limits

Highway Response	\$1,650.00 plus \$2.50 per kilometre
First two (2) hours minimum charge	\$500.00 (five hundred dollars) for each call
Each additional two (2) hours	\$200.00 (two hundred dollars)
Consumables	Cost plus 10%
Fire Investigation Services	\$150.00 per incident with dollar loss

False Alarm

First two (2) responses to a false alarm at the same premises in a 12-month period.	No Charge
Third (3 rd) and each subsequent response to a False Alarm at the same premises responded to during a 12-month period	\$1,000.00 per response

SCHEDULE B

PART 5 – Fire Department Service Fees (continued)

	½ Day	Day	Hour	Unit
Facilities				
Emergency Response Training Center (ERTC)	\$150.00	\$300.00		
Capacity 20 persons				
Includes coffee, water, water and sewer service				
Training Tower - Live Burns	\$750.00	\$1,500.00		
Require a minimum of one Firefighter on site				
Includes classroom, pumper, and consumables				
Plus, Firefighter to operate pumper			\$50.00	
Plus, Firefighter to act as Safety Officer			\$50.00	
Training Tower - No Live Burns	\$250.00	\$500.00		
Grounds only	\$250.00	\$250.00		
Firehall Meeting Room		\$605.00	\$132.00	
Equipment				
Pump with equipment	\$250.00	\$500.00		
Plus, Firefighter to operate device			\$50.00	
Portable Electric Generator	\$25.00	\$50.00		
Smoke Generator	\$37.50	\$75.00		
Propane Props (fixed)	\$250.00	\$500.00		
Portable Radio (Simplex - 6 EMO)	\$30.00	\$60.00		
BULLEX Extinguisher Training Device	\$100.00	\$200.00		
Plus, Firefighter to operate device			\$50.00	

SCHEDULE B

PART 5 – Fire Department Service Fees (continued)

	½ Day	Day	Hour	Unit
Consumables				
SCBA Air Fills (low pressure <221 psi)/cylinder				\$20.00
Smoke Generator Fluid/gallon				\$30.00
Refill Dry Chemical Extinguisher (non-certified)/lb.				\$2.50
Training purposes only				
Use of Roof Simulator - up to six sheets of plywood				\$300.00

Upon request weekly, monthly, and longer-term rates for facilities, equipment and consumables can be arranged and rates approved by Council

SCHEDULE B

PART 6 – Licensing Fees

a) Animal Control

Dog (tag) License Fees (Annual)

a) Un-neutered male or female dog	\$35.00
b) Spayed female dog	\$0.00
c) Neutered male dog	\$0.00

Any animal attaining the age of 3 months after June 30th or for a new resident application after June 30 pay 1/2 the appropriate annual fee.

Kennel License Fees (Annual)

a) Kennel Fee	\$95.00
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Dog Teams (Annual)

a) Kennel Fee	\$95.00
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The owner of an un-neutered dog shall annually apply to the Town for a dog license tag by completing an application for dog license and pay the annual fee of Thirty-Five Dollars (\$35.00).

The owner of a dog licensed under this bylaw may obtain a license tag to replace a tag that has been lost upon payment of a fee of Five Dollars (\$5.00).

SCHEDULE B

PART 6 – Licensing Fees (continued)

b) Business Licensing (Annual)

Class of License	Fee
Commercial	\$150.00
Home Occupation	\$200.00
Student	\$10.00
Seasonal Tourist	\$100.00
Non-Conforming	\$200.00
Non- Resident	\$350.00
Salesperson Sub-License	\$25.00

- Resident applications after September 1st will cost one-half of regular price.

SCHEDULE B

PART 6 – Licensing Fees (continued)

c) Lottery License

Program or Service	Fee
License Application (more than 7 days prior to the Lottery)	\$ 50.00 + application fee as determined by total prize amount
Total Prize Amount	
- Less than \$1,000	\$ 0.00
- Between \$1,000 and \$6,999	\$ 50.00
- Between \$7,000 and \$20,000	\$ 300.00
- More than \$20,000 and not more than \$50,000	\$1500.00
Nevada 6-month Club Room License	\$3750.00
License Application (7 or less days prior to the Lottery)	\$ 100.00 + application fee as determined by total prize amount
License amendment more than 7 days prior to the Lottery	\$ 50.00
License amendment 7 or less days prior to the Lottery	\$ 100.00
Processing Fee for incorrect or incomplete documents	\$ 25.00

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):

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

Additional Fees:

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

e) Taxi Licensing (Annual)

Item	<u>Fee (annual unless otherwise specified)</u>
Appeal Fee (per event)	\$50.00
Taxi Permit	\$40.00
Taxi Brokerage license	\$75.00
Taxi License	\$40.00
Taxi License Transfer (per transfer)	\$35.00

SCHEDULE B

PART 7 – Recreation Fees and Charges

Category	Rate structure	Fees
General Drop-in rates		
Child/Senior (under 12yrs or +55yrs)		
Drop-in fee	per visit	\$ 2.75
10 punch pass	10 visits	\$ 24.50
Monthly	1 month	\$ 41.25
	3 months	\$ 99.00
	6 months	\$ 165.00
Student (12-18 yrs)		
Drop-in fee - student	per visit	\$ 4.00
10 punch pass - student	10 visits	\$ 34.50
Monthly	1 month	\$ 60.00
	3 months	\$ 144.00
	6 months	\$ 240.00
Adult (19-54 yrs)		
Drop-in fee - adult	per visit	\$ 6.00
10 punch pass - adult	10 visits	\$ 54.00
Monthly	1 month	\$ 90.00
	3 months	\$ 216.00
	6 months	\$ 360.00
Family (max 5 people)		
Drop-in fee - family	per visit	\$ 12.00
10 punch pass - family	10 visits	\$ 108.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Fitness Drop-In Rates

Senior (+55yrs)

Fitness Drop-In - senior (+55 yrs)	per visit	\$	5.25
10 punch fitness - senior (+55 yrs)	10 visits	\$	47.50
Monthly	1 month	\$	52.50
	3 months	\$	189.00
	6 months	\$	315.00
Fitness Drop-In - student	per visit	\$	7.00
10 punch fitness pass - student	10 visits	\$	63.00
Monthly	1 month	\$	70.00
	3 months	\$	252.00
	6 months	\$	420.00
Fitness Drop-In - adult	per visit	\$	8.50
10 punch fitness - adult	10 visits	\$	76.00
Monthly	1 month	\$	85.00
	3 months	\$	306.00
	6 months	\$	510.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Arena Ice Surface Fees

Arena Birthday Party Package	1hr on ice and 1 hr in rental room	\$	140.00
Arena Ice Surface - adult	hourly rate	\$	173.25
Arena Ice Surface - adult daily (10% reduction)	based on 10+ hrs rental (free rental room included)	\$	1,559.25
Arena Ice Surface - adult partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$	2,945.25
Arena Ice Surface - adult full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$	3,638.25
Arena Ice Surface - youth	hourly	\$	103.95
Arena Ice Surface - youth daily (10% reduction)	based on 10+ hrs rental (free rental room included)	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 Ice Surface - adult	hourly rate	\$	173.25
Offseason Ice Surface - adult daily (10% reduction)	based on 10+ hrs rental (free rental room included)	\$	1,559.25
Offseason Ice Surface - adult partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$	2,945.25
Offseason Ice Surface - adult full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$	3,638.25
Offseason Ice Surface - local user groups	hourly rate	\$	87.00
Offseason Ice Surface - local user groups	based on 10+ hrs rental (free rental room included)	\$	780.00
Offseason Ice Surface - user group partial wknd (15% reduction)	based on 20+ hrs rental (free rental room included)	\$	1,473.00
Offseason Ice Surface - user group full wknd (30% reduction)	based on 30+ hrs rental (free rental room included)	\$	1,819.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Arena Ice Surface Fees

Offseason Ice Surface – non-user group youth rental	hourly	\$ 104.95
Offseason Ice Surface - youth daily (10% reduction)	based on 10+ hrs rental (free rental room included)	n/a bc reduced rate for youth
Offseason Ice Surface - youth partial wknd (20% reduction)	based on 20+ hrs rental (free rental room included)	
Offseason Ice Surface - 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 surface rental only.

** Room to be included will be determined by type of rental, operational requirements and other possibly other bookings.

Ball Field Fees

Field Weekend Tournament - adult	per weekend per field	\$ 505.00
Field Hourly Rental- adult	hourly	\$ 75.00
Field Weekend Tournament - youth	per weekend per field	\$ 505.00
Field Hourly Rental- youth	hourly	\$ 75.00
League Fees - adult season	per team	\$ 660.00
League Fees - adult monthly	per team	\$ 360.00
League Fees - youth season	per team	\$ 325.00
League Fees - youth monthly	per team	\$ 175.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Aquatics Centre Fees

Birthday Party Swim package (max 15 people)	2 hours (1 hr in pool 1 hr in tbd rental room)	\$	140.00
Pool rental - full facility	hourly	\$	234.00
Pool rental - full facility under Covid-19 restrictions	hourly	\$	140.00
Pool Lane Rental	hourly	\$	25.00
Swim Meet	per weekend	\$	163.75

Swimming lessons

8 swim lessons - preschool	8 x 30 minutes	\$	63.00
8 swim lessons - swimmer levels	8 x 45 minutes	\$	69.50
Private lessons (1 kid only)	30 minutes each	\$	32.00
Semi-private lessons (2-3 kids)	per session per kid	\$	25.00
Bronze Star	per course	\$	189.00
Bronze Medallion	per course	\$	252.00
Bronze Cross	per course	\$	252.00
Bronze Cross/Medallion	combo course	\$	378.00
First Aid Certification	per course	\$	252.00
National Lifesaving Society Certification	per course	\$	377.50
NLS Recertification	per course	\$	144.50
NLS Instructor Certification	per course	\$	377.00
Jr lifeguard club	9 lessons	\$	132.25
Jr lifeguard club	per week	\$	19.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Room Rental Fees

Multipurpose Room	daily	\$	605.00
Multipurpose Room	hourly	\$	132.00
Multipurpose Room - local user groups	daily	\$	247.50
Multipurpose Room- local user groups	hourly	\$	66.00
Doug Wietermann Room	daily	\$	605.00
Doug Wietermann Room	hourly	\$	132.00
Doug Wietermann Room - local user groups	daily	\$	247.50
Doug Wietermann Room - local user groups	hourly	\$	66.00
Community Hall	daily	\$	761.20
Community Hall	hourly	\$	192.50
Community Hall - local user groups	daily	\$	380.60
Community Hall - local user groups	hourly	\$	96.25
Summer Curling Rink	daily	\$	900.00
Summer Curling Rink	hourly	\$	154.00
Summer Curling Rink - local user groups	daily	\$	450.45
Summer Curling Rink - local user groups	hourly	\$	96.25
Rec Centre Parking Lot Rental	hourly rate	\$	87.00
Rec Centre Parking Lot - daily (10% reduction)	based on 10+ hrs rental	\$	780.00

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Rec Centre Parking Lot - partial wknd (15% reduction)	based on 20+ hrs rental	\$ 1,473.00
Rec Centre Parking Lot - full wknd (30% reduction)	based on 30+ hrs rental	\$ 1,819.00
Rental room user additional setup time	75% of hourly rate up to 5 hrs	as per space
Rental room user additional setup time	50% of hourly rate up to 10 hrs	as per space

Local user groups make regularly scheduled use of THR Recreation Facilities at applicable 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
Stageline SL75 Mobile Stage - partial wknd (15% reduction)	based on 20+ hrs rental	\$ 1,473.00
Stageline SL75 Mobile Stage - full wknd (30% reduction)	based on 30+ hrs rental	\$ 1,819.00
THR Small Modular Stage - daily		\$ 250.00
THR Small Modular Stage - partial wknd	based on 20+ hrs of ice + free DWHall	\$ 400.00
THR Small Modular Stage - full wknd	based on 30+ hrs of ice + free DWHall	\$ 500.00

Delivery within town limits with setup and takedown of stage included in rental fees.

SCHEDULE B

PART 7 – Recreation Fees and Charges (continued)

Fundraising or non-profit table rental (offsite rental, no delivery)	daily	\$	20.00
Chairs (offsite rental, no delivery)	daily	\$	3.00
BBQ (no propane supplied) (\$50 deposit required)	daily	\$	150.00
Flip Chart (on site)	daily	\$	20.00
Projector (on site)	daily	\$	75.00
4 Piece Modular Glow Bar and Service Counter	daily	\$	150.00

Porritt Landing

Seasonal Slip	per season	\$	470.00
Seasonal Slip (3-year renewal)	3-year renewal	\$	1,410.00
Additional Seasonal Slip Sticker (2 max)	per vessel per season	\$	50.00
Short Term Docking Slip	daily	\$	30.00

Fishermen's Wharf Pavilion

Summer Season Rental (June-August)

hourly rate	per hour	\$	157.00
daily rate	per day	\$	900.00

Offseason Rental (September-May)

hourly rate	per hour	\$	187.00
daily rate	per day	\$	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 and other additional setup needs.

*** Additional stage, equipment and/or setup fees apply as per appropriate rate..

SCHEDULE B

PART 8 – Recreation Sponsorship or Advertising Opportunity

	Rate structure	Rates
Aurora Ford Arena		
Arena Dasher Board Signs (>70")	1-year term (renewable annually)	\$673.50
Arena Dasher Board Signs (<70")	1-year term (renewable annually)	\$335.75
Ice Surface Logo	6-month term (renewable annually)	\$378.00
Center Ice Logo	6-month term (renewable annually)	\$2,500.00
Zamboni Logos	3-year term (renewable)	\$2,340.00
Arena Sections	3-year renewable	\$5,000.00
Scorekeeper box	3-year renewable	\$5,000.00
Penalty Box #1	3-year renewable	\$4,000.00
Penalty Box #2	3-year renewable	\$4,000.00
Arena Players Box #1	3-year renewable	\$2,500.00
Arena Players Box #2	3-year renewable	\$2,500.00
Arena Penalty Box #1	3-year renewable	\$4,000.00
Arena Penalty Box #2	3-year renewable	\$4,000.00
Dressing room #1	3-year renewable	\$5,000.00
Dressing room #2	3-year renewable	\$5,000.00
Dressing room #3	3-year renewable	\$5,000.00
Dressing room #4	3-year renewable	\$5,000.00
Dressing room #5	3-year renewable	\$7,500.00
Dressing room #6	3-year renewable	\$7,500.00
Referee Dressing Room	3-year renewable	\$4,000.00
Arena Seats	life of building	\$250.00

SCHEDULE B

PART 8 – Recreation Sponsorship or Advertising Opportunity

Sponsorship or Advertising Opportunity	Rate structure	Rates
Pool Sauna	3-year renewable	\$5,000.00
Pool Hot Tub	3-year renewable	\$5,000.00
Pool Slide	3-year renewable	\$10,000.00
Children's tank	3-year renewable	\$5,000.00
Leisure Tank	3-year renewable	\$5,000.00
Sponsorship of Rental Rooms and other Community Centre Spaces		
Community Hall	3-year renewable	\$30,000.00
Walking track	3-year renewable	\$15,000.00
Multipurpose Room	3-year renewable	\$10,000.00
Main Entrance Lobby and Aquatic Centre Viewing Area	3year renewable	\$5,000.00
Washrooms Main Floor	3year renewable	\$3,000.00
Walking Track Washrooms #1 (north end)	3year renewable	\$2,500.00
Walking Track Washrooms #2 (south end)	3year renewable	\$2,500.00
Community Centre Door Advertisements		
double door	3-year term (renewable)	\$2,500.00
single door	3-year term (renewable)	\$1,250.00
half door	3-year term (renewable)	\$673.50

SCHEDULE B

PART 8 – Recreation Sponsorship or Advertising Opportunity (continued)

Other Sponsorship and Advertising Opportunities

Stageline SL75 Mobile Stage	3-year term (renewable)	
Trail and greenspace sponsorship	5-year term (renewable)	\$1,200.00
Digital advertising (display on Aurora Ford Arena big screen)	per event	\$150.00
Digital advertising (display on Aurora Ford Arena big screen)	per season	\$400.00

SCHEDULE B

PART 9 – Solid Waste Facility Tipping Fees

1. That residents of the Town of Hay River will be allowed to deposit the weekly equivalent of four (4) thirty (30) gallon garbage cans of household waste. Anything over this amount shall be charged a minimum of Five (\$5.00) Dollars.
2. For waste originating within the Town of Hay River Municipal Boundaries:

Truck Size	Charge
½ ton and ¾ ton – Household Garbage	Free
½ Ton and ¾ Ton – All other Waste	\$5.00
1 Ton	\$10.00
Single Axle Dump Truck	\$20.00
Tandem Axle Body Job Dump Truck	\$50.00
Trailer End Dump Truck	\$75.00
Enclosed Trailer	\$200.00
Vehicle Body	\$50.00

3. For waste originating outside of the Town of Hay River Municipal Boundaries, or the Hay River Dene Reserve, prior permission from the Town of Hay River must be received, and the charge will be \$150.00 a ton, as per the Town of Hay River's weigh scale located in the Public Works yard.

SCHEDULE B

PART 10 – Water and Sewer Services Fees

Section A: Public Piped Service (included in minimum monthly charge)

All users of the Public Piped Service system shall be charged for both access and consumption.

Service	Fee (\$)				
	Effective June 1, 2021	Effective January 1, 2022	Effective January 1, 2023	Effective January 1, 2024	Effective January 1, 2025
Piped Water Access Fee - Residential	10	10	10	10	10
Piped Water Access Fee - Commercial, Industrial, Government	10	10	10	10	10

Residential

Size of water Meter			Minimum monthly billing (\$) (including access fee)			
Imperial (inches)	Metric (mm)	Monthly Minimum (Imp. Gallons)	Effective as of June 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
5/8	16	2000	55.38	57.20	59.08	61.05
"3/4	19	2000	55.38	57.20	59.08	61.05
1	25	3000	78.07	80.79	83.62	86.57
1 1/2	38	5000	123.45	127.99	132.71	137.62
2	50	7000	168.83	175.18	181.79	188.66
3	75	11000	259.59	269.57	279.96	290.75
4	100	15000	350.35	363.96	378.12	392.85
6	150	15000	350.35	363.96	378.12	392.85
8	200	20000	463.80	481.95	500.83	520.46
Consumption charge over Minimum billing per 1000 Imperial Gallons			22.69	23.60	24.54	25.52

SCHEDULE B

PART 10 – Water and Sewer Services Fees (continued)

Section A: Public Piped Service (included in minimum monthly charge)

Commercial, Industrial

Size of water Meter			Minimum monthly billing (\$) (including access fee)			
Imperial	Metric	Monthly Minimum	Effective as of June 1, 2021	Effective as of January 1, 2022	Effective as of January 1, 2023	Effective as of January 1, 2024
(inches)	(mm)	(Imp. Gallons)				
5/8	16	2000	56.30	58.15	60.08	62.08
"3/4	19	2000	56.30	58.15	60.08	62.08
1	25	3000	79.45	82.23	85.12	88.12
1 1/2	38	5000	125.75	130.38	135.20	140.20
2	50	7000	172.05	178.53	185.27	192.28
3	75	11000	264.65	274.84	285.43	296.45
4	100	15000	357.25	371.14	385.59	400.61
6	150	15000	357.25	371.14	385.59	400.61
8	200	20000	473.00	491.52	510.78	530.81

Consumption charge over Minimum billing per 1000 Imperial Gallons	23.15	24.08	25.04	26.04
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Government

Size of water Meter			Minimum monthly billing (\$) (including access fee)			
Imperial	Metric	Monthly Minimum	Effective Date			
			June 1, 2021	January 1, 2022	January 1, 2023	January 1, 2024
(inches)	(mm)	(Imp. Gallons)				
5/8	16	2000	65.12	67.32	69.62	72.00
3/4	19	2000	65.12	67.32	69.62	72.00
1	25	3000	92.68	95.99	99.43	103.00
1 1/2	38	5000	147.80	153.31	159.04	165.01
2	50	7000	202.92	210.64	218.66	227.01
3	75	11000	313.16	325.29	337.90	351.01
4	100	15000	423.40	439.94	457.13	475.02

SCHEDULE B

PART 10 – Water and Sewer Services Fees (continued)

Section A: Public Piped Service (included in minimum monthly charge)

Government (continued)

Size of water Meter			Minimum monthly billing (\$) (including access fee)			
			Effective Date			
Imperial	Metric	Monthly Minimum	June 1, 2021	January 1, 2022	January 1, 2023	January 1, 2024
(inches)	(mm)	(Imp. Gallons)				
6	150	15000	423.40	439.94	457.13	475.02
8	200	20000	561.20	583.25	606.18	630.03

Consumption charge over Minimum billing per 1000 Imperial Gallons	27.56	28.66	29.81	31.00
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Consumption charge for users outside of the Municipal Boundary of the Town of Hay River per 1000 Imperial Gallons	53.58	55.73	57.96	60.27
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For users of the piped water only service within the municipal boundary of the Town of Hay River, the charge for water only shall be 65% of the charge for piped water/sewer.

Section B: Unmetered Users

The following monthly rate shall be assessed, and charges based thereon shall be made respecting all single-family residential water users serviced from and connected to the Town's Public Piped Service and not otherwise provided for in this Bylaw:

Service		Fees (\$)			
		Effective Date			
Unmetered Users/Flat Rate (not otherwise addressed in this Part)	Gallons	June 1, 2021	January 1, 2022	January 1, 2023	January 1, 2024
Single Family Residential Water Users - A minimum charge based on an average consumption of 5,000 gallons (22,750 litres) shall be used.	5000	138.45	143.00	147.70	152.63

Any other water users connected to the Town's public piped service and are not metered shall be charged an amount which will be determined by the Senior Administrative Officer based on an estimated load, line size and estimated consumption.

SCHEDULE B

PART 10 – Water and Sewer Services Fees (continued)

Section C - Truck Water Delivery

Service	Fee (\$)				
	Effective Date				
	June 1, 2021	January 1, 2022	January 1, 2023	January 1, 2024	January 1, 2025
Trucked Water Access Fee-Vale Island and West Channel	10	10	10	10	10
Trucked Water Access Fee- Mile Five	10	10	10	10	10
Trucked Water Access Fee- Rural Reserve(Corridor)	10	10	10	10	10
Trucked Water Access Fee- TRC	10	10	10	10	10
Trucked Water Access Fee- Industrial, Commercial, Government	10	10	10	10	10

Water Delivery	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Users in Residentially zoned areas with municipality: WestChannel and Vale island zone, Mile Five zone					
Monthly consumption for: first 4,500 Gallon	43.05	44.77	46.56	48.42	50.36
Monthly consumption for: 4,501 Gallon -7,000 Gallon	77.44	80.54	83.76	87.11	90.59
Monthly consumption of: Over 7000 Gallons	162.52	169.02	175.78	182.81	190.12

Water Delivery	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Users in Residentially zoned areas with municipality: Rural Reserve (Corridor) Zone					
Monthly consumption for: first 4,500 Gallon	43.05	44.77	46.56	48.42	50.36
Monthly consumption for: 4,501 Gallon -7,000 Gallon	77.44	80.54	83.76	87.11	90.59
Monthly consumption of: Over 7000 Gallons	162.52	169.02	175.78	182.81	190.12

SCHEDULE B

PART 10 – Water and Sewer Services Fees (continued)

Section C - Truck Water Delivery (continued)

Water Delivery	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Commercial, Industrial (including caretaker units)					
Monthly consumption for: first 4,500 Gallon	160.86	167.29	173.98	180.94	188.18
Monthly consumption for: 4,501 Gallon -7,000 Gallon	160.86	167.29	173.98	180.94	188.18
Monthly consumption for: Over 7000 Gallons	160.86	167.29	173.98	180.94	188.18

Water Delivery	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Government					
Monthly consumption for: first 4,500 Gallon	182.8	190.11	197.71	205.62	213.84
Monthly consumption for: 4,501 Gallon -7,000 Gallon	182.8	190.11	197.71	205.62	213.84
Monthly consumption for: Over 7000 Gallons	182.8	190.11	197.71	205.62	213.84

Water Delivery	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Caretaker Unit Rate*					
Monthly consumption for: first 2000 Gallons	86.1	89.54	93.12	96.84	100.72
Monthly consumption for: over 2001 Gallons	160.86	167.29	173.98	180.94	188.18

*To qualify for the caretaker rate, trucked water customers on Commercially or Industrially zoned properties with a caretaker dwelling may apply (second account). The dwelling's water supply tank must be separate from the Commercial or Industrial water supply tank in accordance with Town of Hay River servicing standards.

	Rate (\$) Per 1,000 Gallons				
	Effective Date				
	June 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Consumption charge for users outside of the municipal boundary of the Town of Hay River	53.58	55.73	57.96	60.27	62.69

SCHEDULE B

PART 10 – Water and Sewer Services Fees (continued)

Section D - Flat Rate Billing

Where the Senior Administrative Officer is unable to obtain access for the purpose of meter reading, the consumption shall be based on:

- the average actual readings from the previous six (6) months, or
- in the event of inadequate readings, the consumption shall be calculated on the average gallonage.

If no basis for averaging exists, the consumption shall be calculated on a gallonage of Five Thousand (5,000) gallons or 22,750 litres.

Section E - High Volume Commercial Consumption (Truck Service)

A high-volume commercial consumption rate is available to commercial customers on the truck service by special arrangement with the Trucked Water Contractor and the Town.

To qualify for this rate, customers must meet all the following criteria:

- Accept full truckloads of water,
- Receive water in a container large enough to accommodate the entire load of water in one delivery,
- Receive a minimum of 50,000 Gallons of water per month. Consumption criteria will be reviewed based on a six-month average to ensure minimum monthly levels are maintained.

The rate charged will be Fifteen dollars and Ninety-Two cents (\$15.92) per One Thousand (1,000) gallons delivered, plus the cost of delivery charged to the Town by the Trucked Water contractor.

Partial truckloads will be charged at the regular rate as set out in Section "C".

Section F - Meter Fees and Services

	Fee (\$)
Service	Effective June 1, 2021
Water Meter Fee - Residential	\$250
Water Meter Fee - Non-residential	100% Cost recovery basis
Utility Connection or Disconnection fee	\$40
Disconnection resulting from non-payment Paper	\$100
Invoice enviro fee	\$2.50/month