



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. DELEGATION

- Hay River Health and Social Services Update – Erin Griffiths and Brian Willows

6. ADMINISTRATIVE ENQUIRIES

7. NEW BUSINESS

- a. Public Works Monthly Report for March– page 2-6
- b. Recreation Monthly Report for March – page 7-12
- c. 2022-2023 O&M Contribution Agreement – page 13
- d. 2022-2023 W&S Contribution Agreement – page 14
- e. Hearse Services Report – page 15-16
- f. CPI Funding Contribution Agreement – page 17
- g. Emergency Plan Update – page 18-129
- h. Excused Absence – page 130
- i. Emergency Services Monthly Report for March – page 131-134
- j. Municipal Enforcement Monthly Report for March – page 135-137

8. NOTICE OF MOTIONS

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: Public Works

DATE: April 4, 2022

SUBJECT: Public Works Monthly Report for March 2022

RECOMMENDATION:

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

BACKGROUND:

Capital Projects 2022:

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 Q2, 2022.
Fraser Place Development	Project tender has closed with award going to Blackstone Homes. Site clearing activities have started in anticipation of migratory bird nesting season.
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: April 4, 2022

SUBJECT: Public Works Monthly Report for March 2022

Waste Diversion Project - Tire Recycling	Tendering is complete and project award anticipated for early April 2022.
Hazardous Waste Removal Project	MACA led project. MACA has commenced consultation phase of project and met with Town representatives in March to discuss scope and schedule.
Capital Drive Watermain	Tender package completed and published on the Town's 'Bids & Tenders' site. Tender closes April 6 th , 2022.
Paradise Road Realignment	Design and construction options being investigated. Correspondence with utility companies initiated.
New Water Licence Requirements	Annual Report submitted to MVLWB for review.
Industrial Drive	Design finalized and tender issued and closed with review and award to follow in April, 2022.
Water Treatment Plant Feasibility Study and Preliminary Design	Options for treatment technologies identified and discussed with MACA. Additional water sampling opportunities identified for spring breakup to increase testing parameters, which are closely related to the Town's water quality and turbidity problems.
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. Some berm extension work will be undertaken in April ahead of breakup.
Subdivision - Sundog	Design for this project planned for 2022. Application for funding design submitted in March.

New Lift Station:

In March, rough-ins and installation of electrical and mechanical components continue as scheduled. Process piping pressure test has been completed. Blueskin installation started, with additional insulation added. Vault brought to site and hydro pole installed by NUL. Backfilling continued up to building perimeter and new trench excavated for underground electrical feed and utility line.



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: April 4, 2022

SUBJECT: Public Works Monthly Report for March 2022

Water Treatment Plant:

Routinely acquired water quality data, both raw & treated, have been shared with Dillon to identify potential technologies for advancement in design. Additional water sampling opportunities identified for spring breakup to increase testing parameters which are closely related to the Town's water colour and turbidity issues. Meetings with consultant and MACA have taken place in efforts to determine best possible treatment technologies for Hay River. A short list of technologies has been identified with reviews to follow.

Public Works Daily Operations:

Deep frost 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. PW staff continue to address issues to Town infrastructure resulting from deep frost and seasonal weather, including hydrant repair and bleeding on Stewart Drive, water freeze ups at Lakeshore Drive, Gaetz Drive sanitary manhole flushing, and various other isolated lateral freeze ups. Other areas to note for the PW staff include meter readings, snow dump maintenance, fleet maintenance/repairs have ramped up to include equipment required in the upcoming spring and summer months.

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

Category	Started	Completed	Outstanding
Roads	4	4	-
Equipment Maintenance	10	8	2
Building Maintenance	3	2	1
Water & Sewer	2	2	-
Miscellaneous	6	4	2
Totals	25	20	5

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 April 2022.



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: April 4, 2022

SUBJECT: Public Works Monthly Report for March 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 to reduce costs and increase efficiency. Documents prepared and reviewed for the Town's water license, including 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, have all been published for review. The Town's annual report has been submitted in advance of the March 31 deadline.

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 April 2022.

In the month of March 2022, there has been 4 Development Permits signed out

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
Mar 23/22	DH22-010	13 McRorie Road	Collaborative Innovations Inc. (Business Consultant Virtual Services)
Mar 24/22	DH22-011	2 Covert Court	Arwen Dembowski Fine Art (Arts)
Mar 28/22	B22-001	13 Industrial Drive	New Stick Built Fish Processing Plant
Mar 28/22	D22-012	Lot 1021, Plan 830 and Lot 2131, Plan 4393, Frazer Place	Clear Land and develop all infrastructure for 29 R1B Lot Development.

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



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: April 4, 2022

SUBJECT: Public Works Monthly Report for March 2022

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ryan MacNeil
Civil Infrastructure Manager
March 31, 2022

Reviewed by:
Earle Dumas
Director of Public Works
March 31, 2022



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** April 4th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

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

BACKGROUND:

Recreational Programming

Youth Programming

After-School Club: Attendance remains between 7-8 participants per day. The new drop-in option for the program continues to be very successful. With the introduction of the drop-in option the program has seen new participants.

Dry-land Training: Afterschool youth Dry-Land Training sessions were removed from the schedule due to lower interest and registrations. The program will resume in the fall.

Upcoming Youth Programming: The Recreation Programmer is planning for the return of the Multi-Sport Drop-In program on the Aurora Ford Arena ice surface during the shoulder season and summer months. The Multi-Sport Drop-In will be supervised by casual staff during peak periods. Youth will be able to drop-in afterschool and participate in games and activities lead by staff. The Recreation Department is also planning a youth Badminton group/league during the shoulder season. Discussions are also underway with Table Tennis North, regarding weekly youth table tennis activities.

Fitness Programming

Participation in fitness programming increased during the month of March. Spin continues to be the most consistently attended with yoga/wellness classes being a close second. The senior chair yoga program continued to be a big hit in March, but it will only be offered the first week of each month going forward, due to instructor availability.

The Recreation Programmer is working on partnerships with different community groups, and members, to have access to the Multipurpose Fitness Room. This includes a local high school teacher looking to new fitness centers and equipment into their gym classes, athletes preparing for Canada Winter Games trials, a senior pickleball league, and regular ice user groups for off season training.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** April 4th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

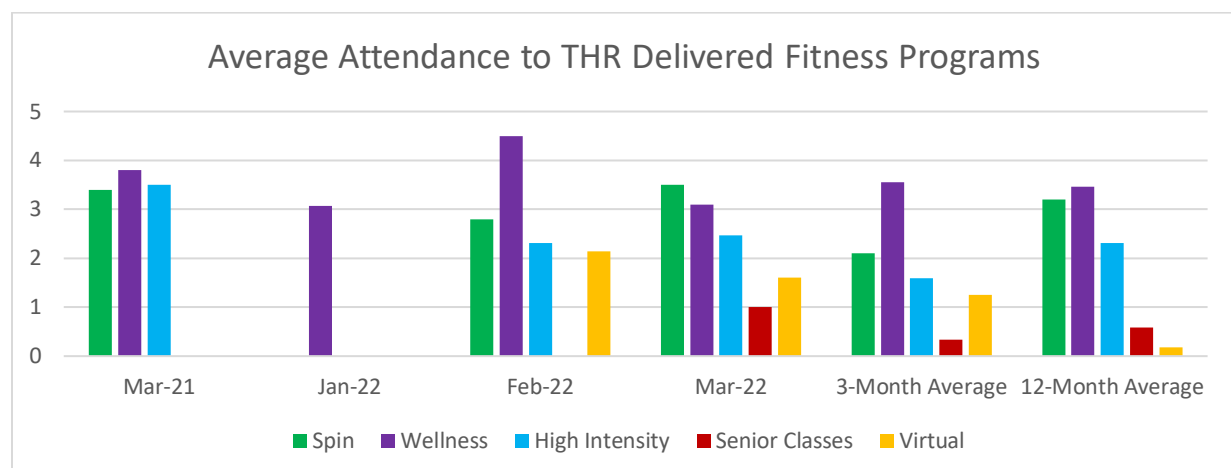
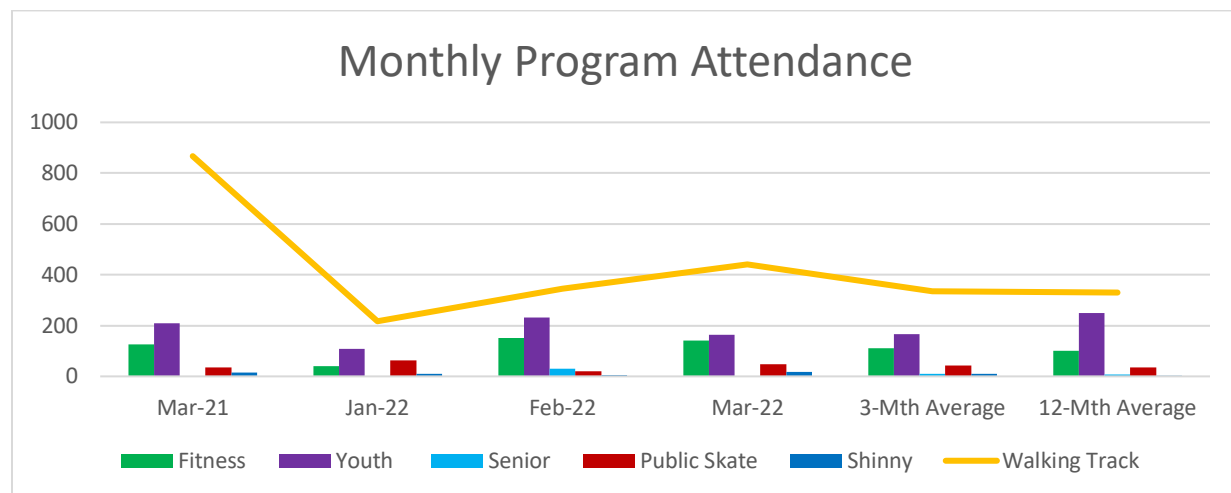
Community Programming

The last Full-Moon Snowshoe of the season took place in March. Attendance was lower this month compared to February which had 6 participants. The program is planned to return next winter providing that the Hay River Ski Club is interested in partnering again.

General

The Programming Supervisor has applied for \$50,000 in United Way Healthy Choices funding. If successful, funding would go towards healthy snacks for youth programs, regular senior fitness programs, and equipment for the Multi-Sport Drop-In.

Recreation Programming Statistics



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: April 4th, 2022

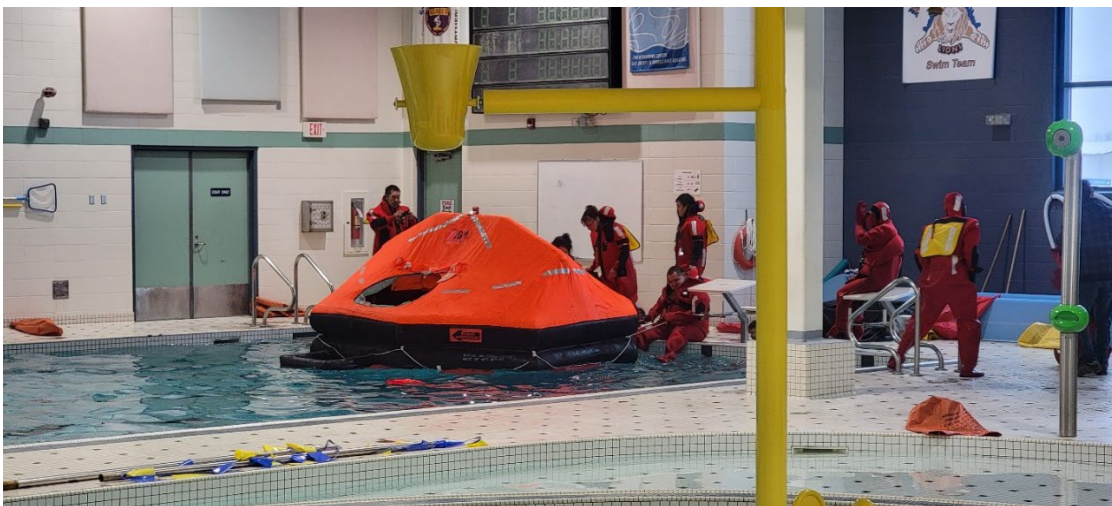
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Aquatics

General

Although The Don Stewart Aquatic Centre weekly schedule remained consistent, small accommodations were made for hockey tournaments and school professional development days in March. Open swim times were extended and some family swim times were changed to open swims.

The Marine Training Centre returned for their annual staff water safety and survival training session at the Don Stewart Aquatic on March 31st. Photos provided below.





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** April 4th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

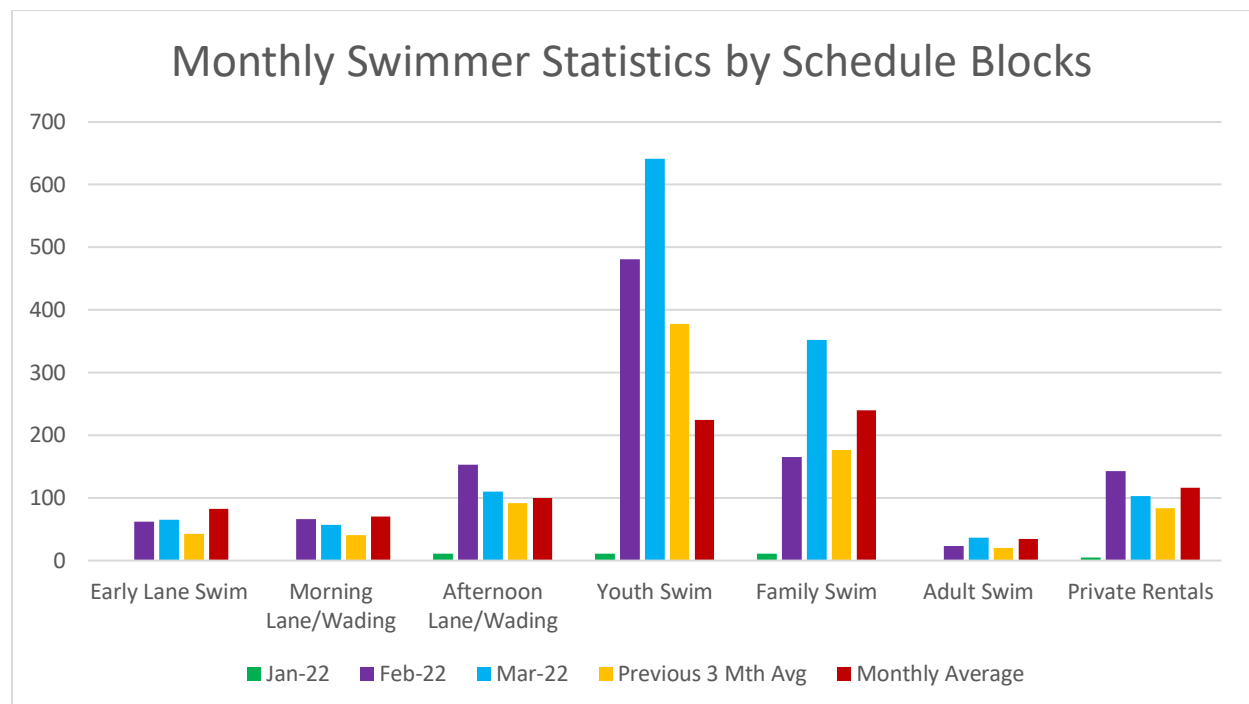
Attendance

Monthly swimmer statistics counted a total of 1519 swimmer as of March 27th. This is an average of 56 swimmers/day which is an increase of 13.5 swimmers/day in February 2022 and significant increase from March 2021 when the DSAC averaged 33 swimmers/day. These increases can be attributed to easing of pandemic restrictions, which has allowed for consistent pool hours and the return of community special events such as hockey tournaments and other larger gatherings.

Swimming Lessons

The current set of swimming lessons conclude April 7th. There are currently 36 kids registered in 18 classes offered one day per week for 8 weeks. The next session is scheduled to begin the week of April 25th and will run until the week of June 13th.

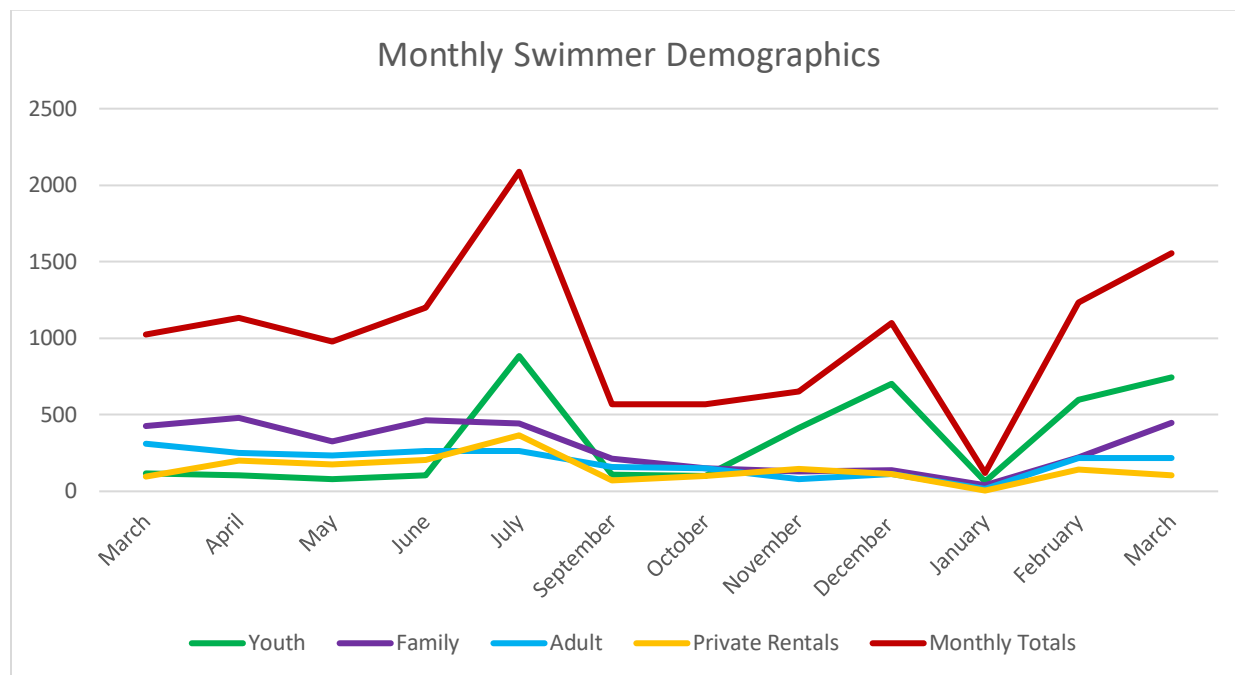
Don Stewart Aquatic Centre Statistics



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** April 4th, 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.
- Ongoing building inspections, preventative maintenance and snow removal.
- Monthly fire extinguisher and safety checks.
- Cold weather maintenance and adjustments to HVAC systems.
- Addressed curling arena ice quality issues due to exterior door insulation.
- Removed over hanging snow on back side of Community Centre roof.
- Repaired heating pumps in arena mechanical room.
- Removal of water softener system from pool closet to increase storage area.
- Work with local contractor for repair of water leak in arena dressing room hallway.
- Repair steam room door handle.
- Repair leaking heat pump for hot tub.
- Change water filters from filling stations at Community Centre lobbies.
- Repair leak on pool boiler heating pipe and add glycol to system.
- Schedule annual inspections for fire panel and sprinkler system.
- Request quotes for installation of new chlorination system in aquatic centre.
- Repair ceiling in aquatics woman changeroom after MAU leak.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** April 4th, 2022

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Parks and Greenspaces:

- Maintenance: Garbage downtown and other areas emptied regularly.
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core.
- Snowbank removal along ravine trail – in partnership with PWS.
- Dropped off flower baskets to local supplier as per 2022 flower supply tender.
- Graffiti removal in downtown core and at Town recreation assets.
- Pick up 10 newly purchased and wrapped bearproof cans.
- Move mobile stage from Old Town fire hall to Rec Dept yard.

Outdoor sport fields and assets:

- Old Town and Ray Benoit outdoor rinks maintenance increased in March due to favourable weather.
- Fishermen's Wharf Pavilion prep and takedown for Polar Pond Hockey event
 - Deliver mats, tables, chairs, BBQ, stage, etc.
- Drop off THR Fire Department trailer to town garage for axle repairs

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:

Stephane Millette

Director Recreation and Community Services

Date: March 31st, 2022

Reviewed by:

Glenn Smith

Senior Administrative Officer

Date: March 31st, 2022



REPORT TO COMMITTEE

DEPARTMENT: FINANCE & ADMINISTRATION

DATE: April 4, 2022

SUBJECT: Motion of Approval 2022-23 Operations and Maintenance (O&M)
Contribution Agreement

RECOMMENDATION:

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Operations and Maintenance Contribution Agreement for 2022-23 in the amount of \$2,265,000.

BACKGROUND:

Each year Council approves a funding agreement with Government of Northwest Territories for Operations and Maintenance for the period April 1st to March 31st of the following year.

For this year April 1, 2022 to March 31, 2023 the agreement for Operations & Maintenance Funding is in the amount of \$2,265,000. This is an increase from prior year by \$50,000.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Operations and Maintenance Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River O&M Budget for 2022

FINANCIAL IMPLICATIONS:

\$2,265,000 for operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 29, 2022

Reviewed by:
Glenn Smith
SAO
March 29, 2022



REPORT TO COMMITTEE

DEPARTMENT: FINANCE & ADMINISTRATION

DATE: April 4, 2022

SUBJECT: Motion of Approval 2022-23 Water and Sewer Contribution Agreement

RECOMMENDATION:

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Water and Sewer Funding Contribution Agreement for 2022-23 in the amount of \$1,089,000.

BACKGROUND:

Each year Council approves a transfer agreement with Government of Northwest Territories for Water and Sewer funding for the period April 1st to March 31st of the following year.

For this year April 1, 2022 to March 31, 2023 the agreement for Water and Sewer Funding is in the amount of \$1,089,000. This is unchanged from prior year.

Once these agreements are signed, funding will flow monthly.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Water and Sewer Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Utility O & M Budget for 2022

FINANCIAL IMPLICATIONS:

\$1,089,000 for utility operating expenditures for the calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 29, 2022

Reviewed by:
Glenn Smith
SAO
March 29, 2022



REPORT TO COMMITTEE

DEPARTMENT: FINANCE AND ADMINISTRATION

DATE: APRIL 4, 2022

SUBJECT: Hearse Service

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the recommendation to cease providing hearse services.

BACKGROUND:

For many years the Town has owned and operated a hearse for the purpose of transportation of remains and ceremonial purposes. This service was used by individuals both inside and outside municipal boundaries at no charge. The Town incurred the cost of purchase and maintenance of this vehicle. It has been operated by volunteers. It has become difficult to find volunteers to operate the hearse and recently the last volunteer indicated he was no longer interested in operating the vehicle for funerals.

Since 2019, Hay River Funeral Services, a division of McKenna Funeral Home, has been providing funeral services for the Hay River area. Administration reached out to the owner of this business and confirmed they have the interest and capacity to take on casket transport services within the community.

The Town's current hearse is a 2000 Cadillac "Krystal Koach". It cost \$19,500 when purchased (used) and is currently carried on the Town's books at a net book value of approximately \$3,000. It has been experiencing significant reliability issues, which has caused delays for services and creates a risk there may be a break down during usage.

The hearse was scheduled for replacement in 2022 at an estimated cost of \$100,000. Finance Committee recommended deferring this expenditure until such time as future service level can be determined.

Given the availability of a local provider, Administration is recommending that the Town cease providing the hearse for ceremonial purposes. The hearse can be considered for disposal at a future point in time.

COUNCIL POLICY / STRATEGY OR GOAL:

To make informed decisions.

ALTERNATIVES TO RECOMMENDATIONS:

To continue to provide the service.



REPORT TO COMMITTEE

DEPARTMENT: FINANCE AND ADMINISTRATION

DATE: APRIL 4, 2022

SUBJECT: Hearse Service

Prepared by:

Sam Mugford, CPA, CA
Director of Finance & Administration
March 30, 2022

Reviewed by:

Glenn Smith
Senior Administrative Officer
March 30, 2022



REPORT TO COUNCIL

DEPARTMENT: FINANCE & ADMINISTRATION

DATE: April 4, 2022

SUBJECT: Motion of Approval 2022 – 2023 Community Public Infrastructure Contribution Agreement

RECOMMENDATION:

THE COUNCIL OF THE TOWN OF HAY RIVER approves the Community Public Infrastructure (CPI) Agreement for 2022 – 2023 in the amount of \$1,833,000

BACKGROUND:

Each year Council approves a funding agreement with Government of Northwest Territories for CPI for the period April 1st to March 31st of the following year.

For this year April 1, 2022 to March 31, 2023 the agreement for CPI Funding is in the amount of \$1,833,000.

Payment will be received as soon as practicable after the signing of the agreement.

COUNCIL POLICY / STRATEGY OR GOAL:

To obtain Capital Funding for the current budget year.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Capital Budget for 2022

FINANCIAL IMPLICATIONS:

\$1,833,000 of capital funding for 2022's calendar year.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Sam Mugford, CPA, CA
Director of Finance and Administration
March 31, 2022

Reviewed by:
Glenn Smith
SAO
March 31, 2022



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: April 4th, 2022

SUBJECT: Hay River Emergency Plan

RECOMMENDATION:

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

BACKGROUND:

Minor updates have been made to dates and contact information within the Town of Hay River Emergency Plan. The plan is submitted as information to Council for their and public familiarity as we approach the annual spring river breakup season. For the last two breakups, Council has declared a state of emergency and the plan has been enacted.

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

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

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: April 4th, 2022

SUBJECT: Hay River Emergency Plan

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: April 1st, 2022

Reviewed by:



Town of Hay River Emergency Plan

Updated March 14th, 2022

Amendments

REVISION DATE	APPROVED BY

Copies of the Community Emergency Plan are available at:

- The Administrative Centre (SAO Office)
- Fire Hall
- Schools
- RCMP Office
- Health/Social Services Centre
- Works Yard

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

Table of Contents

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

Appendix F: Reception Action Plan	59
Appendix G: CEMC Contact Sheet.....	62
Appendix H: Resource Inventory	63
Appendix I: Declaration of a State of Local Emergency	65
Appendix J: Volunteer Registration.....	67
Appendix K: Evacuation and Registration Form.....	69
Appendix L: Evacuation Notice	71
Appendix M: Evacuation Alert	76
Appendix N: Evacuation Order	81
Appendix O: Shelter In Place Instructions	84
Appendix P: Mobile EOC.....	86
Appendix Q: EOC Agenda Template.....	88
Appendix R: Position Checklists	90
COORDINATOR’S CHECKLIST CL -1	92
SAO’S CHECKLIST CL-2	93
COMMUNICATIONS OPERATOR’S CHECKLIST CL-3	94
PROTECTIVE SERVICES – (FIRE/By-Law) CHECKLIST CL-4.....	95
PUBLIC SERVICES’ CHECKLIST CL-5	96
EMERGENCY SITE MANAGER’S CHECKLIST CL-6.....	97
RCMP’S CHECKLIST CL-7	98
HEALTH SERVICES’/EMERGENCY MEDICAL CARE CHECKLIST CL-8.....	99
FINANCE’S CHECKLIST CL-9.....	100
RECREATION’S CHECKLIST CL-10	101
INSTITUTIONS’ CHECKLIST CL-11	102
SCHOOL BOARD’S CHECKLIST CL-12	103
BUSINESS’ AND ASSOCIATIONS’ CHECKLIST CL-13	104
SOCIAL SERVICES’ CHECKLIST CL-14	105
ABORIGINAL GROUPS’ CHECKLIST CL-15	106
HUMAN RESOURCES CENTRE’S (HRDC) CHECKLIST CL-16	107
Appendix S: Glossary	108

Introduction

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

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

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

Scope

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

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

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

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

Purpose

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

Authority

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

Table 1: Emergency Plan Chain of Command

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

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

The authority for making decisions in an emergency rests with the Emergency Coordinator.

Emergency Management Roles and Responsibilities

Mayor

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

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

Emergency Management Agency

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

Community Emergency Management Committee

Community Emergency Management Committee consists of:

- The SAO/CAO/Town Manager;
- The Director of Finance;
- The Public Works Officer;
- The Community's Solicitor;
- The Community Urban Development Officer;
- The Director, Protective Services
- The Community Housing Manager;
- The Powerplant Operator;
- The Airport Manager;
- A representative from each school;
- An RCMP representative;
- A health center representative;
- Anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Response Plan.

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

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

Emergency Coordinator

The Emergency Coordinator will be the Director, Protective Services. The following are his/her responsibilities:

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

External Organizations

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

Concept of Operations

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

Operational Levels

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

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

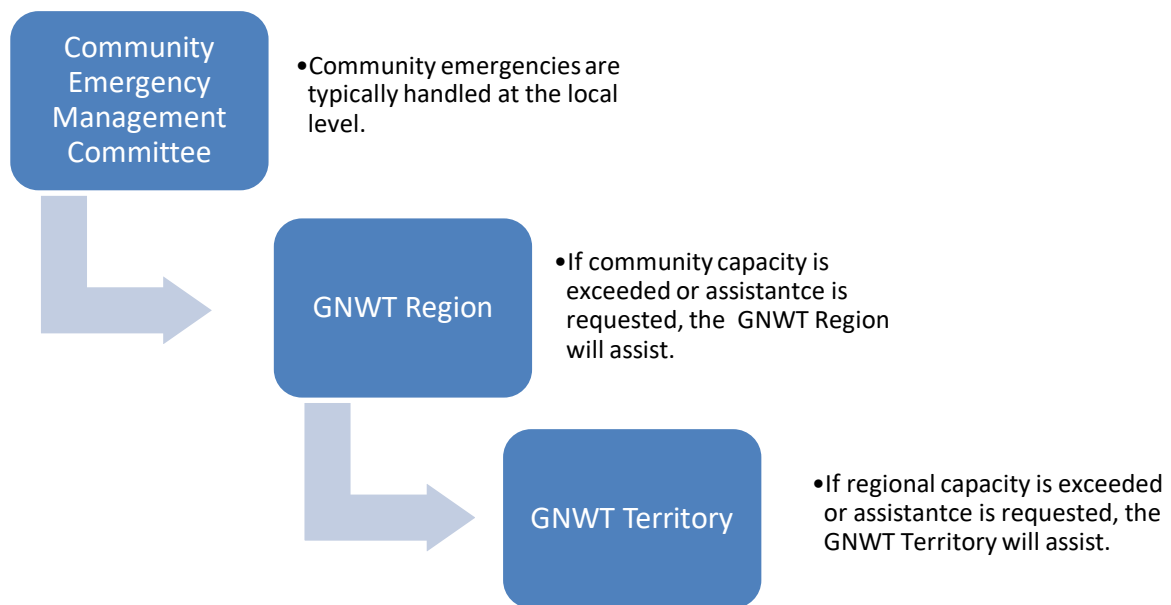
Implementation Sequence

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

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

Escalation

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



Warning and Notification Procedures

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

The public in the community will be warned by:

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

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

Declarations of Local Emergency

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

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

Communications

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

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

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

Emergency Operations Centres

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

The primary EOC location is the Emergency Services Building, 73 Woodland Drive, Hay River, NT

The alternate EOC location is the Town Hall, 100-62 Woodland Drive, Hay River, NT

Emergency Site Management

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

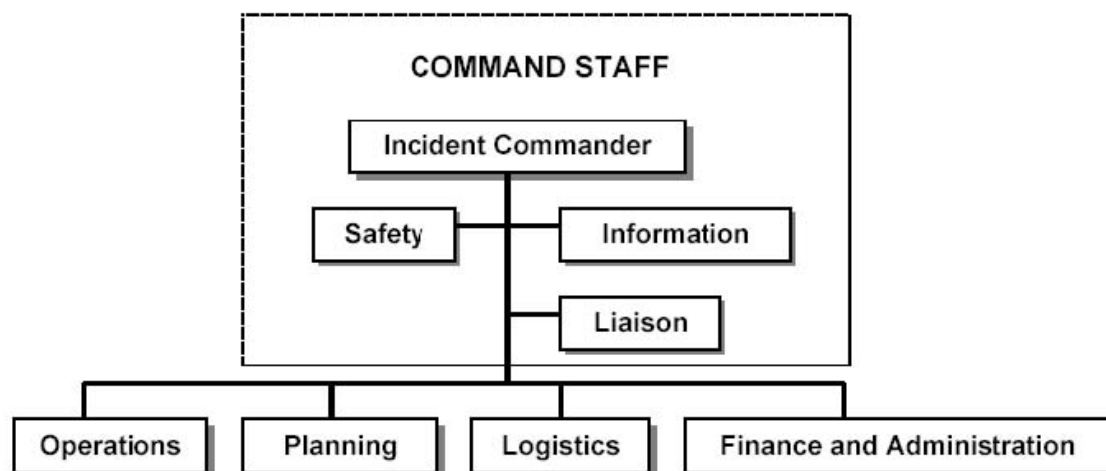
- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational updates to the EOC;
- Assign emergent tasks to response agencies at the emergency site;
- Provide media information; and
- Coordinate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

Responding agencies on-site will:

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

Incident Command System

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



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

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

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

Evacuation and Reception

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

Volunteers

A CEMC member or community resident shall be appointed as Volunteer Coordinator by the Emergency Coordinator.

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

Specific Hazard Management

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

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

Has Not Happened = 0

Has Happened = 1

Happens Frequently = 2

Not Likely to Occur = 0

Might Occur = 1

Occurs Frequently = 2

No Impact = 0

Some Impact = 1

Major Impact = 2

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

Recovery

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

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

Plan Maintenance

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

Appendix A: Legal Authority

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

GENERAL

Powers and duties of local authorities

7. (1) Each local authority

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

Searches outside community

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

Repayment of emergency expenditures

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

DECLARATION OF STATE OF LOCAL EMERGENCY

State of local emergency

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

Contents of declaration

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

Publication

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

Delegation

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

Forwarding declaration to Minister

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

Cancellation

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

Effect of order by Minister

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

Duration of declaration

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

Application

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

Termination of declaration

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

Publication

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

(a) expires under subsection 15(4),

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

Powers of local authority

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

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

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

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

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

Compensation

(1.1) Where

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

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

Use of emergency plan

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

Authorization

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

Payment of expenses

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

Approval of by-law

(5) A by-law referred to in subsection (4) must be approved by the Minister but does not require the assent of electors owning property within the municipality .S.N.W.T. 1998,c.21,s.2(6)(f),(8).

Appendix B: Emergency Measures Bylaw

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

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

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

1. Title

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

2. Interpretation

In this by-law

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

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

3. Emergency Measures Committee

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

4. Emergency Measures Organization

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

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

5. Coordinator

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

6. Council Duties

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

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

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

7. Committee Structure

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

8. Committee Procedures

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

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

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

9. Duties of the Emergency Measures Committee

The Emergency Measures Committee shall:

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

10. Composition of the Emergency Measures Organization

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

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

11. Duties of the Coordinator

The Coordinator of Emergency Measures shall:

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

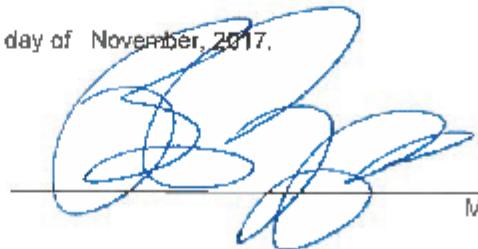
12. Repeal

By-law 1339 is hereby repealed.

13. Effect

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


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



Mayor


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

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



Mayor

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



Mayor

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



Senior Administrative Officer

Appendix C: CEMC Responsibilities

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

The members of the CEMC and their duties are:

Mayor or designate

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

Emergency Coordinator or designate

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

Fire Chief or designate

- Conduct fire-fighting operations;
- Coordinate site activities as required;
- Provide a communication link from the site to the Emergency Coordinator and/or EOC;
- Support for search and rescue activities (with assistance from volunteers);
- Assist in evacuations; and
- Identify threatened utilities.

Public Works Manager

- Provide/arrange for construction resources and services;
- Provide/arrange for transportation resources and services;
- Arrange potable water shuttles;
- Utilities shut down/restoration and public notices; and
- Damage assessment on the public property.

Town Administration

- Register volunteers
- Track emergency expenditures
- Assist in dissemination of emergency information

RCMP

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

Health & Social Services

- Provision of advice and assistance to the Town on health and social service-related information
- Manage emergency social services (lodging, feeding, clothing, personal services, registration and inquiry)
- Assist in the provision of victim and family personal services (Outreach Programs)
- Identify special program needs for recovery
- Provide site medical care
- Disseminate all advisories regarding Public Health/Environmental Health
- Provide leadership in pandemic events
- Arrange medical evacuation
- Advise on evacuation priorities
- Provide casualty data
- Quarantines
- Temporary morgue

Communications Coordinator

- Provision of emergency public information to residents
- Provision of information to authorities and media outlets

Housing Authority Manager

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

Canadian Rangers

- Support for searches
- Assist in dissemination of emergency notices
- Assist in the transport of resident in evacuation

School Principal/Superintendent

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

Radio Society

- Assist in disseminating emergency public information

Media/Public Spokesperson

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

Volunteer Coordinator

- Register, assign and track volunteers

Appendix D: Hazard Specific Plans

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

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

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

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

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

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

ATMOSPHERIC HAZARD- Winter Storm

MAJOR CONCERNS: Safety of Lives and Property, Utilities Failure

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

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

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

BRIDGE OR BUILDING COLLAPSE

MAJOR CONCERNS: Injuries, fatalities, fire, disruption of utilities or traffic and property damage or loss.

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

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

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

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

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

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

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

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

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

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

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

MAJOR FIRE/ EXPLOSION

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

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

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

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

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

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

Relocation/Evacuation	<ul style="list-style-type: none"> • Refer to Evacuation Plan – Appendix E 	CEMC and MACA Regional Superintendent
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Media Coordinator
Preliminary Clean Up	<ul style="list-style-type: none"> • If determined safe deploy the spill kit; and • Plan for ongoing clean-up plan. 	ENR, CEMC, SSRERC and owners/operators.
Return to Evacuated Area	<ul style="list-style-type: none"> • Decision that it is safe for residents to return. 	CEMC
Damage Assessment	<ul style="list-style-type: none"> • Determine extent of damage. 	CEMC, MACA Regional Superintendent

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

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

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

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

EPIDEMIC/DISEASE		
MAJOR CONCERNS: Casualties, Fatalities, Disruption of Traffic, Sudden Health Centre Requirements, Evacuation, Civil Disorder (Panic)		
MITIGATION/PREVENTION	RATIONALE	ACTION BY
Health promotion	<ul style="list-style-type: none"> Promote the necessity of vaccinations to residents; and Educate residents on washing hands frequently and coughing properly to avoid the spread of germs. 	Health Centre
PREPAREDNESS	RATIONALE	ACTION BY
Health Centre preparedness	<ul style="list-style-type: none"> Maintain sufficient supplies (vaccine, masks, gloves, etc) for managing infectious disease outbreaks. 	Health Centre
RESPONSE	RATIONALE	ACTION BY
Gather Information	<ul style="list-style-type: none"> The Health Centre will inform the SAO should there be a need. 	Health Centre
Activate Emergency Plan	<ul style="list-style-type: none"> Coordinate all resources; and Select appropriate EMC. 	Emergency Coordinator
Assessment of the Situation	<ul style="list-style-type: none"> Decide if additional resources Required; Determine the potential risk of secondary hazard (i.e., civil disorder). 	CEMC, Local; and Health Authorities.
Instructions to Residents	<ul style="list-style-type: none"> Issue instructions to the public and advise them on protective measures. 	Designated by Nurse In-Charge; CEMC, Amateur Radio
Quarantine (stay at home)	<ul style="list-style-type: none"> Coordinate supply of required resources (i.e., gas masks, drinking water, food, pharmaceutical supplies); Determine the need for evacuation; Identify evacuation relocations; and Establish emergency public health facilities, shelters, refreshment centers and feeding facilities. 	RCMP, Ambulance, External Agencies, Volunteers
Preventing Spread of Disease	<ul style="list-style-type: none"> Assist in the identification of disease and its vector; Monitor the potential spread of disease; and Isolate immediate area. 	RCMP, GNWT – Health & Social Services, MACA

Notification System	<ul style="list-style-type: none"> • Notify ambulance; and • Notify local health-care facilities of casualties (number/type). 	CEMC
Establish Temporary Morgue (if required)	<ul style="list-style-type: none"> • Protect bodies of deceased persons. 	RCMP, Coroner's Office
Communications	<ul style="list-style-type: none"> • Up to date information flow among parties involved in Emergency Response. 	CEMC, RCMP, H&SC, MACA, Local Health Facilities, Amateur Radio
Traffic Control & Securing Emergency Site	<ul style="list-style-type: none"> • Coordinate traffic control and routes for emergency vehicles. 	RCMP
Public & Media Information, Instructions to Residents	<ul style="list-style-type: none"> • Establish a news release system; and • Establish a public inquiry system. 	Media Coordinator

Pandemic / Epidemic

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

MAJOR CONCERNS: Public health, continuity of essential services.

MITIGATION/PREVENTION	RATIONALE	ACTION BY
Public information/ awareness program to inform residents of the need to implement personal protective measures and proper hygiene practices as advised by HSS/Healthcare staff.	<ul style="list-style-type: none"> Obtain public health messaging from local health official and request a presentation to the LEMO. Distribute and display information throughout the community: <ul style="list-style-type: none"> Community Office Schools/Daycares Elders Facilities Etc. 	LEMO with support from the local health official.
Protect local authority staff	<ul style="list-style-type: none"> Increase distance between the customer and staff by introducing a barrier, personal protective equipment or by social distancing. Instead of face-to-face meetings, where possible conduct work via telephone, videoconferencing or email. Routine surface cleaning of frequently touched surfaces and objects. Assess need to modify/postpone/cancel mass gatherings. 	LEMO
PREPAREDNESS	RATIONALE	ACTION BY
Community Emergency Plan	<ul style="list-style-type: none"> Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their roles and responsibilities. 	LEMO
Plan for maintenance of essential services	<ul style="list-style-type: none"> Develop a plan to maintain essential services, See Essential Services Continuity Guidelines Review human resources policies for alternative work measures (eg. working remotely). 	LEMO
Maintain situational awareness	<ul style="list-style-type: none"> Monitor community for impacts as a result of health emergency (eg. community concern, supply shortages). Implement a regular status check-in with the MACA Regional Superintendent to ensure good situational awareness. 	LEMO
RESPONSE	RATIONALE	ACTION BY

Activate Emergency Plan	<ul style="list-style-type: none"> • Coordinate all resources; • Engage response agencies; and • Inform MACA through the Regional Superintendent. 	Local Coordinator or designate
Assessment of Situation	<ul style="list-style-type: none"> • Assess incident information to determine appropriate response to the threat; • Determine if additional resources are needed; • Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside, risk to residents' personal safety or comfort); and • Determine need to declare a state of local emergency. 	LEMO, Fire Chief or designate, RCMP
Response Activities	<ul style="list-style-type: none"> • Support the implementation of health measures, support health response and consult local health authority on actions to be taken. • Implement plan to maintain community essential services. • Work with suppliers to respond to supply chain impacts. 	LEMO with Healthcare authority as lead
Emergency Response Communications	<ul style="list-style-type: none"> • Maintain up to date information flow among responders; • Ensure shared situational awareness; • Establish required local (e.g. telephone, internet, VHF, UHF) and long range (e.g. telephone, internet, satellite phone, HF) communications links as circumstances require. 	LEMO
Inform Residents	<ul style="list-style-type: none"> • Inform residents of the hazard or threat; • Ensure consistent and up-to-date messages to residents and other involved parties; • Inform residents of measures they can take to avoid risk or remove themselves from risk; and • Keep residents advised of the hazardous situation as it develops. 	LEMO, Chief and Local Coordinator with assistance from Community Administration
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> • Identify approved spokespersons. • Ensure only approved messaging is provided to the media. 	Local Coordinator/ Chief
RECOVERY	RATIONALE	ACTION BY
After Action Review	<ul style="list-style-type: none"> • Meet with those involved in the response to gather information on what went well, areas for improvement and implement recommendations into Emergency Plan. 	LEMO

Appendix E: Evacuation Action Plan

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

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

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

Appendix F: Reception Action Plan

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

RECEPTION

MAJOR CONCERNS: Care and safety of displaced residents.

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

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

Appendix G: CEMC Contact Sheet

Appendix H: Resource Inventory

*See Excel document for resource inventory information.

Appendix I: Declaration of a State of Local Emergency

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

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

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

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

Appendix J: Volunteer Registration

Volunteer Registration Sheet

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

NAME	CONTACT INFORMATION	VOLUNTEER DUTIES	SIGNATURE

Appendix K: Evacuation and Registration Form

Appendix L: Evacuation Notice

Evacuation Notice:

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

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

Evacuation Notice Template

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

FAQ

How will I know when I need to evacuate?

The Town of Hay River Emergency Response Committee will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via _____ (*door-to-door, Radio, website, etc.*).

Where can I get more information?

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

What should I pack?

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

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

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

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery-powered flashlight (and extra batteries);
- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);
- Waterproof matches;

- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

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

What about my pets?

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

OR

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

OR

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

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

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

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

Appendix M: Evacuation Alert

Evacuation Alert:

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

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

Evacuation Alert Template

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

FAQ

How will I know when I need to evacuate?

The Town of Hay River Emergency Response Committee will issue an Evacuation Order to advise residents when it is time to evacuate. This Order will be issued via _____(*insert notification method: door-to-door, Radio, website, etc.*).

Where can I get more information?

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

What should I pack?

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

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

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

- Water (at least 2 liters per person);
- Non-perishable food (canned goods, energy bars, dried fruit);
- Crank or battery-powered flashlight (and extra batteries);
- Crank or battery powered radio;
- First-Aid kit;
- Blankets;
- Basic tools (handsaw, hatchet or axe);

- Waterproof matches;
- Candles; and
- A full tank of gas (maybe a jerry can of gas depending on the distance to the destination).

Where will I be staying?

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

What about my pets?

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

OR

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

OR

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

Livestock arrangements are your responsibility.

How can I help protect my home?

For wildfire:

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

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

Appendix N: Evacuation Order

Evacuation Order:

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

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

Evacuation Order Template

Please be advised due to _____ (*wildfire threat, lack of power, etc.*) and Evacuation Order has been issued for the Town of Hay River. Residents are required to register at the _____ (registration area) before evacuating the community. For those individuals requiring assistance evacuating please proceed to _____ (evacuation staging point) and transportation will be provided.

FAQ

Where can I get more information?

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

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

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

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

While the community is evacuated emergency officials will survey the area. _____ (*daily, weekly, etc.*) briefings will be held at the reception center to inform residents of what is happening in the community.

Where will I be staying?

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

Appendix O: Shelter In Place Instructions

Shelter-In-Place Instructions

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

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

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

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

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

Appendix P: Mobile EOC

Mobile EOC List

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

Appendix Q: EOC Agenda Template

EOC Agenda Template

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

Appendix R: Position Checklists

Position Checklists

All Agencies and Services

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

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

COORDINATOR'S CHECKLIST CL -1

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

SAO'S CHECKLIST CL-2

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

COMMUNICATIONS OPERATOR'S CHECKLIST CL-3

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

PROTECTIVE SERVICES – (FIRE/By-Law) CHECKLIST CL-4

1. Advise Coordinator of response and situation
2. Act as site coordinator if the Protective Services Department is the lead agency
3. Provide a communication link from the site to the EOC/Coordinator
4. Establish communications link with the EOC
5. Conduct fire fighting operations
6. Identify threatened utilities
7. Alert threatened utilities
8. Manage fire operations
9. Assist in evacuations
10. Coordinate casualty search
11. Conduct site rescue operations
12. Activate dangerous goods contacts as required
13. By-Law supports security and evacuation operations

PUBLIC SERVICES' CHECKLIST CL-5

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

EMERGENCY SITE MANAGER'S CHECKLIST CL-6

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

RCMP'S CHECKLIST CL-7

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

HEALTH SERVICES'/EMERGENCY MEDICAL CARE CHECKLIST CL-8

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

FINANCE'S CHECKLIST CL-9

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

RECREATION'S CHECKLIST CL-10

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

INSTITUTIONS' CHECKLIST CL-11

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

SCHOOL BOARD'S CHECKLIST CL-12

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

BUSINESS' AND ASSOCIATIONS' CHECKLIST CL-13

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

SOCIAL SERVICES' CHECKLIST CL-14

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

ABORIGINAL GROUPS' CHECKLIST CL-15

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

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

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

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

Appendix S: Glossary

DEFINITIONS

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

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

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

"Coordinator" means the Coordinator of the Emergency Measures appointed by Council. "Council" means the Council of the Town/Village.

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

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

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

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

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

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

"GNWT" means the Government of the Northwest Territories

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

- The council of a settlement corporation as defined in the Settlements Act;
- A council recognized under the Indian Act; or
- An organization recognized by the Minister, pursuant to Sec. 1(c) of the Civil Emergency Measures Act, as representative of the community for the purposes of the Act.

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

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

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

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

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

"Response Levels"

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

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

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

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

"Senior Administrative Officer (SAO)" or "Chief Administrative Officer (CAO)" means the senior officer managing local government operations in a municipality incorporated under the City, Towns and Villages Act, the Hamlets Act, or the Settlements Act, or in an incorporated settlement, a community organization recognized by the Minister as representative of the population for the purposes of emergency preparedness, or a Band Council recognized under the Indian Act.

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

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

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

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

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



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: April 4th, 2022

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillor Magill from the Standing Committee of Council, Monday, April 4th, 2022.

BACKGROUND:

Councillor Magill have asked to be excused from the Regular Meeting of Council, Monday, April 4th, 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: April 1st, 2022

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: April 4th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

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

BACKGROUND:

Summary:

The Protective Services Department has had a busy month in March, responding to a total of 57 EMS Responses. Out of those 57 responses, 5 calls were to respond to the vagrant population, which is up from 1 response in February. As far as fire response is concerned, we had 2 false alarm calls in the month of March.

In March, the Protective Services Director has updated the Hay River Emergency Plan in preparation for this year's spring break up. The Town has also started its break-up planning meetings, where we met and reviewed the debrief minutes from the previous year and discuss this year's plan. The director has been updating the master plan for tracking mitigation and preparedness activities for break up. The SAO and director had a meeting with MACA to discuss this year's break up plan and raise some questions we had for the government in relation to this year's break up season.

This month we have also been working to establish a new lockout tag-out system at the hall to better track our equipment repairs. We also update our supplies board to clarify our supplies needs. We were also able to work out where we could use the remaining Fire Smart funds with ENR. We were approved to continue some brushing on Vale Island in some identified risk zones out of the town's wildfire protection plan.

This month the director also provided some training assistance to the Fort Simpson Director of Protective Services. The director provided EMO resources and established working documents to help assist their community in their planning efforts. The directors reviewed flood preparations for both communities and discussed different response plans. We also provided established resources for their Fire Department to help provide a leg up on planning and administration for their department.

For training in the month of March, we worked on emergency scene lighting and chainsaw operations, in-service training on Zoll auto pulse and full code scenarios. We also taught defensive Part 1 and part 2 training to the new recruits. We only have part 3 remaining and we will look to do that after break-up is over.



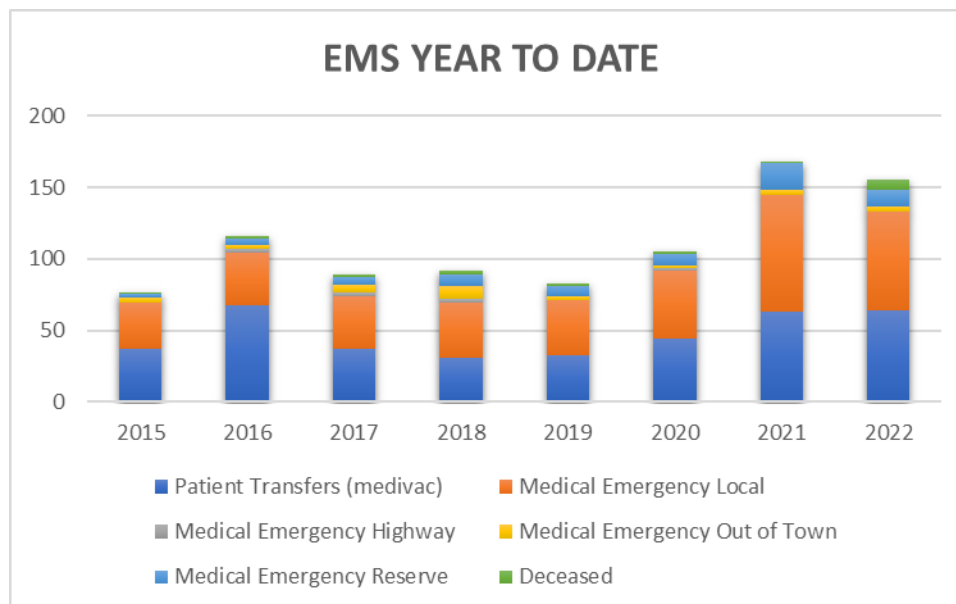
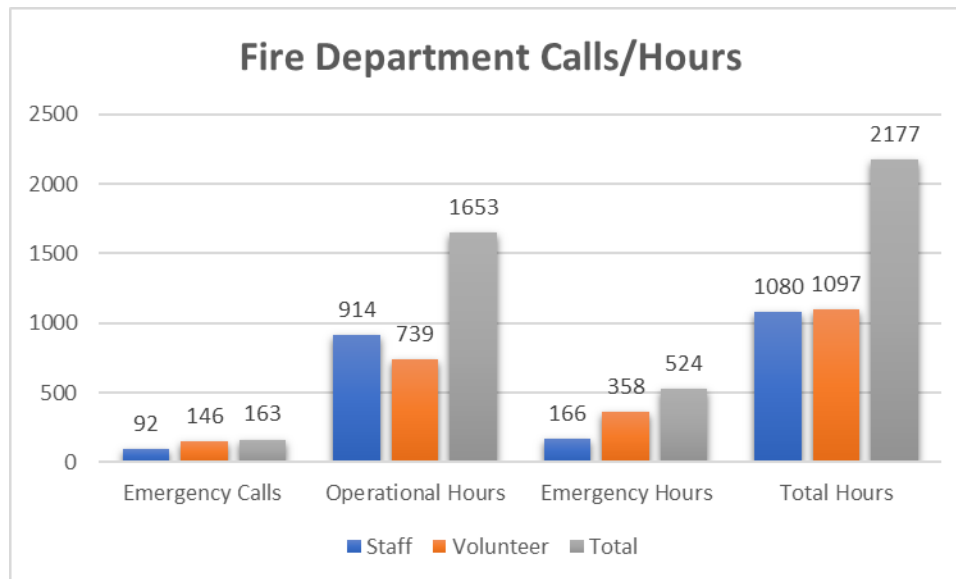
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: April 4th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS



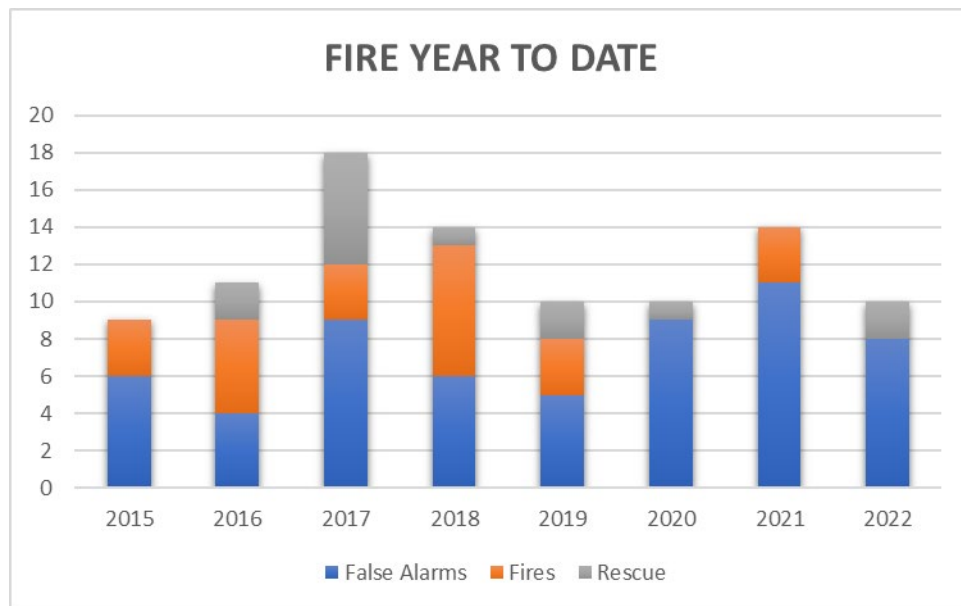


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: April 4th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: April 4th, 2022

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: April 1st, 2022

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: April 1st, 2022

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: April 4th, 2022

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

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

BACKGROUND

With the temperatures starting to get warmer, there has been an increase in concerns involving animals. Individuals have been encouraged to report incidents so that problematic areas can be addressed and corrected as soon as possible. Extra patrols have been done to monitor compliance of these areas. There was an animal incident that was more severe in nature that involved multiple households as well as public health to ensure the health and safety of animals and public. This was investigated and both households were notified of the decision made. Public compliance of parking regulations is also getting better as concerns and complaints are being reported and dealt with. Personal interaction with residents is helping to resolve infractions in a shorter time frame and increases accountability to be aware of bylaws and consequences. A few town citizens have voiced their concern about possible water issues due to the large amount of snowfall and lack of proper water drainage. These areas will be monitored to see if action is needed in the spring.

School Safety

The Protective Services Specialist continues to patrol the school zones during peak times to ensure motorists are compliant of regulations to ensure the safety of school zones. Visible presence in the school zone has shown to produce positive interactions.

Upcoming Goals

Research is being done looking into animal bylaws of cities and towns across Canada to make sure that any changes that could be done to strengthen our Animal Bylaw in the future is; consistent with other towns, covers a multitude of issues, and has appropriate fines and conditions. Discussing and implementing plans and strategies for dealing with unsightly properties and communicating with the owners will be an important issue in the upcoming months.

REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** April 4th, 2022

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Emergency Services

An Inventory list for current and spare bunker gear was created to help organize and better track storage and replacement of gear. Extra outdated gear no longer needed was packaged and delivered to MSS for donation to Ukraine.

COUNCIL POLICY / STRATEGY OR GOAL:	
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Strategy:
Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
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All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

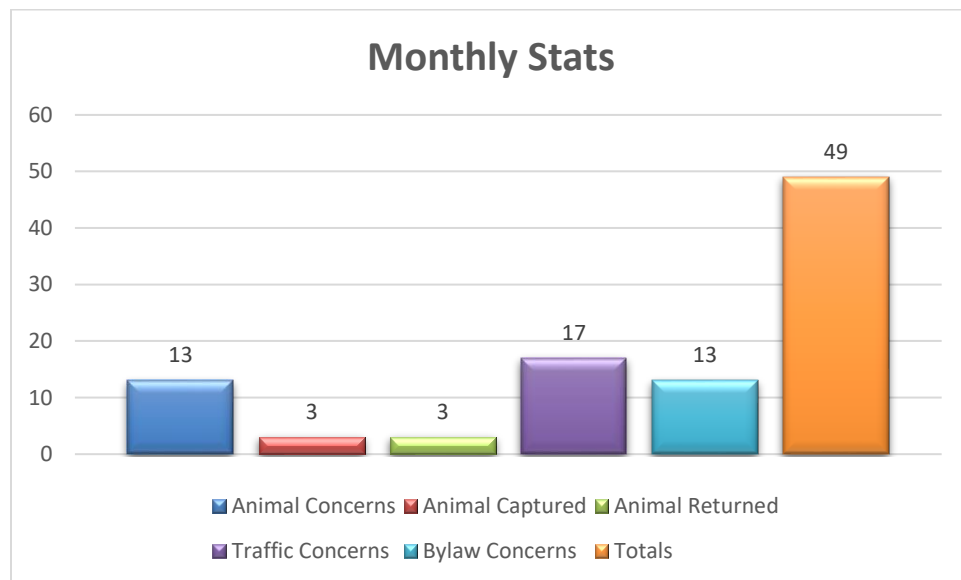
REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** April 4th, 2022

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT



Prepared by:

Jonathan Wallington
Protective Services Specialist
Date: April 1st, 2022

Reviewed By:

Travis Wright
Director, Protective Services
Date: April 1st, 2022