



AGENDA

PUBLIC INPUT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DECLARATION OF INTEREST

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- a. Regular Meeting of Council, May 25th, 2023 – page 3-7
- b. Regular Meeting of Council, May 30th, 2023 – page 8-11

6. INFORMATION ONLY

- Monthly Policing Report for May 2023 – page 12-16

7. ADMINISTRATIVE ENQUIRIES

8. NEW BUSINESS

- a. Public Works Monthly Report for May – page 17-24
- b. Tourism and Economic Development Report for May – page 25-29
- c. Emergency Services Monthly Report for May – page 30-34
- d. Municipal Enforcement Monthly Report for May – page 35-38
- e. Industrial Drive Phase II Tender – page 39-40
- f. Q1 Capital Reporting – page 41-46
- g. Q1 Unaudited consolidation Statement of Operations – page 47-48
- h. Recreation Asset Disposal Report – page 49-51
- i. Development Fees Report – page 52-62

9. NOTICE OF MOTIONS

10. BYLAW

- a. Bylaw 2452 – Fees and Charges Amendment – First and Second Reading – page 63-66

11. IN CAMERA

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

12. ADJOURNMENT



**TOWN OF HAY RIVER
REGULAR MEETING OF THE COUNCIL
May 25, 2023 @ 6:31pm**

Kandis Jameson- Mayor

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- Remove item number 6, Pine Point delegation from the agenda.
- Add 9i development appeal board appointment to the agenda.
- Moved by Brian Willows
- Seconded by Karen Wall
- All in favour

3. DECLARATION OF INTEREST

- Kandis Jameson- Mayor declared interest for item number 9h and 11a.

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

- Kandis Jameson- Mayor
 - Welcomes residents back into the community.
- Keith Dohey
 - Thanks everyone that made the re-entry possible.

5. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- a. Regular Meeting of Council, March 20th, 2023 – page 2-6
 - Moved by Keith Dohey
 - Seconded by Karen Wall
 - All in favour

6. DELEGATION

- ~~• Pine Point Mining – Veronica Chisholm and Darrell Martindale~~
- Removed from the agenda.

7. INFORMATION ONLY

- Monthly Policing Report for March 2023 – page 7-12

8. ADMINISTRATIVE ENQUIRIES

- Glenn Smith- Senior Administrative Officer
 - Administration will be working on formal recognition after the evacuation alert has been lifted.
 - Thanks council on behalf of administration for their guidance and support.
 - The reopening plan was executed yesterday.



- Still to be determined on when individuals with special needs will be able to return to the community.
 - Notice from ECC that the fire status has been changed to held.
 - Will be sending information to residents about fire smarting.
 - Town office opened at 1pm today with limited services.
 - The recreation centre is open.
 - Public Works is working hard to restore sewer services.
- Abena Nyarko- Director of Finance
 - Working with MACA to obtain funding for some of the expenses incurred during the wildfire.
 - Office is open with limited services until Monday when staff can return.
 - The Finance team will be working hard to catch up on work that was missed during the evacuation period.
- Patrick Bergen- Assistant Senior Administrative Officer
 - One of the benefits of the evacuation is that it enabled the Town to stress test the communication methods.
 - The number of views of the Town's page on Facebook was 23,000 on the highest day and an average of 10,000 per day. A third of the viewers were from Hay River and media outlets used the information that was posted by the Town.
 - The website averaged 2,200 page views per day.
 - There were 1,830 views on YouTube. 89 percent of traffic to YouTube was from Facebook. The downside was that the live system was overwhelmed.
 - We learned how to communicate efficiently with the municipality and externally.
 - Communication will be reduced going forward and will focus on proactive measures that residents can take to be safer.
 - Has a number grant reports due and the DMAF funding for the airport road.
 - Assessing options available from the CMHC housing accelerator fund.
- Brad Harrison- Director of Public Works
 - The focus for the week will be prepping the systems for the return of the public.
 - Servicing and restoring equipment used during the wildfire.
 - Working on asset protection from wildfire with the use of sprinklers and other equipment.
 - Will be prepping for the Town clean up. The date hasn't been determined.
 - Working on the final stages of tendering Industrial Drive and will provide an update at the next council meeting.
- Glenn Smith- Senior Administrative Officer
 - Would like to execute a debrief on the wildfire in terms of lessons that could be learned.
 - Will continue to work with KFN on their reopening plan and how the Town can support them.
- Kandis Jameson- Mayor



- Thanked Glenn for his leadership and hard work during the evacuation.

9. NEW BUSINESS

a. Public Works Monthly Report for April – page 13-21

- Moved by Brian Willows
- Seconded by Karen Wall
- All in favour

b. Recreation Monthly Report for April – page 22-30

- Moved by Keith Dohey
- Seconded by Karen Wall
- All in favour.

c. Tourism and Economic Development Report for April – page 31-35

- Moved by Robert Bouchard
- Seconded by Keith Dohey
- All in favour

d. Emergency Services Monthly Report for April – page 36-40

- Moved by Karen Wall
- Seconded by Keith Dohey
- All in favour

e. Municipal Enforcement Monthly Report for April – page 41-44

- Moved by Brian Willows
- Seconded by Karen Wall
- All in favour

f. Letter of Support for Hay River Youth Centre– page 45-46

- Moved by Keith Dohey
- Seconded by Karen Wall Brian Willows
- All in favour

g. DMAF Funding Grant Application – page 47-48

- Moved by Keith Dohey
- Seconded by Robert Bouchard
- All in favour

h. Waste Facility Fees and Charges Update – page 49-62

- Kandis Jameson left the room.
- Request for motion was read by Keith Dohey



- Moved by Brian Willows
- Seconded by Karen Wall
- Robert Bouchard
 - Understands where the Town would like to go with the charges in terms of cost recovery.
 - Thinks that a phased in approach should be used to avoid sticker shock.
 - Concerned that residents may chose to dispose their garbage in undesignated areas around Town.
- Keith Dohey
 - The charges have been amended to apply a phased-in approach.
 - Customers will be charged 70% and the remaining 30% will be spread over the next two years.
- Glenn Smith
 - Rates were adjusted to reflect concerns of sticker shock and to ensure that it wouldn't have a big impact on the budget for 2023.
 - It will be up to the contractors to determine the rates. The Town doesn't regulate that.
 - At the end of the day it's more reflective of the landfill costs.
- Robert Bouchard
 - Would it be possible to decrease some of the rates if costs are reduced?
- Glenn Smith
 - There are lots of ways of reducing costs in the landfill such as conservation, recycling and accessing third party funding.
 - The cost of the new landfill is pending and funding still needs to be determined.
 - The charges can be reduced if it turns out that too many revenues are being generated.
- Keith Dohey
 - Charges will ultimately be passed down to customers.

Keith Dohey

- For those on the phone, can it be assumed that a non-answer is approval?
- Linda Duford
 - Yes

i. Development Appeal Board Appointment – page 63-64

- Kandis Jameson returned to the room to request the motion.
- Moved by Robert Bouchard
- Seconded by Keith Dohey
- All in favour

10. NOTICE OF MOTIONS



- Excuse councilor Chambers from meeting
 - Moved by Keith Dohey
 - Seconded by Karen Wall
 - All in favour

11. BYLAW

a. Bylaw 2332/PWS/23 – Solid Waste Management Bylaw – Third Reading – page 65-90

- Kandis Jameson left the room.
- Request for motion was read by Keith Dohey
- Moved by Brian Willows
- Seconded by Robert Bouchard
- All in favour

b. Bylaw 2450 – Fees and Charges Amendment – Third Reading – page 91-104

- Kandis Jameson returned to the room.
- Glenn Smith- Senior Administrative Officer
 - Noted that the bylaw includes tipping fees so there may be a conflict of interest with the mayor.
- Kandis Jameson left the room.
- Request for motion was read by Keith Dohey
- Moved by Brian Willows
- Seconded by Karen Wall
- All in favour

c. Bylaw 2451 – Taxation 2023 Bylaw – First and Second Reading – page 105-107

- Kandis Jameson returned to the room and requested the motion.
- 1st Reading
 - Moved by Keith Dohey
 - Seconded by Brian Willows
 - All in favour
- 2nd Reading
 - Moved by Keith Dohey
 - Seconded by Brian Willows
 - All in favour

12. IN CAMERA

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

- Moved by Brian Willows
- Seconded by Robert Bouchard
- Out of in camera at 7:15pm



- Moved by Keith Dohey
- Seconded by Bouchard

13. ADJOURNMENT

- Regular meeting adjourned at 7:16pm
- Brian Willows



**TOWN OF HAY RIVER
REGULAR MEETING OF THE COUNCIL
May 30, 2023 @ 6:32pm**

Kandis Jameson- Mayor

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- Delete item 9, there are no items to discuss in camera.
- Adoption of amended agenda
 - Moved by Linda Duford
 - Seconded by Jeff Gronewegen
 - All in favour.

3. DECLARATION OF INTEREST

- none

4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS

- Linda Duford
 - Wanted to thank everyone on the Council, Administration and the Mayor for the work done during the evacuation.
 - She evacuated to Enterprise and the highlight of her day was the announcements issued on Facebook. She wanted to commend the team on the great job that was done with the communication of what was going on in the community.

5. ADMINISTRATIVE ENQUIRIES

- Glenn Smith- Senior Administrative Officer
 - Coming out of the focus on the wildfire and the evacuation. The focus now is on supporting KFN.
- Abena Nyarko- Director of Finance
 - Working on getting the mill rates entered into the system so that property tax bills can be mailed on Thursday.
 - There are also many payments that are being processed to vendors this week due to the delays from the wildfire.
- Travis Wright- Director of Protective Services
 - Apologized for not having statistics available for the meeting.
 - Focused on trying to get everything back in order.
 - Still getting briefings on where things are with ECC.
 - Straitening all the hours that were worked during the emergency.
 - Working on servicing equipment and completing invoices.



- The fire department will be supporting Health as they get patients back into the community.
- Glenn Smith- Senior Administrative Officer
 - Still working on fire smarting on Riverview Drive and Frasier Place area.
 - The Town is promoting fire smarting to residents and will be sending out materials to residents on what that looks like.
 - Curbside pickup will start next week on Monday and will be a good opportunity for residents to pick up debris around their homes.
 - The Town has completed some work in the landfill, covering and diverting shredded tires.
 - Working on funding applications to United Way and MACA to recover some of the costs with the support from the Director of Finance and others.
 - Supporting funding applications for nonprofit groups such as Hay River Senior's society, Animal Welfare Society, and the Friendship Centre to help support evacuee costs.
 - Working on recognition for staff, community, business, and government agencies for their support during the evacuation on behalf of administration and Council.
 - Hopeful that the Town may be able to lift the evacuation order later this week.
 - The Town has supported KFN by donating Doug Wilderman Hall as temporary office space. The Town is participating in meetings with them to find other ways to support.
 - Still working through the negotiation for the long-term care facility MOU.
 - The Director of Finance will be setting up a finance committee meeting next week to review Q1 statements, industrial drive tender and proposed changes to building and development fees.
 - NHC engineering firm is in town to support the DMAF application for flood mitigation on Cranberry Crescent and Saskatoon Drive area. The project is being funded by MACA.
 - Will be conducting interviews this week with the housing development coordinator candidates.
 - Will be taking some personal leave starting tomorrow until next Wednesday. DOF will be acting, and ASAO will be working remotely during that time.

6. NEW BUSINESS

- none

7. NOTICE OF MOTIONS

- none

8. BYLAW

- a. Bylaw 2451 – Taxation 2023 Bylaw – Third Reading – page 2-3



- Moved by Brian Willows
- Second by Deputy Mayor Keith Dohey.
- Keith Dohey
 - What would the operation impact be if the deadline was extended to 90 days in consideration of the evacuation?
 - Glenn Smith- Senior Administrative Officer
 - The first and second reading of the bylaw was for 60 days, which is the standard for taxation. In recent years, Council decided to extend to 90 days due to the flood and COVID. Some of the things to consider are that as the Town is doing more work, there is more pressure on the cashflow to support capital projects. We can manage it for now but would be good to get residents on a regular schedule.
 - The Administration is prepared to support the extension of the deadline to 90 days if the Council deems it appropriate.
 - Kandis Jameson- Mayor
 - How do we change this procedurally if Council decided to extend the deadline to 90 days?
 - Glenn Smith- Senior Administrative Officer
 - The council would amend it by requesting that clause 5 be changed to 90 days and approved through the 3rd reading.
 - Kandis Jameson- Mayor
 - Is everyone okay with that?
 - Other Councilors approved.
- Council Willows
 - Requested to amended the 3rd reading of bylaw 2451 Taxation to change item 5 to 90 days of the mailing date.
- All in favour

~~9. IN CAMERA~~

~~a. Matters under Consideration pursuant to Cities, Towns & Villages Act, S.N.W.T.~~

~~○ 22, Section 23. (3), (e)~~

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13. ADJOURNMENT

- Moved by Brian Willows
- Regular meeting adjourned at 6:47pm

Participants

Abena Nyarko- Director of Finance

Brian Willows – Councilor



Emily Chambers- Councilor

Glenn Smith- Senior Administrative Officer

Karen Wall- Councilor

Keith Dohey- Deputy Mayor

Linda Duford- Councilor

Jeff Gronewegen- Councilor

Robert Bouchard-Councilor

Travis Wright- Director of Protective Services

Canada



**MONTHLY
POLICING REPORT**

May 2023

Hay River Detachment

“G” Division

Northwest Territories

Town of Hay River



Royal Canadian Mounted Police Gendarmerie royale du Canada

The Hay River Detachment responded to a total of 272 calls for service during the month of May 2023. 228 of them were within the Town of Hay River.

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

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

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

Throughout the year Sgt UNGER will follow up with Mayor JAMESON and Council as the year progresses to ensure that these priorities are being actioned and ascertain if any change in approaches are required by the Hay River RCMP detachment. The Community consultation helps shape current and future Hay River Detachment annual performance plan priorities.

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

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

Some of May’s community and partner engagement included the following;

Hay River RCMP members including Sgt UNGER, Cst MEYER, and Cst PINKSEN with Traffic Services attended the walk for Murdered and Missing Indigenous Women around Hay River Town center.

Cst MEYER, Cst FEENEY, and S/Cst GROENEWEGEN attended all the schools and participated in activities with our youth.

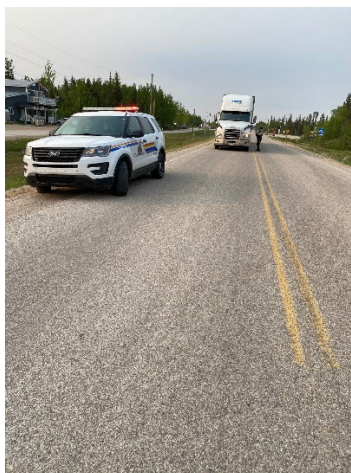
A significant part of May was working with the Town of Hay River during the wildfire evacuations and ensuring citizens safety, followed by the security of people’s property.

With the warm Summer weather members are trying to be more visible and conducting wider and longer foot patrols throughout the town core and various town buildings including the Library, Rec-Centre, and other public venues.



2 - This month the detachment addressed Traffic - Safety by:

Hay River RCMP continues its initiative to perform vehicle roadside stops. Hay River RCMP members participated in National Impaired Driving Enforcement Day, a day to reduce impaired driving. Due to the wildfire evacuation members conducted check stops on Hwy 5, 2, and 1. The May Long Weekend leads into the RCMP's operation Road Safety week which followed the return of residents to Hay River. During Road Safety Week members issued 8 Summary Offence tickets and laid two impaired operation related charges. In total for May the RCMP issued a total of 25 Summary Offence Tickets (SOTI). The total number of charges related to Impaired Driving in May, two motorists were charged for failing or refusing to comply with a breath demand, and one was charged for Operation while impaired.



3 - This month the detachment addressed Harm Reduction by:

To address what causes the greatest harm in the Hay River RCMP detachment area, a Habitual Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols, including 11 foot patrols in Rowe's trailer park and 63 more in the down town area, including the arena will continue to detect and deter ill behavior.

The Hay River RCMP continue to ask the public's support in providing information that will help battle the sale and distribution of illegal narcotics in our communities. Due to the wildfire and subsequent evacuations, there was not a significant RCMP impact on the illicit distribution of narcotics in the community in May.

Of the 32 prisoners lodged in cells at the Hay River RCMP Detachment, 29 of them were arrested in the town of Hay River.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	13	109	21	316
Sexual Offences	2	11	3	30
Break and Enters (Residence & Business)	6	17	4	83
Theft of Motor Vehicle	2	9	2	18
Theft Under \$ 5000.00	7	49	9	129
Theft Over \$ 5000.00	0	0	0	6
Drugs (Possession)	0	2	0	8
Drugs (Trafficking)	4	24	9	78
Liquor Act	12	48	32	242
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	52	262	44	692
Causing a Disturbance	11	84	9	192
Mischief - damage to property	11	26	5	59
Mischief - obstruct enjoyment	30	152	30	441
Impaired Driving	5	37	7	142
Other Complaints	78	342	70	1048
Total Violations	181	910	201	2792

Total Calls for service 229

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	0	14	2	59
Victim Services Referral - Declined	20	109	16	282
Victim Services - Proactive Referral	0	6	2	35
Victim Services - Not Available	0	0	0	1
Restorative Justice Referrals	3	5	1	7
Emergency Protection Orders (Detachment Initiated)	1	2	0	0
ODARA Reports	0	0	0	0
Prisoners Held	29	216	15	300
Prisoners Escorted	0	1	4	15
Prisoners Held non-PROS Agency	0	0	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	8	8	0	0

Sgt Philip M. UNGER
Detachment Commander, Hay River RCMP



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 12, 2023

SUBJECT: Public Works Monthly Report for May 2023

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for May 2023 as presented.

BACKGROUND:

Capital Projects 2023:

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

- Sundog Subdivision
 - Design Complete. MOU discussions with the GNWT are ongoing.
- Fire Hall/Town Hall Demolition
 - Abatement work to begin late June.
- Keith Broadhead Ballpark Upgrade
 - Construction is nearing completion. Final material placement is underway.
- Fraser Place Subdivision
 - 2023 summer construction was delayed by the forest fire emergency. Working on rescheduling now.
- Airport Road Upgrade
 - MACA funded hydraulic analysis site visit completed. Working with consultant to complete report to support DMAF funding application
- Industrial Drive Paving
 - Tender closed on May 10, with one submission received. Contract award recommendation to council on June 13.
- Landfill New Weigh Scale
 - Installation work ongoing.

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Solid Waste Facility Operations:

- Negotiations with solid waste collection proponent - Ongoing
- Regular operations and maintenance activities – Ongoing
- Scale installation – Ongoing
- Community Cleanup – Ongoing
- Placement of cover material for maintenance and fire smarting – **Complete**



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 12, 2023

SUBJECT: Public Works Monthly Report for May 2023

Water License Activities:

- Regular monitoring programs - Ongoing
- Annual Report – Comments received, responses submitted
- Post-Fire Monitoring Study V2 – Received comments, working on reply
- Biennial Geotechnical Inspection (Lagoon) – Scheduled June 13

Public Works Daily Operations and Completed Work Orders

Water and Sewer:

- Month end reads – **Complete**
- Water meter reads – **Complete**
- Flushed all lines following evacuation – **Complete**
- Inspection of lagoon and testing sites – **Complete**
- Planning for lagoon de-sludging tender - Ongoing
- Sampling and water reporting – Ongoing
- Daily inspections of Lift Stations, WTP and Reservoir – Ongoing

Roads and Ditches

- Spot treatment of gravel in various road locations - **Complete**
- Pothole patching with cold patch various locations – Ongoing
- Grading roads as required – Ongoing

Equipment Maintenance

- Serviced and return NTPC supplied emergency pumps and sprinkler kits – **Complete**
- Serviced Units #1 and #27 – **Complete**
- Replaced unit front wheel bearing Unit #27 – **Complete**
- Case Loader Cylinder Repair – Ongoing
- Passenger Truck servicing – Ongoing

Facilities Management / Miscellaneous

- All crews assisting with various duties during fire emergency – **Complete**
- Yard cleanup and sorting of equipment and materials Town Garage – **Complete**
- Boiler Inspection Services Contract – **Complete**

Land Development & Administration

- Update to permit fees and charges bylaw - Ongoing
- Various building inspections – Ongoing



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 12, 2023

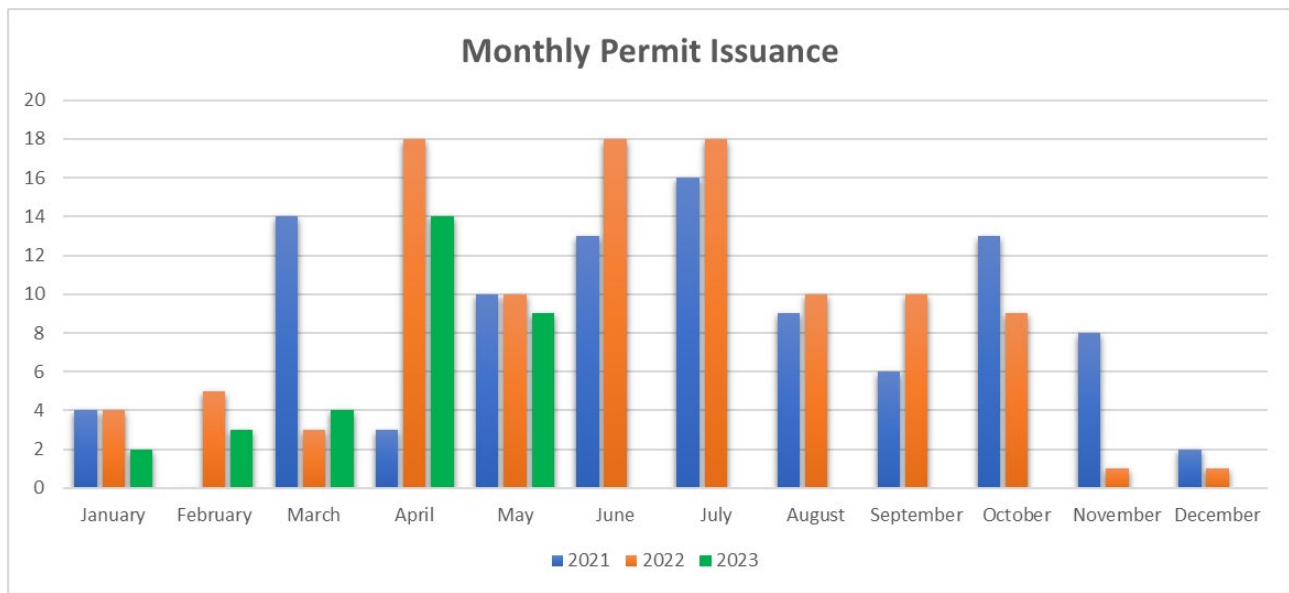
SUBJECT: Public Works Monthly Report for May 2023

Development Permits

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

DATE	DEV #	CIVIC ADDRESS	DESC. OF WORK
May 2, 2023	D23-023	27 Lakeshore Dr	Single Family Replacement
May 2, 2023	D23-024	10 Woodland Dr	Business License
May 2, 2023	D23-025	30 Wright Cr	Business License
May 3, 2023	D23-027	48015 Mackenzie Hwy	Wood Fencing
May 5, 2023	D23-028	71 McBryan Dr	Shed/Storage
May 8, 2023	D23-029	4-102 St	New Residence
May 10, 2023	D23-030	17 Beaver Cr	Business License
May 12, 2023	D23-031	12 Pine Cres	Business License
May 31, 2023	B23-007	41033 Mackenzie Hwy	Single Family Dwelling

- Updated monthly totals by year as follows:





REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 12, 2023

SUBJECT: Public Works Monthly Report for May 2023

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Project Status Update Spreadsheet May 2023

Prepared by:
Bradley Harrison
May 5, 2023

Reviewed by:

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Administration	Computer Equipment Replacement Program	Order has been placed for 2023 replacements	January 1, 2023	December 31, 2023	Procurement	70%
Administration	Debt Service Community Center - CPI and Donation Portion	Ongoing repayment for Community Center	January 1, 2023	December 31, 2023	Procurement	15%
Administration	Vendor EFT Implementation	Scoping to begin in April	April 1, 2023	December 31, 2023	Scoping	0%
Recreation	Aquatic Centre small MAU retrofit project	Working on funding application	TBD	TBD	Scoping	5%
Recreation	Bob McMeekin Park Enhancements	Contract for Phase 2 awarded. Materials have been ordered.	April 1, 2023	September 1, 2023	Construction	75%
Recreation	Children's Activity Centre Equipment	Tender to be issued in Q2	June 1, 2023	November 1, 2023	Scoping	5%
Recreation	Community Centre Security Cameras	Tender to be issued in Q2	June 1, 2023	November 1, 2023	Scoping	5%
Recreation	Dog park	Working on funding application	TBD	TBD	Scoping	5%
Recreation	Don Wright Park Revitalization	Working on funding application	TBD	TBD	Scoping	5%
Recreation	Downtown Beautification and Accessibility Project	Crosswalk lights have been received and tendering is underway for installation	June 1, 2023	August 1, 2023	Procurement	50%
Recreation	Golf and ski club building retrofits project	Funding from AEA confirmed 50/50 spit with the club members completing the work	June 1, 2023	October 1, 2023	Scoping	5%
Recreation	Hay River Golf Course - Golf Green Replacements	Working on funding application	TBD	TBD	Scoping	5%
Recreation	Ice Resurfacers	Working on funding application. Some funding received from Polar Pond Hockey.	TBD	TBD	Scoping	5%
Recreation	Keith Broadhead Field Replacement - Flood	Construction ongoing, nearing completion	June 1, 2023	July 1, 2023	Construction	95%
Recreation	Ray Benoit Rink Replacement (Multi Sport Surface)	Developing options analysis for surface (concrete, asphalt). Working with local companies for support during construction.	June 1, 2023	October 1, 2023	Scoping	5%
Recreation	Replace Playground Fall Zones	Working on funding application	TBD	TBD	Scoping	5%
Recreation	Riding Mower Replacements	Equipment ordered	March 1, 2023	July 1, 2023	Procurement	15%
Recreation	Skatepark Upgrades	Skate park committee is taking the lead in design and procurement	January 1, 2023	October 1, 2023	Design	15%

Recreation	Small Capital Program - Aquatics	Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Small Capital Program - Facilities and Parks	Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Small Capital Program - Programming	Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Vale Island Multi-Use Recreation Area	Project charter being updated	February 1, 2023	October 1, 2023	Design	10%
Tourism and Economic Development	Small Capital Program - Tourism and Economic Development	Ongoing	January 1, 2023	December 31, 2023	Scoping	5%
Tourism and Economic Development	VIC Septic Tank Replacement	Scoping underway, construction to take place in a tourism shoulder season	February 1, 2023	November 1, 2023	Scoping	5%
Tourism and Economic Development	Visitor Information Wayfinder Signage Development	Procurement underway for signs, with installation to occur in summer 2023	January 1, 2023	October 1, 2023	Procurement	10%
Land Development	Aspen Heights Subdivision Development	Work to begin following Sundog design	April 1, 2023	September 1, 2023	Design	5%
Land Development	Fraser Place Subdivision Development	Work underway for utility installation with NUL. Planning underway for 2023 summer construction	February 1, 2023	November 1, 2023	Construction	40%
Land Development	Sundog Subdivision Development	Design Complete	January 1, 2023	March 31, 2023	Design	100%
Transportation and Public Works - Roads	553 - Pine Crescent Upgrades	Design only this year. Will begin following Sundog design	April 1, 2023	September 1, 2023	Design	5%
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan	Review of requirements ongoing	April 1, 2023	July 1, 2023	Scoping	5%
Transportation and Public Works - Roads	Airport Road Repair and Upgrade	Site visit completed for hydraulic analysis. Waiting on report	June 1, 2023	July 15, 2023	Scoping	15%
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement	Carry over from 2022. Work on deficiencies has begun	June 1, 2023	September 1, 2023	Construction	90%
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks	Carry over from 2022. Work on deficiencies has begun	June 1, 2023	September 1, 2023	Construction	95%
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground	Contract award ongoing	June 1, 2023	September 1, 2023	Construction	30%
Transportation and Public Works - Roads	Paradise Road Repair and Replacement	Seeding and vegetation erosion mitigation to occur this summer	June 1, 2023	July 1, 2023	Construction	90%
Transportation and Public Works - Roads	Riverview Drive Upgrades	Carry over from 2022. Deficient items will be completed in summer 2023	July 1, 2023	August 1, 2023	Construction	90%
Transportation and Public Works - Other	Asset Management System Implementation	Software has been selected, currently negotiating contract. Rec department assets to be completed first	January 1, 2022	December 31, 2024	Construction	25%
Transportation and Public Works - Other	Biomass District Heating System	Study complete. Planning of next steps ongoing	September 1, 2022	January 1, 2023	Complete	95%

Transportation and Public Works - Other	Delancey Estates Drainage Enhancements	Project Cancelled	May 1, 2023	N/A	Scoping	100%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	Abatement work to begin late June	February 1, 2023	September 1, 2023	Procurement	15%
Transportation and Public Works - Other	Hazardous Waste Removal	Working with MACA on scheduling for removal	June 1, 2023	August 1, 2023	Construction	15%
Transportation and Public Works - Other	Hearse Replacement	Reviewing requirement	TBD	TBD	Scoping	5%
Transportation and Public Works - Other	Industrial Area Drainage	Construction to occur this summer based on the recommendations problematic areas	April 1, 2023	August 1, 2023	Scoping	10%
Transportation and Public Works - Other	Infrastructure Planning and Studies	Ongoing work throughout 2023	January 1, 2023	December 31, 2023	Scoping	5%
Transportation and Public Works - Other	Lift station 1 Flood Mitigation Evaluation	Review of options analysis study underway. Will bring recommendation to council	January 1, 2023	July 1, 2023	Scoping	40%
Transportation and Public Works - Other	Lift station 1 Repair and Replacement	Waiting on recommendations from the options analysis. Selected option will drive the scope and schedule of the project	TBD	TBD	Construction	5%
Transportation and Public Works - Other	Miron Storm Outlets Improvements	Historical issues and photos reviewed. Planning ongoing with design and construction to begin in mid June	April 1, 2023	August 1, 2023	Scoping	15%
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades	Inventory and inspection of all locations to occur this summer. Planning for the multi-year upgrade and this years construction to occur following inspection	June 1, 2023	September 1, 2023	Scoping	5%
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)	Study and recommendations complete. Will bring recommendation to council	January 1, 2023	July 1, 2023	Scoping	70%
Transportation and Public Works - Other	New Town Hall	TOHR has submitted comments to design consultant. Consultant will submit concepts and costing.	July 1, 2022	December 31, 2023	Scoping	15%
Transportation and Public Works - Other	New Weigh Scale at Landfill	Installation ongoing	June 1, 2023	July 1, 2023	Construction	50%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations	Ongoing work throughout 2023	January 1, 2023	December 31, 2023	Procurement	0%
Transportation and Public Works - Other	Sander	Currently reviewing requirement, and specification for new unit	January 1, 2023	October 1, 2023	Scoping	5%
Transportation and Public Works - Other	Shoreline Flood Mitigation	Consultation with local IGO's complete. Design finalization underway.	January 1, 2023	October 1, 2023	Scoping	10%
Transportation and Public Works - Other	Storm Backflow Flood Valves	Inventory and inspection of all locations to occur this summer. Planning for the multi-year upgrade and this years construction to occur following inspection	April 1, 2023	July 1, 2023	Scoping	5%
Transportation and Public Works - Other	Tire Recycling Program	Ongoing work throughout 2023	January 1, 2023	October 1, 2023	Construction	80%
Transportation and Public Works - Other	Vale Island Truck Fill Station Tank Replacement	Procurement underway to award tank manufacturing contract	January 1, 2023	July 1, 2023	Procurement	20%
Transportation and Public Works - Other	Vale Island Truck Potable Water Study	Review to occur during summer 2023	June 1, 2023	November 1, 2023	Scoping	5%

Transportation and Public Works - Other	Vale Island/West Channel Drainage	Construction to occur this summer based on spring inspections	April 1, 2023	August 1, 2023	Scoping	5%
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design	Design ongoing. Geotechnical investigation to be undertaken in June	July 1, 2022	September 1, 2023	Design	40%
Protective Services	AED Replacement	Working through specification will place order early Q2	June 1, 2023	November 1, 2023	Scoping	5%
Protective Services	Bylaw Truck Replacement	Working on funding application for potential EV options for vehicle	June 1, 2023	December 1, 2023	Design	15%
Protective Services	Drone for Flood Monitoring	Project Complete	March 1, 2023	May 1, 2023	Scoping	100%
Protective Services	Heavy Rescue Truck Replacement	Working on specifications for unit	June 1, 2023	TDB	Design	5%
Protective Services	Sparky Mascot	Will place order later in year	July 1, 2023	December 31, 2023	Scoping	0%



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 13, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

RECOMMENDATION:

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

BACKGROUND:

Tourism & Economic Development Activity:

- The National Indigenous Peoples day has been planned in partnership with Soaring Eagle and Hay River Metis Council. The Town of Hay River will provide ice surface, workers for game stations and craft tables, a Red Runner for the fashion show, music, power for the deep fryer, and set up for the fish fry. The Metis Council will check if they can sponsor 1000 pieces of fish, while Soaring Eagle staff will handle the fish fry, fashion show, door prize donations, crafts, demonstrations, decorations, and bouncy houses. A schedule will be publicly released shortly.
- The Tourism Coordinator and students will be completing some maintenance and upgrades to the Visitor Information Centre this summer.
- The South Slave partnership is asking South Slave residents to submit Logo's for our South Slave Catch the Wave Campaign and Kindness Campaign.
- A new program is being put in place where aspiring guides can register under the Visitor Centre to offer community tours that provide visitors with culture, tradition, and nature tours. The initiative not only benefits entrepreneurs by providing a low-cost entry into the tourism industry but also recognizes the importance of Indigenous people, residents, and local history. Guides can offer various activities, including bus tours, cultural walks, outdoor excursions, drumming ceremonies, and kayaking trips. To participate, guides must complete a hospitality course and may need additional certifications based on the nature of their tours. The Visitor Centre will share the guide's contact information with interested visitors, who can then arrange tours directly with the guide. Guides will be responsible for collecting payment and submitting monthly reports to the Visitor Centre.
- Donated Birch trees from the GNWT are available at the Visitor Information Centre for citizens to pick-up for free.

Upcoming Events/Contests:

- National Indigenous Peoples – Wednesday, June 21, 2023
- Canada Day Festivities – Saturday, July 1, 2023
- Fisherman's Wharf Opening – Saturday June 17, 2023



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 13, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

- NWTAC AGM Rescheduled to February or March of 2024

Tourism Projects:

The remaining project activities are as follows:

- The Hay River Tourism Website handoff from the consultant will happen this week. The town was successful in getting a grant for the social media launch.
- With respect to the capital budgeted items, the septic tank and furnace will be replaced this summer.
- The Way Finder Signage project includes the traffic presented to Council at a previous meeting. The sign manufacturer has completed the original design work. The next step is to confirm locations and make an application to the NWT to allow for the signage to be put in place. This process will start next week. The goal is to have the signs in place before the end of the summer.

Key Performance Indicators:

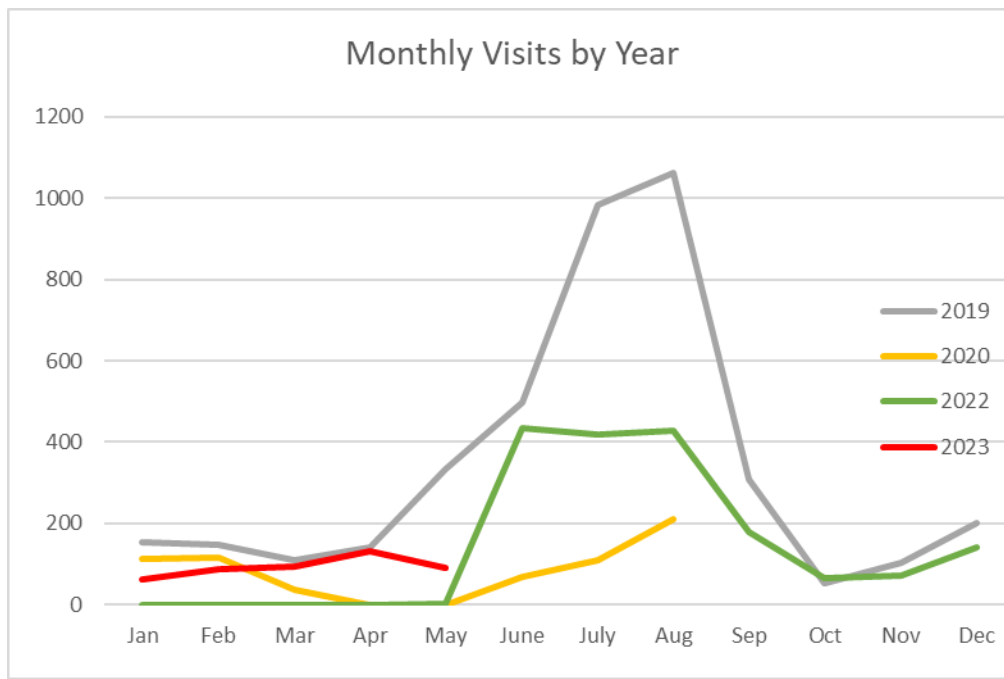
Visitor Information Centre Visitation



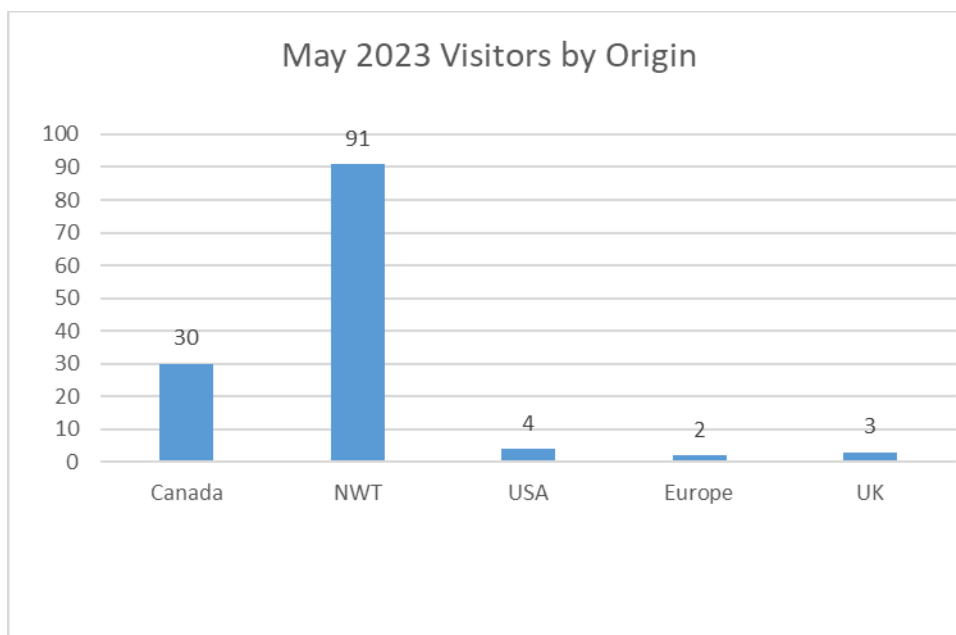
REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 13, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT



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





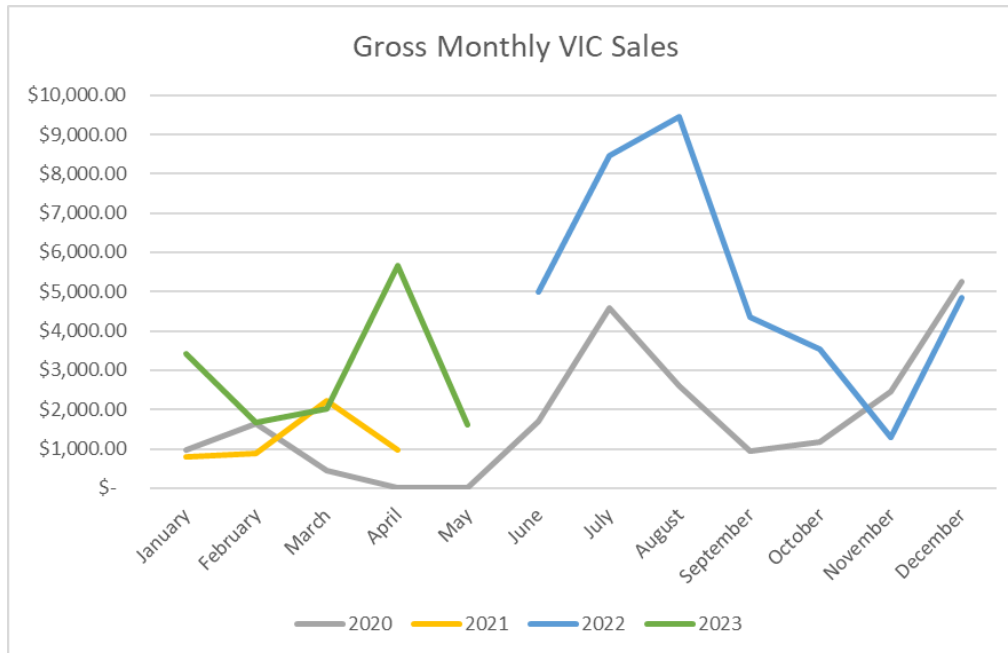
REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 13, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Gift Shop Sales

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



COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** June 13, 2023

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

ATTACHMENTS:

0

Prepared by:

Jill Morse
Tourism Coordinator
Date: June 8, 2023

Reviewed by:

Patrick Bergen
ASAO Town of Hay River
Date: June 8, 2023



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 12th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

That the Council of the Town of Hay River approves the Emergency Services Activity Report for May 2023 as presented.

BACKGROUND:

Summary:

Monthly Stat Summary	
EMS Calls	37
False Alarms	0
Fires	29
Rescue	1

Two emergency events took most of the department's effort and time in May. Break up concluded on May 2nd, ending the 24-hour monitoring of the river that had been going on since April 26th. A considerable amount of time and effort went into planning this year and monitoring during the event for changing conditions. Even though there was little risk throughout the event, and it was a clean break up that saw no flooding or damage, we were prepared.

The second event was the wildland fire on May 13th that put the entire town at risk. The conditions were very hot and dry, which would have easily supported the growth of spot fires. Winds were gusting up to 50 km blowing embers directly at the town, putting the community at high risk. This resulted in a community-wide evacuation for 11 days. The fire department conducted the evacuation of the town and also the transportation of critical patients from the hospital to the medivac in Fort Providence.

The department was tasked with structural protection and extinguishing any spot fires in town before they developed into full structure fires. The majority of the risk was seen over the first 48 hours and the department was able to scale back its response with the changing winds. The department continued to monitor the situation 24 hours a day until its conclusion and we staffed up to meet any operational assignments when risk was presented. The 23 members who stayed in town during the emergency to respond met for two briefings a day on the event and received



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 12th, 2023

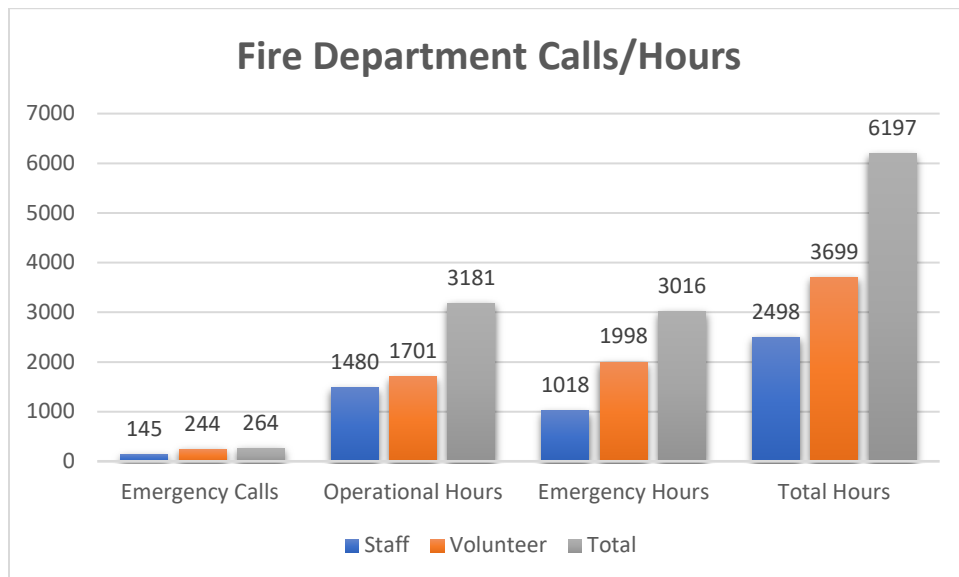
SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

any task assignments at that time. The department also assisted with structural suppression in KFN when the town of Hay River itself was not facing a threat.

There were several preventative structural protection activities identified and completed throughout the course of this event. Such as placing sprinklers on every home along the river bank to assist with structural protection if needed. The EMO also identified 5 risk areas in town and arranged for some fire-smarting actions to reduce the risk in those areas.

For special training in May, the fire department had 6 NFPA 1001 students successfully pass their first phase of practical testing. The students spent a great deal of time training for the exam, putting in 7 full days of extra training to prepare for the testing.

STATISTICS





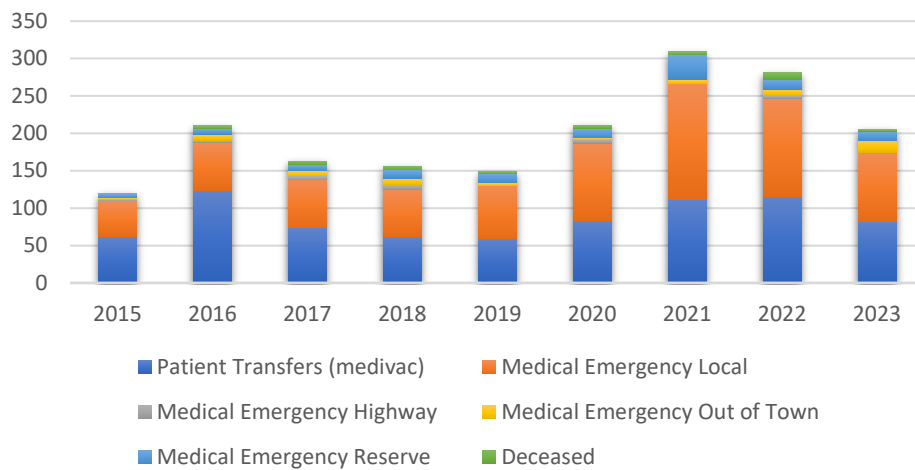
REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

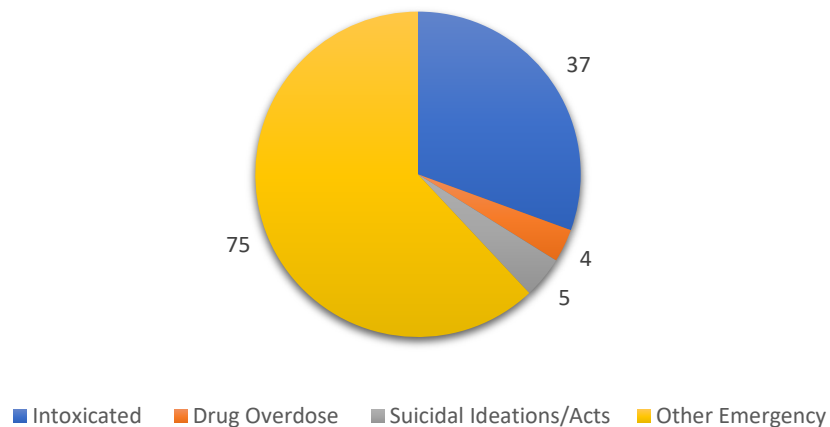
DATE: June 12th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

EMS YEAR TO DATE



Medical Emergency Type



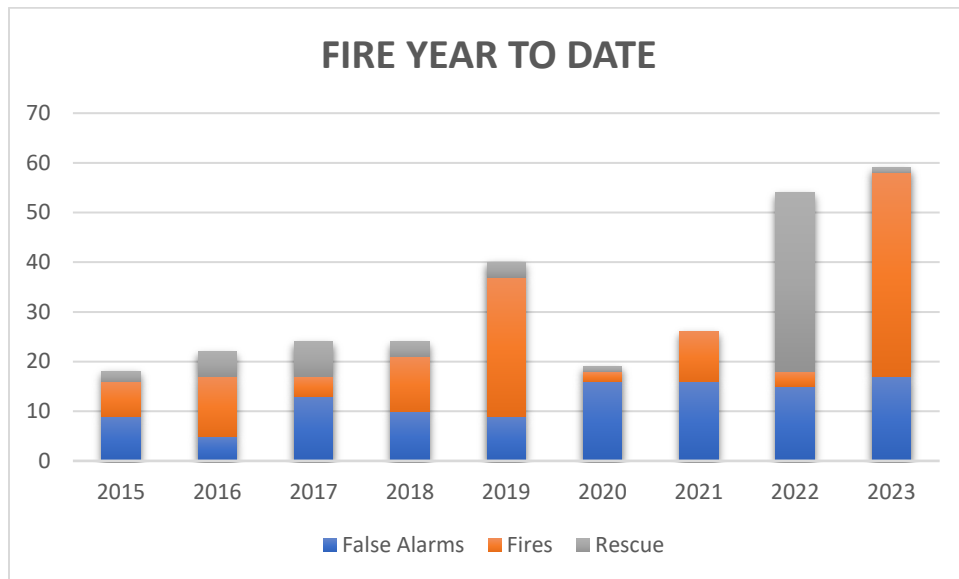


REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 12th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 12th, 2023

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

MAINTENANCE

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: June 9th, 2023

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: June 9th, 2023

REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** June 13th, 2023

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

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

BACKGROUND:

Monthly Stat Summary	
Animal Control	27
Traffic	7
Unsightly	2
Other	10

Protective Services has been continuing to ensure that vehicles, boats, and trailers are not parked for extended periods of time where they are not supposed to be. While parking can be limited, vehicles or trailers in the same spot for an extended period of time, create hazards and inconvenience for others. The majority of issues have been able to be resolved with conversations or letters. Enforcement when compliance is not being met is starting to reduce the number of occurrences from repeat offenders.

Protective Services spent a significant amount of time this month helping with the wildland fire operations during the emergency evacuation of the town. Time was spent during work hours doing a wide assortment of tasks to help support the Hay River Fire Department operations during the emergency.

Animal activity is high around town with higher volumes of calls in the evening. Engagement with Individuals that are letting animals roam free while off patrol is being done. Some evening and weekend shifts have taken place to help monitor these issues. Due to the local emergency, higher occurrences of animals running around have been identified due to dogs released during the evacuation. With higher temperatures and dry conditions, pet owners that leave their animals outside have been reminded to ensure they have proper shade, food, and water. Patrols have also been increased in areas with higher reported issues. More efficient options for capturing loose animals are currently being researched.

REPORT TO COMMITTEE



COMMITTEE: MUNICIPAL SERVICES COMMITTEE **DATE:** June 13th, 2023

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

School Safety

The Protective Services Specialist continues to monitor and patrol the school zones during peak times to ensure motorists comply with regulations to ensure the safety of school zones. Drivers are actively encouraged to drive with more caution due to increased bicycle activity.

Upcoming Goals

Suggestions for potential improvements to unsightly and traffic bylaws in addition to research and development of a loitering/public behavior bylaw are continuing to be done. Updating the 2023 Municipal Enforcement Plan is being done for council review. Updates are being made to the Unsightly Master Document, with continued engagement and planning with the owners of higher-priority unsightly properties.

Emergency Services

The Protective Services Specialist assisted in evacuating the town, monitoring, extinguishing, and preventing further fires from spreading due to the fire emergency, and helping with training and activities for the current 1001 Training program.

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: June 13th, 2023

DEPARTMENT: PROTECTIVE SERVICES

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED (NO SUBSTANTIATION)	WARNINGS (VERBAL, LETTER OR VISUAL)	FINES / ENFORCEMENT	OTHER ACTION
Animal Control Bylaw					
Animal Abuse/Welfare	15	7	1	3	4
Barking Dogs	13	5	3	0	5
Dog Attack	5	2	1	1	1
Dog Bites	2	1	0	0	1
Loose Cat/Dog	43	15	8	3	17
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	14	5	0	0	9
Business License					
No Business License	1	1	0	0	0
Operating business not as permitted	4	1	1	0	2
Traffic Bylaw					
Vehicle/Trailer Parking	38	4	12	16	6
ATV/Snow Machine	2	1	0	0	1
Fail to Stop (Sign or Light)	0	0	0	0	0
Distracted Driving	1	0	0	1	0
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	8	2	1	1	4
Speeding (School/Construct/Industrial)	1	1	0	0	0
Suspected Impaired Driver	0	0	0	0	0
Miscellaneous	5	0	1	2	2
Unightly Bylaw					
Overgrown Trees	0	0	0	0	0
Long Grass & Weeds	0	0	0	0	0
Garbage	5	0	2	1	2
Miscellaneous	6	0	3	1	2
Taxi Bylaw					
Taxi Not Available	0	0	0	0	0
No Brokerage/ Business Licence	1	0	1	0	0
Fail to carry/No Taxi/Chauffer Permit	1	0	1	0	0
Noise Abatement Bylaw					
Noise Complaint	3	0	1	2	0
Snow Removal Bylaw					
Sidewalks not cleared	120	1	106	12	1
Driveway cleared on to street / sidewalk	5	1	3	0	1
Snow being put on private property	0	0	0	0	0
Miscellaneous	0	0	0	0	0
TOTAL	303	34	140	38	45

REPORT TO COMMITTEE



COMMITTEE: **MUNICIPAL SERVICES COMMITTEE** **DATE:** June 13th, 2023

DEPARTMENT: **PROTECTIVE SERVICES**

SUBJECT: **MUNICIPAL ENFORCEMENT REPORT**

Prepared by:

Jonathan Wallington
Protective Services Specialist
Date: June 9th, 2023

Reviewed By:

Travis Wright
Director, Protective Services
Date: June 9th, 2023



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

DATE: JUNE 13, 2023

SUBJECT: TENDER AWARD FOR INDUSTRIAL DRIVE ROADWAY UPGRADES

- Reducing the Vale Island truck potable water study by \$100K
- Cancelling the Delancey Estates drainage enhancements project which had a projected cost of \$95K.
- Reducing the infrastructure planning and studies budget by \$37K

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

Net zero through reduction of other capital project budgets.

ALTERNATIVES TO RECOMMENDATIONS:

Council could choose to defer this project to the 2024 fiscal year, however there is no cost certainty associated with that deferral.

ATTACHMENTS:

N/A

Prepared by:
Ryan MacNeil
Civil Infrastructure Manager
Date: June 9, 2023

Reviewed by:
Brad Harrison
Director of Public Works
Date: June 9, 2023



REPORT TO COUNCIL

DEPARTMENT: FINANCE COMMITTEE

DATE: June 13, 2023

SUBJECT: 2023 Q1 Capital Report

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2023 Q1 capital report as recommended by the Finance Committee.

BACKGROUND:

The Capital Report will detail the costs that the Town incurred from January to March 2023 (attached). As of March 31, 2023, the Town has spent \$1.1M on capital projects.

Summary of recommended changes:

Public Works

- Industrial Drive Base Upgrade, Paving and Underground– increase of \$232K due to higher than budgeted tender pricing.
- New Weigh Scale at Landfill- increase of \$15K for the installation of the scale.
- Vale Island Truck Fill Station Tank Replacement- increase of \$50K due to higher than anticipated pricing for the tank.
- Administration recommends funding the above increases in project costs by:
- Reducing the Vale Island truck potable water study by \$100K
- Cancelling the Delancey Estates drainage enhancements project which had a projected cost of \$95K.
- Reducing the infrastructure planning and studies budget by \$52K
- Reducing the Public Works operations budget by \$50K for the patching of roads.

Administration

- 2022 Flood Response- unplanned expenditure of \$2.3K for contractor costs to complete MACA's flood reimbursement reporting.

Summary:

2023 capital budget was approved at \$14.4M. The cumulative changes result in no changes to the Town's forecasted capital spend for 2023.

COUNCIL POLICY/STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS OR STUDIES:

Financial Administration By-Law No. 2252/FIN/11Report

FINANCIAL IMPLICATIONS:

Forecast revisions to projected capital expenditures for 2023.

ALTERNATIVES TO RECOMMENDATIONS:

Not to accept recommendations.

ATTACHMENTS:

Capital Spend Report Q1 2023

Submitted by:

Abena Nyarko
Director of Finance and Administration

Reviewed by:

Glenn Smith
Senior Administrative Officer



2023 Q1 Capital Report

Department	Project Name	Q1 2023 Changes	Status Update	Project Start	Project Finish	Project Phase	% Complete
Administration	Computer Equipment Replacement Program		Order has been placed for 2023 replacements	January 1, 2023	December 31, 2023	Procurement	70%
Administration	Debt Service Community Center - CPI and Donation Portion		Ongoing repayment for Community Center	January 1, 2023	December 31, 2023	Procurement	15%
Administration	Vendor EFT Implementation		Scoping to begin in April	April 1, 2023	December 31, 2023	Scoping	0%
Recreation	Aquatic Centre small MAU retrofit project		Working on funding application	TBD	TBD	Scoping	5%
Recreation	Bob McMeekin Park Enhancements		Updating charter for Phase 2 work. Work was been awarded, kick off meeting held	April 1, 2023	September 1, 2023	Construction	75%
Recreation	Children's Activity Centre Equipment		Tender to be issued in Q2	June 1, 2023	November 1, 2023	Scoping	5%
Recreation	Community Centre Security Cameras		Tender to be issued in Q2	June 1, 2023	November 1, 2023	Scoping	5%
Recreation	Dog park		Working on funding application	TBD	TBD	Scoping	5%
Recreation	Don Wright Park Revitalization		Working on funding application	TBD	TBD	Scoping	5%
Recreation	Downtown Beautification and Accessibility Project		Crosswalk lights have been received and tendering is underway for installation	June 1, 2023	August 1, 2023	Procurement	50%
Recreation	Golf and ski club building retrofits project		Funding from AEA confirmed 50/50 spit with the club members completing the work	June 1, 2023	October 1, 2023	Scoping	5%
Recreation	Hay River Golf Course - Golf Green Replacements		Working on funding application	TBD	TBD	Scoping	5%
Recreation	Ice Resurfacer		Working on funding application. Some funding received from Polar Pond Hockey.	TBD	TBD	Scoping	5%
Recreation	Keith Broadhead Field Replacement - Flood		Construction ongoing	June 1, 2023	August 1, 2023	Construction	80%
Recreation	Ray Benoit Rink Replacement (Multi Sport Surface)		Developing options analysis for surface (concrete, asphalt). Working with local companies for support during construction.	June 1, 2023	October 1, 2023	Scoping	5%
Recreation	Replace Playground Fall Zones		Working on funding application	TBD	TBD	Scoping	5%
Recreation	Riding Mower Replacements		Equipment ordered	March 1, 2023	June 1, 2023	Procurement	5%
Recreation	Skatepark Upgrades		Skate park committee is taking the lead in design and procurement	January 1, 2023	October 1, 2023	Design	15%
Recreation	Small Capital Program - Aquatics		Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Small Capital Program - Facilities and Parks		Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Small Capital Program - Programming		Ongoing programming	January 1, 2023	December 31, 2023	Scoping	0%
Recreation	Vale Island Multi-Use Recreation Area		Project charter being updated	February 1, 2023	October 1, 2023	Design	10%
Recreation	Vale Island Multi-Use Recreation Area - Flood Mitigation						
Tourism and Economic Development	Small Capital Program - Tourism and Economic Development		Ongoing	January 1, 2023	December 31, 2023	Scoping	5%
Tourism and Economic Development	VIC Septic Tank Replacement		Scoping underway, construction to take place in a tourism shoulder season	February 1, 2023	November 1, 2023	Scoping	5%



2023 Q1 Capital Report

Department	Project Name	Q1 2023 Changes	Status Update	Project Start	Project Finish	Project Phase	% Complete
Tourism and Economic Development	Visitor Information Wayfinder Signage Development		Procurement underway for signs, with installation to occur in summer 2023	January 1, 2023	October 1, 2023	Procurement	10%
Land Development	Aspen Heights Subdivision Development		Work to begin following Sundog design	April 1, 2023	September 1, 2023	Design	5%
Land Development	Fraser Place Subdivision Development		Work underway for utility installation with NUL. Planning underway for 2023 summer construction	February 1, 2023	November 1, 2023	Construction	40%
Land Development	Sundog Subdivision Development		IFT drawings received, review ongoing	January 1, 2023	March 31, 2023	Design	95%
Transportation and Public Works - Roads	553 - Pine Crescent Upgrades		Design only this year. Will begin following Sundog design	April 1, 2023	September 1, 2023	Design	5%
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan		Review of requirements ongoing	April 1, 2023	July 1, 2023	Scoping	5%
Transportation and Public Works - Roads	Airport Road Repair and Upgrade		Working on DMAF application for funding. MACA funding a study for hydraulic analysis of the area starting end of May	TBD	TBD	Scoping	15%
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement		Carry over from 2022. Deficient items will be completed in summer 2023	June 1, 2023	September 1, 2023	Construction	90%
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks		Carry over from 2022. Deficient items will be completed in summer 2023	June 1, 2023	September 1, 2023	Construction	95%
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground	\$ 232,032	Tender has closed. Review ongoing	June 1, 2023	September 1, 2023	Construction	30%
Transportation and Public Works - Roads	Paradise Road Repair and Replacement		Seeding and vegetation erosion mitigation to occur this summer	June 1, 2023	July 1, 2023	Construction	90%
Transportation and Public Works - Roads	Riverview Drive Upgrades		Carry over from 2022. Deficient items will be completed in summer 2023	July 1, 2023	August 1, 2023	Construction	90%
Transportation and Public Works - Other	Asset Management System Implementation		Software has been selected, currently negotiating contract. Rec department assets to be completed first	January 1, 2022	December 31, 2024	Construction	25%
Transportation and Public Works - Other	Biomass District Heating System		Study complete. Planning of next steps ongoing	September 1, 2022	January 1, 2023	Complete	95%
Transportation and Public Works - Other	Delancey Estates Drainage Enhancements	-\$ 95,000	Project cancelled as a result of inspection. Land owner can improve their drainage on private property to reduce ponding.	May 1, 2023	September 1, 2023	Scoping	5%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition		Contract awarded for abatement, waiting for schedule	February 1, 2023	September 1, 2023	Procurement	15%
Transportation and Public Works - Other	Hazardous Waste Removal		Work has been awarded, construction to be completed in summer 2023	June 1, 2023	October 1, 2023	Construction	10%
Transportation and Public Works - Other	Hearse Replacement		Reviewing requirement	TBD	TBD	Scoping	5%
Transportation and Public Works - Other	Industrial Area Drainage		Review of drainage to occur during spring melt. Construction to occur this summer based on the recommendations problematic areas	April 1, 2023	August 1, 2023	Scoping	10%



2023 Q1 Capital Report

Department	Project Name	Q1 2023 Changes	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Infrastructure Planning and Studies	-\$ 52,032	Amount reduced to assist with overages elsewhere in the capital plan.	January 1, 2023	December 31, 2023	Scoping	5%
Transportation and Public Works - Other	Lift station 1 Flood Mitigation Evaluation		Review of options analysis study underway. Will bring recommendation to council	January 1, 2023	May 1, 2023	Scoping	40%
Transportation and Public Works - Other	Lift station 1 Repair and Replacement		Waiting on recommendations from the options analysis. Selected option will drive the scope and schedule of the project	TBD	TBD	Construction	5%
Transportation and Public Works - Other	Miron Storm Outlets Improvements		Historical issues and photos reviewed. Planning ongoing with some construction to occur prior to 2023 breakup	April 1, 2023	July 1, 2023	Scoping	10%
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades		Inventory and inspection of all locations to occur this summer. Planning for the multi-year upgrade, and this years construction to occur following inspection	June 1, 2023	September 1, 2023	Scoping	5%
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)		Study and recommendations complete. Will bring recommendation to council	January 1, 2023	July 1, 2023	Scoping	70%
Transportation and Public Works - Other	New Town Hall		TOHR has submitted comments to design consultant. Consultant will submit concepts and costing information by end of March	July 1, 2022	December 31, 2023	Scoping	15%
Transportation and Public Works - Other	New Weigh Scale at Landfill	\$ 15,000	Scale is on site. Design underway for installation	June 1, 2023	July 1, 2023	Construction	45%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations		Ongoing work throughout 2023	January 1, 2023	December 31, 2023	Procurement	0%
Transportation and Public Works - Other	Sander		Currently reviewing requirement, and specification for new unit	January 1, 2023	October 1, 2023	Scoping	5%
Transportation and Public Works - Other	Shoreline Flood Mitigation		Consultation with local IGO's underway. Design finalization underway.	January 1, 2023	October 1, 2023	Scoping	10%
Transportation and Public Works - Other	Storm Backflow Flood Valves		Inventory and inspection of all locations to occur this summer. Planning for the multi-year upgrade, and this years construction to occur following inspection	April 1, 2023	July 1, 2023	Scoping	5%
Transportation and Public Works - Other	Tire Recycling Program		Ongoing work throughout 2023	January 1, 2023	October 1, 2023	Construction	80%
Transportation and Public Works - Other	Vale Island Truck Fill Station Tank Replacement	\$ 50,000	Procurement underway to award tank manufacturing contract	January 1, 2023	July 1, 2023	Procurement	20%
Transportation and Public Works - Other	Vale Island Truck Potable Water Study	-\$ 100,000	Reduction in overall scope and project complexity.	June 1, 2023	November 1, 2023	Scoping	5%
Transportation and Public Works - Other	Vale Island/West Channel Drainage		Review of drainage to occur during spring melt. Construction to occur this summer based on the recommendations	April 1, 2023	August 1, 2023	Scoping	5%
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design		Design ongoing. Geotechnical investigation to be undertaken in May	July 1, 2022	September 1, 2023	Design	40%
Protective Services	AED Replacement		Working through specification will place order early Q2	June 1, 2023	November 1, 2023	Scoping	5%
Protective Services	Bylaw Truck Replacement		Working on funding application for potential EV options for vehicle	June 1, 2023	December 1, 2023	Design	15%
Protective Services	Drone for Flood Monitoring		Project Complete	March 1, 2023	May 1, 2023	Scoping	100%
Protective Services	Heavy Rescue Truck Replacement		Working on specifications for unit	June 1, 2023	TDB	Design	5%
Protective Services	Sparky Mascot		Will place order later in year	July 1, 2023	December 31, 2023	Scoping	0%
Unplanned Spending							



2023 Q1 Capital Report

Department	Project Name	Q1 2023 Changes	Status Update	Project Start	Project Finish	Project Phase	% Complete
Administration	2022 Flood Response Addition		E & S invoice for MACA flood reimbursement reporting				
	Transfer from O&M Budget	-\$ 50,000					
		-\$ 0					



REPORT TO COUNCIL

COMMITTEE: FINANCE COMMITTEE **DATE:** June 13, 2023

SUBJECT: 2023 Q1 Unaudited consolidated Statement of Operations

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2023 Q1 unaudited consolidated Statement of Operations as recommended by the Finance Committee.

BACKGROUND:

On June 7, 2023, Abena Nyarko (Director of Finance) presented unaudited consolidated Statement of Operations to the Finance Committee. At that meeting the Finance Committee recommended that the 2023 Q1 unaudited consolidated Statement of Operations be brought forward to Council for approval.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

FINANCIAL IMPLICATIONS:

Unaudited consolidated Statement of Operations are approved by Council.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2023 Unaudited consolidated Statement of Operations

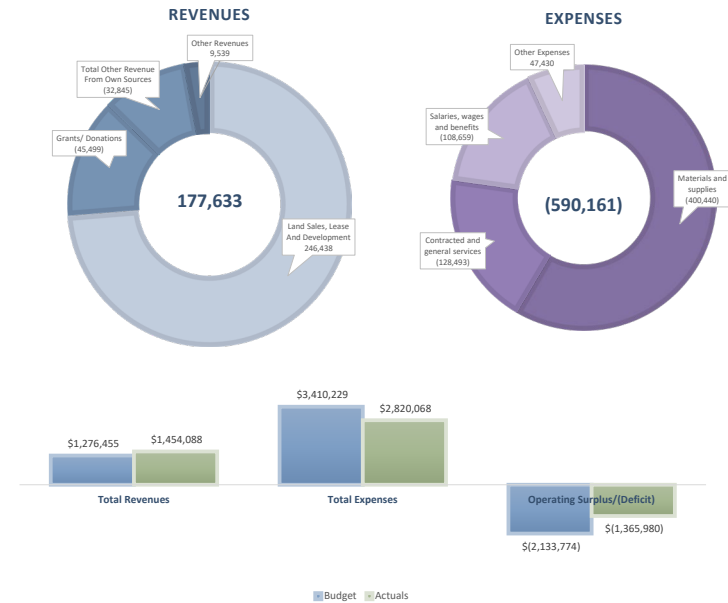
Prepared by:
Abena Nyarko
Director of Finance

Reviewed by:
Glenn Smith
Senior Administrative Officer

Consolidated Total

Jan to Mar 2023 Financial Results
(Unaudited)

	Year to Date				Full Year			
Statement of Operations	Budget	Actuals	Variance	% Variance	Budget	Forecast	Variance	% Variance
Revenues								
Total Property Taxes	(3,126)	(8,641)	(5,515)	176%	6,852,143	6,852,143		
Total Sale of Services	296,678	309,407	12,729	4%	1,241,700	1,241,700		
Total Other Revenue From Own Sources	262,404	229,559	(32,845)	(13%)	880,000	940,000	60,000	7%
Government Transfers For Operating	15,000	11,250	(3,750)	(25%)	2,642,500	2,642,500		
Government Transfers For Water And Sewer		1,560	1,560		1,095,000	1,095,000		
Water And Sewer Revenues	543,750	548,265	4,515	1%	2,175,000	2,175,000		
Land Sales, Lease And Development	116,250	362,688	246,438	212%	1,165,000	1,165,000		
Grants/ Donations	45,499		(45,499)	(100%)	272,000	272,000		
Insurance Reimbursements								
Total Revenues	1,276,455	1,454,088	177,633	113%	16,323,343	16,383,343	60,000	0%
Expenses								
Salaries, wages and benefits	1,266,264	1,157,605	(108,659)	(9%)	5,029,058	5,029,058		
Contracted and general services	543,997	415,504	(128,493)	(24%)	3,099,250	3,049,250	(50,000)	(2%)
Materials and supplies	854,107	453,667	(400,440)	(47%)	3,470,356	3,470,356		
Provision for bad debts					40,000	40,000		
Mayor and council expenses	42,774	32,024	(10,750)	(25%)	171,099	171,099		
Bank Charges and Interest	15,000	(40)	(15,040)	(100%)	60,000	60,000		
Interest on LTD	87,498	146,142	58,644	67%	350,000	600,000	250,000	71%
Utilities - electricity	217,524	286,249	68,725	32%	870,100	870,100		
Utilities - fuel	372,520	313,058	(59,462)	(16%)	931,300	931,300		
Insurance	10,545	15,858	5,313	50%	302,180	302,180		
Total Expenses	3,410,229	2,820,068	(590,161)	(71%)	14,323,343	14,523,343	200,000	1%
Operating Surplus/(Deficit)	(2,133,774)	(1,365,980)	767,794	(36%)	2,000,000	1,860,000	(140,000)	(7%)



Financial Highlights

Year to Date 2023 Budget vs Actuals

Revenues

Favourable variance of \$178K mainly due to:
\$160K increased lease fees to MTS
\$79K land sale to Carter Air Services

This is offset by decreased revenues mainly from grants/donations and other revenues from own sources.

Expenses

Favourable variance of \$590K mainly due to:
\$109K decreased expenditures from salaries and wages.
\$128K decreased expenditures from contracted and general services.
\$400K decreased expenditures from materials and supplies mainly from Public Works and the delayed development costs for Frasier Place.

This is offset by increased expenditures for electricity and interest payments on the long term debt.

These expenditures will increase during the coming months and the budgets are expected to be fully spent by the end of the year.

Full Year 2023 Budget vs Forecast

Revenues

Favourable variance of \$60K due to increased interest revenues from the general , utility reserve and the general reserve bank account.

Expenses

Unfavourable variance of \$250K due to higher interest rates on the long term debt.

Contracted and general services expenditures from Public Works is projected to decrease by \$50K for patching of roads. The \$50K in cost saving will be used to pay for the increase in costs for capital projects.



REPORT TO COMMITTEE

DEPARTMENT:

ADMINISTRATION

DATE: June 12th, 2023

SUBJECT:

DISPOSAL OF ASSETS

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through auction of various Town assets as per Procurement Bylaw 2388.

BACKGROUND:

Administration has identified several assets that have reached end of life, are beyond reasonable repair, are no longer safe for operation, or are no longer part of an equipment standard for the Town. Most of the assets are cluttering limited facilities.

Assets sent to local auction will be in accordance with Bylaw 2388 Procedure Bylaw and Policy and will be removed with consideration of environmental, safety and operational regulations and risks.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388 Procedures Bylaw and Policy

FINANCIAL IMPLICATIONS:

Estimated revenue through auction to be less than \$25,000 in total

ALTERNATIVES TO RECOMMENDATIONS:

Keep assets; scrap all assets; donate assets.

ATTACHMENTS:

Asset Disposal Form – Recreation

Prepared by:
Stephane Millette

Reviewed by:
Glenn Smith



REPORT TO COMMITTEE

DEPARTMENT:

ADMINISTRATION

DATE: June 12th, 2023

SUBJECT:

DISPOSAL OF ASSETS

Director of Recreation and Community Services
Date: June 9, 2023

Senior Administrative Officer
Date: June 9, 2023

Recreation Assets for Disposal - June 12th 2023

Item #	Quantity	Description	Manufacturer	Model #	Asset Tag #	Condition	Sale or Scrap	Est Market Value
1	1	Ride on mower	John Deere	LT133		Fair	Sale	\$ 500.00
2	3	Concrete Garbage Cans	n/a			Fair	Sale	\$ 100.00
3	4	rolls of om4 50/125 multimode fiber patch cable	n/a			Fair	Sale	\$ 2,000.00
4	12	Rolls of 4' chainlink fencing (approx 200' total)	n/a			Fair	Sale	\$ 500.00
5	4	Rolls of 8' chainlink fencing (approx 80' total)	n/a			Fair	Sale	\$ 500.00
6	2	pallets of various tin siding and trim	n/a			Fair	Sale	\$ 2,000.00
7	1	Stage framing setup for lighting and A/V	n/a			Fair	Sale	\$ 5,000.00
Total Market Value								\$ 10,600.00



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 7, 2023

SUBJECT: Development and Building Fees - Changes

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve changes to By-Law No. 2431 Fees and Charges Bylaw – Schedule B Part 4 – Building and Development Fees as presented..

BACKGROUND:

Fees for development and building permits have remained unchanged since 1994. Recently a completed overhaul of the zoning and building bylaw was completed and passed by council. As a supplement to that revised bylaw, and in accordance with the approved 2023 O&M budget, a revision to the current fees is recommended to align with similar municipalities and to better cover the Town's costs related to administration of the planning and development function.

Below is a summary of the current fees for development and building:

Residential			Commercial		
From	To	Fee	From	To	Fee
\$ -	\$ 2,000.00	\$ 15.00	\$ -	\$ 10,000.00	\$ 75.00
\$ 2,000.01	\$ 5,000.00	\$ 45.00	\$ 10,000.01	\$ 30,000.00	\$ 300.00
\$ 5,000.01	\$ 10,000.00	\$ 75.00	\$ 30,000.01	\$ 50,000.00	\$ 600.00
\$ 10,000.01	\$ 25,000.00	\$ 150.00	\$ 50,000.01	\$ 100,000.00	\$ 1,200.00
\$ 25,000.01	\$ 50,000.00	\$ 300.00	\$ 100,000.01	\$ 500,000.00	\$ 2,400.00
\$ 50,000.01	+	\$ 600.00	\$ 500,000.01	\$ 1,000,000.00	\$ 4,800.00
			\$ 1,000,000.00	+	\$ 7,200.00



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 7, 2023

SUBJECT: Development and Building Fees - Changes

An analysis of other northern municipalities, as well as some of comparable size in Northern Alberta was completed by the PWS department. The following fees are proposed:

Development Permit Application Fees									
		Current	Proposed						
Application for Re-Zoning		\$ 500.00	\$ 500.00						
Residential (Permitted Use)		\$ 25.00	\$ 50.00						
Residential (Non-Conforming Use)		\$ 50.00	\$ 75.00						
Commercial (Permitted Use)		\$ 25.00	\$ 100.00						
Commercial (Non-Conforming Use)		\$ 50.00	\$ 100.00						
Appeals		\$ -	\$ 500.00	Refundable if appeals board rules in favour of the appellant					
Bylaw Amendments		\$ -	\$ 500.00						
Demolition and Moving Permits		\$ -	\$ 100.00						
Re-Inspection Fee		\$ -	\$ 150.00	At the discretion of the building inspector					

Residential				
Residential single family dwellings, duplex units				\$5.00 per \$1000 of project value
Residential decks and fences				\$5.00 per \$1000 of project value
Garages, additions and renovations				\$0.80 per sq.ft.
Manufactured and Modular homes				\$600.00
Minimum permit fee				\$100.00
Commercial				
New, Addition, Renovation				\$6.00 per \$1000 of project value
Minimum permit fee				\$200.00
NOTE: Project value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.				

These changes not only reflect an increase in rates to align with pricing used in other municipalities, but also changes the methodology in terms of how the fees are calculated. These changes will help the TOHR offset costs associated with the administration of issuing permits and inspecting through construction phases. It is worth noting that the rates are typically than seen in other comparative municipalities as noted in the example below.



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 7, 2023

SUBJECT: Development and Building Fees - Changes

For illustrative purposes, permit fees for a 1600 sq.ft. home with construction value of \$400,000 in various municipalities is shown below:

Location	
Hay River (Current)	\$ 600.00
Hay River (Proposed)	\$ 2,000.00
Ft. Smith	\$ 2,077.50
Yellowknife	\$ 2,450.00
High Level	\$ 2,400.00

For a commercial space with a project budget of \$5,000,000, fees would be the following:

Location	
Hay River (Current)	\$ 7,200.00
Hay River (Proposed)	\$ 30,000.00
Ft. Smith	\$ 20,077.50
Yellowknife	\$ 35,050.00
High Level	\$ 30,000.00

For a commercial space with a project budget of \$1,000,000, fees would be the following:

Location	
Hay River (Current)	\$ 7,200.00
Hay River (Proposed)	\$ 6,000.00
Ft. Smith	\$ 5,077.50
Yellowknife	\$ 7,050.00
High Level	\$ 6,000.00

In this scenario, the fees are lower than the current structure. This could perhaps provide incentive to small businesses to develop property in Hay River.

As noted above, the current fees are quite minimal considering the effort each development has on the PWS department. These fee increases will assist with recovery of those costs.



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: June 7, 2023

SUBJECT: Development and Building Fees - Changes

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

By-Law No. 2444-22b – Zoning and Building Bylaw

By-Law No. 2431 Fees and Charges Bylaw – Schedule B Part 4 – Building and Development Fees

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Bylaw 2431 with Track Changes

Prepared by:

Bradley Harrison
Director of Public Works
June 7, 2023

Reviewed by:

Glenn Smith
SAO
June 6, 2023

The Town of Hay River
Northwest Territories



Bylaw No. 2431

Fees and Charges Bylaw

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Fees and Charges Bylaw

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TOWN OF HAY RIVER BYLAW NO. 2431

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

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

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

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

SHORT TITLE

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

INTERPRETATION

DEFINITIONS

2. In this bylaw:

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

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

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

APPLICATION

FEES ESTABLISHED

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

FEES AND CHARGES IMPOSED

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

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

COLLECTION

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

PARAMOUNTCY

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

INTEREST

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

NON-PAYMENT OF FEES AND CHARGES

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

SEVERABILITY

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

SCHEDULES

17. The attached Schedules form part of this Bylaw.

SCHEDULE B

PART 4 – Building and Development Fees

Building Permit Fee Schedule

Residential- Development Value in Dollars		Permit Fee
From	To	
0.00	2,000.00	\$15.00
2,000.01	5,000.00	\$45.00
5,000.01	10,000.00	\$75.00
10,000.01	25,000.00	\$150.00
25,000.01	50,000.00	\$300.00
Over 50,000.00		\$600.00
Commercial/Industrial- Development Value in Dollars		Permit Fee
From	To	
0	10,000.00	\$75.00
10,000.01	30,000.00	\$300.00
30,000.01	50,000.00	\$600.00
50,000.01	100,000.00	\$1,200.00
100,000.01	500,000.00	\$2,400.00
500,000.01	1,000,000.00	\$4,800.00
Over 1,000,000.00		\$7,200.00
Application for Re-Zoning		\$500.00

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

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

Development Permit Application Fees									
	Current	Proposed							
Application for Re-Zoning	\$ 500.00	\$ 500.00							
Residential (Permitted Use)	\$ 25.00	\$ 50.00							
Residential (Non-Conforming Use)	\$ 50.00	\$ 75.00							
Commercial (Permitted Use)	\$ 25.00	\$ 100.00							
Commercial (Non-Conforming Use)	\$ 50.00	\$ 100.00							
Appeals	\$ -	\$ 500.00	Refundable if appeals board rules in favour of the appeallant						
Bylaw Amendments	\$ -	\$ 500.00							
Demolition and Moving Permits	\$ -	\$ 100.00							
Re-Inspection Fee	\$ -	\$ 150.00	At the discretion of the building inspector						

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Residential				
Residential single family dwellings, duplex units				\$5.00 per \$1000 of project value
Residential decks and fences				\$5.00 per \$1000 of project value
Garages, additions and renovations				\$0.80 per sq.ft.
Manufactured and Modular homes				\$600.00
Minimum permit fee				\$100.00
Commercial				
New, Addition, Renovation				\$6.00 per \$1000 of project value
Minimum permit fee				\$200.00
NOTE: Project value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.				



Bylaw No. 2452

10a) Amendment to Fees and Charges Bylaw

BY-LAW NO. 2452
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BYLAW of the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, to amend Fees and Charges Bylaw No. 2431, as amended.

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

WHEREAS the Council of the Municipal Corporation of the Town of Hay River wishes to amend Bylaw No. 2431, as amended, to reflect changes to the fees and charges collected by the Town of Hay River as set out in the attached parts of Schedule "A";

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

APPLICATION

1. That Bylaw 2431, as amended, is hereby amended by deleting the following parts of Schedule "B" and replacing them with the Schedules attached hereto:
 - a. Deleting Part 4 of Schedule "B" of Bylaw No. 2431, as amended, and replacing with Part 4 of Schedule "A" attached hereto;
2. This bylaw will take force and effect upon its final reading.

THIS BY-LAW READ A FIRST TIME this day of , 2023 A.D.

Mayor

THIS BY-LAW READ A SECOND TIME this day of , 2023 A.D.

Mayor

THIS BY-LAW READ a Third and Final Time this day of , 2023 A.D.

BY-LAW NO. 2452
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the Cities, Towns and Villages Act, S.N.W.T., 2003, and the bylaws of the Municipal Corporation of the Town of Hay River this day of , 2023.

Senior Administrative Officer

BY-LAW NO. 2452
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

SCHEDULE A

PART 4 – Building and Development Fees

Building Permit Fee Schedule

Residential

Residential Single Family Dwellings, Duplex Units	\$5.00 per \$1000 of project value	
Residential Decks and Fences	\$5.00 per \$1000 of project value	
Garages, Additions, and Renovations	\$0.80 per sq ft.	
Manufactured and Modular Homes		\$600
Minimum Permit Fee		\$100

Commercial

New, Addition, Renovation	\$6.00 per \$1000 of project value	
Minimum Permit Fee		\$200

Note: Project value is based on the actual cost of material and labour.
Verification of cost may be requested to permit issuance.

Development Permit Application Fees

Application for Re-Zoning	\$	500
Residential (Permitted Use)	\$	50
Residential (Non-Conforming Use)	\$	75
Commercial (Permitted Use)	\$	100
Commercial (Non-Conforming Use)	\$	100
Appeals	\$	500
Bylaw Amendments	\$	500
Demolition and Moving Permits	\$	100
Re-Inspection Fee	\$	150

Note: Appeals are refundable if Development Appeal Board rules in favour of the appellant.