



AGENDA

PUBLIC INPUT

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DECLARATION OF INTEREST
4. ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS
 - a. Ross Potter – 40 years with the Hay River Fire Department Retirement – page 2
5. ADOPTION OF MINUTES FROM PREVIOUS MEETING
 - a. Regular Meeting of Council, April 22nd – page 3-5
6. INFORMATION ONLY
 - a. RCMP Monthly Policing Report for April – page 6-11
7. ADMINISTRATIVE ENQUIRIES
8. NEW BUSINESS
 - a. Public Works Monthly Report for April – page 12-18
 - b. Municipal Enforcement Monthly Report for April – page 19-21
 - c. Emergency Services Monthly Report for April – page 22-26
 - d. Tourism and Economic Development Monthly Report for April – page 27-31
 - e. Recreation and Community Services Monthly Report for March – page 32-38
 - f. Recreation and Community Services Monthly Report for April – page 39-46
 - g. Excused Absence for Cllrs Willows and Bouchard – page 47
 - h. Letter of Support for Hay River Youth Centre – page 48
 - i. Letter of Support for hay River Museum Society - page 49
 - j. 2024 Q1 Capital Reporting – page 50-52
 - k. 2024 Q1 Unaudited Statement of Operations – page 53-55
 - l. IT Software Licensing and Support Services Contract – page 56-58
 - m. Dust Palliative and De-Icer Recommendation – page 59-60
 - n. Fuel Recommendation – page 61-62
 - o. Granular Recommendation – page 63-64
 - p. Salvation Army MOU Report – page 65-75
9. NOTICE OF MOTIONS
10. IN CAMERA
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
11. ADJOURNMENT



100-62 Woodland Drive
Hay River, NT X0E 1G1
Phone: 867-874-6522
email: mayor@hayriver.com

May 1st, 2024

Dear Ross,

On behalf of the Town of Hay River, I am honored to extend our heartfelt congratulations on your well-deserved retirement after an exceptional 40 years of dedicated service to our community.

Throughout your tenure, you served as the Fire Chief for several years, helping to build the department into what it is today. You led by example, most times taking more calls and more functions than anyone else.

You have set a high training standard for the department and trained many firefighters over the years, both here in Hay River and across the NWT and spent many years supporting smaller rural departments across the North.

We will deeply miss your presence and your invaluable contributions, but we are confident that you will continue to make a positive impact in your retirement. We wish you all the best in this exciting new chapter of your life.

Once again, congratulations on this remarkable milestone. Thank you for your exceptional service to our community.

Respectfully,

A handwritten signature in black ink, appearing to read "Kandis Jameson", is written over a large, light-colored circular mark.

Kandis Jameson
Mayor of the Town of Hay River

CC: Town Council
Director of Protective Services – Travis Wright
SAO – Glenn Smith
Office of the Fire Marshall – Craig Halifax



REGULAR MEETING MINUTES April 22nd, 2024

b. RECOMMENDATION:

#24-088 **MOVED BY: CLLR DUFORD**
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct administration to progress with the next steps in agriculture development, being; update the existing agricultural plan, create a development plan for NFTI, and explore options to maintain existing firebreaks.

CARRIED

c. RECOMMENDATION:

#24-089 **MOVED BY: CLLR BOUCHARD**
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Award the Rescue 1 replacement Tender to Fort Garry Fire Trucks Ltd. for \$617,988.00 as recommended by administration.

CARRIED

RECOMMENDATION:

#24-090 **MOVED BY: CLLR GROENEWEGEN**
SECONDED By: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Mayor Jameson and Councillor Chambers from the Regular Meeting of Council, Monday, April 22nd, 2024

CARRIED

9. NOTICE OF MOTIONS

There was no notice of motions for the Regular Meeting of Council, April 22nd, 2024

10. IN CAMERA

#24-091 **MOVED BY: CLLR BOUCHARD**
SECONDED BY: CLLR GROENEWEGEN

That the Council of the Town of Hay River move to In Camera at 7:10pm.

CARRIED



REGULAR MEETING MINUTES April 22nd, 2024

#24-092

MOVED BY: CLLR GROENEWGEN
SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move out of In Camera At 7:30pm.

CARRIED

11. ADJOURNMENT

#24-093

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:30pm.

CARRIED

Certified Correct as Recorded on the 22nd Day of April 2024
These minutes were accepted by motion # _____

Canada⁺



**MONTHLY
POLICING REPORT
April 2024
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 322 calls for service during the month of April. 288 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 requires review, below are the Community and Detachment priorities established for the previous fiscal year and the new fiscal priorities will be confirmed, starting as soon as possible, the previous years 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.

Sgt UNGER will begin the process of working with Mayor JAMESON and Council on reviewing the previous years priorities and developing any new priorities that need to be 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 RCMP’s involvement in April within our community and partner engagements, included the following:

Hay River RCMP members attended all the local schools, numerous times engaging students and staff.

Hay River RCMP members attended a DJSS for a soccer fundraising game.

Hay River RCMP members participated in the After Action Review on the wildfire’s of 2023.

Hay River RCMP members have also participated in Healthy Community Committee meetings when possible, specifically attending one for Police/Public safety.

Hay River RCMP members attended a volleyball game and danced with students.



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

Members conducted traffic stops throughout Hay River and KFN and ensuring driver safety and proper vehicle documents on hand, 22 Summary Offence Tickets were issued. There were no charges for impaired driving and 1 - 24 hr suspensions for alcohol. Impaired driving remains a concern with 8 occurrences/complaints of impaired driver's or suspected impaired driving within our community.



3 - This month the detachment addressed Harm Reduction by:

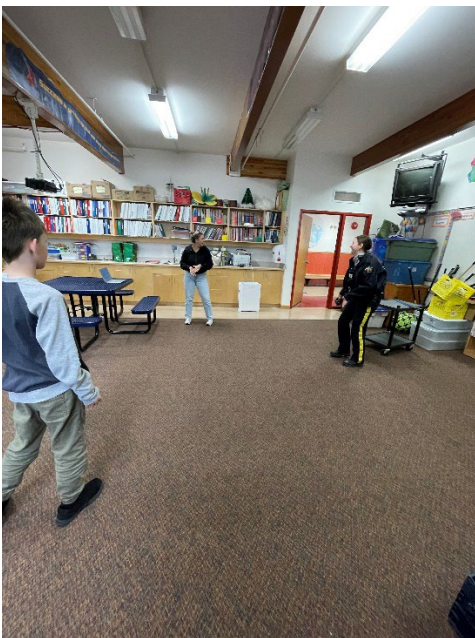
To address what causes the greatest harm in the Hay River RCMP detachment area, a Habitual Offender/Repeat Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes.

Patrols, including 82 patrols in Rowe’s trailer park and 74 in the down town area, including the arena and library which will continue to detect and deter illicit behavior.

The Hay River RCMP has commenced a pro-active initiative to check high risk offenders, ensuring that they are abiding by their release/court imposed conditions. This has shown positive results and led to a number of repeat offenders being held responsible for non compliance of court orders.

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. The RCMP has seized suspected cocaine and a firearm.

Of the 60 prisoners lodged in cells at the Hay River RCMP Detachment, 2 were held for Fort Providence and 1 was arrested on the K’atl’odeeche First Nations, the remaining 57 were arrested within the town of Hay River.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	15	44	37	251
Sexual Offences	2	5	1	22
Break and Enters (Residence & Business)	3	26	4	59
Theft of Motor Vehicle	5	11	5	24
Theft Under \$ 5000.00	6	50	21	141
Theft Over \$ 5000.00	0	0	0	4
Drugs (Possession)	2	2	0	8
Drugs (Trafficking)	16	35	3	57
Liquor Act	21	38	7	173
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	56	188	48	623
Causing a Disturbance	15	40	27	190
Mischief - damage to property	4	19	4	67
Mischief - obstruct enjoyment	37	129	17	366
Impaired Driving	8	21	4	109
Other Complaints	77	269	64	860
Total Violations	211	689	194	2331

Total Calls for service 288

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	0	4	7	36
Victim Services Referral - Declined	9	44	24	246
Victim Services - Proactive Referral	0	1	0	12
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	1	3	0	12
Emergency Protection Orders (Detachment Initiated)	1	6	0	9
ODARA Reports	1	4	3	25
Prisoners Held	37	123	25	316
Prisoners Escorted	1	2	2	7
Prisoners Held non-PROS Agency	0	1	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	10	24	5	123

Sgt Philip M. UNGER
 Detachment Commander, Hay River RCMP



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: May 14, 2024

SUBJECT: Public Works Monthly Report for April 2024

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for April 2024 as presented.

BACKGROUND:

Capital Projects 2024:

A complete list of 2024 capital projects are found as an attachment to this document. Following are some major changes since the last monthly report:

- Aspen Heights
 - The Request for Expression of Interest (REOI) documents for the housing development area have been completed and are under review.
 - The current REOI allows for area 1 and 2 development with no further work on layout planned at this time.
 - Area 2 is the preferred phase 1 development as the sewer would serve as an interceptor for the surrounding areas.
 - There is a recommendation that the development agreement should be structured so that the shallow utilities should be the responsibility of the developer to procure and install.
 - A levy may have to be applied or reduce the sale price to offset the cost of installing the utilities at the depth required for future development.
- Lift Station#1Mitigation/repair
 - Stantec was given the task to consider limiting the overall height of the building.
 - The original plans had an overall height of 30 feet with little to no ability to mitigate drainage through raising ground level and shaping the landscape.
 - The new design will reduce the height to 26 feet and use a combination of landscaping and esthetic design of the building to provide a feature for the walking trail and schools in the area.
 - Tender documents expected in early fall.
- Shoreline Mitigation Project
 - Internal review showed additional drainage was required to allow water to flow away from WPFN property into the channel.
 - Review and approval by WPFN is required for the proposed designs prior to tendering documents publicized.
- Procurement
 - Paving RFT to be posted.
 - Crack sealing RFQ to be posted.



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: May 14, 2024

SUBJECT: Public Works Monthly Report for April 2024

- Fleet Truck RFT has been posted.
- As & When RFT has closed.
- Gravel, Fuel, and dust/de-icing agent As & When closed, and attached for Council approval.

Solid Waste Facility Operations

- Effective April 29th the hours of operation for the landfill are as follows:

Monday – Friday 8:30am to 5:30pm, closed noon-1pm
Saturday- Sunday Noon – 5pm (Closed Sunday during Winter)

Water License Activities:

- Groundwater Monitoring Plan – The extension that was requested has been granted, the new due date is October 1st, 2024.
- Annual Water License Report Submitted
- Water license – Post fire monitoring report has been submitted.

Public Works Operations and Completed Work Orders

Roads and Ditches

- Street Sweeping Program – Complete.
- Snow pile removal – Residual gravel and debris at snow dump sites being removed to the dump.
- Ditch clearing – Ongoing in advance of maintenance.

Equipment Maintenance

- Trailer mounted flusher – Finning has inspected the unit; it has been reported that finning can complete repairs locally.
- Grader Repairs – Finning to assess and provide options for repair.

Facilities Management / Miscellaneous

- Spring Curbside Clean-up preparations have begun, rates to be posted by May 15th.
- The flood inundation map for 2022 flood event project is in the early stages of consultation with the Town of Hay River to ensure accuracy based on field observations.

Land Development & Administration

- Various building inspections – **Ongoing**
- Issuance of permits – **Ongoing**



REPORT TO COUNCIL

DEPARTMENT: Public Works

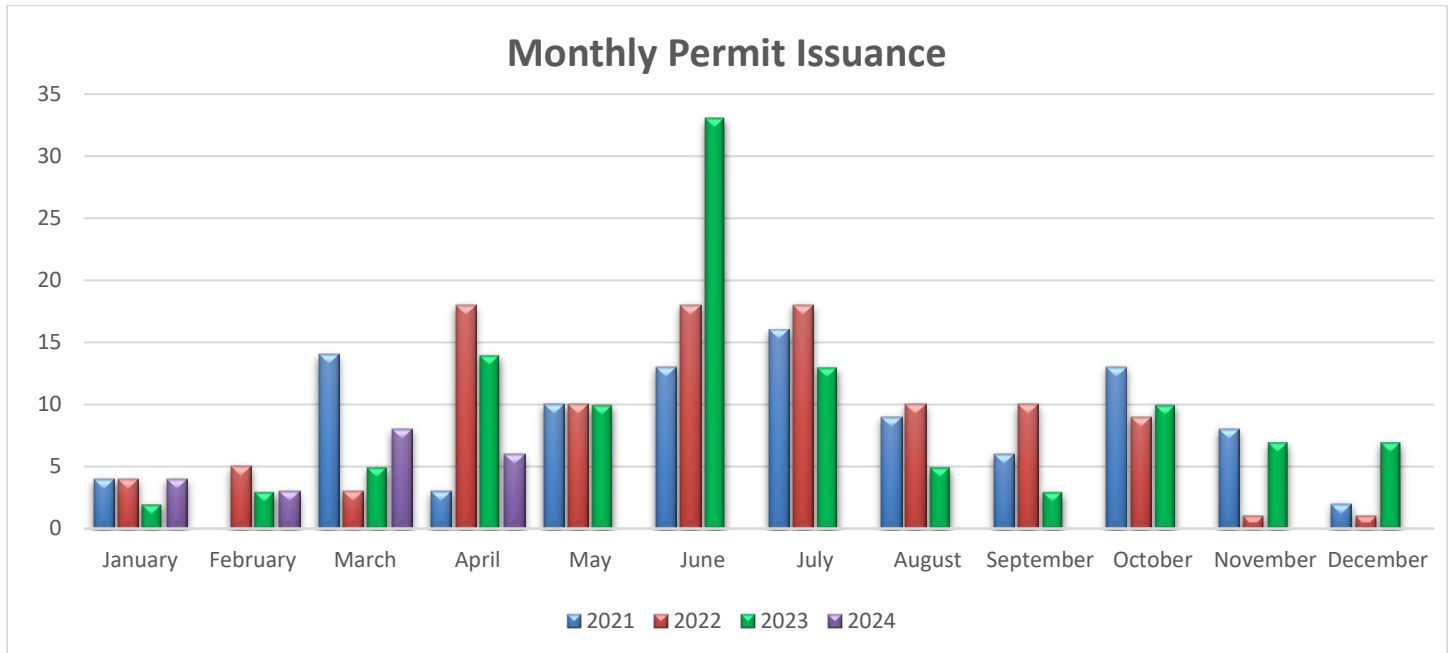
DATE: May 14, 2024

SUBJECT: Public Works Monthly Report for April 2024

Development Permits

- The following permits were issued for the month of April 2024:

April 10	D24-015, B24-003	47093 Back Road	Residential
April 11	DH24-014	48008 Back Road	Home Occupation
April 16	B24-004	44c Patterson	Building Permit
April 25	D24-15, B24-005	126 Paradise Road	Building Permit
April 26	DH24-16	33 Wright Cres.	Demolition
April 29	DH24-017	4 Abbey Place	Residential





REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: May 14, 2024

SUBJECT: Public Works Monthly Report for April 2024

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
David Taylor
Director Public Works & Services
May 10, 2024

Reviewed by:
Glenn Smith
SAO
May 10, 2024



2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Administration	Asset Management System Implementation	Project kickoff has occurred through software vendor. Rec department assets to be completed first. Process workflow analysis underway	January 1, 2022	December 31, 2024	Construction	10%
Administration	Computer Equipment Replacement Program	All evergreen computers received and being deployed	January 1, 2023	December 31, 2024	Construction	85%
Administration	Debt Service Community Center - CPI and Donation Portion	Ongoing repayment for Community Center	January 1, 2023	December 31, 2024	Procurement	15%
Administration	Online Payroll System		July, 2024	December 31, 2024	Scoping	0%
Administration	Virtual Server	Agreement established with vendor. Implementation scheduled.	August 1, 2024	November 30, 2024	Scoping	5%
Land Development	Aspen Heights Subdivision Development	Preparation of tender documents underway	December 12, 2023	December 31, 2024	Design	20%
Land Development	Fraser Place Subdivision Development	Utility installation delayed to 2024. Tendering to take place Q2/Q3 2024 depending on franchise agreement	February 1, 2023	July 30, 2024	Construction	80%
Protective Services	Bylaw Truck Replacement	Truck purchased	June 1, 2023	May 31, 2024	Complete	100%
Protective Services	Heavy Rescue Truck Replacement	Tender closed and awarded. Expected arrival January 2025	June 1, 2023	January 31, 2025	Procurement	50%
Protective Services	Vehicle extrication tools					
Recreation	Bob McMeekin Park Enhancements	Sod and seeding work delayed to 2024. Hydroseeding contract in place to begin mid-June.	April 1, 2023	June 1, 2024	Construction	75%
Recreation	Replace Playground Fall Zones	To be reviewed as part of 2024 capital plan updates.	TBD	TBD	Scoping	5%
Recreation	Riding Mower Replacements	Complete	March 1, 2023	June 1, 2023	Complete	100%
Recreation	Skatepark Upgrades	Skate park committee is taking the lead in design and procurement. Delayed until 2024	January 1, 2023	July 31, 2024	Design	15%
Recreation	Small Capital Program - Recreation					
Recreation	Vale Island Multi-Use Recreation Area	GNWT Infrastructure has provided additional \$120K in funding which will be used to fund an increase in the scope of the project.	February 1, 2023	November 30, 2024	Construction	30%
Tourism	Downtown Beautification and Accessibility Project	Decorative streetlighting to be installed in 2024	June 1, 2023	November 30, 2024	Construction	80%
Tourism	Small Capital Program - Tourism and Economic Development					
Tourism	Visitor Information Way finder Signage Development	Order for signage has been placed. Submitting for approvals by GNWT for 19 sign installations.	January 1, 2023	August 31, 2024	Construction	10%
Transportation and Public Works - Other	Biomass District Heating System Study	Study complete. Funding application to occur in 2024, currently proceeding to the merit evaluation stage.	September 1, 2022	December 31, 2024	Complete	100%
Transportation and Public Works - Other	Cemetery Expansion - New Site	Land acquisition required before further actions. Formation of planning committee to help with site selection.	June 1, 2024	November 1, 2026	Scoping	0%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	Concrete pad removal and landscaping remaining in spring 2024.	February 1, 2023	October 31, 2024	Construction	95%
Transportation and Public Works - Other	Hazardous Waste Removal	MACA led steel diversion regional project to occur in 2024. De-pollution of vehicles scheduled for the end of June, no schedule for shredding/bailing of metal.	June 1, 2023	October 31, 2024	Construction	20%



2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Industrial Area Drainage	Deferred to summer 2024	April 1, 2023	October 31, 2024	Scoping	15%
Transportation and Public Works - Other	Infrastructure Planning and Studies	Ongoing work throughout 2024	January 1, 2023	December 31, 2024	Scoping	0%
Transportation and Public Works - Other	Lift Station # 3 Replacement	Preliminary design through Aspen Heights development	January 1, 2024	December 1, 2026	Design	5%
Transportation and Public Works - Other	Lift Station 1 Mitigation	The new design mitigates the flood levels by raising the essential components above flood levels with a second floor addition. Schedule and timeline are tied with the LS#1 flood damage repairs	January 1, 2023	December 31, 2025	Design	15%
Transportation and Public Works - Other	Lift station 1 Repair	The most recent update has Stantec anticipating that the tender document development and tender period will delay construction until 2025.	January 1, 2024	October 31, 2025	Design	15%
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades	Manholes resealed on Miron and John Mapes. Riverbend scheduled for 2024. Asphalt and sidewalk work in 2024.	June 1, 2023	September 1, 2024	Construction	50%
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)	Land aquisition required before further actions. Formation of planning committee to help with site selection.	January 1, 2023	September 1, 2027	Scoping	5%
Transportation and Public Works - Other	Pickup Truck Replacements	Tender has been posted	March 30, 2024	October 31, 2024	Procurement	50%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations	Ongoing work throughout 2024 as needed	January 1, 2023	December 31, 2024	Procurement	0%
Transportation and Public Works - Other	Shoreline Flood Mitigation	Preliminary design drawing sup for review by internal staff and WPFN. Financial review and reporting with DMAF committee due May 31, 2024.	January 1, 2023	October 1, 2024	Design	20%
Transportation and Public Works - Other	Tire Recycling Program	Preliminary exploration of sustainable uses for shredded tires underway.	January 1, 2023	December 31, 2024	Construction	90%
Transportation and Public Works - Other	Vale Island/West Channel Drainage	Drainage work underway with cleaning and inspections of the drainage system on Vale island and in the west channel.	April 1, 2023	November 30, 2024	Scoping	10%
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design	All aspects of study are closed, Study results and preliminary designs expect to be presented to Council in June 2024	July 1, 2022	June 30, 2024	Design	100%
Transportation and Public Works - Other	Small Capital					
Transportation and Public Works - Other	Industrial Area Expansion- preliminary design	Design to be completed in 2024. Site remediation in 2024.	June 1, 2024	October 1, 2024	Scoping	5%
Transportation and Public Works - Other	Grader Repair	project on hold pending performance of core				
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan	on hold			Cancelled	0%
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement	Carry over from 2023, deficient items will be completed in summer 2024	June 1, 2023	October 31, 2024	Construction	95%
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks	Carry over from 2023, sidewalk condition deficiency remaining, majority of other work complete	June 1, 2023	October 31, 2024	Construction	95%



2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground	Final grading & asphalt delayed to 2024	June 1, 2023	June 30, 2024	Construction	60%
Transportation and Public Works - Roads	Paradise Road Repair and Replacement	Seeding and erosion mitigation work scheduled for mid-June 2024	June 1, 2023	July 31, 2024	Construction	25%
Transportation and Public Works - Roads	Riverview Drive Upgrades	Work on minor deficiencies into 2024. Driveway restorations remaining for 2024.	July 1, 2023	June 30, 2024	Construction	97%



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for April 2024 as presented.

BACKGROUND:

Monthly Enforcement Priorities	
Priorities	Description
1. Animal Control	Patrols and Enforcement
2. Business License	Engagement and Enforcement
3. Public Behaviour	Patrols and Enforcement

Monthly Stat Summary	
Animal Control	24
Traffic	3
Noise	2
Other	4

Animal activity has been higher than last month due to warmer temperatures. Individuals walking their dogs off-leash in public areas have been engaged to ensure compliance with leash requirements. Animals that have been reported loose and being a nuisance have been investigated and caught when possible. Repeat offenders have been warned, and in some cases fined, in an effort to reduce incidents. Areas with higher reported incident rates are seeing more frequent patrols. Residents are encouraged to ensure their animals are not running loose, to protect them from harm, and to keep the streets safer for pedestrians.

Engagement with business owners started at the beginning of the year when renewal letters were sent out. Three reminder letters were sent out prior to the renewal deadline. Those businesses that have not renewed will receive final reminders to renew their licenses or risk being fined.

The Protective Services Department continues to patrol the downtown core area, to help enforce the Public Behavior Bylaw and ensure traffic compliance. The PSS continues engaging with individuals while on patrols, in conjunction with RCMP assistance and presence, which helps ensure a safer downtown environment.

School Safety



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

The Protective Services Specialist continues monitoring and patrolling the school zones during peak times to ensure motorists drive carefully. Drivers are also reminded to drive with due care during after-school hours when consistent warm weather brings higher playground activity with children.

Upcoming Goals and Priorities

The Protective Services Specialist will change next month's enforcement priorities by engaging with unsightly property owners prior to the spring cleanup in an effort to make cleaning up their properties easier and faster. Animal Control enforcement and downtown patrols will continue.

Emergency Services

The Protective Services Specialist completed ICS training this month and responded to emergency calls.

COUNCIL POLICY / STRATEGY OR GOAL:	
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Strategy:

Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
Animal Control Bylaw					
Animal Abuse/Welfare	7	6	1	0	0
Barking Dogs	0	0	0	0	0
Dog Attack	4	2	1	1	0
Dog Bites	1	0	0	0	1
Loose Cat/Dog	57	22	18	6	11
Sled Dog Complaints	1	1	0	0	0
Miscellaneous	8	4	3	0	1
Business License					
No Business License	1	1	0	0	0
Operating business not as permitted	0	0	0	0	0
Traffic Bylaw					
Vehicle/Trailer Parking	16	4	6	3	3
ATV/Snow Machine	2	1	1	0	0
Fail to Stop (Sign or Light)	0	0	0	0	0
Distracted Driving	1	0	0	0	1
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	3	2	1	0	0
Speeding (School/Construct/Industrial)	0	0	0	0	0
Unightly Bylaw					
Overgrown Trees	0	0	0	0	0
Long Grass & Weeds	0	0	0	0	0
Garbage	2	0	1	1	0
Miscellaneous	1	1	0	0	0
Fire Prevention Bylaw					
Burning without permit	3	1	2	0	0
Miscellaneous	3	2	1	0	0
Public Behavior Bylaw					
Miscellaneous	1	1	0	0	0
Littering	0	0	0	0	0
Public Intoxication	0	0	0	0	0
Loitering	5	1	4	0	0
TOTAL	138	52	57	11	17

Prepared by:

Reviewed By:

Jonathan Wallington
Protective Services Specialist
Date: May 9, 2024

Travis Wright
Director Protective Services
Date: May 9, 2024



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

That the Council of the Town of Hay River approves the Emergency Services Activity Report for April 2024 as presented.

BACKGROUND:

Summary:

Protective Services Monthly Priorities	
Priority	Description
1. Emergency Event Monitoring	Breakup watch
2. Emergency Preparedness	Breakup and Wildfire preparedness
3. FireSmart Program Development	Program design, Communications Strategy, and Advanced Home Assessment program

Monthly Stat Summary	
EMS Calls	38
False Alarms	2
Fires	0
Rescue	2

In April, we conducted an in-person after-action review of last year's August wildfire with the local emergency management organization, partner agencies, and government agencies involved in the event. The review was done over two days, focusing on establishing a timeline of events and discussing the challenges/gaps we faced and how we can address them in the future. We hope to receive a draft of the review next month.

In April, we also had a major focus on emergency preparedness and getting ready for breakup and wildfire season. We had all of our river monitoring equipment repaired and brought online in advance of the river breakup. There were several meetings with partner agencies for preparedness and we also had one with the public on emergency preparedness.



REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

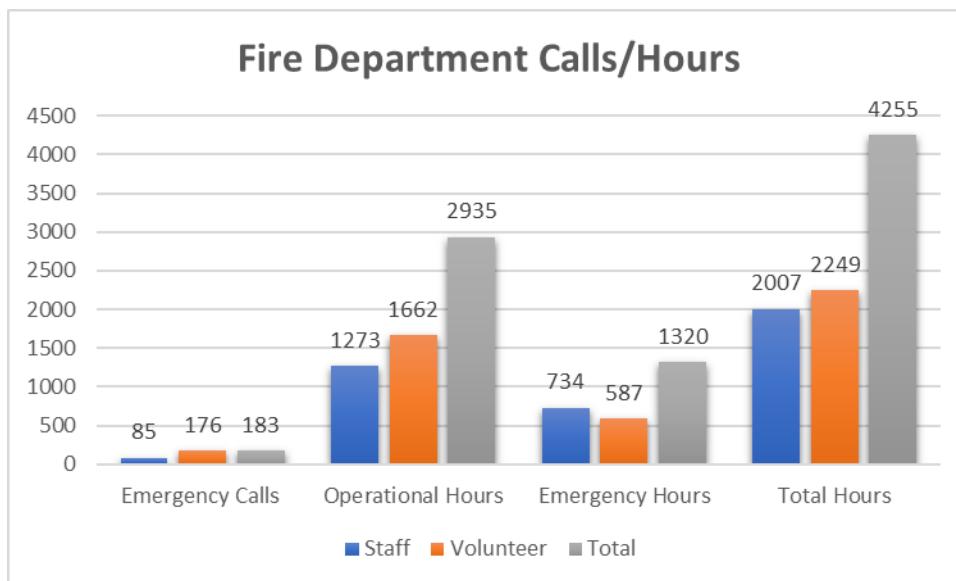
SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

The Director of Protective Services worked to develop the Town of Hay River FireSmart Program. It is comprised of 7 principles. Education, Vegetation Management, Legislation and Planning, Development Considerations, Interagency Cooperations, Cross Training and Emergency Planning. All these principles create a framework to address wildfire risks within our community. We also plan to offer a free home assessment program from May 10th to June 10th.

In April, we had breakup start on April 24th it was an uneventful breakup season that did not have any significant water increase in town or major ice movement. We did not see any ice from the south as it melted out before it could reach town and the local ice did virtually the same. There is no flow in the west channel and the east channel was clear on Sunday May 5th at which time we declared breakup officially over. The protective service department monitored the river for any risks during the 12-day period.

For training, we had 10 new recruits who successfully finished their EMR training. We trained members in Forcible Entry, Ice Rescue response and Evacuation response. We also did a field analysis of the locations of the different hazards around the community that could present risks during breakup evacuations.

STATISTICS



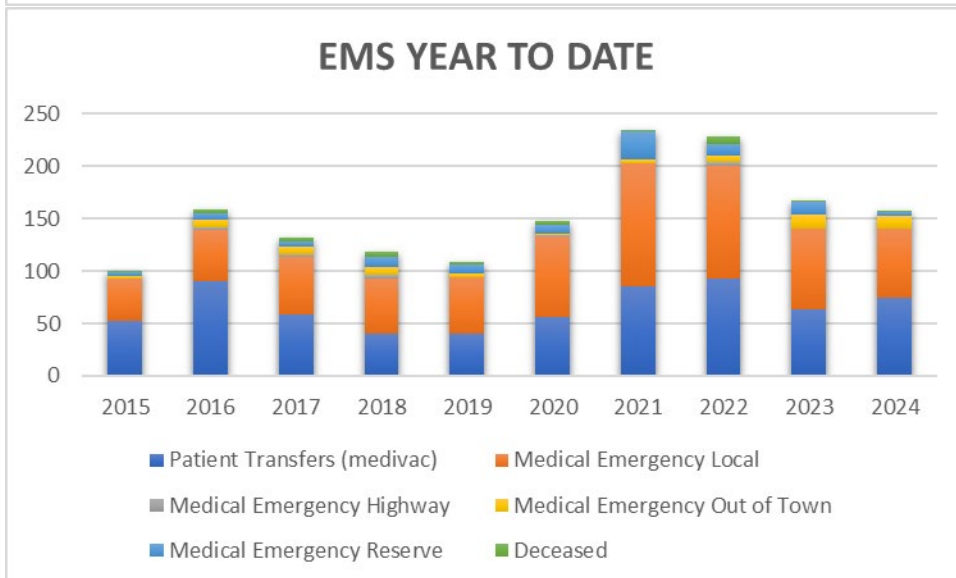


REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



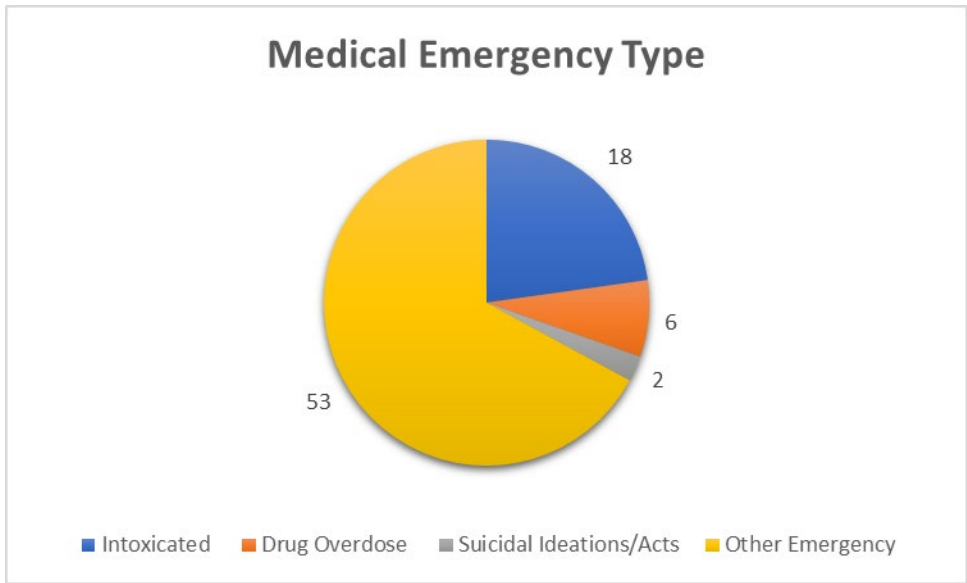


REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





REPORT TO COUNCIL

DEPARTMENT: PROTECTIVE SERVICES

DATE: May 14th, 2024

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: May 9th, 2024

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: May 9th, 2024



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
DATE: May 14, 2024

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 2024.

BACKGROUND:

Tourism & Economic Development Activity:

- The Wayfinding Signs are in production and applications are with the GNWT for the 19 requested locations and locates with the utility companies.
- The final content for the Hay River Tourism website will be added this week in advance of publishing.
- The Tourism Coordinator has met with the organizer of the Hay Days event to assist as per the initial request. Recreation and Community Services are also providing facilities for some of the events.
- The Tourism Coordinator is working with KFN, the Hay River Metis, WPFN and the Soaring Eagle Friendship Centre on the schedule for National Indigenous Peoples Day.
- Preparation is also underway for Canada Multicultural Day and Canada Day.
- Work continues to find grant funding and define a scope of work for the former NFTI lands. An active grant application has been made to the United Way with ITI and CANNOR the next considerations. The goal is to start the design plan for the property as soon as funding is available.
- Summer Youth employees have been secured for this season for the Visitor Information Centre.

Upcoming Events:

- Hay River Lobsterfest May 25, 2024
- NWT Track and Field Championships June 5 to 7
- Fisherman's Wharf Opening June 15, 2024
- National Indigenous Peoples Day June 21, 2024
- Canada Multicultural Day June 27, 2024
- Canada Day July 1, 2024
- Hay Days Festival July 2 to 7, 2024



REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
DATE: May 14, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Grant Reporting:

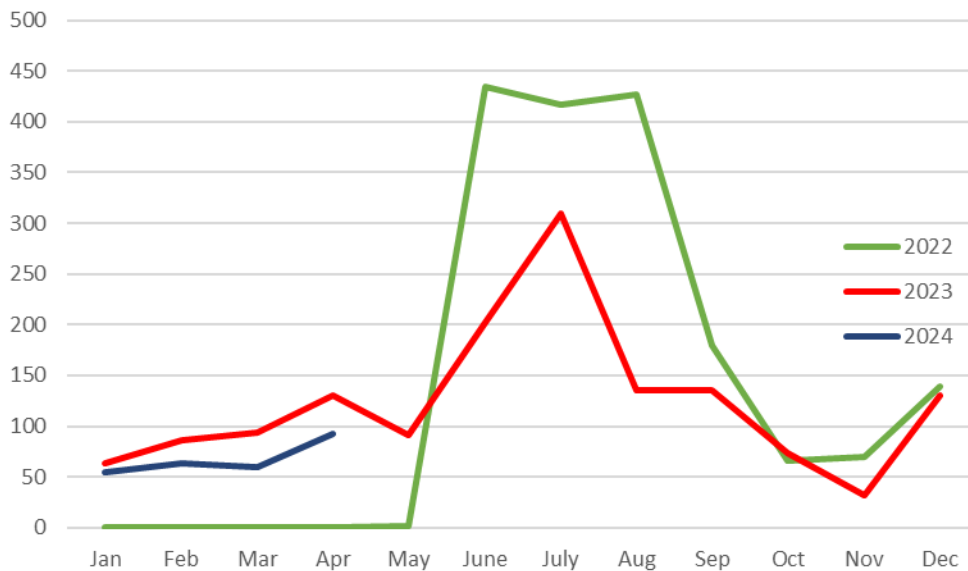
A grant report will be made available for future Council meetings, which will track applications made and the success rate.

Key Performance Indicators:

Visitor Information Centre Visits

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

Monthly Visits by Year



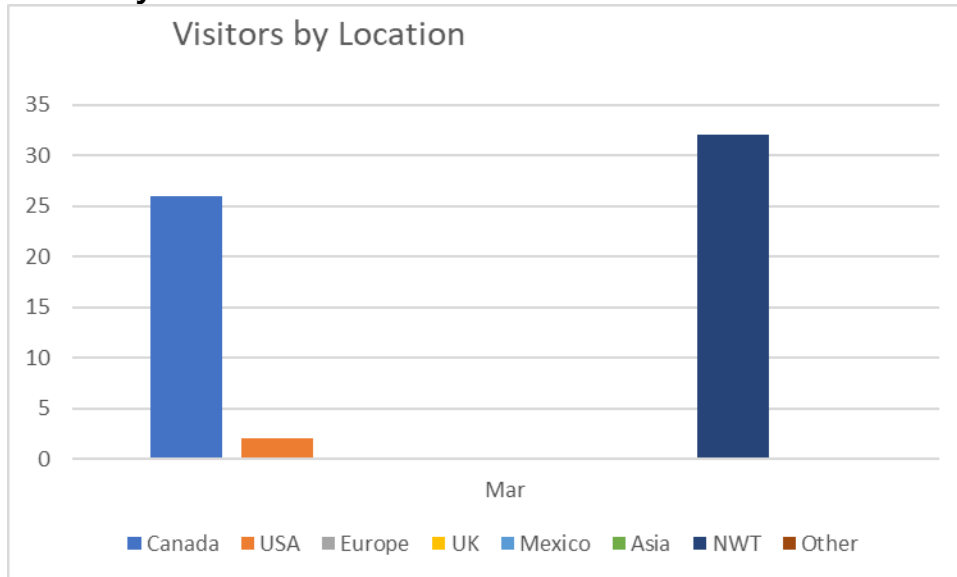


REPORT TO COUNCIL

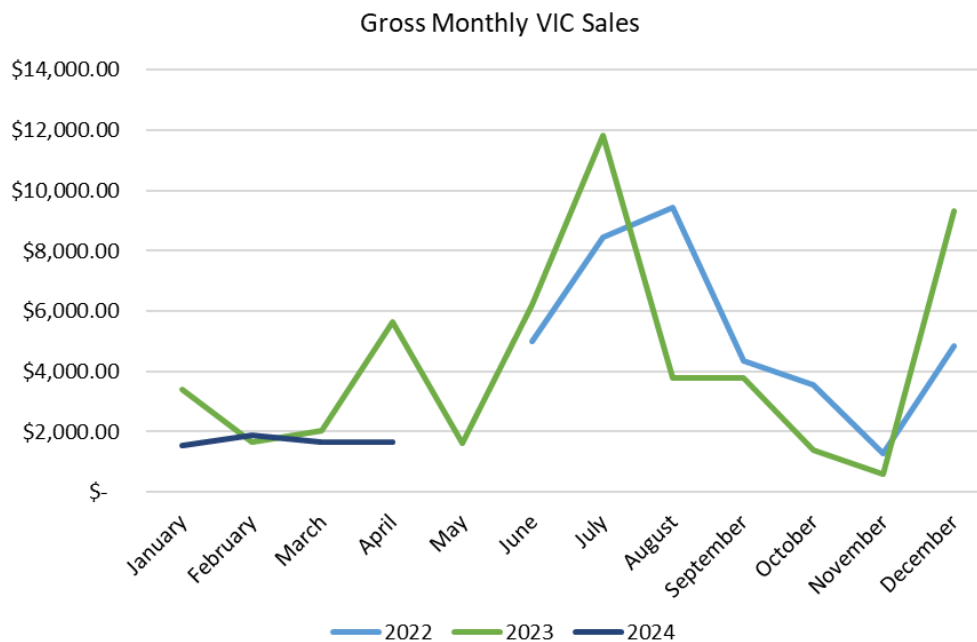
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
DATE: May 14, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Visitors by Location



VIC Gift Shop Sales



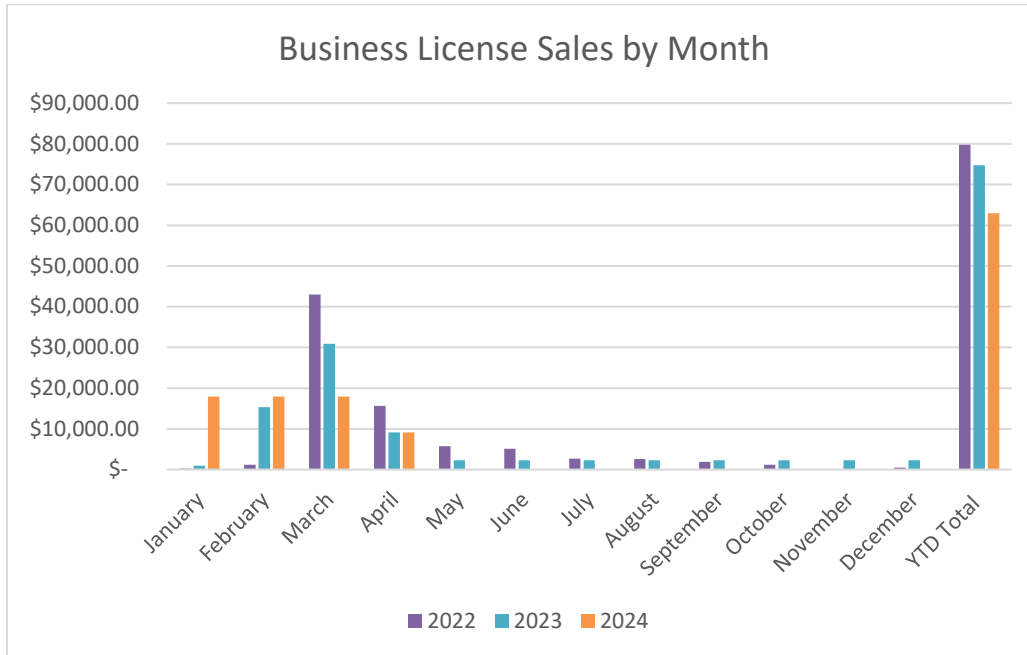


REPORT TO COUNCIL

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT
DATE: May 14, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Business License Sales



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: May 14, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

ATTACHMENTS:

N/N

Prepared by:

Jill Morse
Tourism Coordinator
Date: May 10th, 2024

Reviewed by:

Patrick Bergen
ASAO
Date: May 10th, 2024



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

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 2024 as presented.

BACKGROUND:

Recreational Programming

Youth Programming

Registered attendance increased slightly this month, with the program running at 100% capacity on a weekly basis, up from 98% last month. After School Club participants continue to attend programming at the library every Tuesday afternoon. Registered participants are also given the opportunity to skate and swim on a weekly basis.

Full day Spring Break programming was offered during the final week of March. Registration was capped at 10 participants due to staffing constraints and the program quickly filled up to maximum capacity for each day. Youth in attendance played active games, swam daily, and completed Easter themed crafts and activities.

After School Club is fully funded through the Child and Youth Resiliency grant and the Youth Contributions grant from the GNWT Department of Municipal and Community Affairs.

Fitness Programming

Regular fitness programming continued this month, with 7 instructor-led fitness classes and 3 supervised Lift and Learn sessions.

Attendance at fitness programming increased this month with a total of 169 participants, compared to the month of February which saw a total of 135 participants.

Lunch Spin returned to the fitness schedule this month, taught by a community member who recently obtained spin instructor certification. This class is offered three times per week.

Community Programming

New Horizons for Seniors Grant: Department of Recreation staff received confirmation that \$25,000 funding will be renewed for the 2024-25 fiscal year. This grant will be used to develop low to no cost seniors programming, both within the

March programs and activities funded via the New Horizons for Seniors Program:



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

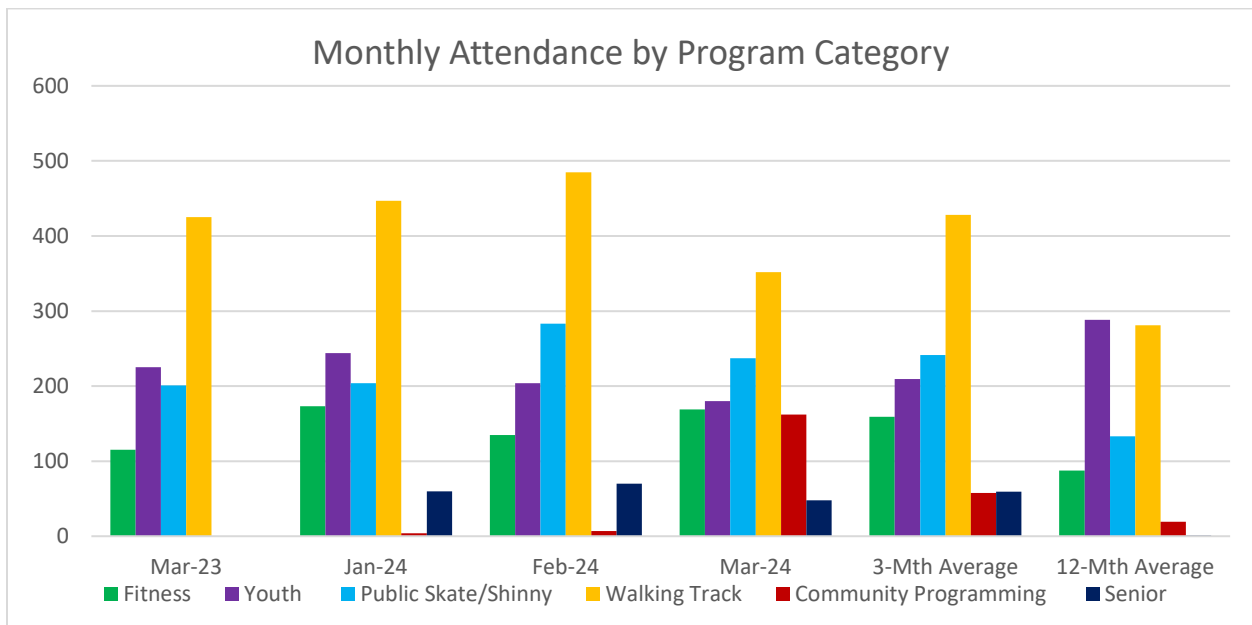
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Attendance at Seniors Coffee decreased this month, with a total of 14 seniors attending the program in March, as opposed to 36 seniors attending in February.
- Seniors Snowshoe concluded this month with 2 final seniors snowshoe afternoons. This program is being run in partnership with the Hay River Ski Club. This month, a total of 21 seniors attended the Seniors Snowshoe program.
- The Seniors Movie Matinee program is run in partnership with the NWT Centennial Library. This program offers seniors the opportunity to attend a matinee at the Riverview Cineplex on Sunday afternoons. Admission and concession items are covered for those who register for the program. This program will continue through April, May and June.

Full Moon Snowshoe: Full Moon Snowshoe concluded on March 25th this month. This program is run in partnership with the Hay River Ski Club and is free for community members to attend. This month, a total of 20 community members attended Full Moon Snowshoe, guided by a volunteer from the Hay River Ski Club.

Paint the Ice: The Hay River Community Centre hosted the second annual Paint the Ice event on March 26th. This event was free to the public, who were invited to celebrate the end of the ice season by painting on the ice surface with materials provided. The event was a success, with approximately 140 participants in attendance, an increase on the approximately 75 participants who attended the event last year.

Recreation Programming Statistics

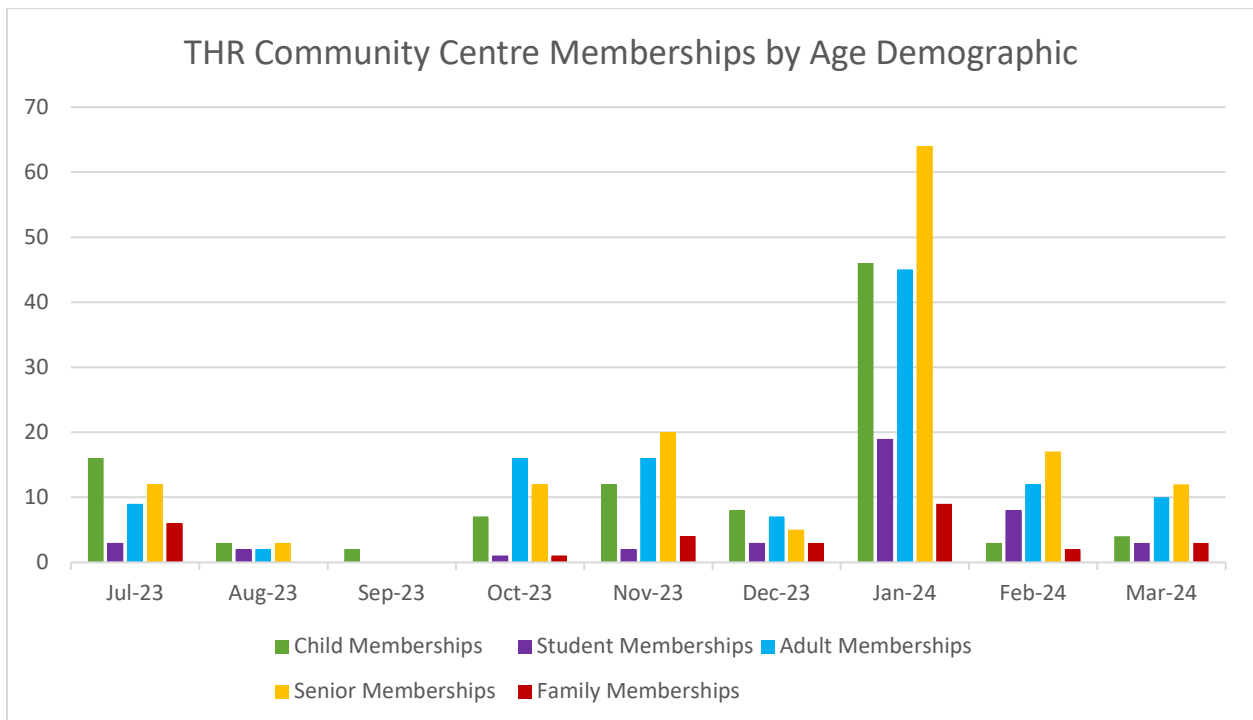
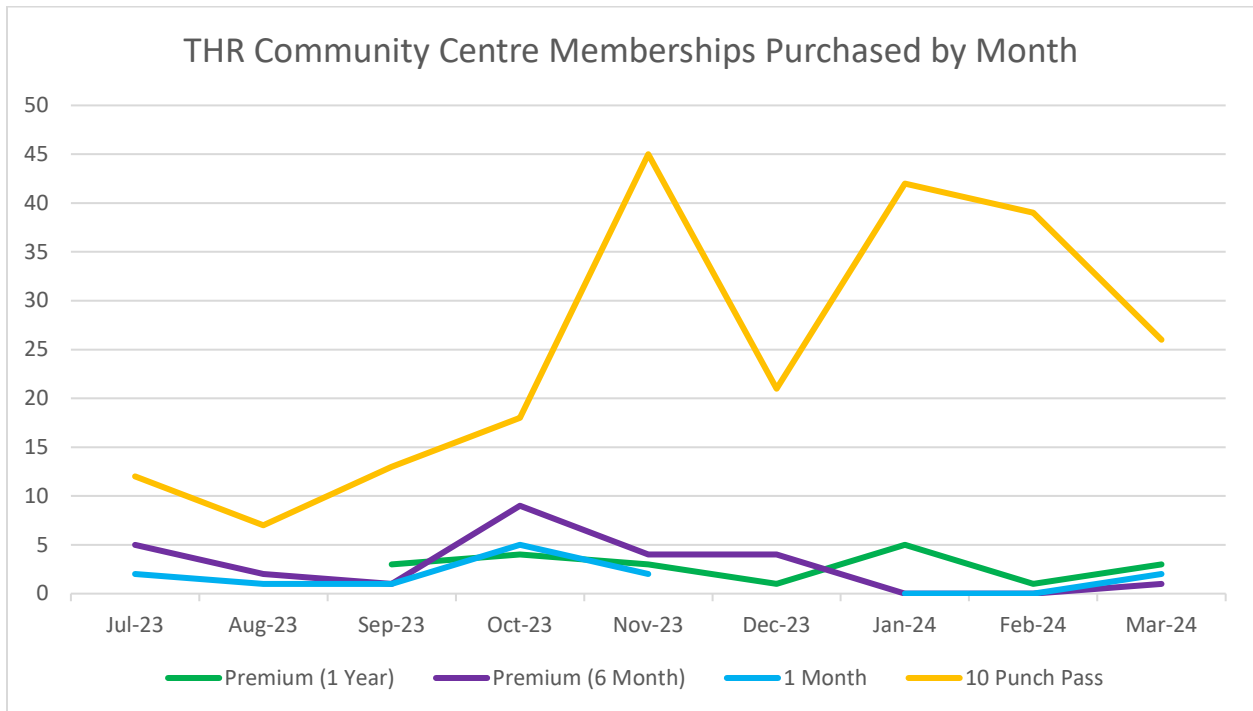




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT





REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Aquatics

General

The pool continues to operate smoothly with little to no disruption to regular programming. The hot tub jets are still offline due to a pump motor failure in January. The part has been ordered.

The weekly pool schedule was adjusted while schools were on Spring Break to offer longer open swim blocks in the afternoons. There were 328 swimmers during the first week of the break, which was the 2nd highest week for attendance of the month.

The Aquatic Supervisor was in communication with the GNWT's Department of ITI exploring the feasibility of Beach Attendant Program. Discussions revolved around the schedule and options for a shelter since the previous building was damaged during the flood.

Staffing

The Don Stewart Aquatic Centre currently has 11 staff including 2 full time Senior Lifeguards, 5 part-time casual Lifeguards and 4 Assistant Lifeguards.

Swim Instructor training began in January and was completed on March 18th. Seven staff successfully completed the course and 2 of them are currently teaching lessons along with our full-time staff.

Attendance

March attendance (1453) was down compared to February 2024 (1515). It was also down compared to March 2023 (1869). Lower numbers can be partially attributed to scheduled closures on Monday nights due to staff taking the swim instructor course and lower registrations in the after-school program which swims every Friday and during Spring Break.

- Although Open swims continue to be the busiest swims with close to 30 swimmers, they were slower than January & February. This is most likely due to there not being any large events or hockey tournaments.
- Aquafit occurs every Thursday morning and continues to be popular with 10-12 participants regularly attending.
- The Swim Team practices two times per week with an average of 12 swimmers attending. They have 2 coaches, and the Aquatic Supervisor assists with coaching as needed once to twice a month. They are hoping to host a swim meet in Nov 2024.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- There were 2 birthday parties held at the pool in March. Other groups that used the pool this month included Growing Together, classes from Chief Sunrise, PA school and DJSS.

Swimming Lessons and Special Programming

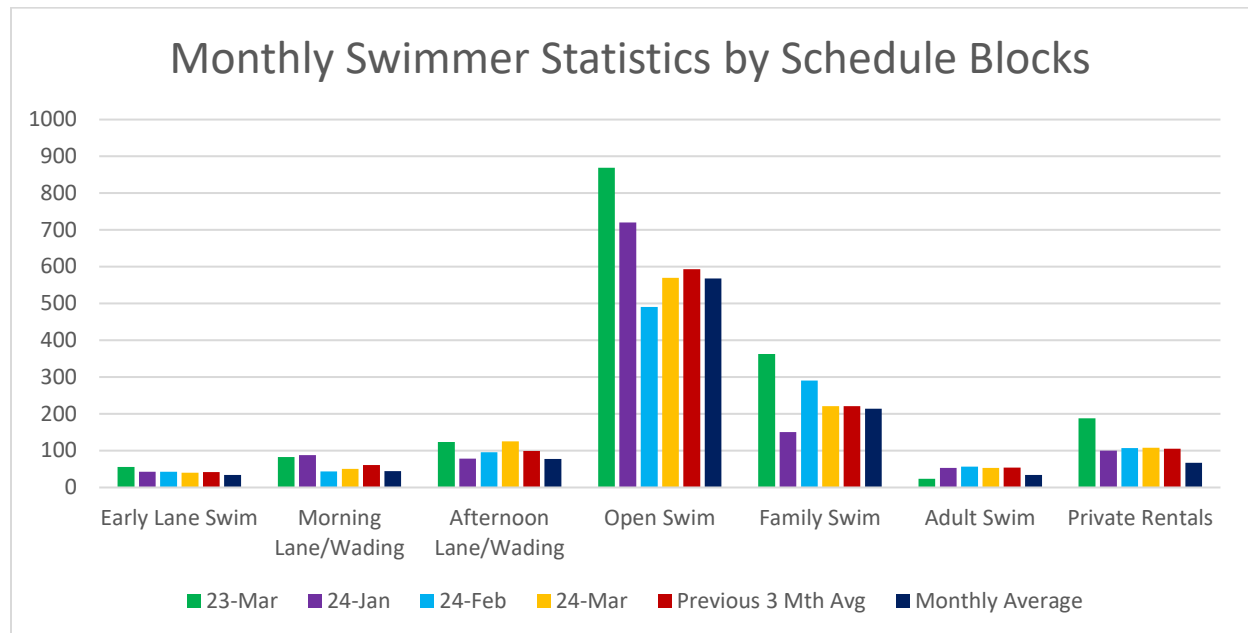
Swimming lessons ran February 5th - March 21st. Enrollment was as follows:

- Preschool Levels: 28 swimmers, 22 completed = 78.5%
- Swimmer Levels: 20 swimmers, 3 completed = 15%
- Swim Patrol Levels: 6 swimmers, 5 completed = 83%
- Swim Instructor Certification: 7 staff members, 7 completed = 100%
- First Aid course: 7 participants and all completed the course.

The low completion rate for the Swimmer Levels can be attributed to first time enrollment, and participants having moved up to a more difficult level and not yet having the physical ability to complete the requirements.

The Northwest Territories Recreation & Parks Association rented the pool March 23-25 to run boating Safety sessions for local youth. During the March 23rd session, there were no participants so aquatic staff on duty participated. The session on March 25th was specifically for a group from Kakisa, they had 6 youth participate.

Don Stewart Aquatic Centre Statistics

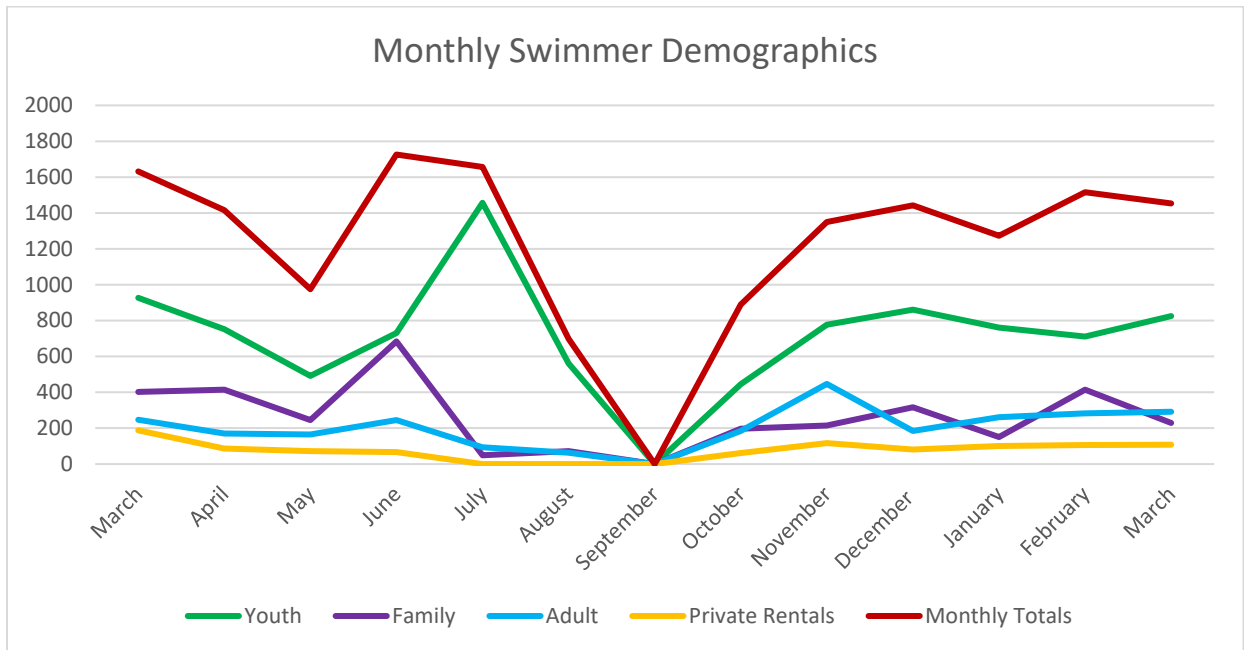




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Facilities and Maintenance

Don Stewart Aquatic Centre:

- Mechanical systems operating smoothly with no major disruptions to programming.
- Hot tub Replacement jet pump has been ordered and is expected shortly.
- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Monitoring weather conditions for frost and humidity in air handlers – daily checks and maintenance required.

Aurora Ford Arena and Hay River Curling Club ice preparation:

- Daily and weekly maintenance and servicing of ice resurfacer.
- Routine daily ice maintenance and weekly measurements of ice depth.
- Regular resupply of propane and blades for ice resurfacer.
- Ice plant shutdown and seasonal servicing by CIMCO Refrigeration.
- Removal of skating surface by THR Recreation Maintenance staff.
- Removal of curling ice surface by Curling Club volunteers.
- Annual inspection and maintenance of arena board system.
- Transition to Multi-Sport Drop-In programming on ice surfaces.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Monthly fire extinguisher and safety checks.
- Regular inspections of fleet vehicles and equipment.
- Snow and ice removal around the building, with support from Public Works as needed.
- Maintenance and adjustments to HVAC systems as per weather conditions.
- Wall patching and painting underway (Doug Wieterman Hall and Community Hall).
- Supported preparations and takedown for NWT Association of Communities conference.
- Change emergency light batteries in aquatic centre.
- Annual inspections of fire suppression systems and fire panel.
- Mid-season inspection and cleaning of concession fume hood.

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails.
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core.
- Snow removal at Ray Benoit Rink to prevent snow melt impacting residential properties.
- Picked up hockey nets from outdoor rinks and closed for season.
- Street sweeping of Community Centre parking lot.
- Initial safety inspection and clean up of skate park.
- Initial safety inspections and status updates of trails and trailheads.

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: May 10th, 2024

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: May 10th, 2024



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

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 April 2024 as presented.

BACKGROUND:

Recreational Programming

Youth Programming

After School Club: After School Club is fully funded through the Child and Youth Resiliency grant and the Youth Contributions grant from Municipal and Community Affairs.

Registered attendance remained the same this month with the program running at 100% capacity on a weekly basis.

Full Day Spring Break Programming was offered for the first week of April. This program ran at 100% capacity for the week. Youth in attendance played active games, swam daily, spent time at local area playgrounds and completed crafts.

Fitness Programming

Regular fitness programming continued this month, with 7 instructor-led fitness classes and 3 supervised Lift and Learn sessions.

Attendance at fitness programming decreased this month with a total of 85 participants, compared to 169 participants in March. Fitness programming attendance typically decreases in the spring and summer months due to the return of warmer weather as community members often prefer to spend more time outdoors.

Multi-sport Drop In Programming:

Indoor soccer, basketball, ball hockey, badminton and pickleball are offered daily in Aurora Ford Arena and the Hay River Curling Club. Youth ages 5-12 are supervised by a staff member between 3:30 and 5:30pm. Participants make use of a wide variety of sports equipment.

Multi-sport flooring was installed on the Hay River Curling Club ice surface this month. The flooring was purchased via third party funding and features badminton, basketball and pickleball court lines.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Sport Sampler Program: This program was introduced in April for youth ages 8-12, allowing participants to try a variety of sports and receive basic instruction from Recreation Programming staff. Program registration was 70% of max capacity, but actual attendance at the program was approximately 40%. This program is currently being re-evaluated.

Youth Dodgeball Clinic: A youth dodgeball clinic was offered this month in partnership with GNWT Department of Municipal and Community Affairs and Dodgeball Canada. This free clinic included 3 dodgeball sessions led by members of the Canadian National Dodgeball Team. The clinic was very well attended, with a total of 51 youth registered. Due to the interest shown in the dodgeball clinic, a youth dodgeball league is being developed and will begin in May.

Adult Racquet Sports Leagues: Adult Recreational Racquet Sports Leagues returned in April. A total of 16 adults registered for the doubles pickleball league, 6 registered for the doubles badminton league and 8 registered for the singles badminton league. The league will run until the end of June 2024.

Community Programming

Community Group Litter Pickup Campaign: Community groups have registered to clean up 12 of the 13 available locations. The initiative will run from May 1st – May 31st, sponsored by Wesclean Northern Sales Ltd and NTPC. Registered groups will receive \$500 for each location they volunteer to clean up.

ParticipACTION Community Challenge Grant: The Hay River Community Centre was awarded the ParticipACTION Community Challenge Grant for a total of \$1500. This grant will be used to sponsor free activities throughout the month of June, as a part of Hay River's bid to win the ParticipACTION Community Challenge and the grand prize of \$100,000 for sport and recreation initiatives.

Canadian Tire Jumpstart: The Town of Hay River Department of Recreation was awarded a \$4000 grant from the Canadian Tire Jumpstart program. This grant will be used to support spring and summer sport camps, including a Softball Player Camp, scheduled for May 2024. It will also be used to support multi-sport programming.

SH Dance Studio Rental: The Recreation Programming Supervisor partnered with a new local dance studio to offer dance classes to youth ages 2-12. Dance classes are offered three times per week in the Multi-Purpose Room at the Hay River Community Centre. This programming will continue into mid-May, with plans for it to return in the fall.

New Horizons for Seniors Grant: Department of Recreation staff received confirmation that \$25,000 funding will be renewed for the 2024-25 fiscal year. The program and funding supports seniors programming to promote healthy ageing, social participation, and inclusion of seniors.

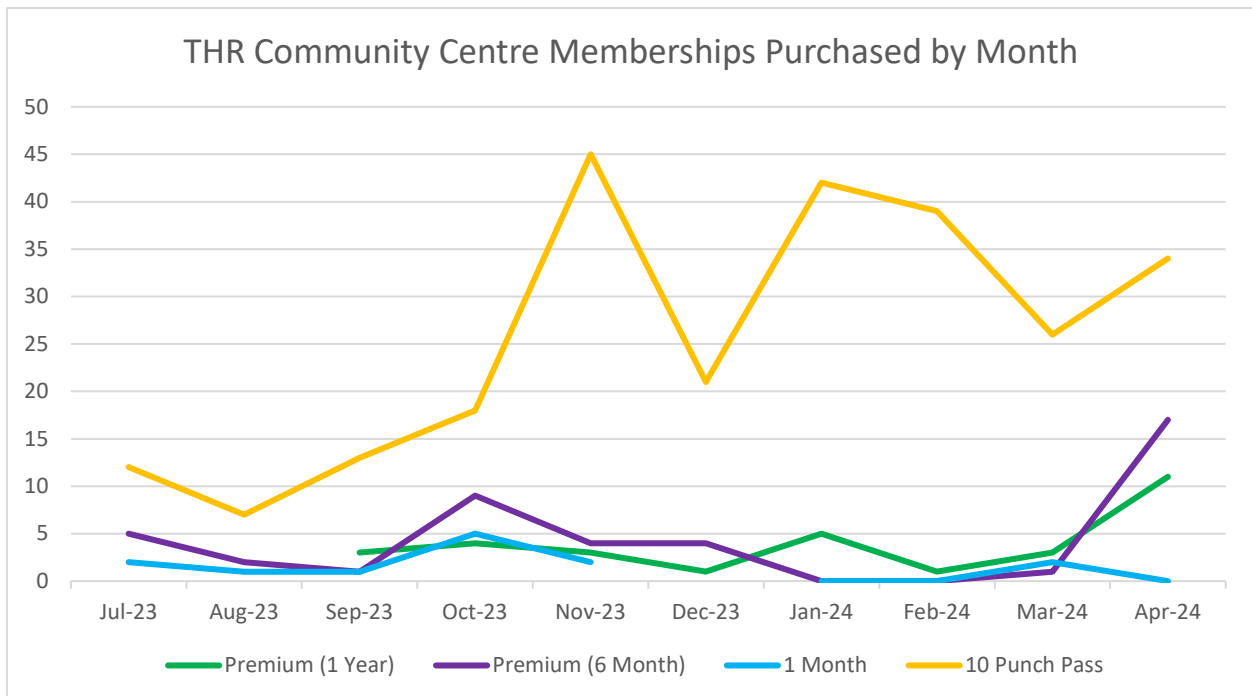
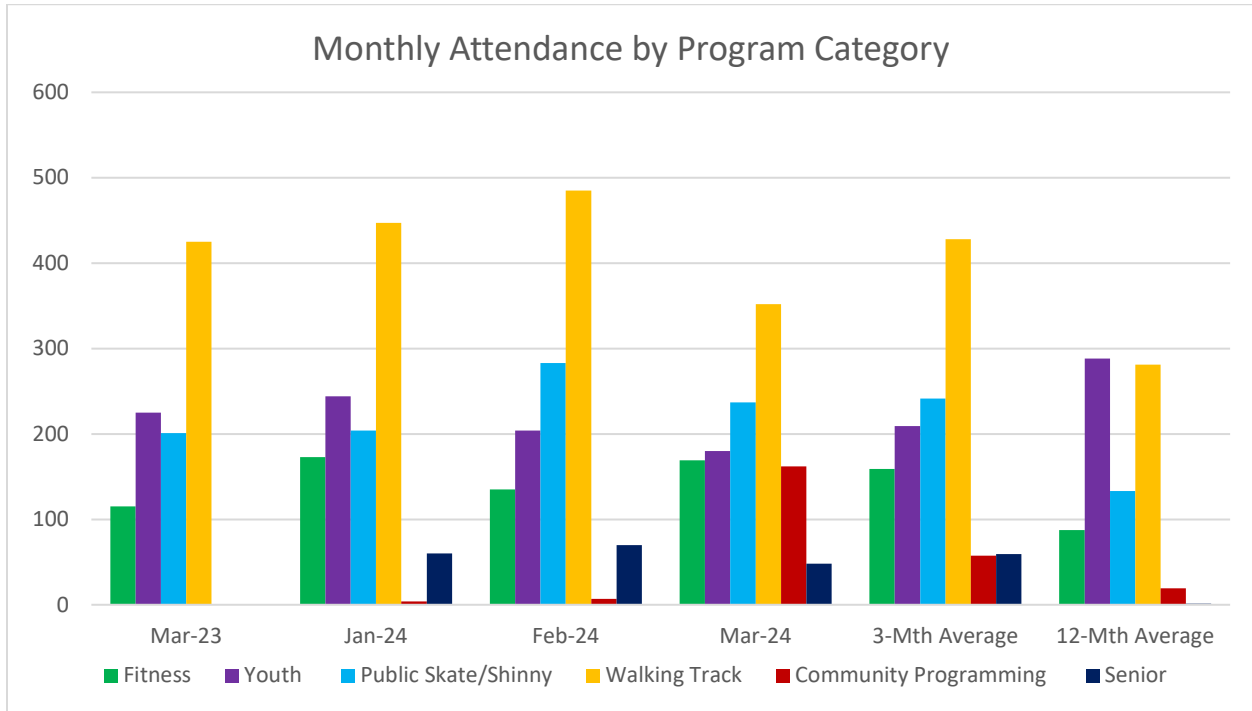


REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Recreation Programming Statistics

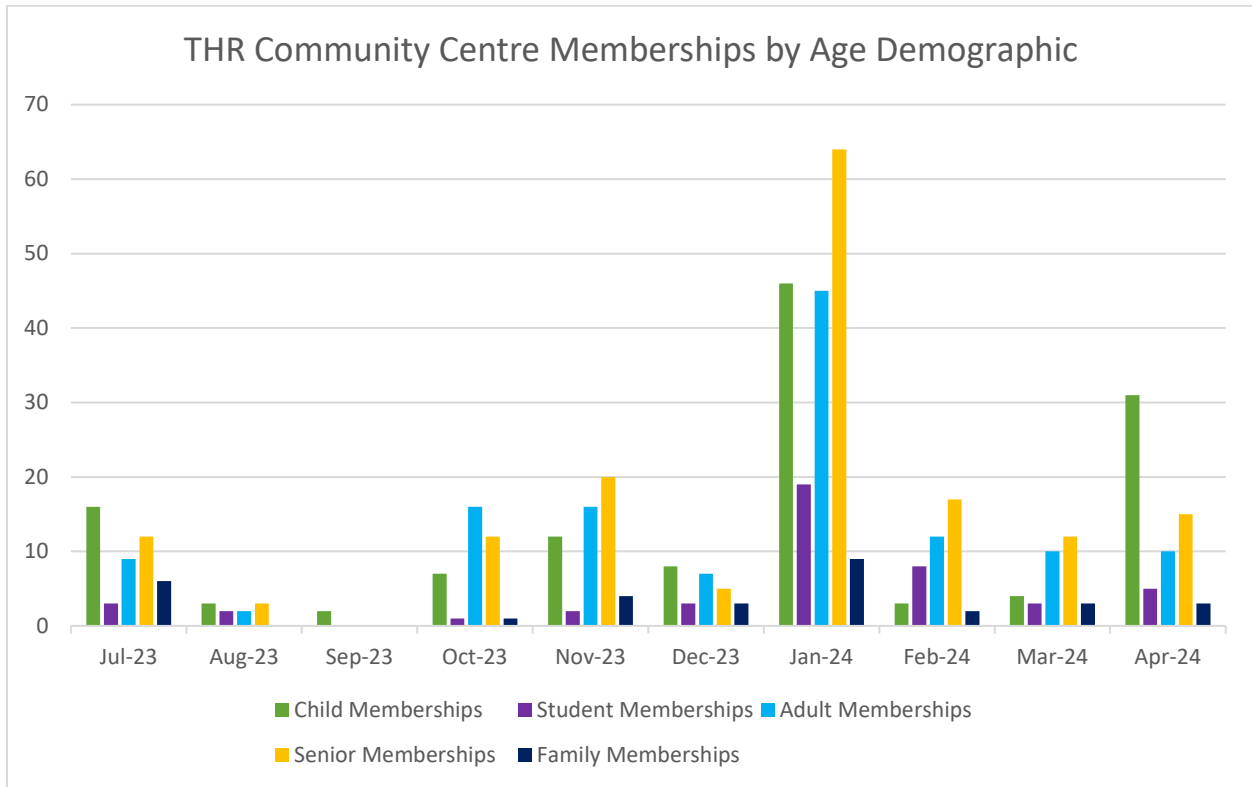




REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Aquatics

General

The pool continues to operate smoothly with little to no disruption to regular programming. The hot tub jets are still offline due to a pump motor failure in January. However, this part has now been delivered and should be installed shortly.

The Town’s Aquatics Supervisor attended the Alberta Association of Recreation Facilities Personnel (AARFP) annual conference in Lethbridge on April 21-23. He participated in sessions on Pool Filtration, Water Quality, Chemical Controller operation, and Aquatic Programming. The conference also provides opportunities to strengthen relationships with Recreation professionals from Alberta and the NWT.

The Aquatics Supervisor also travelled to Montreal to attend the Canadian Parks and Recreation Association (CPRA) AGM and conference, as the representative from the NWT. Discussions revolved around reduced Federal funding for the Recreation Sector as well as the increased use of recreation facilities and staff during natural disasters.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Staffing

The Don Stewart Aquatic Centre currently has 11 staff including 2 full time Senior Lifeguard, 5 part-time casual Lifeguards and 4 assistant lifeguards.

Planning is underway for summer programming and staff schedules. A few casual staff members have accepted summer employment at higher wages with GNWT employers. As a result of this, the Town had to decline the opportunity to work with ITI this summer to bring back the Beach Attendant Program at the Hay River Public Beach.

The hamlets of Fort Providence and Fort Resolution are requesting Town of Hay River support to facilitate Lifeguard training for their staff. Coordination and scheduling are underway.

Attendance

April attendance (1331) was lower than April 2023 (1425) and March 2024 (1453). At the 2-week mark, attendance (665) was slightly higher than the same period last year (647) trending towards similar numbers but fell short.

- Spring Break open swims had relatively good attendance the first week with all open swims having over 20 swimmers. Week 2 of the break had much better attendance with all swims having over 30 swimmers.
- Weekly attendance was highest of the month during the second week of spring break, with 350 people attending swims. This was also higher than the first week of the break.
- Although open swims continue to be the busiest swims with close to 30 swimmers per block, they were less well attended than February and March of this year. This is most likely because there were no large special events or hockey tournaments this month.
- The Swim Team practices twice per week with 11-13 swimmers regularly attending. They have 2 coaches, and the Aquatic Supervisor assists with coaching as needed once to twice a month. The swim team hosted a mini swim camp on April 12th to 14th. The camp was facilitated by a coach from the Yellowknife Swim Club coach, who also hosted some officials training that weekend.

Swimming Lessons and Special Programming

A new session of lessons began the week of April 15th with 49 swimmers registered (26 Preschool, 23 Swimmer/Swim Patrol). Two recently trained Swim Instructors are teaching classes during this session which runs until the first week of June.

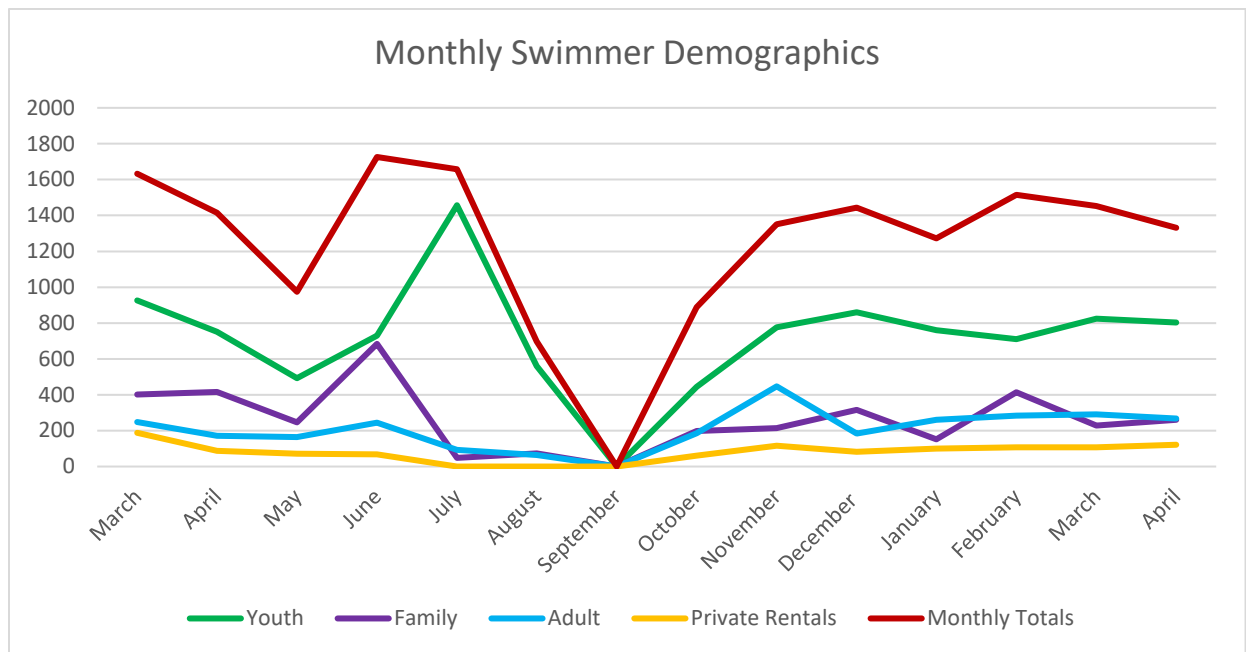
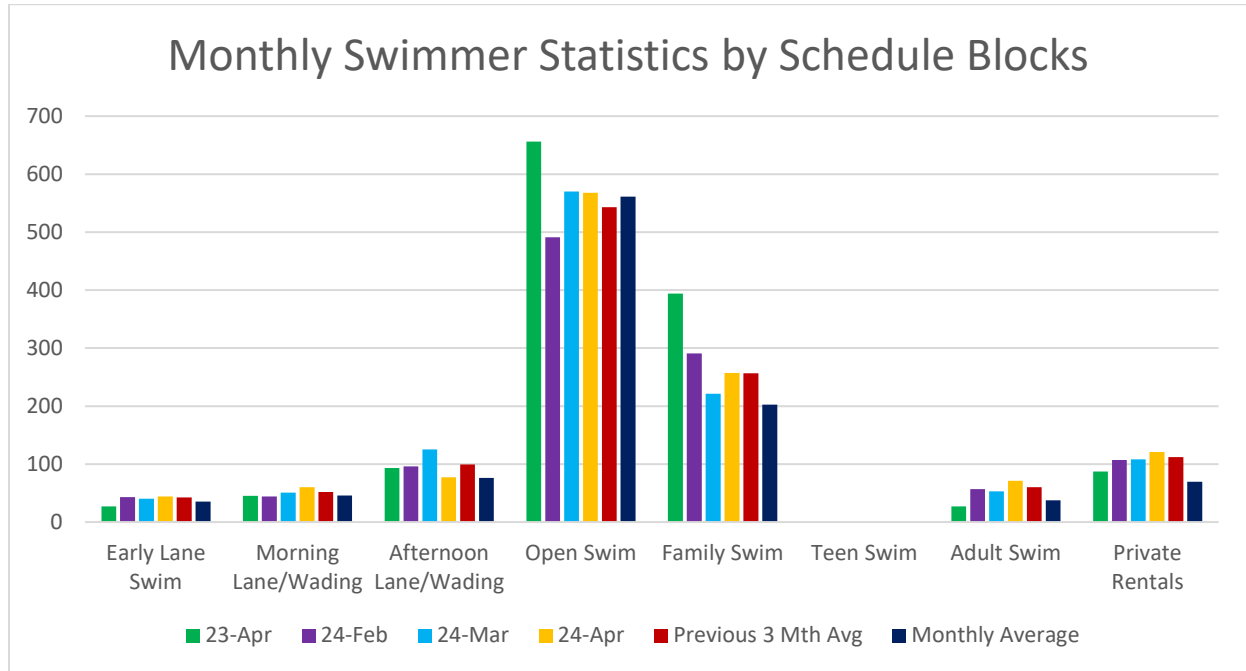


REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Don Stewart Aquatic Centre Statistics





REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Facilities and Maintenance

Don Stewart Aquatic Centre:

- Mechanical systems operating smoothly with no major disruptions to programming.
- Hot tub replacement jet pump has been ordered and is expected shortly.
- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Steam room boiler repair by local contractor/

Aurora Ford Arena and Hay River Curling Club ice preparation:

- Routine daily ice maintenance and weekly measurements of ice depth.
- Regular resupply of propane and blades for ice resurfacers.
- Arena boiler 1 repair by local contractor - replacement of ignitor.

Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Monthly fire extinguisher and safety checks.
- Maintenance and adjustments to HVAC systems as per weather conditions.
- Public Works Department supported snow clearing and sanding of parking lot to reduce safety risk during warm weather conditions.
- Wall patching and painting underway (curling club, stairwell 1, concession lobby).
- Annual inspection by Office of the Fire Marshall.
- Annual inspections and servicing of fire alarm system.
- Annual inspection and servicing of sprinkler system and fire extinguishers.
- Seasonal inspection of fleet vehicles and equipment completed by THR Public Works.

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails.
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core.
- Maintenance of outdoor skating rinks as per weather conditions.
- Annual safety inspections and clean up of playgrounds and greenspaces.
- Highway ditch litter pick up – charge back to GNWT Department of Infrastructure.
- Deploy porta potties at greenspaces
- Seasonal inspection and repairs of Fishermen's Wharf Pavilion.
- Annual inspection at Porritt Landing Marina.



REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: May 14th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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: May 9th, 2024

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: May 9th, 2024



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: May 14th, 2024

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows and Bouchard from the Regular Meeting of Council, Tuesday, May 14th, 2024

BACKGROUND:

Cllrs Willows and Bouchard have asked to be excused from the Regular Meeting of Council, Tuesday, May 14th, 2024

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: May 10, 2024

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: May 14th, 2024

SUBJECT: Letter of Support – Hay River Youth Centre

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support for the Hay River Youth Centre as they apply for the Youth Centre Initiatives funding from MACA.

BACKGROUND:

The Youth Centre Initiative program provides financial support to assist with the operating costs of youth centres or other community-based facilities in the Northwest Territories (NWT).

The Hay River Youth Centre has been instrumental in providing youth in our community with a safe place to connect. We have been proud to see its tremendous growth in the past year and are excited to see it continue to grow and offer more opportunities for our young people.

The Town of Hay River is not applying for this funding.

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: May 10th, 2024

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: May 14th, 2024

SUBJECT: Letter of Support – Hay River Museum Society

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support for the Hay River Museum Society as they apply to CanNor for funding.

BACKGROUND:

The Hay River Museum Society (HRMS) Board is requesting a letter supporting their proposal to CanNor to assist with the costs around stabilizing and repairing the damage caused by the 2022 flood.

The Heritage Centre has been unsafe for public access since the flood on May 13th, 2022. They have been using the Zoo as the public facing space for visitors to the site. They have received a work estimate to stabilize the foundation, mitigate future flood damage, and renovate and repair the Centre. Total costs will be around \$1Million. This is a very large number for them but is much smaller than demolishing this building and designing and erecting a new building on the same site. They have a proposal to CanNor for \$300,000 over two years to assist with roughly 30% of our total costs.

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: May 10th, 2024

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: FINANCE COMMITTEE

DATE: May 14th, 2024

SUBJECT: 2024 Q1 Capital Report

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024 Q1 capital report as recommended by the Finance Committee.

BACKGROUND:

The 2024 Q1 capital report details the costs that the Town incurred from January to March 2024 (attached). As of March 31, 2024, the Town had spent \$400K on capital projects.

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 2024.

ALTERNATIVES TO RECOMMENDATIONS:

Not to accept recommendations.

ATTACHMENTS:

Capital Spend Report Q1 2024

Submitted by:

Abena Nyarko
Director of Finance and Administration

Reviewed by:

Glenn Smith
Senior Administrative Office



Q1-2024 Capital Spend Report

Department	Project Name	Q1 2024 Changes	Changes to Funding	2024 Actual Spend
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan	-\$ 25,000	-\$ 25,000	\$ -
Land Development	Aspen Heights Subdivision Development			\$ 34,729
Administration	Asset Management System Implementation			\$ 5,104
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement			\$ -
Transportation and Public Works - Other	Biomass District Heating System			\$ -
Recreation	Bob McMeekin Park Enhancements			\$ 3,138
Protective Services	Bylaw Truck Replacement			\$ -
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks			\$ -
Transportation and Public Works - Other	Cemetery Expansion - New Site			\$ -
Administration	Computer Equipment Replacement Program			\$ 26,196
Administration	Debt Service Community Center - CPI and Donation Portion			\$ 167,000
Tourism	Downtown Beautification and Accessibility Project			\$ 4,200
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	\$ 75,000		\$ -
Land Development	Fraser Place Subdivision Development			\$ -
Transportation and Public Works - Other	Hazardous Waste Removal			\$ -
Protective Services	Heavy Rescue Truck Replacement			\$ -
Transportation and Public Works - Other	Industrial Area Drainage	-\$ 100,000		\$ -
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground			\$ -
Transportation and Public Works - Other	Infrastructure Planning and Studies			\$ 18,250
Tourism	Kayak Stations			\$ -
Transportation and Public Works - Other	Lift Station # 3 Replacement			\$ -
Transportation and Public Works - Other	Lift Station 1 Mitigation	\$ 300,000	\$ 300,000	\$ 500
Transportation and Public Works - Other	Lift station 1 Repair	-\$ 1,800,000	-\$ 1,800,000	\$ 17,060
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades			\$ -
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)			\$ -
Transportation and Public Works - Roads	Paradise Road Repair and Replacement			\$ -
Transportation and Public Works - Other	Pickup Truck Replacements			\$ -
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations			\$ -
Recreation	Replace Playground Fall Zones			\$ -
Recreation	Riding Mower Replacements			\$ -
Transportation and Public Works - Roads	Riverview Drive Upgrades			\$ -
Transportation and Public Works - Other	Shoreline Flood Mitigation			\$ 24,650
Recreation	Skatepark Upgrades			\$ -
Recreation	Skating ice surface painting machine			\$ -
Recreation	Small Capital Program - Recreation			\$ 15,999
Tourism	Small Capital Program - Tourism and Economic Development			\$ -
Transportation and Public Works - Other	Tire Recycling Program			\$ -
Recreation	Vale Island Multi-Use Recreation Area	\$ 225,000	\$ 225,000	\$ 56,321
Transportation and Public Works - Other	Vale Island/West Channel Drainage			\$ -
Protective Services	Vehicle extrication tools			\$ -
Tourism	Visitor Information Way finder Signage Development			\$ -
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design			\$ 2,319
Administration	Online Payroll System			\$ -



Q1-2024 Capital Spend Report

Department	Project Name	Q1 2024 Changes	Changes to Funding	2024 Actual Spend
Administration	Virtual Server			\$ -
Transportation and Public Works - Other	Small Capital			\$ 7,821
Transportation and Public Works - Other	Industrial Area Expansion- preliminary design			\$ -
Transportation and Public Works - Other	Grader Repair			\$ -
Transportation and Public Works - Other	Miron Storm Outlets Improvements			
Transportation and Public Works - Other	NFTI Remediation (cleanup and removal of old structures)			
		-\$ 1,325,000	-\$ 1,300,000	\$ 383,287

Unplanned Spending & Changes to Funding

Transportation and Public Works - Other	Lift Stn System Upgrade - (Incl. Stn #4)	\$ 210,000	\$ 210,000	\$ 12,381
Transportation and Public Works - Other	Vale Island Truck Fill Tank Replace	\$ 25,000	\$ 25,000	\$ 3,219
Transportation and Public Works - Other	SunDog Stantec Initial Design and Eng	\$ 1,216	\$ 1,216	\$ 1,216
Transportation and Public Works - Other	Flusher engine replacement	\$ 25,000		
		-\$ 1,063,784	-\$ 1,063,784	\$ 400,103



REPORT TO COUNCIL

COMMITTEE: FINANCE COMMITTEE **DATE:** May 14th, 2024
SUBJECT: 2024 Q1 Unaudited Consolidated Statement of Operations

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024 Q1 unaudited consolidated Statement of Operations as recommended by the Finance Committee.

BACKGROUND:

On April 26, 2024, Abena Nyarko (Director of Finance) presented unaudited consolidated Statement of Operations to the Finance Committee. At that meeting, the Finance Committee recommended that the 2024 Q1 unaudited consolidated Statement of Operations be brought forward to Council for approval.

The Q1 results showed an operating surplus of \$11K mainly due to increased interest revenues and land sales.

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:

2024-Q1 Unaudited Consolidated Statement of Operations

Prepared by:
Abena Nyarko
Director of Finance

Reviewed by:
Glenn Smith
Senior Administrative Officer



2024 Unaudited Statement of Operations

Mar-24

Row Labels	2023 Actuals	2024 Budget Total	2024 Forecast	Variance Forecast vs Budget	2024 YTD Budget	2024 YTD Actuals	Variance YTD Actuals vs Budget	Percentage of Total Budget Used
Revenue								
Ambulance Billings	(473,052)	(686,300)	(686,300)		(171,573)	(131,140)	40,433	19%
Fire Hall	(7,001)							
Franchise Fee	(339,809)	(300,000)	(300,000)		(75,000)	(69,910)	5,090	23%
Government Transfers For Operating	(2,805,674)	(2,596,670)	(2,616,732)	(20,062)	(50,000)	(55,156)	(5,156)	2%
Government transfers for water and sewer	(1,096,568)	(1,097,000)	(1,097,000)			(680)	(680)	0%
Grants/ Donations	(773,968)	(333,000)	(358,000)	(25,000)	(24,999)	(51,900)	(26,901)	16%
Interest Revenues	(204,883)	(105,000)	(171,000)	(66,000)	(26,250)	(92,839)	(66,589)	88%
Land Sales, Lease And Development	(688,788)	(1,934,000)	(1,934,000)		(307,220)	(375,917)	(68,697)	19%
Landfill Revenues	(181,601)	(220,000)	(220,000)		(30,000)	(28,756)	1,244	13%
Licenses & Permits	(117,109)	(120,500)	(120,500)		(55,875)	(53,700)	2,175	45%
Other Revenue From Own Sources	(284,247)	(186,000)	(186,000)		(46,500)	(48,084)	(1,584)	26%
Property Taxes	(6,854,196)	(7,395,000)	(7,395,000)			14,314	14,314	(0%)
Recreation Advertising	(20,931)	(26,000)	(26,000)		(5,000)		5,000	
Recreation Ice Revenues	(5,702)	(6,000)	(6,000)		(1,500)		1,500	
Recreation Other Revenues	(59,463)	(10,000)	(10,000)					
Recreation Program Revenues	(57,994)	(54,000)	(54,000)		(13,500)	(11,890)	1,610	22%
Recreation Rental Revenues	(224,511)	(219,000)	(219,000)		(73,377)	(100,897)	(27,520)	46%
Sale of Services	(74,810)	(75,000)	(75,000)		(18,753)	(21,324)	(2,571)	28%
Tourism Revenue	(14,453)	(8,000)	(8,000)		(2,001)	(10,434)	(8,433)	130%
Water And Sewer Revenues	(2,030,702)	(2,177,000)	(2,177,000)		(544,251)	(480,275)	63,977	22%
Revenue Total	(16,315,462)	(17,548,470)	(17,659,532)	(111,062)	(1,445,799)	(1,518,588)	(72,789)	9%
Expense								
Bank Charges and Interest	61,386	60,000	60,000		15,000	2,469	(12,531)	4%
Contracted and general services	2,460,791	2,898,473	2,898,473		470,439	439,420	(31,019)	15%
Insurance	287,488	302,000	302,000					
Interest on LTD	350,000	300,000	300,000		75,000	82,237	7,237	27%
Materials and supplies	3,497,405	4,211,503	4,264,503	53,000	536,335	541,868	5,533	13%
Mayor and council expenses	128,094	141,350	141,350		32,025	32,024	(1)	23%
Provision for bad debts	40,000	40,000	40,000					

Actuals vs Budget Comments	Forecast vs Budget Comments
	Mainly due to; \$15K MACA funding for bookkeeping. \$5K funding from CPRA Green Jobs Initiative for the Facility Maintainer position.
	Due to +25K New Horizons for Seniors Grant
Due to higher than anticipated interest revenues.	Projected increase in interest revenues due to favourable rates.
Due to the sale of lots on Vale Island & Dean Drive.	
Budget was allocated evenly throughout the year. Revenues are expected to increase in the summer months as consumption increases.	
Budget was allocated evenly throughout the year. Contracted and general services costs are expected to increase in the summer months.	
	Mainly due to; +25K anticipated increased programing costs as a result of the New Horizons for Seniors program funding. +28K projected increase in costs as a result of carbon tax



2024 Unaudited Statement of Operations

Mar-24

Row Labels	2023 Actuals	2024 Budget Total	2024 Forecast	Variance Forecast vs Budget	2024 YTD Budget	2024 YTD Actuals	Variance YTD Actuals vs Budget	Percentage of Total Budget Used
Salaries, wages and benefits	5,509,116	5,492,200	5,575,400	83,200	1,373,058	1,467,346	94,288	27%
Utilities - electricity	950,526	1,007,000	1,007,000		251,742	257,569	5,827	26%
Utilities - fuel	649,877	805,945	805,945		201,486	193,602	(7,884)	24%
Expense Total	13,934,683	15,258,471	15,394,671	136,200	2,955,085	3,016,534	61,449	20%
Grand Total	(2,380,779)	(2,290,000)	(2,264,862)	25,138	1,509,286	1,497,946	(11,340)	(65%)

Actuals vs Budget Comments	Forecast vs Budget Comments
<p>Mainly due to; +32K increased expenditure from Recreation due to prolonged succession plan execution for facility maintenance. +36K increased CPP and EI costs. The budget was spread evenly through the year but the expenditure is generally higher during the first half of the year. +15K increased overtime expenditure from Public Works +11K higher than budgeted cost for worker's compensation</p>	<p>Mainly due to; +15K increased casual employee cost for account reconciliations. This is funded by MACA. +36.2K projected increase in crease in worker's compensation costs. +32K projected increase in costs for Recreation due to the prolonged succession plan execution for facility maintenance.</p>



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: MAY 14, 2024

SUBJECT: IT SOFTWARE LICENSING AND SUPPORT SERVICES CONTRACT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to proceed with the execution of a 5 year contract for information technology software licensing and computer support services in the amount not to exceed \$925,000.

BACKGROUND:

The Town of Hay River is currently operating with an expired information technology licensing and support services contract. To reduce operating and financial risks associated with the provision of information technology services for the organization, the Town should secure support services through the consideration and execution of available options.

On June 9, 2020 Council approved a framework and rationalization review of the Town's information technology services with the goal of finding opportunities to reduce the Town's related costs. Through execution of the recommendations, which included the use of evolved technologies and changes to technical support options, cost reductions were recognized in the magnitude of 40% over existing pricing.

On September 1, 2020 the Town proceeded to execute a contract extension with ArcTech Computers based on amendments to services identified in the framework and rationalization review. The contract held between the Town and ArcTech Computers expired on August 31st, 2022.

The Town of Hay River currently benefits from a relatively strong investment in both infrastructure technology and support services. Value has been returned through not only high service uptimes but also through a competent local support provider and architect that provides a high level of support service and strong response times. This has resulted in optimized business processes and high knowledge worker efficiency. Very little business interruption has been identified through the length of past service contracts with ArcTech which includes no data breaches or successful cybersecurity attacks.

In recent years, through its IT software and support services contract, the Town has improved business continuity through migration to Cloud model computing. Core computing hardware, software, and document management services have been migrated to off-site services. As part of the Town's equipment evergreening program, knowledge workers now exclusively use laptops. Through several recent natural disasters and community evacuations, the Town has been able to effectively continue standard business and emergency operations with minimal risk to corporate information.



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: MAY 14, 2024

SUBJECT: IT SOFTWARE LICENSING AND SUPPORT SERVICES CONTRACT

Support Service and Software Licensing Provider Options

Three options that are available to the Town for technology support service and software licensing are presented as follows:

- Option 1: Execute a new service and licensing contract with ArcTech without issuing an RFP. Negotiate pricing terms that match the current contract and IT operational and capital budgets with the inclusion of a clause for inflationary adjustments. Include a requirement for on-site technical support staffing in Hay River. Familiarity with the Towns' current operating environment and systems will maximize savings while reducing operational risks and impact to business productivity. As per the Town's Procurement Bylaw 2388 and Procurement Policy, sole sourcing of Professional and Special Services and for ongoing maintenance for existing computer hardware and software is exempt from a tendering requirement.
- Option 2: Issue a competitive RFP for outsourced IT support services and software licensing with changes to the existing infrastructure design and service options. No other local firms have been identified that would be able to provide a comparable scope of services to those provided through ArcTech.
- Option 3: Bring elements of IT support services in-house. Negotiate a short term extension of the ArcTech service contract for a duration that would allow the Town to hire and train the required staff and to complete knowledge transfer from ArcTech employees to the new town employees. Given the requirement for off-hour maintenance and monitoring, there would be difficulties in scheduling and a reliance on overtime and leave coverage that would make this option unfeasible.

Recommendation

It is recommended by the Finance Committee that the Council of the Town of Hay River undertake Option 1 through a 60 month contract with ArcTech.

COUNCIL POLICY / STRATEGY OR GOAL:

- Addressing expired contracts

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- N/A

FINANCIAL IMPLICATIONS:

- New contract would match current operational and capital budgets for IT support services and software licensing.
- Value of contract would be considered against the Town's long-term debt capacity



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: MAY 14, 2024

SUBJECT: IT SOFTWARE LICENSING AND SUPPORT SERVICES CONTRACT

ALTERNATIVES TO RECOMMENDATIONS:

- Option 2: Issue a competitive RFP for outsourced IT support services and software licensing
- Option 3: Bring the IT support services in-house. Negotiate a short term extension of the ArcTech service contract for a duration that would allow the Town to hire and train the required staff and to complete knowledge transfer from ArcTech employees to the new town employees.

ATTACHMENTS:

N/A

Prepared By:

Glenn Smith

Senior Administrative Officer

May 10, 2024



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: May 14, 2024

SUBJECT: DUST PALLIATIVE & DE-ICER AS & WHEN RECOMMENDATION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER:

a) Awards the Contract to Supply and deliver Dust Palliative on an as and when basis for the date ending April 31, 2026 to 851791 NWT Ltd. O/A Rowe's Construction for an estimated total contract value of \$87,400.50; and

b) Awards the Tender to Supply and Deliver De-Icer on an as and when basis for the year ending April 31, 2026 to 851791 NWT Ltd. O/A Rowe's Construction for an estimated total contract value of \$20,360.40.

BACKGROUND:

The Town issued a tender call for the supply and delivery of dust palliative and de-icer to the Town of Hay River on an as and when basis. The tenders closed Friday, April 26th, 2024 at 3:00PM local time. Two submissions were received and are as follows:

Dust Palliative

851791 NWT Ltd. O/A Rowe's Construction	\$87,400.50
Carter Industries Ltd.	\$96,250.00

De-Icer

851791 NWT Ltd. O/A Rowe's Construction	\$20,360.40
Carter Industries Ltd.	NO BID

The tender unit prices will be in effect from May 21st, 2024 through April 31st, 2026. These prices do not include GST.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COUNCIL

DEPARTMENT: Public Works

DATE: May 14, 2024

SUBJECT: DUST PALLIATIVE & DE-ICER AS & WHEN RECOMMENDATION

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

The 2024-2026 dust palliative price represents a 2.39% increase from 2022-2024.

The 2024-2026 deicing material price represents 23.62% increase from 2022-2024.

	2022-2024	2024-2026	Change (%)
dust palliative	\$85,332.50	\$87,400.50	↑ 2.39
deicing materials	\$16,060.00	\$20,360.40	↑ 23.62

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Ryan MacNeil
Civil Infrastructure Manager

Reviewed by:
David Taylor
Director of Public Works

Date: May 3rd, 2024

Date: May 3rd, 2024



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

DATE: MAY 14TH, 2024

SUBJECT: FUEL AS AND WHEN RECOMMENDATION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER:

Awards the Tender to Supply and Deliver of various fuels on an As and When basis for the date ending April 31, 2024 to Midnight Petroleum for an estimated total contract value of \$354,403.77.

BACKGROUND:

The Town issued a tender call for the supply and delivery of various fuels to the Town of Hay River on an as and when basis. The tender closed Friday, April 26th, 2024 at 3:00PM local time. One submission was received and is as follows:

Midnight Petroleum \$354,403.77

The tender unit prices will be in effect from May 21st, 2024 through April 31st, 2026.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

The 2024-2026 price for fuel is 0.3% lower than the 2022-2024 price.

	2022-2024	2024-2026	Change (%)
Heating Fuel, Diesel, & Gasoline	\$358,612.00	\$354,403.77	↓ 0.295



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

DATE: MAY 14TH, 2024

SUBJECT: FUEL AS AND WHEN RECOMMENDATION

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ryan MacNeil
Civil Infrastructure Manager

Date: May 3rd, 2024

Reviewed by:

David Taylor
Director of Public Works

Date: May 3rd, 2024



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS DATE: MAY 14TH, 2024
SUBJECT: GRANULAR AS AND WHEN RECOMMENDATION

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER:

- a) Awards the Tender to Supply and Deliver 20mm crushed aggregate to locations in Hay River on an as and when basis for the year ending April 31st, 2026 to 851791 NWT Ltd. O/A Rowe’s Construction for an estimated total contract value of \$96,000.00;
- b) Awards the Tender to Supply and Deliver 50mm crushed aggregate to locations in Hay River on an as and when basis for the year ending April 31st, 2026 to 851791 NWT Ltd. O/A Rowe’s Construction for an estimated total contract value of \$90,000.00; and
- c) Awards the Tender to Supply and Deliver Sand to locations in Hay River on an as and when basis for the year ending April 31st, 2026 to 851791 NWT Ltd. O/A Rowe’s Construction for an estimated total contract value of \$25,000.00.

BACKGROUND:

The Town issued a tender call for the supply and delivery of granular materials to the Town of Hay River on an as and when basis. The tender closed Wednesday, April 26th, 2024 at 3:00PM local time. Three submissions were received, and they are as follows:

Crushed 20mm minus gravel

851791 NWT Ltd. O/A Rowe’s Construction	\$96,000.00
Carter Industries Ltd.	\$108,000.00
Darrell’s Welding	NO BID

Crushed 50mm minus gravel

851791 NWT Ltd. O/A Rowe’s Construction	\$90,000.00
Carter Industries Ltd.	\$99,000.00
Darrell’s Welding	NO BID

Sand

851791 NWT Ltd. O/A Rowe’s Construction	\$25,000.00
Carter Industries Ltd.	\$36,000.00
Darrell’s Welding	\$31,800.00

The tender unit prices will be in effect from May 21st, 2024 through April 31st, 2026. These prices do not include all applicable taxes.



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS DATE: MAY 14TH, 2024

SUBJECT: GRANULAR AS AND WHEN RECOMMENDATION

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

The 2024-2026 price for 20mm aggregate is 8.2% higher than the 2022-2024 price.
The 2024-2026 price for 50mm aggregate is 10.0% higher than the 2022-2024 price.
The 2024-2026 price for sand is less than 1% higher than the 2022-2024 price.

	2022-2024	2024-2026	Change(%)
20mm	\$69,000.00	\$96,000.00	↑ 8.18
50mm	\$60,000.00	\$90,000.00	↑ 10.00
sand	\$24,440.00	\$25,000.00	↑ 0.57

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Ryan MacNeil
Civil Infrastructure Manager

Date: May 3rd, 2024

Reviewed by:

David Taylor
Director of Public Works

Date: May 3rd, 2024



REPORT TO COUNCIL

DEPARTMENT: Recreation and Community Services **DATE:** May 14th, 2024

SUBJECT: Salvation Army Emergency Disaster Services MOU

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to enter into a Memorandum of Understanding with the Salvation Army Emergency Disaster Services Prairies and the Northern Territories Division.

BACKGROUND:

The NWT Emergency Plan identifies community governments as the Local Authority for the purposes of the *Emergency Management Act*. As such, municipal governments are responsible for the development and implementation of emergency plans to reasonably protect the general public and minimize damage to property.

The NWT Emergency Plan also indicates that community governments 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.

The Salvation Army Emergency Disaster Services (EDS) has experience meeting the physical, emotional, and spiritual needs of individuals and communities experiencing local declarations of emergency.

The proposed Memorandum of Understanding (MOU) provides a 3-year framework for collaboration between the Municipality and The Salvation Army EDS during a local deployment.

As per the attached MOU, the municipality can call upon the EDS on an as-needed basis to provide the following supplies and :

- Food Services
- Emergency Clothing
- Emotional & Spiritual Support

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- *NWT Emergency Management Act*
- *NWT Emergency Plan (2024)*



REPORT TO COUNCIL

DEPARTMENT: Recreation and Community Services **DATE:** May 14th, 2024
SUBJECT: Salvation Army Emergency Disaster Services MOU

- *Town of Hay River Community Emergency Plan (2024)*

FINANCIAL IMPLICATIONS:

As per the attached MOU, the municipality can call upon The Salvation Army EDS on an as-needed basis at zero cost for 5 consecutive days. Callouts beyond this threshold will be at the expense of the Municipality, as per Schedule D of the proposed MOU, unless otherwise authorized by the Divisional Director of EDS based on budgetary availability.

The NWT Emergency Plan indicates that incremental operational expenses incurred by a community government in responding to and recovering from an emergency are the responsibility of the Local Authority. Should a disaster assistance program be applied to an emergency, these incremental costs may be eligible for reimbursement under that program.

ALTERNATIVES TO RECOMMENDATIONS:

Continue using local volunteers and community organizations for food services and associated evacuee support services during local emergency situations.

ATTACHMENTS:

MOU – Salvation Army – THR 2024

Prepared by:
Stephane Millette
Director Recreation and Community Services
May 10, 2024

Reviewed by:
Glenn Smith
SAO
May 10, 2024



MEMORANDUM OF UNDERSTANDING

BETWEEN:

**THE SALVATION ARMY EMERGENCY DISASTER SERVICES PRAIRIES AND THE NORTHERN TERRITORIES
DIVISION**

(“The Salvation Army EDS”)

AND

(the “Municipality”)

BACKGROUND and PURPOSE:

- A. During a municipally declared state of emergency, collaboration among the Municipality and local agencies and service providers can be critical to protecting the property, health, safety, and welfare of the public.
- B. The Salvation Army Emergency Disaster Services (EDS) has experience meeting the physical, emotional, and spiritual needs of individuals and communities experiencing local declarations of emergency and would like to collaborate with the Municipality in responding to local declarations of emergency.
- C. This Memorandum of Understanding (MOU) provides a framework for collaboration between the Municipality and The Salvation Army EDS during a local deployment.

1. MUTUAL UNDERSTANDING

- a. The Municipality is responsible to direct and control the Municipality emergency deployment to foster the protection, safety, and welfare of the public.

- b. The municipality will call upon The Salvation Army EDS on an as-needed basis at zero cost for 5 consecutive days. Callouts beyond this threshold will be at the expense of the Municipality unless otherwise authorized by the Divisional Director of EDS based on budgetary availability.
- c. The Salvation Army EDS' assistance will be requested by following the activation protocol set out in Schedule A to this MOU.
- d. The Salvation Army EDS will provide the services and support described in Schedule B as requested by the Municipality. Unless otherwise agreed by both Parties in writing
- e. The Municipality will provide the services and support described in Schedule C as requested by The Salvation Army EDS. Unless otherwise agreed by both Parties in writing.
- f. Both Parties understand and agree that the specific supplies, services, and support and their availability may vary from one emergency to another.
- g. Both Parties understand that The Salvation Army EDS will prioritize requests by governmental agencies during declarations of Local, Provincial, or National states of Emergency.

2. KEY CONTACT

Each party shall designate a Key Contact person who will ensure regular and effective communication between the Parties, timely activation of and response to emergencies, and the resolution of any disagreements that may arise. The contact information for each Party's Key contacts and alternates is set out in Schedule A. Schedule A will be updated by the Parties as needed if the Key Contact and alternatives have changed.

3. TERM, RENEWAL AND TERMINATION

- a) This MOU will be in effect for a period of 3 years beginning on the Effective Date shown below unless terminated earlier by either Party
- b) The Term will mean three years from the Effective Date.
- c) This MOU may be renewed for an additional period of 3 years to the Term on mutual written agreement of the Parties.
- d) Either Party may terminate this MOU in whole or in part at any time and for any reason on 30 days written notice to the other. Notice of termination shall be sent to the Key Contact identified in Schedule A.

4. ANNUAL REVIEW

The parties may meet on renewal or on or near the anniversary date of the Effective Dates of this MOU to review the terms of this MOU and make any changes they consider desirable or necessary. All changes to this MOU must be in writing and signed by both Parties.

5. INDEMNIFICATION

Each Party shall, during the Term and after the termination of this Agreement, indemnify and save harmless the other from any loss, damage, claim, cost, expense, or liability whatsoever that the other may incur, suffer, or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceedings that may be made or asserted against or affect the Party indemnified by reason of a wrongful or negligent act or omission on the part of the indemnifying Party, its employees, servants, agents, subcontractors or volunteers in the performance or rendering of Services.

6. INSURANCE

The Municipality shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers, herein defined as the Municipality Members (with the exception of The Salvation Army) in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000.00) per incident, and a 30-day notice of cancellation to The Salvation Army, or such lesser amount as is approved by The Salvation Army EDS. The policy will include The Salvation Army as an additional insured and will contain a cross-liability and severability of interest clause. Certificates of insurance will be delivered promptly to The Salvation Army EDS, on request, throughout the Term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000.00) per incident and a 30-day notice of cancellation to the County, or such lesser amount as is approved by the Municipality. The policy will include the Municipality as an additional insured and will contain a cross-liability and severability of interest clause. Certificates of insurance will be delivered promptly to the Municipality, on request, throughout the term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement carry at least \$2M Liability on all owned Automobiles and \$2M Liability for all non-owned Automobiles that may be used in providing services to the County or its agents.

7. LEGAL STATUS OF THIS MOU AND THE PARTIES

- a) With the exception of the obligation to indemnify one another as set out in section 5 of this MOU, and the obligation to take out and maintain the insurance policies as set out in section 6 of this MOU, this MOU is not intended to be legally binding or to give rise to a legal obligation

that the Municipality request the Services or that The Salvation Army EDS deliver the Services described in Schedule B.

- b) This MOU does not create a partnership, joint venture or agency relationship between the parties.

ENTERED INTO AND EFFECTIVE AS OF THIS DAY OF ,2024, The Effective Date.

The Salvation Army Emergency & Disaster Services; Prairies and Northern Territories Division

SCHEDULE A

ACTIVATION OF SERVICES

Upon becoming aware of an emergency situation or deployment in which The Salvation Army EDS' assistance may be required, the Municipality Key Contact will immediately contact The Salvation Army EDS Key Contact.

Upon notification by the Municipality Key Contact, The Salvation Army EDS will mobilize its employees and volunteers to provide the services described in Schedule B.

During an emergency activation, the Parties will work together to identify the quantities and duration of supplies, services and support necessary to assist the Municipality Members during that emergency.

Key Contacts for the Municipality

Name: Stephane Millette

Role: Director of Recreation and Community Services

Email: recdirector@hayriver.com

Phone: 867-875-8322

Name: Travis Wright

Role:

Email:

Phone:

The Key Contact(s) for The Salvation Army are:

Name: Tiffany Medeiros

Role: EDS Specialist

Email: tiffany.medeiros@salvationarmy.ca

Phone:403-510-6017

Name:

Role:

Email:

Cell: Office:

Name: Major Ben Lippers

Role: Divisional Director EDS

Email: Ben.lippers@salvationarmy.ca

Phone: 780-217-8097

Key Contacts for Termination of MOU

If the Municipality wishes to terminate, a notice of termination must be sent to The Salvation Army EDS at:

Name: Major Ben Lippers

Role: Divisional Director of EDS

Email: Ben.lippers@salvationarmy.ca

Cell: 780-217-8097

If The Salvation Army EDS wishes to terminate, a notice of termination must be sent to the Municipality at:

Name:

Role:

Email:

Cell: Office:

Key Contacts for Activation of Emergencies

Name: Tiffany Medeiros

Role: EDS Specialist

Email: tiffany.medeiros@salvationarmy.ca

Phone: 403.510.6017

Name:

Role:

Email:

Cell:

Office:

Name: Major Ben Lippers

Role: Divisional Director EDS

Email: Ben.lippers@salvationarmy.ca

Phone: 780-217-8097

SCHEDULE B

SALVATION ARMY EDS SERVICES

The Salvation Army EDS will provide the following supplies and services in such quantities and for such time period as the Municipality specifies:

a) Food Services

Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by the Municipality.

b) Emergency Clothing

Includes the provision of clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

Includes emotional support and spiritual care that may be required by individuals affected by the emergency.

SCHEDULE C

The Municipality SERVICES

For events requiring the repositioning of The Salvation Army EDS's provincial or national resources, employees, or volunteers, the Municipality will provide the following supplies and services in such quantities and for the time period as The Salvation Army EDS and the Municipality mutually agree.

a) Accommodations

Includes arranging and paying for housing for out-of-town Salvation Army workers deployed to the incident.

b) Long-duration deployments

For deployments lasting more than five consecutive days, the Municipality will be responsible for the cost of the food provided for in Schedule B that The Salvation Army EDS has provided after the five days. To comply with the Municipality's operating procedures, The Salvation Army EDS will provide receipts for the food that the Municipality is paying for.

SCHEDULE D

SALVATION ARMY EDS SERVICES COST ABOVE 5 CONSECUTIVE DAYS

The Salvation Army EDS will provide, to the best of its ability, the following supplies and services in such quantities and for the such time period as the Municipality specifies:

a) Food Services

Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by the Municipality. As needed, a Salvation Army Canteen will be deployed from an appropriate Salvation Army ministry unit.

Food/hydration costs will be billed as follows:

Meal service (which includes coffee and water): \$8.50-\$10/per person

Snack service (includes coffee, water, with fruit or baked goods, or pre-packaged bars/cookies etc.): \$5-7.50/per person.

Other: As arranged.

b) Emergency Clothing (To be discussed before deployment)

Includes the provision of a voucher to be redeemed at any Salvation Army Thrift Store for clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

Includes emotional support and spiritual care that may be required by individuals affected by the emergency.

Critical Incident Stress Management (CISM) either assisting Individuals in crisis or/and group crisis intervention.

d) Volunteer training, preparedness, and deployment during an emergency activation

e) The Salvation Army is open to providing other services, based on required needs, to the best of its ability.