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## AGENDA

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### PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
  - a. Regular Meeting of Council, May 28<sup>th</sup> – page 2-3
6. **ADMINISTRATIVE ENQUIRIES**
7. **NEW BUSINESS**
  - a. Public Works Monthly Report for May – 4-12
  - b. Municipal Enforcement Monthly Report for May – page 13-16
  - c. Emergency Services Monthly Report for May – page 17-22
  - d. Tourism and Economic Development Monthly Report for May – page 23-28
  - e. Recreation and Community Services Monthly Report for May – 29-36
  - f. Excused Absence for Cllrs Willows– page 37
8. **NOTICE OF MOTIONS**
9. **IN CAMERA**
  - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
10. **ADJOURNMENT**



# REGULAR MEETING MINUTES May 28<sup>th</sup>, 2024

**The Regular Meeting of Council was held on Tuesday, May 28<sup>th</sup>, at 6:30pm**

Present: mayor Jameson, Deputy Mayor Dohey, Councillors, Wall, Duford, Willows and Chambers

Staff: SAO – Glenn Smith, Council Administrator – Stacey Barnes, Director of Finance – Abena Nyarko (on phone)

**1. CALL TO ORDER:**

This Meeting was called to order at 6:30pm with Mayor Jameson presiding.

**2. ADOPTION OF AGENDA**

**#24-113                        MOVED BY CLLR WALL**  
**SECONDED BY: CLLR CHAMBERS**

Adding 8b) Add Cllr Bouchard to excused absence

**3. DECLARATION OF INTEREST**

There were no Declaration of Interest for Tuesday, May 28<sup>th</sup>

**4. ADOPTION OF MINUTES**

a.                        Regular Meeting of Council – May 14<sup>th</sup>, 2024

**#24-114                        MOVED BY: CLLR CHAMBERS**  
**SECONDED BY CLLR DUFORD**

**CARRIED**

**5. ANNOUNCEMENTS, AWARDS & PRESENTATIONS**

Mayor Jameson – Great job for those involved with the lobster fest. Huge thank you!!  
Cllr Wall – Track and Field next week, expecting over 900+ athletes. Thank you to all the volunteers.

**6. ADMINISTRATIVE ENQUIRIES**

**Verbal Reports were given by SAO Glenn Smith for each department**

**7. INFORMATION ONLY – Council Priorities Summary for May**

**8. NEW BUSINESS**

**a. RECOMMENDATION:**

**#24-115                        MOVED By: CLLR DUFORD**  
**SECONDED BY: CLLR CHAMBERS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2022 Audited Financial Statements as recommended by the Finance Committee.**

**CARRIED**



## REGULAR MEETING MINUTES May 28<sup>th</sup>, 2024

### b. RECOMMENDATION:

**#24-116**                      **MOVED BY: CLLR CHAMBERS**  
**SECONDED BY: CLLR DUFORD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Groenewegen and Bouchard from the Regular Meeting of Council, Tuesday, May 28<sup>th</sup>, 2024**

**CARRIED**

**9. NOTICE OF MOTIONS**

**There was no notice of motions for the Regular Meeting of Council, May 28<sup>th</sup>, 2024**

**10. IN CAMERA**

**There was no In Camera for the Regular Meeting of Council, May 28<sup>th</sup>, 2024**

**11. ADJOURNMENT**

**#24-117**                      **MOVED BY: CLLR WILLOWS**

**That the Regular Meeting of Council be adjourned at 7:13pm.**

**CARRIED**

**Certified Correct as Recorded on the 28<sup>th</sup> Day of May 2024**

**These minutes were accepted by motion #\_\_\_\_\_**



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

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## RECOMMENDATION:

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

## BACKGROUND:

### **Engineering and Capital Projects:**

A complete list of 2024 capital projects can be found as an attachment to this document. The 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.

#### Industrial Drive

- Rowe's road prep crew has arrived and begun work to prepare the grade, and base of the road for the arrival of the paving crew.
- The paving crew is expected to arrive mid-June to complete the paving portion of the Industrial Drive project, as well as deficiencies from other projects such as Beaver Cres, Riverbend, and Capital Drive.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

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## Capital Drive

- The agreement for replacement and compensation for the Capital Drive sidewalk, curb and gutter project from 2021 has been reached.
- Prep work has begun with the removal of several areas of sidewalk, and curb and gutter in various places on Capital Drive such as the curb and gutter across the street from the Courthouse, in front of the pharmacy, and by the post office to name a few instances.
- 3 areas have not had the sidewalk removed yet, in front of the courthouse, police station and the frontage facing Capital Drive by the post office.
- These areas have the concrete removed in sections to allow for uninterrupted access to the buildings during the preparation and pouring of the sidewalk and entrances.
- Lift Station#1 Mitigation/Repair
  - Preliminary design received by Town.
  - Second workshop with Stantec & Town representatives completed with updated design to follow.
  - Issued for Tender documents expected by end of July.
  - Estimated completion time for structure is 4-6 months. Lead time on MCC and generator, however, is approximately 1 year.
- 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.
  - A letter of acceptance has been received by the Town allowing for the Alaska Road berm project to move into the tendering stage of the project.
  - The Town has met with WPFN to discuss viewing the berm that stretches for WPFN territory to the Airport, with reports of maintenance required along the entire length with focus on the culverts and back-flow preventers.
  - Additional scoping of the area around the Oxbow behind West Point is required to determine the extent of the drainage and maintenance concerns that may fit within the parameters of this funding application.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

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- The goal is to define the full extent of maintenance concerns that could be addressed while the contractors are in the area as there has been other funding opportunities that could support further mitigation strategies that the Town can tap into through MACA and associated organizations.
- WPFN has received partial funding to begin the planning stages of a feasibility drainage study around West Channel area. WPFN has tapped Stantec to assist with the Town's engagement.
- Water Treatment Plant Feasibility Study and Preliminary Design
  - Final geotechnical work completed. Report to follow.
  - Surveying completed.
  - Final report expected soon following as options analysis for chlorine gas alternatives, as well as a design for chlorine gas retrofit for reservoir. Project will wrap up with consultant led presentation to Council.
- Grader Repairs
  - The parts are on order and were expected last week, however there was a shipping error that has delayed the delivery of the required parts until next week.
- Public Works Fleet Truck
  - Tender closed. Recommendation to award to Council in June.

## **Water License Activities:**

- Annual report public review complete and responses provided by Town.
- Annual spring inspection completed by ECC and the Mackenzie Valley Land & Water Board.
- Spring sampling of soil, surface water, and groundwater monitoring wells complete and sent to lab for analysis.
- Lagoon effluent sampling is ongoing during months of flow.
- Aerial survey and cut/fill volume report completed.

## **Public Works Operations and Maintenance**

### **Roads and Ditches**

- Asphalt patching tender posted and scheduled to close June 17<sup>th</sup>.
- Crack sealing RFQ to be posted.
- Ditch clearing – Ongoing in advance of maintenance.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

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## Equipment Maintenance

- Trailer mounted flusher –The total cost of the parts and labor has been forwarded after Finning was able to inspect the unit to determine the extent of the damage. The current repair cost is \$30,000 plus applicable taxes and delivery fees.
- Two options additional options as there are two suitable replacement engines to consider as there would be local service and a warranty to cover any unforeseen issues.
- Two engine options are available with the most suitable replacement costing approximately \$27,000 with installation totaling just over \$30,000.
- The above option with the replacement option is the recommended remedy for he flusher
- Case Loader repair – complete
- Seasonal fleet maintenance (8 units) – complete

## Solid Waste

- Spring Curbside Clean-up – ongoing
- Ongoing depollution of end-of-life vehicles and whitegoods in preparation of steel diversion (2025).
- 8" landfill cover applied to residential and domestic waste.
- Granular added to landfill access and approach of disposal areas.

## Water and Wastewater

- Wright Crescent water leak – complete (landscaping required: to be fit in where required the Town has purchased soil to begin repairs to landscaping and lawns damaged by repairs. The PWs department will begin lawn restoration with available manpower )
- Lagoon biosolid and vegetation removal - complete
- Lagoon sludge pit berm clean up – complete
- Live traps set at lagoon – 3 groundhogs captured and released outside of Town.
- Exercise and inspect hydrants – complete
- Hydrant Repair (rec) – complete
- Installation of upgraded hydrant adapters - complete

## Facilities Management / Miscellaneous

- NCIP Heater Service Program to be tendered.
- Track/soccer field fence reinstatement – complete
- Courtoreille graffiti removal -complete
- Woodland traffic light base removal – complete



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

- Various building repairs (eavestrough (1), facia (2))

## Planning and Development

### Building Inspections

- Our senior facilities maintainer is task with beginning the annual facilities inspection, currently working on Fisherman's wharf pavilion, the Rec centre with Protective services building planned for inspections and repairs.

### Enforcement

- A zoning and development bylaw enforcement prioritization schedule is being developed for Council review and approval

### Permitting

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

May 3,2024	D24-018	66 Patterson	New house construction
May 3,2024	D24-019	35032 MacKenzie Rd.	Salvage for repurposing
May 6,2024	D24-020	29 Studney Drive	Demolition
May 6,2024	D24-021	6 Beaver Cressent	Single Family Home
May 7,2024	D24-022	10 Cranberry Crescent	Residential
May 10,2024	D24-023	NTPC Capital Drive	EV Charger Installation
May 10,2024	D24-024	69-102 Avenue	Temporary Office Traiiler
May 14,2024	D24-025	22 Paradise Road	Residence Rebuild (fire)
May 15,2024	D24-026 ; B24-006	262 Paradise Road	Residence Rebuild (fire)
May 21,2024	D24-027	40 Cranberry Crescent	Fence
May 23,2024	B24-007	17 Beaver Crescent	24x36 Stick Build Garage
May 24,2024	D24-D28 ; B24-008	70 Paradise Road	Empty Property / Build Foudation
May 24,2024	B24-009	27 Lakeshore Drive	Install new modular home
May 28,2024	D24-029 ; B24-010	15 Riverview Drive	Residential - relocating mechanical room to higher elevation
May 28,2024	B24-011	6 Beaver Cressent	Single Family Home
May 30,2024	DH24-030	24 Stewart Drive	Home Occupation



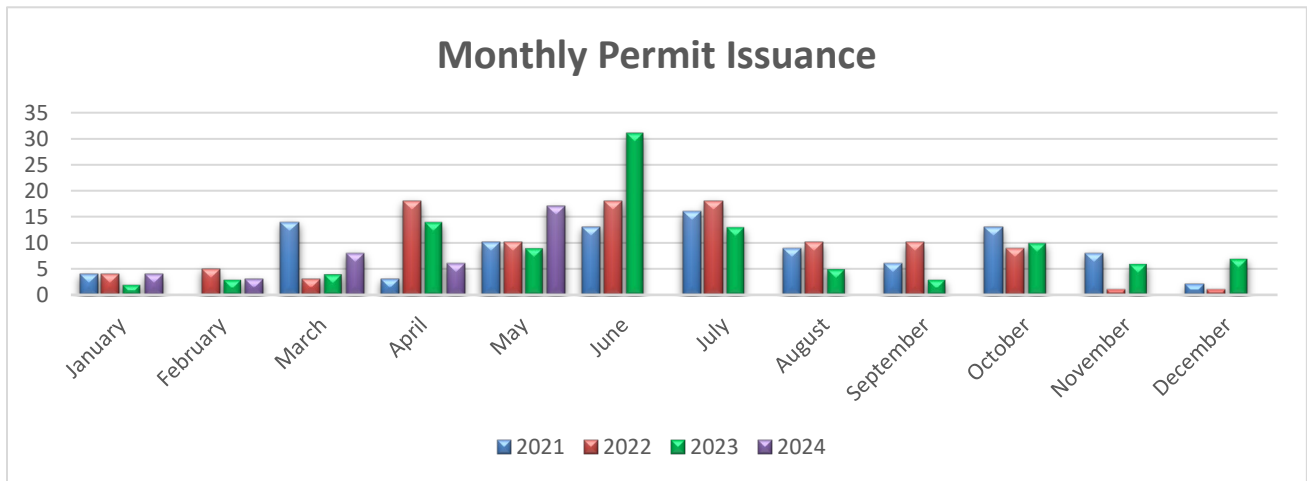


# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

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



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** June 11, 2024

**SUBJECT:** Public Works Monthly Report for May 2024

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**ATTACHMENTS:**

Project Status Report

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**Prepared by:**  
David Taylor  
**Director Public Works & Services**  
June 7, 2024

**Reviewed by:**  
Glenn Smith  
**SAO**  
June 7, 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	A development agreement with a contribution agreement to include assistance building the required lift station for the area is to be prepared to reflect of an	December 12, 2023	December 31, 2024	REOI	40%
Land Development	Fraser Place Subdivision Development	Utility installation timeline remains unknown due to the franchise agreement. Naka has issued a RFQ.	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	July 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	GNWT Infrastructure has provided additional \$120K in funding which will be	February 1, 2023	November 30, 2024	Construction	30%
Recreation	Vale Island Multi-Use Recreation Area	Decorative streetlighting to be installed in 2024	June 1, 2023	November 30, 2024	Construction	80%
Tourism	Downtown Beautification and Accessibility Project					
Tourism	Small Capital Program - Tourism and Economic Development	Study complete. Funding application to occur in 2024, currently proceeding to	September 1, 2022	December 31, 2024	Complete	100%
Tourism	Visitor Information Way finder Signage Development	Land acquisition required before further actions. Formation of planning	June 1, 2024	November 1, 2026	Scoping	0%
Transportation and Public Works - Other	Biomass District Heating System Study	Remaining demolitions works to be completed in August 2024 due to the numerous priorities reflect the capital plan, and contractors engagement in construction projects delayed by flood and fire evacuations	February 1, 2023	October 31, 2024	Construction	95%
Transportation and Public Works - Other	Cemetery Expansion - New Site	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	June 1, 2023	October 31, 2024	Construction	20%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	Deferred to summer 2024	April 1, 2023	October 31, 2024	Scoping	15%
Transportation and Public Works - Other	Hazardous Waste Removal	Ongoing work throughout 2024	January 1, 2023	December 31, 2024	Scoping	0%
Transportation and Public Works - Other	Industrial Area Drainage	Preliminary design through Aspen Heights development	January 1, 2024	December 1, 2026	Design	5%
Transportation and Public Works - Other	Infrastructure Planning and Studies	The second LS1 workshop was held Friday, the Town is expecting a response to a number of questions regarding capacity, feasibility of operation during demolition and construction to be sent next week by Stantec.	January 1, 2023	December 31, 2025	Design	15%
Transportation and Public Works - Other	Lift Station # 3 Replacement	These repairs are included in the mitigation strategy for LS1 as the repairs will be conducted once the project is tendered and awarded to the successful	January 1, 2024	October 31, 2025	Design	15%
Transportation and Public Works - Other	Lift Station 1 Mitigation	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%



## 2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Lift station 1 Repair	Land acquisition 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	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades	Tender has closed and been awarded to Aurora Ford.	March 30, 2024	October 31, 2024	Procurement	50%
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)	Ongoing work throughout 2024 as needed	January 1, 2023	December 31, 2024	Procurement	0%
Transportation and Public Works - Other	Pickup Truck Replacements	Approval has been received from WPFN to encroach on land and property, the project is moving forward to the tender portion of the project with the design now being fully accepted and approved by all parties.	January 1, 2023	October 1, 2024	Procurement	40%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations	Preliminary exploration of sustainable uses for shredded tires underway.	January 1, 2023	December 31, 2024	Construction	90%
Transportation and Public Works - Other	Shoreline Flood Mitigation	Drainage work underway with cleaning and inspections of the drainage system on Vale Island and in the west channel. This work is on pause during the annual spring clean-up program	April 1, 2023	November 30, 2024	Scoping	25%
Transportation and Public Works - Other	Tire Recycling Program	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	Vale Island/West Channel Drainage					
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and 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	Small Capital	Parts expected last week, a delay occurred during delivery postponing the repairs until the week of June 17	May, 2024	June, 2024	Procurement	15%
Transportation and Public Works - Other	Industrial Area Expansion- preliminary design	on hold			Cancelled	0%
Transportation and Public Works - Other	Grader Repair	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	553 - Preliminary Drainage Plan	Deficiency work has begun with the removal of concrete sidewalk, curb and gutter, the concrete contractor has not returned as expected by Rowe's. Completion is expected by the end of June.	June 1, 2023	October 31, 2024	Construction	95%
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement	Preparation construction currently underway with the paving crews to arrive the second or third week of June.	June 1, 2023	June 30, 2024	Construction	75%
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks	Weather has delayed the application of the hydroseeding with the expected completion date remaining as July 31, 2024	June 1, 2023	July 31, 2024	Construction	25%
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground	Deficiency work completion is expected to be completed after Industrial Drive paving with prep crews proceeding their work.	July 1, 2023	June 30, 2024	Construction	97%
Transportation and Public Works - Roads	Paradise Road Repair and Replacement					
Transportation and Public Works - Roads	Riverview Drive Upgrades	Deficiency work completion is expected to be completed after Industrial Drive paving with prep crews proceeding their work.	July 1, 2023	June 30, 2024	Construction	97%

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11<sup>th</sup>, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

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

## BACKGROUND:

Monthly Enforcement Priorities	
Priorities	Description
1. Unsightly Properties	Engagement and Enforcement
2. Animal Control	Patrols and Enforcement
3. Public Behaviour	Patrols and Enforcement

Monthly Stat Summary	
Unsightly	54
Animal Control	17
Traffic	11
Other	8

Unsightly engagement with residents was done in conjunction with the town clean up. This was done to help make clean-up costs more affordable. Letters were sent to residents as an initial engagement. Many properties that received the letter, took advantage of the town clean up. An assessment of how many didn't, will be done once the town crews have finished around town. Residents are always encouraged to keep their properties clean and tidy to help beautify the town and reduce any unnecessary fire load on their property.

Animal activity has been slightly lower than last month. Individuals have been instructed on how to properly report incidents, which has helped protective services engage with owners and help reduce occurrences. This has made responding and engaging to certain areas more productive. Tickets and warnings have been issued this month to owners who have been noncompliant.

Engagement with businesses has continued to get compliance in renewing their business licence. For those that have not renewed by the end of the month, they will be receiving a phone call to see if they are continuing to operate in town, and if not, they will be removed from the business licence registry. For those home occupation businesses that did not renew, they will be required to get new business development permits to operate again.

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

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: June 11<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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with individuals while on patrols, in conjunction with RCMP assistance and presence, which helps ensure a safer downtown environment.

## **School Safety**

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. Active patrols continue to prove helpful in keeping drivers complacent with speed limits.

## **Upcoming Goals and Priorities**

The Protective Services Specialist will make a minor change to next month's enforcement priorities by engaging with unsightly property owners that did not take advantage of the spring cleanup and engaging with businesses that did not renew their business licence that are still operating in town. Animal Control enforcement and downtown patrols will continue.

## **Emergency Services**

The Protective Services Specialist was acting Fire Chief while he was away on leave. During that time the PSS was also responsible for responding as Incident command to emergency calls as well as coordinating all resources.

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

<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>
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All applicable Bylaws and Territorial Legislation

<b>FINANCIAL IMPLICATIONS:</b>
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N/A

<b>ALTERNATIVES TO RECOMMENDATIONS:</b>
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N/A

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11<sup>th</sup>, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

ATTACHMENTS:					
OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
<b>Animal Control Bylaw</b>					
Animal Abuse/Welfare	8	6	2	0	0
Barking Dogs	1	1	0	0	0
Dog Attack	6	4	1	1	0
Dog Bites	1	0	0	0	1
Loose Cat/Dog	68	29	21	7	11
Sled Dog Complaints	1	1	0	0	0
Miscellaneous	10	5	4	0	1
<b>Business License</b>					
No Business License	1	1	0	0	0
Operating business not as permitted	1	1	0	0	0
<b>Traffic Bylaw</b>					
Vehicle/Trailer Parking	26	8	10	4	4
ATV/Snow Machine	2	1	1	0	0
Fail to Stop (Sign or Light)	1	0	1	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
<b>Unightly Bylaw</b>					
Overgrown Trees	0	0	0	0	0
Long Grass & Weeds	0	0	0	0	0
Garbage	6	1	3	2	0
Miscellaneous	51	1	49	1	0
<b>Fire Prevention Bylaw</b>					
Burning without permit	4	1	3	0	0
Miscellaneous	4	3	1	0	0
<b>Public Behavior Bylaw</b>					
Miscellaneous	2	2	0	0	0
Littering	1	0	1	0	0
Public Intoxication	0	0	0	0	0
Loitering	8	1	7	0	0
<b>TOTAL</b>	<b>228</b>	<b>71</b>	<b>123</b>	<b>15</b>	<b>18</b>

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: June 11<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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**Prepared by:**  
Jonathan Wallington  
Protective Services Specialist  
Date: June 6, 2024

**Reviewed By:**  
Travis Wright  
Director Protective Services  
Date: June 6, 2024





# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for May 2024 as presented.

## BACKGROUND:

### Summary:

Protective Services Monthly Priorities	
Priority	Description
1. Staffing	Deputy Chief Job Competition
2. Wildfire Response Training	Wildland Urban Interface Crew Member Course.
3. HRFD Pay Structure	Pay Structure/Policy Development

Monthly Stat Summary	
EMS Calls	41
False Alarms	4
Fires	1
Rescue	2

We concluded spring break up on May 5<sup>th</sup>. This year we did not see a typical break up, we had low water levels throughout the event and had more of a melt out then the break up we are used to. We quickly transitioned to wildfire season with a response out to the Patterson saw mill on May 10<sup>th</sup>. There were high winds that kicked up the fire in the saw dust pile initially and spread across a large area. The department was able to get the fire out after a 7 hour fire fight and help from local contractors like Keiths water service and moonlight contracting.

During the month of May we had an emphasis on the Hay River FireSmart Program. We started conducting free home assessments to identify risks in each property that property owners could address. Residents can take advantage of the community curbside clean up program running through the beginning of June to dispose of yard waste.



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: June 11th, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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The Director of Protective Services has been organizing a wildland urban interface course crew member course that has been offered out to other fire departments and related government departments such as ECC forestry and the Office of the Fire Marshal. We are working with the Alberta WUI program to pilot this program in the NWT for the first time. We are also coordinating with the Salvation Army to provide emergency food services training for local volunteers for future Hay River emergencies or evacuee hosting scenarios.

The Assistant Director/Deputy Chief position went out to competition in May. We are currently working through the process and hoping to have a start date for the position of July 1<sup>st</sup>. The position will be focused on managing fire/EMS operations, the equipment maintenance program, and bylaw enforcement. This position will also provide coverage for the Director in any absence.

For emergency services training meetings, we trained members in medical scenarios, ropes and repelling, hydrant operations, and fire scene set up. We also had 13 out of 25 total students take part in the WUI crew member course. In this course they learned about structural protection and different urban interface response operations which we practiced on multiple houses on Cranberry Crescent.



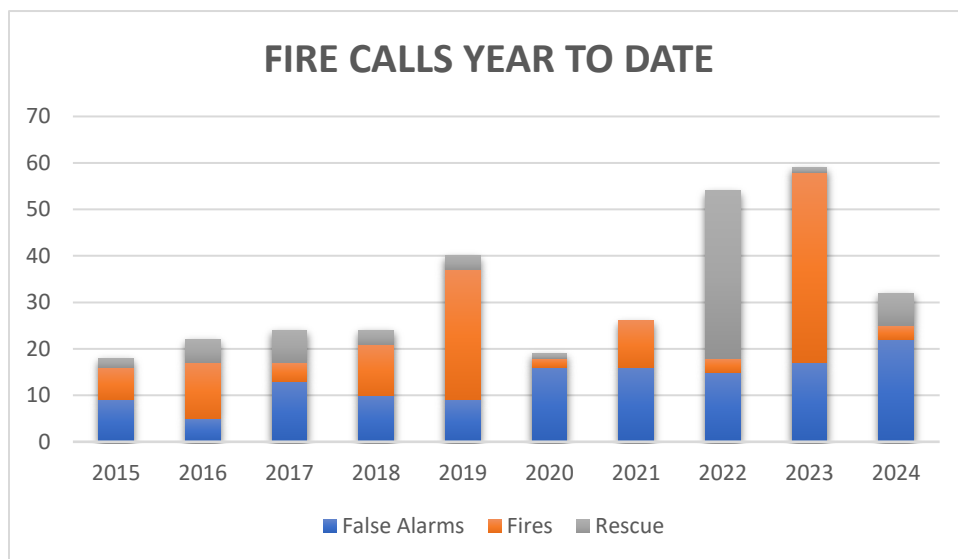
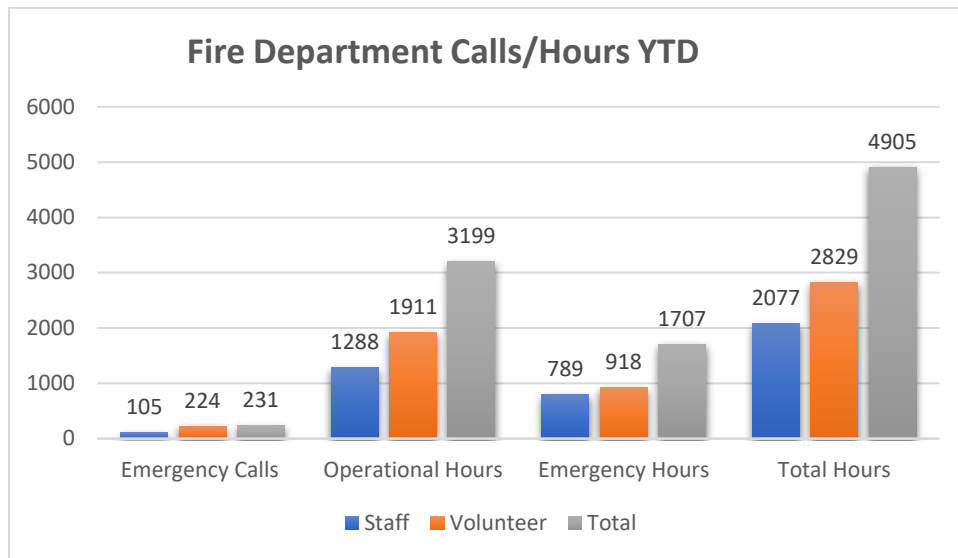
# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## STATISTICS



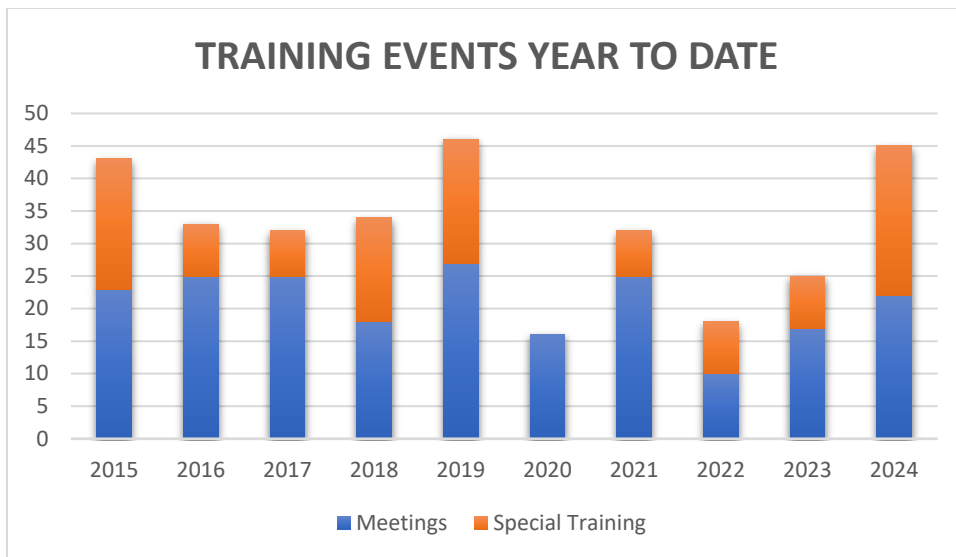
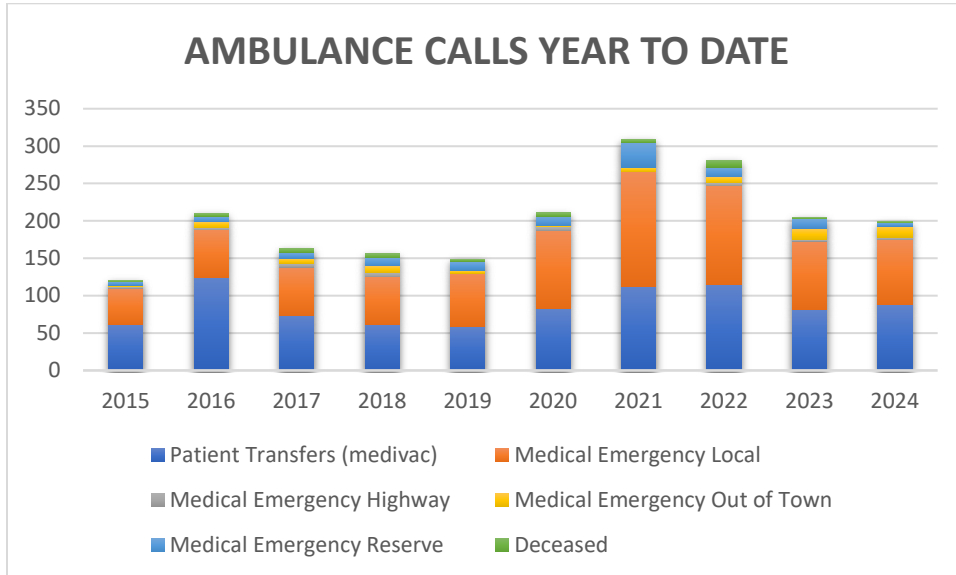


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



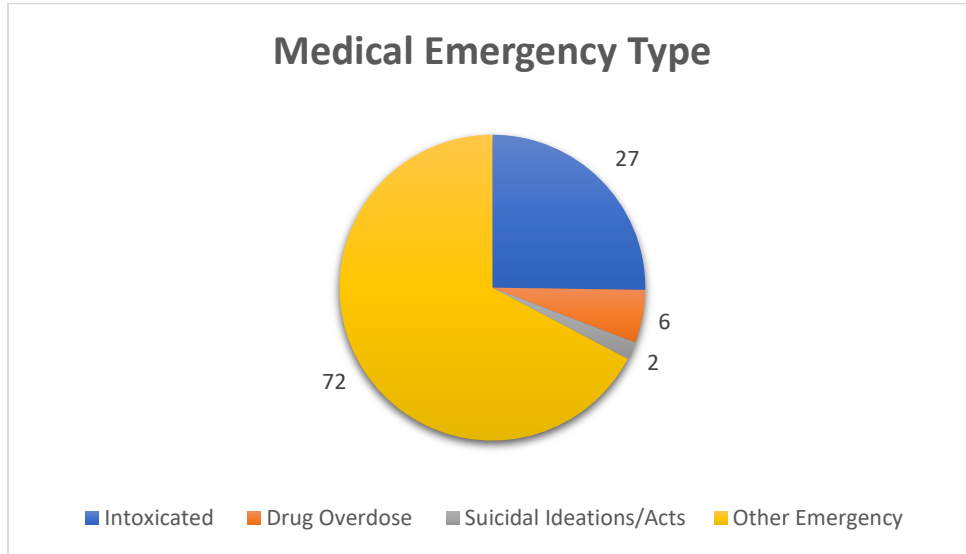


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: June 11th, 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



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: June 11th, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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**ATTACHMENTS:**

None

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**Prepared by:**  
Travis Wright  
Director Protective Services/Fire Chief  
Date: June 6<sup>th</sup>, 2024

**Reviewed By:**  
Glenn Smith  
Senior Administrative Officer  
Date: June 6<sup>th</sup>, 2024



# REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 11, 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 May 2024.**

## BACKGROUND:

### **Tourism & Economic Development Activity:**

- The Wayfinding Signs sign location applications are with the GNWT. The production of the signs is underway and a contractor to install them has been secured.
- The Tourism Coordinator has been providing oversight and support for the upcoming National Indigenous Peoples Day, Canada Multicultural Day, Canada Day and Hay Days which all occur between June 21, 2024, and July 7, 2024
- A fishing show called Fish'n Canada are shooting some episodes at the Brabant Lodge but were hoping to get some footage of Hay River as part of the episodes. The Tourism Coordinator has been working with the NWT Tourism Media Relation Specialist to coordinate a tour and transportation.
- Waiting for a response for the grant application made to the United Way for NFTI remediation and development with ITI and CANNOR as next considerations.
- Did an onsite review of the NFTI site to assess the condition of the open spaces and structures. This will assist in potential future uses.
- Met with Arctic Energy Alliance to identify any synergies in building a net-zero Town Hall and their future leasing considerations.
- The Town was asked to put a formal grant application in based on the Expression of Interest previously submitted to CANNOR for the golf course site upgrades.
- Had a meeting with the new Supply Chain person for the federal government based in Yellowknife. This is a new role and is still in the fact gathering stage but I did indicate our interest as a stakeholder.

### **Upcoming Events:**

- Track and Field Territorial Championships June 5, 2024
- Fisherman's Wharf Opening June 15, 2024
- National Indigenous Peoples Day June 21, 2024
- Canada Multicultural Day June 27, 2024



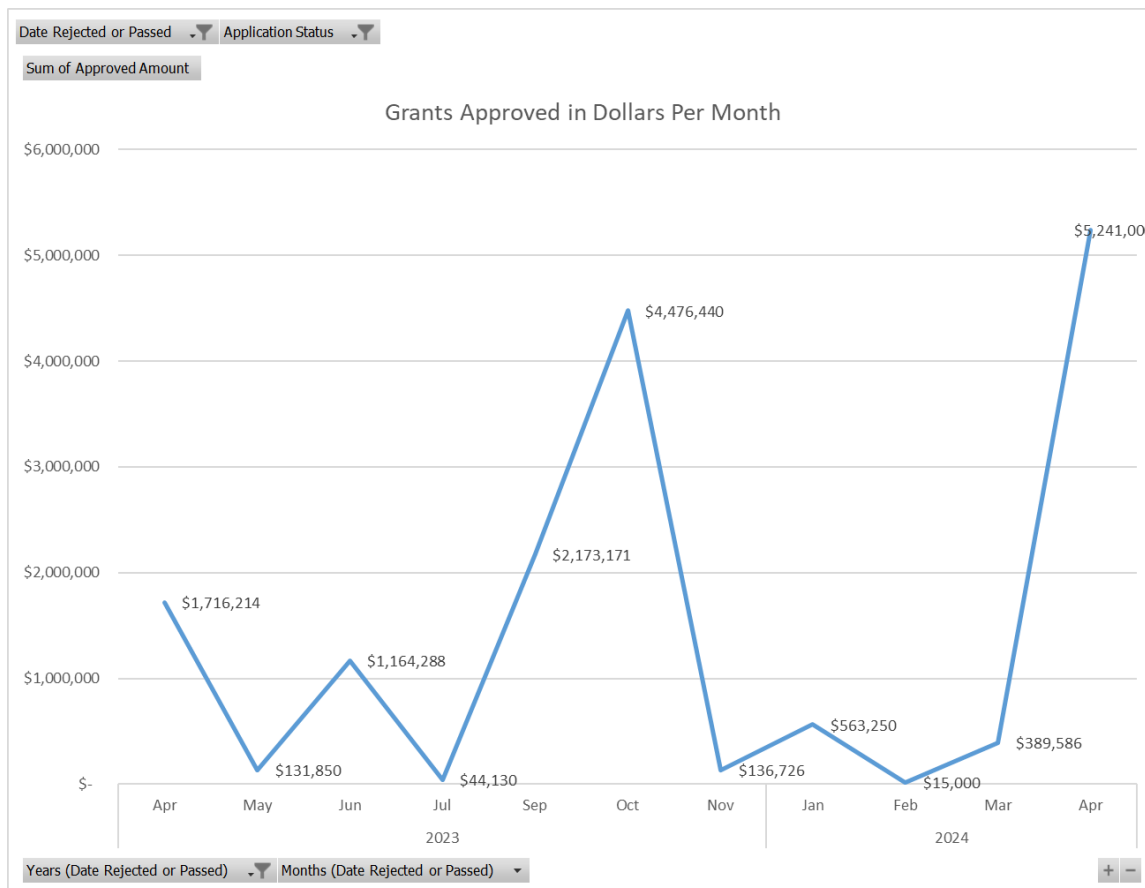
# REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 11, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

- Canada Day July 1, 2024
- Hay Days Festival July 2 to 7, 2024

## Grant Reporting:



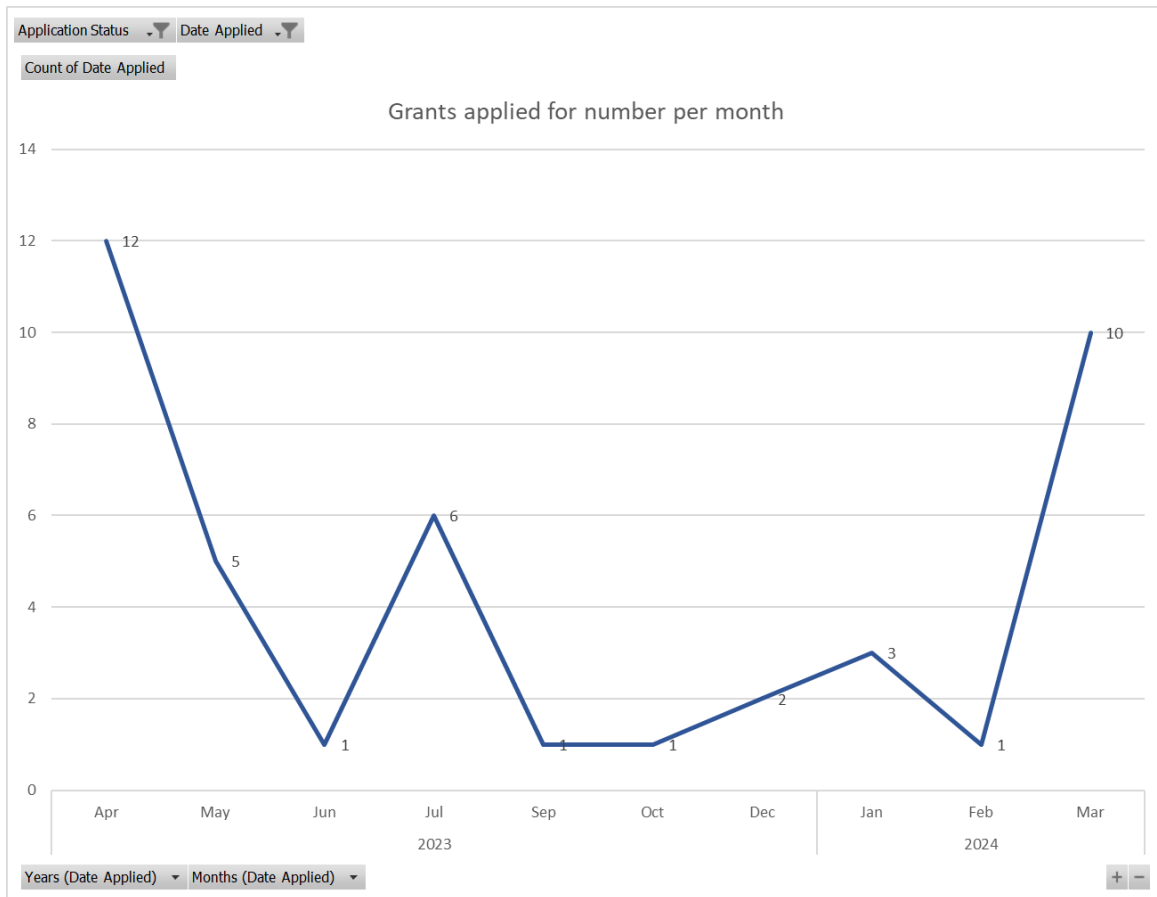




# REPORT TO COMMITTEE

**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT    **DATE:** June 11, 2024

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT





# REPORT TO COMMITTEE

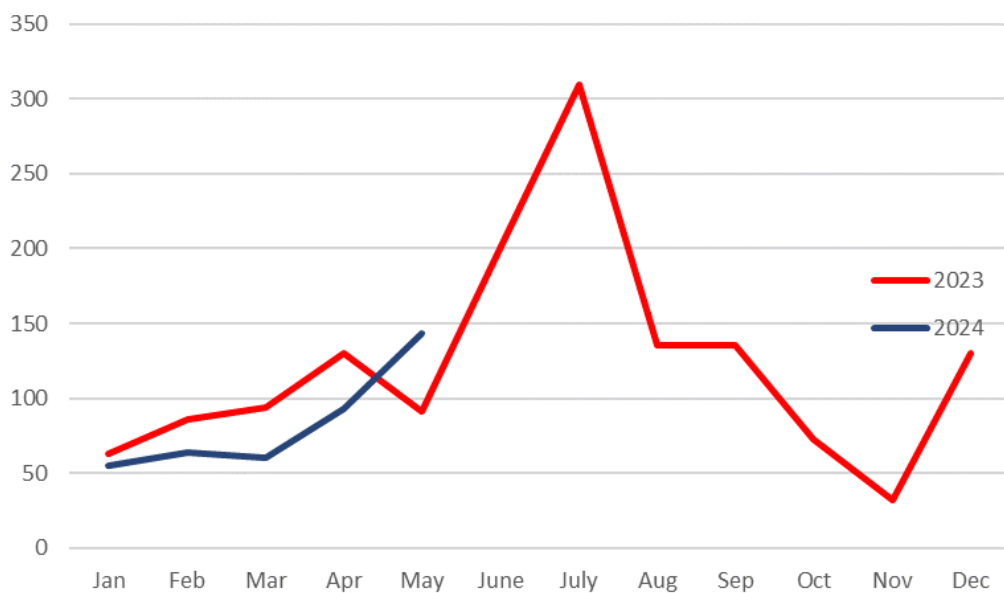
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: June 11, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

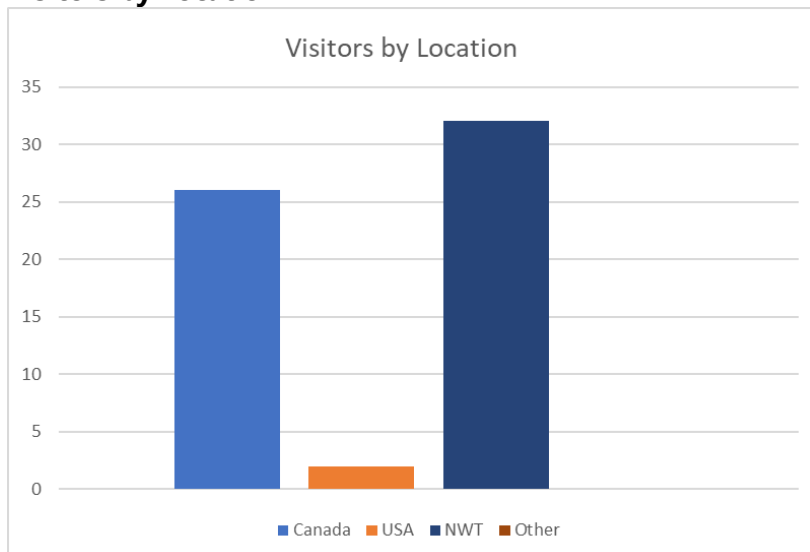
## Key Performance Indicators:

### Visitor Information Centre Visits

Monthly Visits by Year



### Visitors by Location



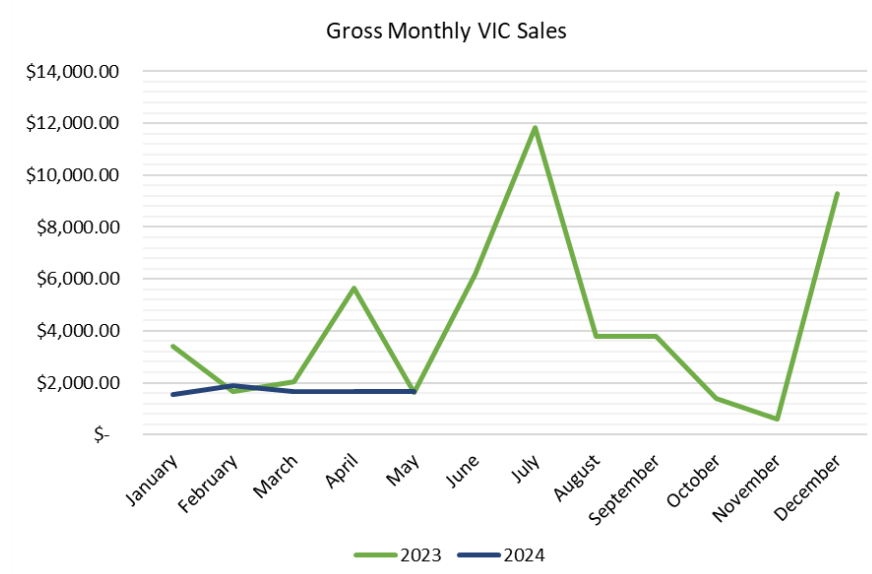


# REPORT TO COMMITTEE

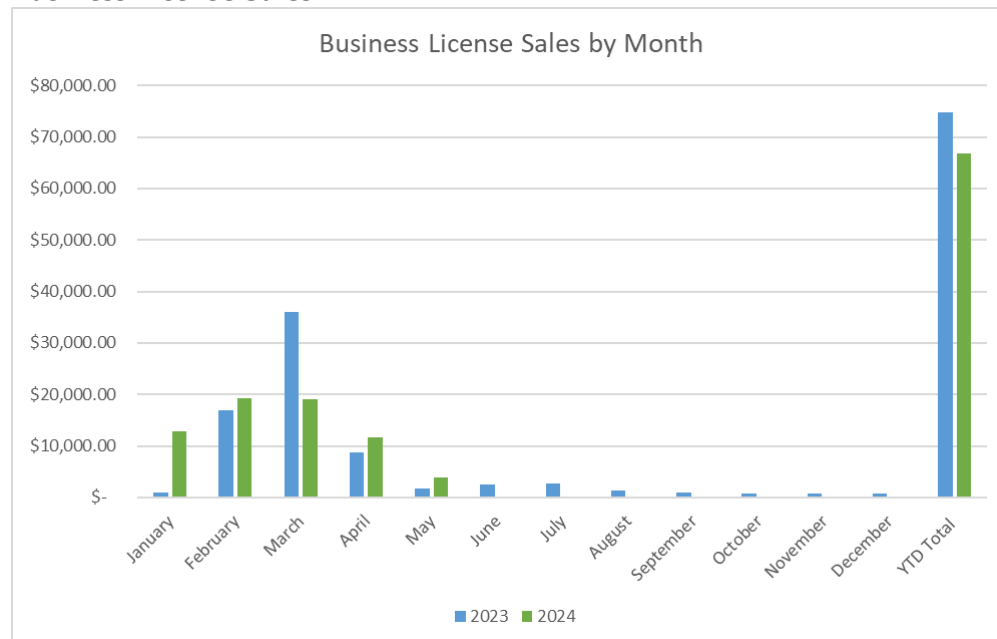
**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT      **DATE:** June 11, 2024

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

## VIC Gift Shop Sales



## Business License Sales





# REPORT TO COMMITTEE

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**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT      **DATE:** June 11, 2024

**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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**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

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**Prepared by:**

Jill Morse  
Tourism Coordinator  
Date: June 11, 2024

**Reviewed by:**

Patrick Bergen  
ASAO  
Date: June 11, 2024



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: June 11<sup>th</sup> 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 May 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.

Youth Softball Clinic: The Town of Hay River Department of Recreation partnered with NWT Softball to offer a Youth Softball Clinic from May 4<sup>th</sup> to 7<sup>th</sup>. This clinic was offered to youth ages 6 – 15 and was facilitated by 2 coaches from NWT Softball and several local volunteers. Fort-seven (47) youth registered for this clinic. This clinic was funded by Canadian Tire Jumpstart.

Track and Field Prep: The Track and Field Prep program returned this month, led by Department of Recreation staff. Youth ages 9 – 12 trained for a variety of track events twice weekly throughout the month of May. Twenty-one (21) youth participated in this program, which was funded by Canadian Tire Jumpstart.

Youth Dodgeball League: Youth Dodgeball League began this month, in response to interest shown during the April Youth Dodgeball Clinic. Youth Dodgeball League takes place weekly on Friday afternoons, facilitated by Department of Recreation staff. Twenty (28) youth are registered for this league. The league will continue throughout the month of June.

#### Fitness Programming

Regular fitness programming continued this month, with 7 instructor-led fitness classes.

Attendance at fitness programming increased this month with a total of 118 participants, compared to the month of April, which saw a total of 85 participants. Fitness programming attendance is expected to decrease in the spring and summer months with the return of warmer weather as community members often prefer to spend more time outdoors.

#### Multi-sport Drop In Programming:



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** June 11<sup>th</sup> 2024

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

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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.

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.

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 completed clean up at all the 13 available locations before the May 31<sup>st</sup> deadline. Reporting and photos were submitted, ensuring that all volunteer groups will receive Registered groups will receive \$500 for each assigned location.

ParticipACTION Community Challenge Grant: This challenge is a national initiative that encourages communities to get active in hopes of winning a grand prize of \$100,000. Hay River won the territorial prize of \$15,000 in 2021 and 2023 and is aiming for the grand prize this year! Hay River currently sits in first place, with 49 community organizations registered. The Programming Department is facilitating several events in order to encourage community members to get active: free noon hour lane swims, free after school multi-sport, free open swim, free fitness classes, weekly programming at playgrounds in the community and various weekly seniors programs.

Mother's Day Planter Workshop: Roots and Ruminants in Fort Smith was contracted to facilitate a planter workshop for registered community members for Mother's Day. A total of 10 community members participated in this event, which was funded in part by the Government of Canada's New Horizons for Seniors Program.

Community Garage Sale: The Hay River Community Garage Sale was introduced this May, where community residents were encouraged to register with the Town of Hay River Department of Recreation and then host garage sales on May 25<sup>th</sup>. A map showing the location of all registered garage sales was created and distributed to community members. A total of 11 garage sales were registered for this event, which received positive feedback from the community.

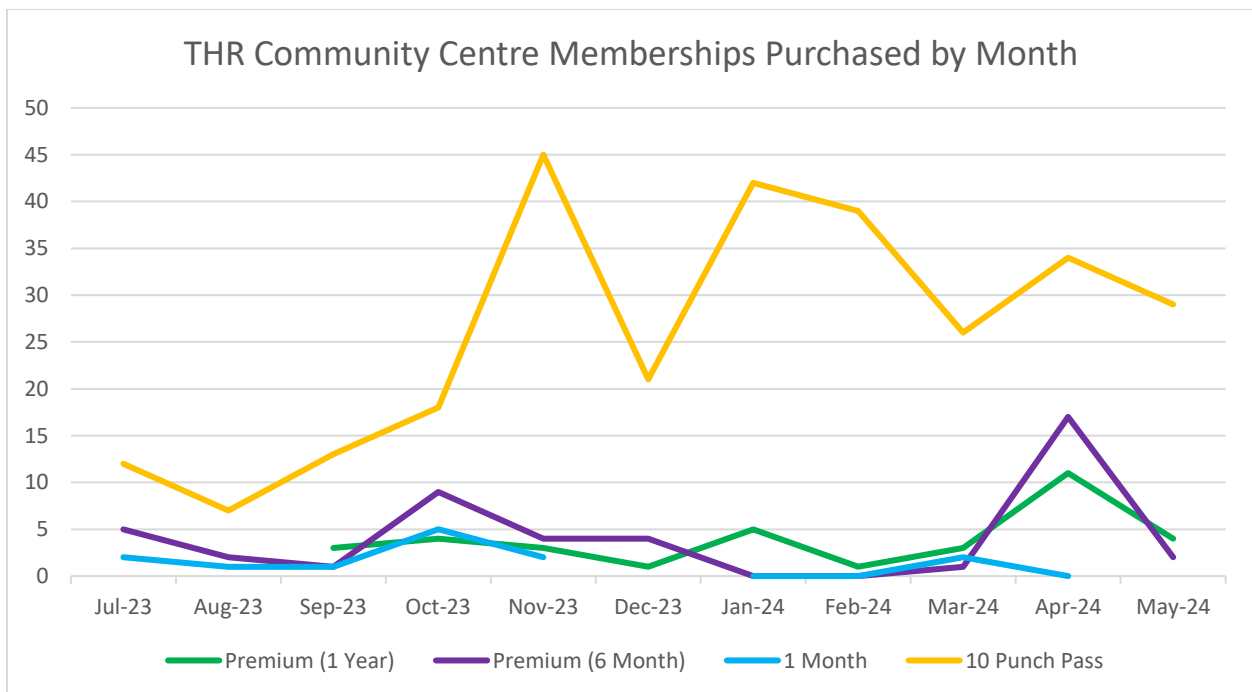
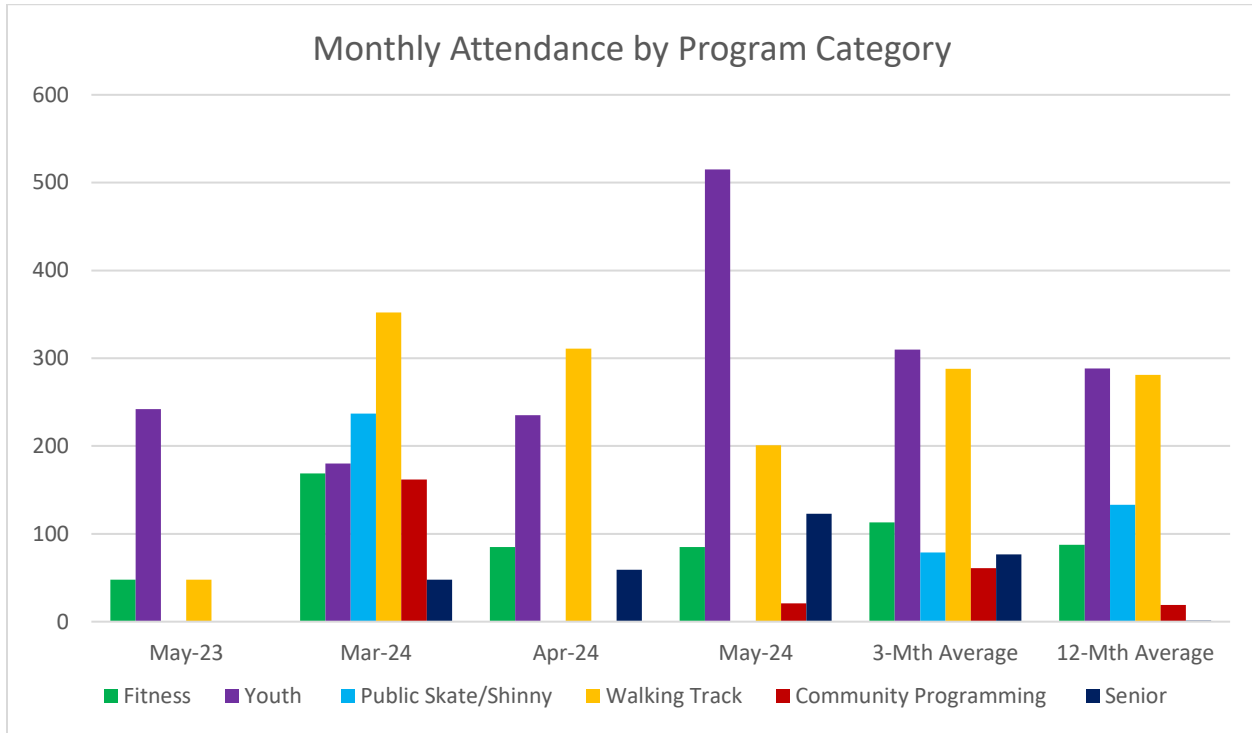


# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: June 11<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## Recreation Programming Statistics

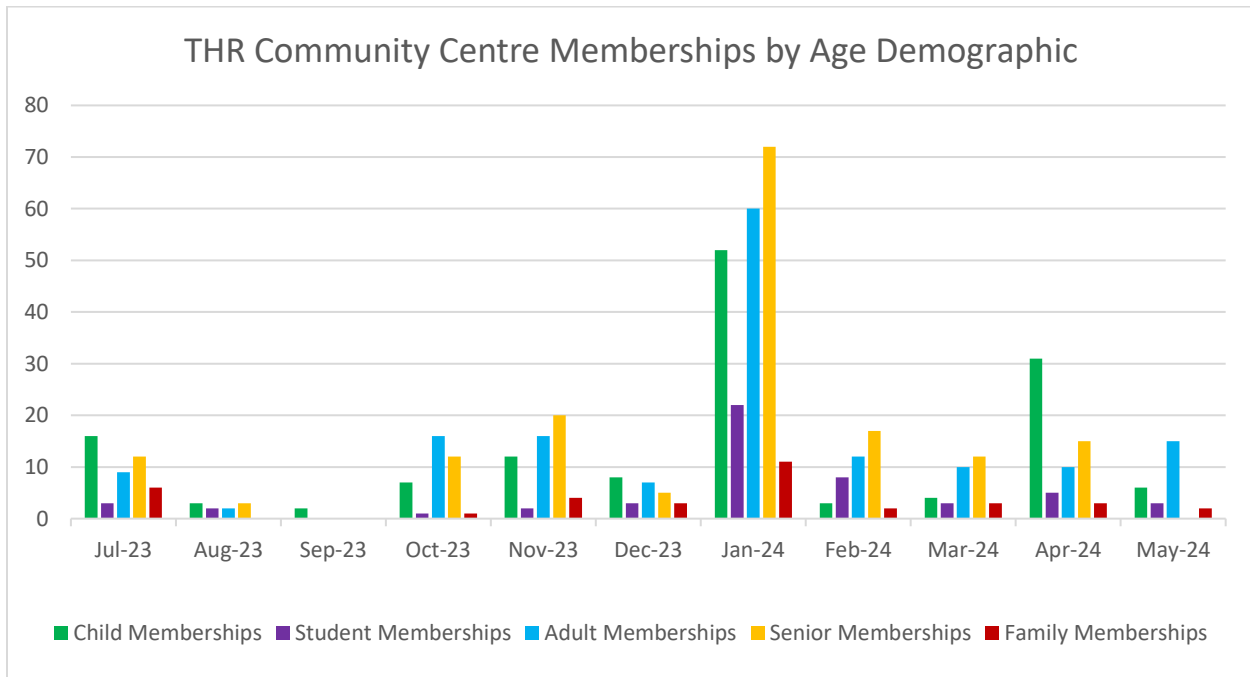




# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** June 11<sup>th</sup> 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. A replacement pump was received in May, but it was sent by to the manufacturer because it was not the correct model. The original motor was also shipped at the contractor’s cost. It’s expected to be several weeks before the new one is ready to be shipped back from Alberta.

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 COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** June 11<sup>th</sup> 2024

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

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### **Staffing**

The Don Stewart Aquatic Centre currently has 11 staff including 2 full time Senior Lifeguards, a summer term full time lifeguard, 5 part-time casual Lifeguards and 3 assistant lifeguards.

Senior Lifeguard and Full-time Lifeguard job postings were advertised on the Town website and social media pages, as well as the National Lifesaving Society and Alberta Association of Recreation Facility Personnel web pages. The Town has received 4 resumes to be reviewed as soon as possible for potential new hires.

Lifesaving Society National Lifeguard Training: The Aquatics Supervisor delivered Intermediate First Aid and Bronze Medallion training in May and early June. There were 6 local participants and 3 Fort Resolution employees registered for each of these courses. The next course (Bronze Cross) will be offered June 14-16 and a National Lifeguard course is planned for early July.

Most participants are interested in becoming lifeguards, which should help ensure a full compliment of staff in the fall and winter.

### **Attendance**

May attendance (1527) was higher than both April 2024 (1331) and March 2024 (1453). It was also higher than May 2023 (975) although the evacuation last year contributed to those lower numbers. May showed a gradual increase in attendance each week as the month progressed with weekly numbers as follows (247, 334, 360, 365, 266).

- Open swims on Friday afternoons and on weekends continue to be our busiest swims with close to 30 swimmers and were comparable to those swims in March and April.
- Aquafit occurs every Thursday morning and continues to be popular although attendance has dropped slightly since Easter weekend, with an average of 7 participants regularly attending compared to 11 participants on average in previous months.
- The Swim Team practices twice weekly with an average of 12 swimmers regularly attending. They have 2 coaches, and the Aquatic Supervisor assists with coaching as needed once to twice per month.

Community group and special event pool rentals this month:

- Growing Together – 3 visits
- Aboriginal Headstart – 4 visits
- Princess Alexandra School – 12 visits
- Ecole Boreale – 2 visits
- Birthday parties – 5 rentals



# REPORT TO COMMITTEE

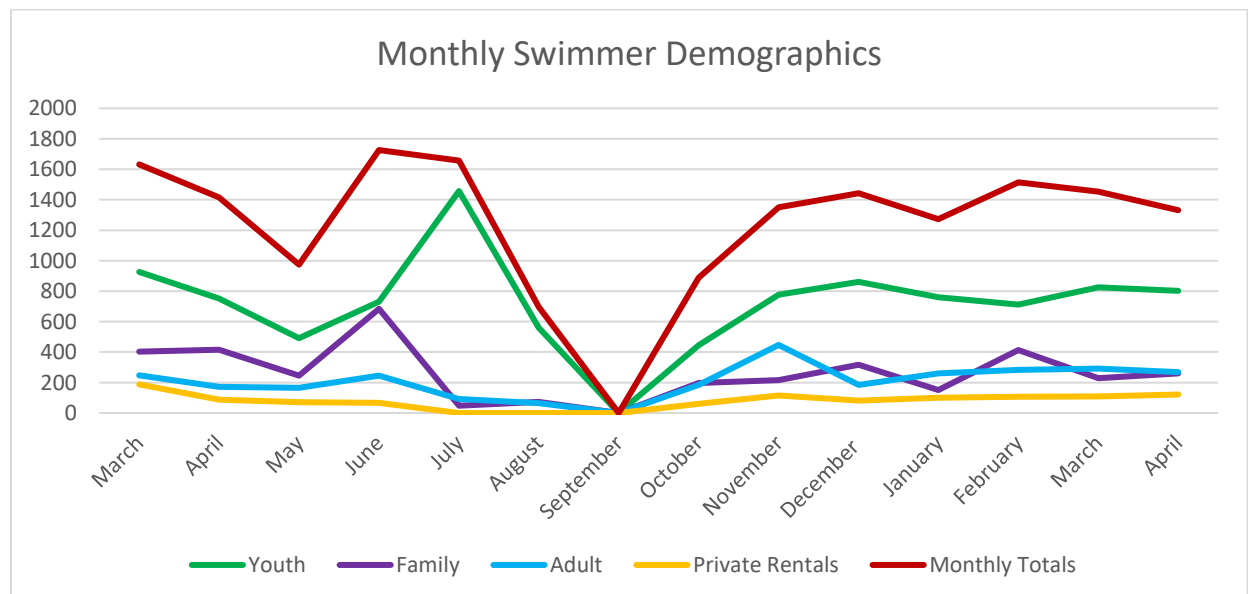
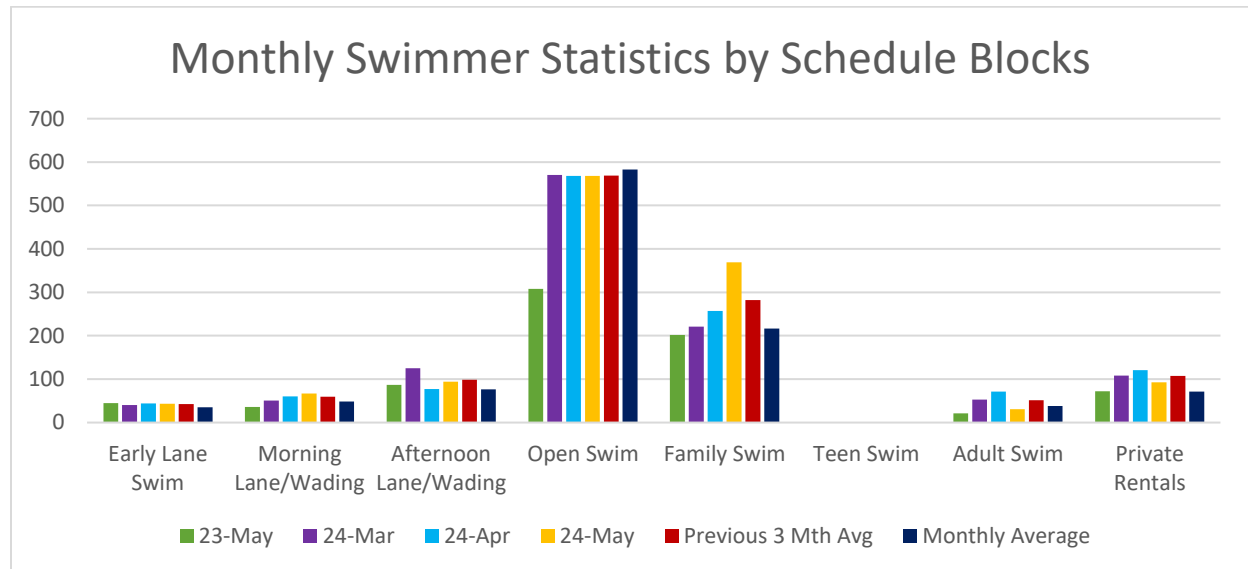
**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** June 11<sup>th</sup> 2024

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

## Swimming Lessons and Special Programming

Swimming lessons continued with 49 swimmers registered (26 Preschool, 23 Swimmer/Swim Patrol). The session is progressing well and the majority of participants are expected to complete their levels. This session will run until the first week of June.

## Don Stewart Aquatic Centre Statistics





## REPORT TO COMMITTEE

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DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: June 11<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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### 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/

#### 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.
- Wall patching and painting underway (curling club, stairwell 1, concession lobby).
- 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.
- Initial safety inspections and clean up of playgrounds and greenspaces.
- Initial safety inspections and status updates of trails and trailheads.
- Greenspace mowing, maintenance and weekly inspections.
- Outhouses deployed at local parks and greenspaces.
- Benches and bike racks deployed on
- Prep for season opening of Porritt Landing on June 15<sup>th</sup>.
- Prep for season opening of Fishermen's Wharf Pavilion on June 15<sup>th</sup>.

#### Outdoor sport fields and assets:

- Street sweeping of Community Centre parking lot.
- Initial safety inspection and clean up of skate park.
- Initial safety inspections and clean up of ball diamonds.
- Initial safety inspections and status updates of trails and trailheads.
- Ball diamonds maintained and prepared for league play three days per week.

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**APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:**



## REPORT TO COMMITTEE

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DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: June 11<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: June 11<sup>th</sup>, 2024

**Reviewed by:**  
Glen Smith  
Senior Administrative Officer  
Date: June 11<sup>th</sup>, 2024



# REPORT TO COUNCIL

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**DEPARTMENT:** ADMINISTRATION

**DATE:** June 11<sup>th</sup>, 2024

**SUBJECT:** EXCUSED ABSENCE

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**RECOMMENDATION:**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Councillors Willows from the Standing Committee of Council, Tuesday, June 11<sup>th</sup>, 2024**

**BACKGROUND:**

Cllrs Willows have asked to be excused from the Standing Committee of Council, Tuesday, June 11<sup>th</sup>, 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

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**Prepared by:**  
Stacey Barnes  
Council Administrator  
Date: June 7<sup>th</sup>, 2024

**Reviewed by:**