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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. ADMINISTRATIVE ENQUIRIES**
- 6. NEW BUSINESS**
  - a. Public Works Monthly Report for August – page 2-11
  - b. Tourism and Economic Development for August – page 12-18
  - c. Municipal Enforcement Monthly Report for August – page 19-22
  - d. Recreation and Community Monthly Report for August – page 23-30
  - e. Emergency Services Monthly Report for July – page 31-35
  - f. Emergency Services Monthly Report for August – page 36-40
  - g. Residential Development Grants Policy Report – page 41-52
  - h. Land Administration Report – page 53-55
- 7. NOTICE OF MOTIONS**
- 8. IN CAMERA**
  - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
- 9. ADJOURNMENT**



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** September 10, 2024

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

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for August 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 posted, marketing strategy deployed through the housing coordinator, bids & tenders, and will be posting on the town FB page, local newspapers, and the Edmonton and Calgary newspapers.

#### Capital Drive

- Final installation of the lamp posts to be completed by September 30, 2024. A transition plate is being designed and built to correct the bolt pattern that has prevented installation.
- Landscaping and boulevard repairs have been backfilled with soil, seed planting to occur by internal forces when product arrives this year for fall planting in mid-September.

#### Fraser Place

- The utilities installation has been delayed by NAKA due to material availability.
- Construction is expected to begin September 10, 2024.
- Land sales are expected to occur by the end of October through the Housing Coordinator position.

#### Lift Station#1 Mitigation/Repair

- Issued for Tender documents has been posted in August 2024, Expected closing by September 30, 2024.
- Construction is anticipated to begin in spring 2025.
- Estimated completion time for structure is 4-6 months. Lead time on MCC and generator, however, is approximately 1 year.

#### Shoreline Mitigation Project



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** September 10, 2024

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- Project awarded to Rowes construction, and the work will be undertaken by JD contracting.
- Kick-off meeting held in August 2024 with contractors, the Town, and representatives of WPFN.
- Project layout complete, initial grubbing, and staging of new materials is underway.
- This project is expected to be completed within 3 weeks.

#### 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

- Finning has delayed the installation due to overbooked scheduling; the repairs are anticipated to begin September 15, 2024.

#### Procurement

- Engineering Services – Current engineering services tendered in 2017 and expired in 2019. Tender to close September 11, 2024
- Crack Sealing – Second posting due to no response on initial offering. Tender closes September 11, 2024
- Lift Station #1 Refurbishments – September 27, 2024
- Aspen Height REOI – Tender closes November 27, 2024

#### Water License Activities:

- Post Fire Monitoring Study – The report and responses has been accepted by the Mackenzie Valley Land & Water Board.
- Approval has been received for the recommendations associated with the scope reduction.
- Fall sampling and monitoring well purging scheduled for September 9, 2024
- Fall water license inspection scheduled for September 11, 2024
- Lagoon effluent sampling is ongoing during months of flow.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** September 10, 2024

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## **Public Works Operations and Maintenance**

### **Roads and Ditches**

- Asphalt patching complete.
- Crack sealing RFQ to be posted for the second time due to no response.
- Ditch clearing – Ongoing in advance of maintenance.

### **Equipment Maintenance**

- Trailer mounted flusher – The replacement motor, 2.8 CAT engine is stock ready and will be procured.
- Backhoe – Front tires replaced August 6, 2024
- Street Sweeper side sweeps replacement – Completed August 12, 2024
- Seasonal fleet maintenance (8 units) – complete

### **Solid Waste**

- 8" landfill cover applied to residential and domestic waste.
- Granular added to landfill access and approach of disposal areas.
- Slopes to be mitigated to conform to licensing provisions.

### **Water and Wastewater**

- OTTF piping removal – Completed August 7, 2024
- 25 Eagle watermain leak repair – Complete August 9, 2024.
- Pine manhole cleaning (Asphalt) – Completed August 14, 2024
- Lift station painting – Completed August 28, 2024

### **Facilities Management / Miscellaneous**

- Woodland playground fence repair – Completed August 30, 2024
- WTP tile repair – Completed August 22, 2024
- H. Camsel School sidewalk repair – Completed August 16, 2024
- Woodland 3-way letdown installation – Complete August 20, 2024
- Pavilion Entrance Repairs - Complete August 21, 2024
- Cemetery general maintenance – Complete August 15, 2024
- Underground fencing removal – Completed August 19, 2024
- Kennel dog door replacement – August 22, 2024
- Bob Mcmeekan Park post removal – Completed August 30, 2024

## **Planning and Development**

### **Building Inspections**

- Our senior facilities maintainer is tasked with beginning the annual facilities



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** September 10, 2024

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

fall inspection in preparation for winter, currently working on Fisherman's wharf pavilion, the Community 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 August 2024:

August 13, 2024	D24-048/B24-022	47091 Back Road	Building permit
August 21, 2024	D24-049	19 John Mapes Cres	Building Permit
August 22, 2024	D24-050	1 Forest Drive	Building Permit
August 26, 2024	D24-051/B24-023	6 Lagoon Road	Building Permit
August 27, 2024	B24-024	14 Lepine Road	Building Permit
August 27, 2024	DH24-052	48 Miron Drive	Home Occupation
August 27, 2024	D24-053	10 Caribou Cres	Demolition Permit
August 27, 2024	D24-054	47117 Back Road	Demolition Permit
August 28, 2024	B24-025	426 Paradise Gdn	Building Permit
August 28, 2024	D24-055	28 Industrial Road	Building Permit
August 29, 2024	D24-056	10 Dean Drive	Building Permit

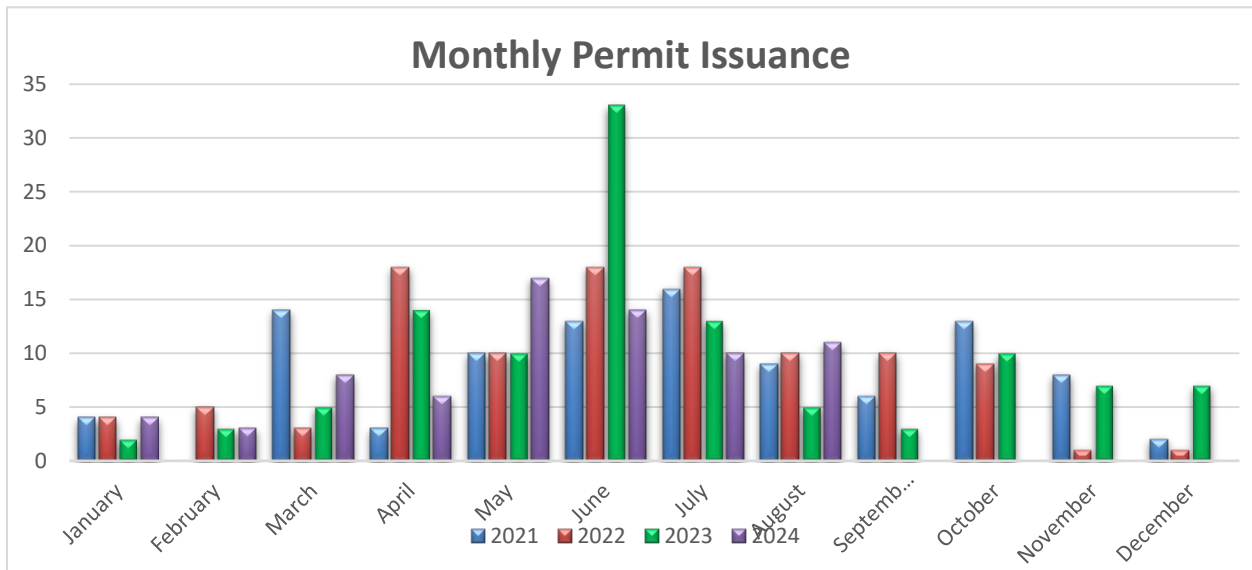


# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** September 10, 2024

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

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

August Project Status Report

**Prepared by:**  
David Taylor  
**Director Public Works & Services**  
September 5, 2024

**Reviewed by:**  
Glenn Smith  
**SAO**  
September 5, 2024

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Administration	Asset Management System Implementation	Project is near completion with the rec department, and will be moving towards training next month..	January 1, 2022	December 31, 2024	Construction	60%
Administration	Computer Equipment Replacement Program	All evergreen computers received and being deployed	January 1, 2024	December 31, 2024	Complete	100%
Administration	Debt Service Community Center - CPI and Donation Portion	Ongoing repayment for Community Center	January 1, 2024	December 31, 2024	Ongoing	50%
Administration	Online Payroll System	Project has been postponed to 2025 due to the vacant Director of Finance position.	March 1, 2025	December 31, 2025	Ongoing	0%
Administration	Virtual Server	Project is expected to be completed at the end of August.	July/1/2024	August 31, 2024	Ongoing	10%
Land Development	Aspen Heights Subdivision Development	REOI has been posted, marketing strategy underway	December 12, 2023	December 31, 2024	REOI	75%
Land Development	Fraser Place Subdivision Development	Installation of utilities to begin September 10, 2024; The project is expected to last for 2 weeks	February 1, 2023	July 30, 2025	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 hydrosseding completed in July/Aug. Minor landscaping, painting and carpentry to be completed in Sept/Oct. Contracts have been awarded for remaining work.	April 1, 2023	October 31, 2024	Construction	90%
Recreation	Replace Playground Fall Zones	To be reviewed as part of 2024 capital plan updates. Accessibility grant application submitted to increase scope. Project likely to be pushed to 2025.	July 17, 1905	October 31, 2024	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	October 31, 2024	Procurement	15%
Recreation	Skating ice surface painting machine	RFQ process underway.	August 1, 2024	December 31, 2024	Procurement	10%

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Recreation	Small Capital Program - Recreation	Floor machine purchased. Procurement of ditch mower tractor attachment underway.	February 1, 2023	November 30, 2024	Procurement	50%
Recreation	Vale Island Multi-Use Recreation Area	New road access, parking area, treeline remediation and drainage improvements completed in 2023, via Summer CAP funding. NUL contracted to bring power to site in October. RFQ issued for installation of dog park fencing. Procurement of playground equipment and rink board system prior to 2025.	June 1, 2023	October, 2025	Construction	20%
Tourism	Downtown Beautification and Accessibility Project	Project is complete. Decorative streetlighting to be installed in 2024				
Tourism	Kayak Stations	Order for signage has been placed. Submitting for approvals by GNWT for 19 sign installations.	January 1, 2023	August 31, 2024	Construction	10%
Tourism	Small Capital Program - Tourism and Economic Development	Study complete. Funding application to occur in 2024, currently proceeding to the merit evaluation stage.	September 1, 2022	December 31, 2024	Complete	100%
Tourism	Visitor Information Way finder Signage Development	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	Biomass District Heating System Study	Study complete. Funding application to occur in 2024, currently proceeding to the merit evaluation stage.	February 1, 2023	October 31, 2024	Complete	100%
Transportation and Public Works - Other	Cemetery Expansion - New Site	Land acquisition under internal review; Current cemetery expansion is being investigated by Stantec.	June 1, 2023	November 1, 2026	Construction	5%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	Removal of the remaining foundation currently underway, expected completion September 10, 2024, restoration landscaping to be completed before September 30, 2024.	April 1, 2023	October 31, 2024	Construction	98%
Transportation and Public Works - Other	Hazardous Waste Removal	MACA led steel diversion regional project to occur in 2024. The contractor came in mid-june to drain fluids and prepare metal for shipping; no bailer was sent, work to be continued next year. Project has been delayed until 2025 for completion.	January 1, 2023	December 31, 2025	Construction	20%
Transportation and Public Works - Other	Industrial Area Drainage	Stantec preliminary review underway; Annual maintenance plans to be determined based off of findings from Stantec.	January 1, 2024	December 1, 2026	Scoping	15%
Transportation and Public Works - Other	Infrastructure Planning and Studies	Ongoing work throughout 2024	January 1, 2023	December 31, 2025	Design	15%
Transportation and Public Works - Other	Lift Station # 3 Replacement	Preliminary design through Aspen Heights development; Inclusion in the REOI for Aspen Heights for additional funding; Replacement scheduled for 2026	January 1, 2024	December 31, 2025	Design	10%



Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Lift Station 1 Mitigation	Tender released, closes in 3 weeks; Review of submissions to be complete by October 15, 2024.	June 1, 2023	October 31, 2025	Construction	50%
Transportation and Public Works - Other	Lift station 1 Repair	Included in the above tender, submission review deadline October 15, 2024.	January 1, 2023	October 31, 2025	Scoping	5%
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades	Manholes reseated on Miron, John Mapes & Riverbend. Asphalt patching, and 68 Stewart Drive sidewalk reinstated in July 2024.	March 30, 2024	October 31, 2024	Construction	75%
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)	Land aquisition required before further actions. Preliminary reviewof site selcted to determine requirements for access and advanced enviromental impacts study; Stantec developing options to be reviewed internally	January 1, 2023	December 31, 2027	Scoping	5%
Transportation and Public Works - Other	Pickup Truck Replacements	Vehicle received, awaiting logos from Poison Graphics	January 1, 2023	October 1, 2024	Complete	98%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations	Procurment options being considered internally	January 1, 2023	December 31, 2024	Construction	90%
Transportation and Public Works - Other	Shoreline Flood Mitigation	Kick-off meeting complete, layout has occurred, and grubbing removal has been initiated.	April 1, 2023	November 30, 2024	Construction	60%
Transportation and Public Works - Other	Tire Recycling Program	Preliminary exploration of sustainable uses for shredded tires underway.	July 1, 2022	December 30, 2025	Construction	80%
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. This work has resumed.	April 1, 2023	November 30, 2025	Construction	75%
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design	Chlorine Tech Memo has been received and reviewed; Seismic calcutlations and geotech report complete; final preliminary design report expected by September 15, 2024; Assessment scope and costing options for redesign of chlorine room at reservoir to accomodate chemical shift to hypocholrite dosing. Dillion will present findings to council once fully complete.	June 1, 2024	October 1, 2024	Design	98%
Transportation and Public Works - Other	Small Capital	Landfill packer brake replacement; concrete equipment			Procurement	75%
Transportation and Public Works - Other	Industrial Area Expansion- preliminary design	Stantec provided comments on area possibly surveyed; Drainage concerns that woul dneed to be completed inconjunction with Industrial area drainage	June 1, 2024	October 30, 2025	Scoping	0%
Transportation and Public Works - Other	Grader Repair	Parts received; Repairs scheduled for the end of September, 2024	June 1, 2023	October 31, 2024	Construction	95%
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan	On Hold; will be considered and added into plan for Aspen Heights.	May 1, 2024	September 1, 2025	Scoping	0%
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement	Construction complete, deficiencies complete;	June 1, 2023	June 30, 2024	Construction	100%

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks	Lamp post installation awaiting transition plate base modifications; Seeding to be completed before end of September.	June 1, 2023	September 30, 2024	Construction	95%
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground	Full complete, and signed off.	July 1, 2023	July 30, 2024	Complete	100%
Transportation and Public Works - Roads	Paradise Road Repair and Replacement	Met with contractor; growth is sporadic in high traffic areas (old road), with calcium and hard pack inhibiting growth; Both parties agreed to re-visit the hydroseeding areas in mid-June 2025 to discuss additional applications in sparse areas, or top dressing in early spring.	June 1, 2023	31-Jul-25	Complete	95%
Transportation and Public Works - Roads	Riverview Drive Upgrades	Signage for schools zones to be placed this week, stop sign and speed signed to be relocated once utility locates have been completed.	July 1, 2023	June 30, 2024	Construction	97%

### Unplanned Spending

Transportation and Public Works - Other	Lift Stn System Upgrade - (Incl. Stn #8)	Upgrades to continue as funding allows		31-Dec-25	Scoping	15%
Transportation and Public Works - Other	Vale Island Truck Fill Tank Replace	Tanks have been installed, final plumbing and inspection expected to be completed by mid-September.	01-Jun-23	30-Sep-24	Construction	95%
Transportation and Public Works - Other	SunDog Stantec Initial Design and Eng	Initial design in the hands of GNWT; awaiting sign off on contribution agreement that is currently being discussed by GNWT staff.	May, 2021	30-Nov-24	Scoping	60%
Transportation and Public Works - Other	Flusher engine replacement	Options for replacement being considered internally; A replacement engine has been spec'd for installation by Finning	01-Jun-24	30-Oct-24	Procurement	25%
Transportation and Public Works - Roads	Airport Road Repairs	Gravel and road repair underway, arbourist assess Lagoon loop and submitted report to the town, MACA to consider funding for repairs.	01-Jun-23	31-Oct-24	Construction	60%
Recreation	2023 Summer CAP - Porritt Dredging Exp.					
Recreation	2023 Trails Project - TCT Contribution					
	2024 Increase to CPI funding from MACA					
Protective Services	Small Capital					

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Compactor	Brakes and four wheel drive to be assessed by Finning; Brake replacement is under small capital	01-Jul-24	30-Sep-24	Repair	60%



# REPORT TO COMMITTEE

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DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism and Economic Development Report for the month of August 2024.**

## BACKGROUND:

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

- Hay River Tourism has had interest from those that would like to provide guided tours under the Hay River Tourism Operators License. The goal of the project is to encourage those that want to have a guiding business or a very small operator to be able to provide their services.
- Upgrades have been started at the Fisherman's Wharf to provide increase electrical capacity in the east booths as well as stainless steel counters. The contract for managing the Saturday Fisherman's Wharf market is due and being discussed with the current manager.
- The students under the oversight of the Tourism Coordinator painted the trim, boats and some of the shingles at the Fisherman's Wharf. Thanks to Public Works and Recreation for the assistance.



# REPORT TO COMMITTEE

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DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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- The Tourism Coordinator has submitted an application for Hay River to host the RCMP Musical Ride in 2025.
- The Hay River Tourism Website is near completion and is intended to be launched at the NWT Tourism Conference in November.
- Had a meeting with the Western Arctic Marine Training Centre about future plans and shared interests. There is an opportunity to share outdoor fire training facilities. The WAMTC is funded for another 3 years by a federal grant and wants to leverage its facilities to provide marine training as well as other offerings.
- The Wayfinding Signs sign location applications are with the GNWT and waiting for a response. The production of the signs is complete and a contractor to install them has been secured. The original application to the GNWT was May 15, 2024.
- A meeting is planned for September 10<sup>th</sup> between Pine Point Mines and Administration to review the details of a Memorandum of Understanding between both parties on items of shared interest. Pine Point Mines has completed its evaluation of the site through coring samples and is progressing to the permit phase. The mine will bring 500 construction jobs and 400 operational jobs when it is opened.



# REPORT TO COMMITTEE

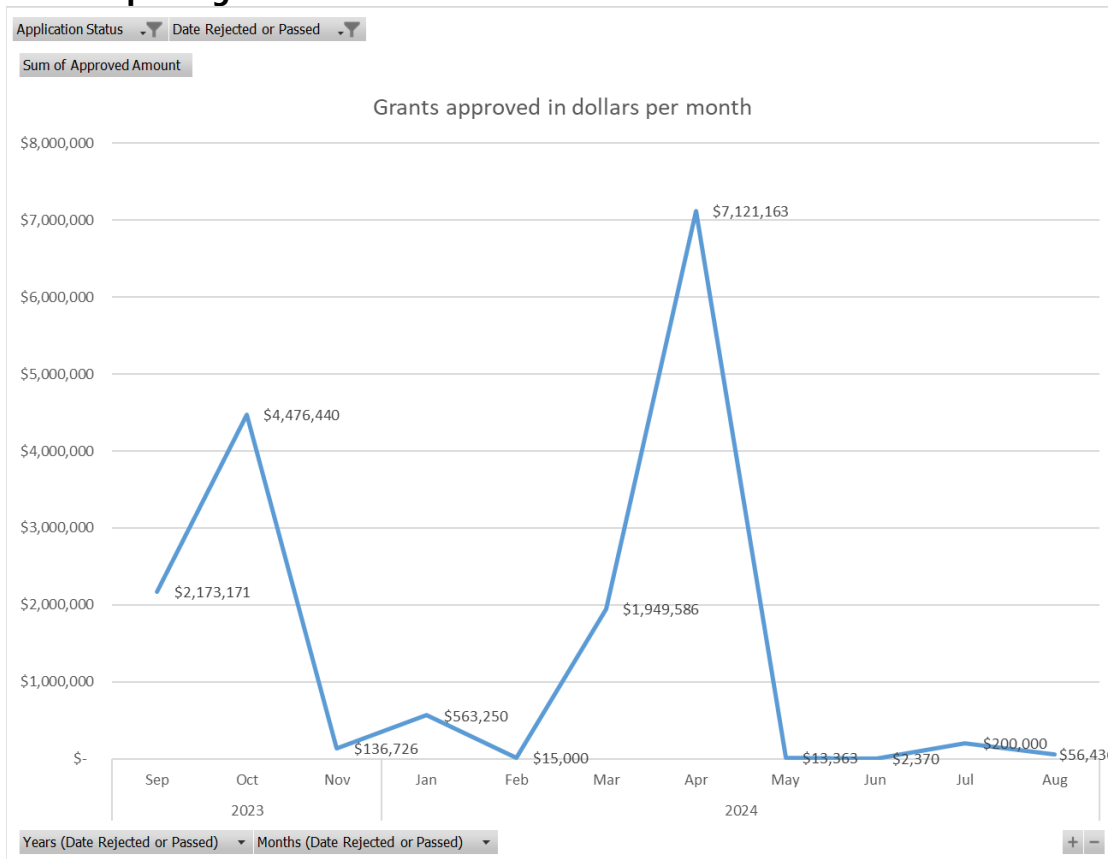
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

- There are 6 active economic development files of businesses that have expressed interest in coming to Hay River. Efforts are ongoing to provide any needed information to encourage the process.

## Key Performance Indicators:

### Grant Reporting

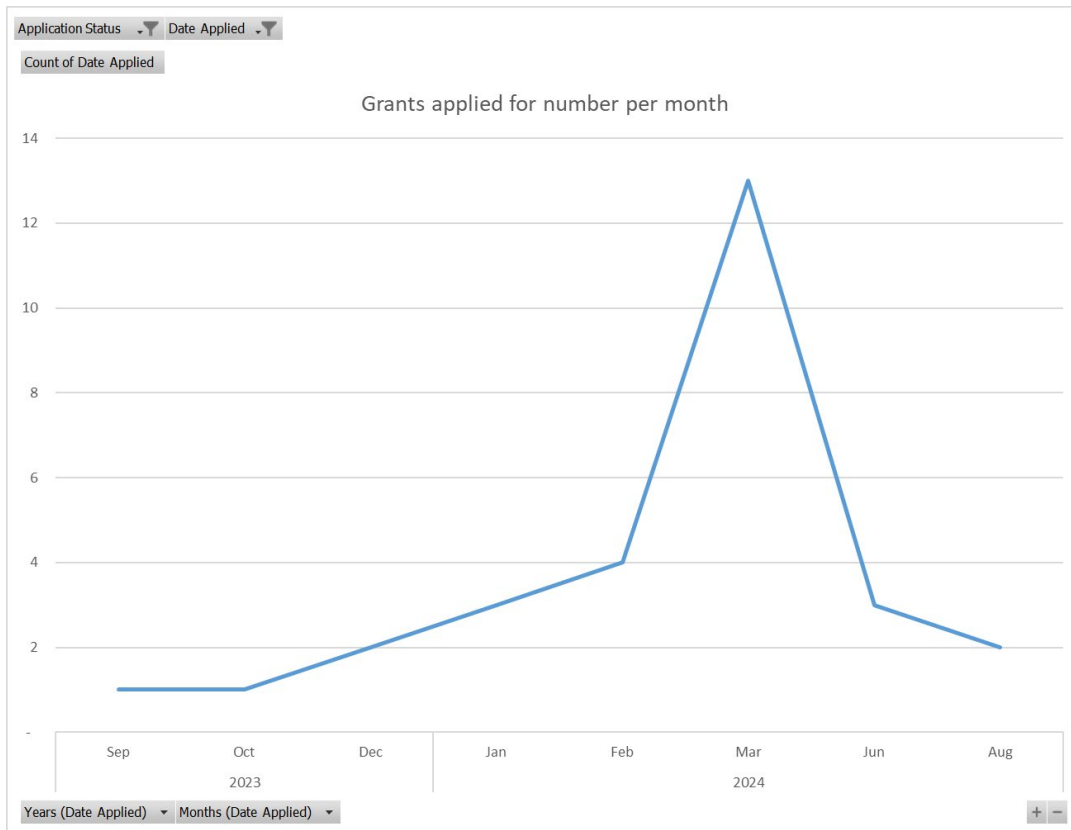




# REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT





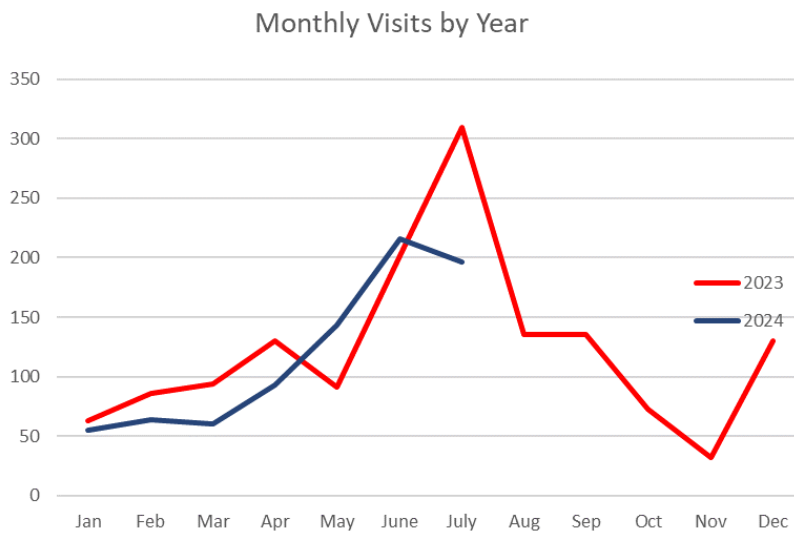
# REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

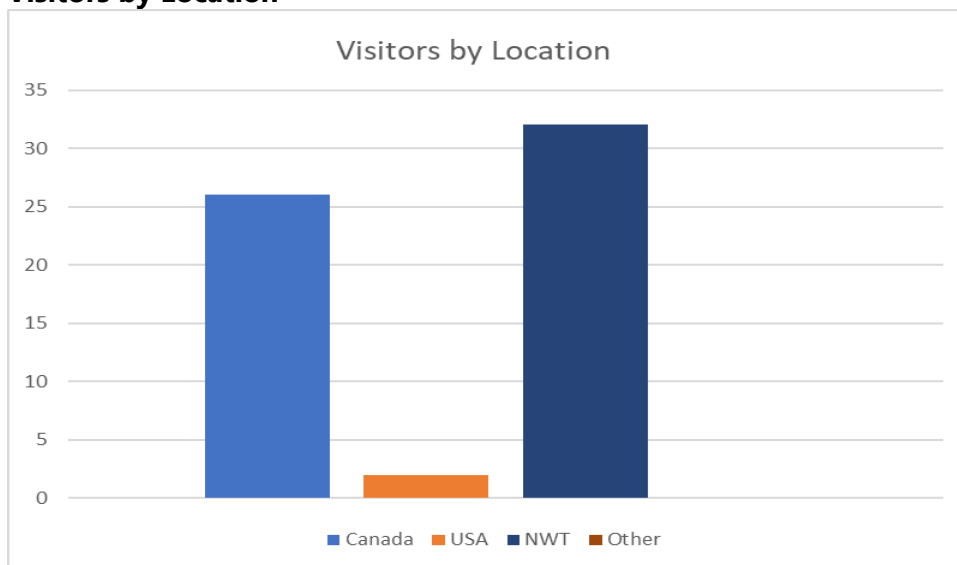
SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

**NOTE: The below reports are from July 2024. Updated reporting will be supplied here on Monday, September 9, 2024.**

## Visitor Information Centre Visits



## Visitors by Location





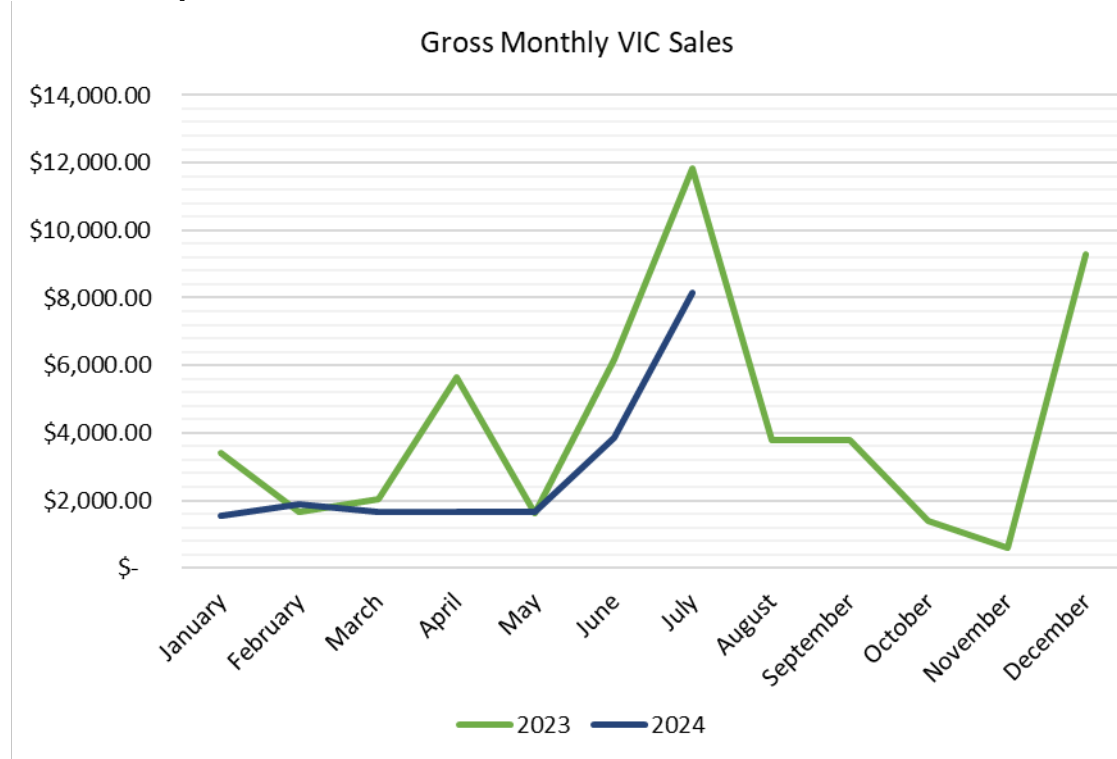


# REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

## VIC Gift Shop Sales



**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A



# REPORT TO COMMITTEE

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DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: September 10, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

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**Prepared by:**

Jill Morse  
Tourism Coordinator  
Date: Sept 6, 2024

**Reviewed by:**

Patrick Bergen  
ASAO  
Date: Sept 6, 2024

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 10<sup>th</sup>, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

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

## BACKGROUND:

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

Monthly Stat Summary	
Unsightly	17
Animal Control	20
Traffic Bylaw	14
Other	7

Unsightly engagement with residents continues into the fall. Several owners who received letters have cleaned up their properties. For those owners that have not, clean-up orders have been issued and, in some cases, the order has been staked in the front yard. Of the four clean-up orders that have met the required completion deadline, three of the properties cleaned up their property voluntarily before the deadline. Of the 8 due Sept 9<sup>th</sup> 4 of the properties have already addressed This is proving to be effective in getting compliance and will continue to be used. Due to the amount of work that potentially needs to be completed and the limited manpower to complete the clean-up orders, a limited number of properties can be engaged at once to ensure the follow-up work can be completed in a timely manner. It is important to continue to keep yards clean and tidy, which helps reduce the risk of fire and beautify the town. Residents are always encouraged to keep trees and bushes that encroach on power lines, communication lines, and neighboring properties trimmed to avoid unnecessary fire risks and any other issues.

Animal activity has continued in a similar way to other summer months. Residents are encouraged to document with pictures whenever possible and to report as soon as possible with all known details via phone or email, which helps Protective Services when staffing is available to catch loose animals. Animal welfare is always a priority during the warm summer months.

# REPORT TO COMMITTEE



**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: Sept 10<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

Several animals were turned in by the public as the owners had left them behind when moving. Other animals have been caught at large and custody turned over to the animal shelter for adoption due to abandonment. Loose animals continue to be a problem, and owners are reminded that there are specific areas approved for off-leash animals and that most walking trails around town are not off-leash areas.

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

## **School Safety**

Although school started at the end of the month, Protective Services continued to monitor and patrol the school zones to ensure motorists drove carefully. Drivers are also reminded to drive with due care as there is higher playground activity with children. Active patrols and some newly placed speed signs continue to prove helpful in keeping drivers complacent with speed limits.

## **Upcoming Goals and Priorities**

Protective Services continues to engage with unsightly properties and will issue clean-up orders. Amendments to the Unsightly bylaw will continue to be drafted to bring to the Town Council to support its initiatives and make the bylaw more effective. Protective Services continues to prioritize response to concerns due to staffing requirements. Animal Control engagement, unsightly enforcement, and downtown patrols will continue.

## **Emergency Services**

Protective Services continues to respond to any fire, ambulance, and rescue calls as required.

<b>COUNCIL POLICY / STRATEGY OR GOAL:</b>	
<i>Strategy:</i>	
<i>Goal:</i>	
<b>APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:</b>	
All applicable Bylaws and Territorial Legislation	
<b>FINANCIAL IMPLICATIONS:</b>	
N/A	
<b>ALTERNATIVES TO RECOMMENDATIONS:</b>	
N/A	
<b>ATTACHMENTS:</b>	

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 10<sup>th</sup>, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
<b>Animal Control Bylaw</b>					
Animal Abuse/Welfare	18	8	3	0	7
Barking Dogs	6	5	1	0	0
Dog Attack	6	4	1	1	0
Dog Bites	3	1	0	0	2
Loose Cat/Dog	90	40	28	7	15
Sled Dog Complaints	1	1	0	0	0
Miscellaneous	12	6	4	1	1
<b>Business License</b>					
No Business License	13	3	10	0	0
Operating business not as permitted	1	1	0	0	0
<b>Traffic Bylaw</b>					
Vehicle/Trailer Parking	37	12	15	5	5
ATV/Snow Machine	6	3	3	0	0
Fail to Stop (Sign or Light)	2	0	2	0	0
Distracted Driving	1	0	0	0	1
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	11	3	7	0	1
Speeding (School/Construct/Industrial)	0	0	0	0	0
<b>Unightly Bylaw</b>					
Overgrown Trees	7	2	3	2	0
Long Grass & Weeds	81	0	7	73	1
Garbage	11	2	6	3	0
Miscellaneous	63	1	61	1	0
<b>Fire Prevention Bylaw</b>					
Burning without permit	5	1	4	0	0
Miscellaneous	5	4	1	0	0
<b>Public Behavior Bylaw</b>					
Miscellaneous	9	4	5	0	0
Littering	1	0	1	0	0
Public Intoxication	5	0	5	0	0
Loitering	13	1	12	0	0
<b>TOTAL</b>	<b>433</b>	<b>107</b>	<b>197</b>	<b>93</b>	<b>33</b>

Prepared by:

Reviewed By:

Jonathan Wallington

Travis Wright

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: Sept 10<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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Assistant Director Protective Services  
Date: September 6, 2024

Director Protective Services  
Date: September 6, 2024



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 10<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 August 2024 as presented.

## BACKGROUND:

### Recreational Programming

#### Youth Programming

Summer Heat: The annual summer day camp program was full again in August, with 40 full-time weekly campers registered. Summer Heat is fully funded by Municipal and Community Affairs Children and Youth Resiliency Program funding.

Summer Heat enjoyed weekly visits to the library and enjoyed craft sessions with a local contracted instructor. Summer Heat staff and participants also visited the Hay River Public Beach in August.

Adventure Afternoons: This month, youth participated in two Adventure Afternoons, with a total of 31 youth registered. This program is fully funded by Canadian Tire Jumpstart, as a part of the Department of Recreation's Spring and Summer Sports Series.

Youth Ball Hockey Game: This was a free drop-in event for youth ages 5 and up. The Hay River RCMP and Hay River Fire Department planned to attend the event to play against the youth, however due to extenuating circumstances they were unable to take part. A total of 17 youth attended the event.

#### Fitness Programming

Regular fitness programming continued this month with 1 instructor-led fitness class. As such, attendance at fitness programming was low again, with a total of 28 participants. Fitness programming attendance typically decreases through the summer months due to the warmer weather and the increase in outdoor recreation and physical activities.

#### ParticipACTION Community Challenge

Department staff are coordinating with Participaction representatives to plan a community celebration on October. The goal will be to officially recognize Hay River as Canada's most active community in 2024, celebrate the achievement, and give recognition to groups and individuals who contributed. Town staff will also announce how the \$100,000 prize money will be spent to continue to improve recreational opportunities in Hay River.



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** September 10<sup>th</sup> 2024

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

## New Horizons for Seniors Grant

The Recreation Programming Supervisor is in the process of applying for the New Horizons for Seniors Program grant. This \$25,000 grant, which has been approved the past two years, provides funding for all seniors programming facilitated by the THR Department of Recreation.

Seniors Coffee: The Seniors Coffee program continued weekly through the month of August. Attendance at Seniors Coffee has remained strong with a total of 47 seniors attending the program this month. Funding for this program is provided by the Government of Canada’s New Horizons for Seniors Program.

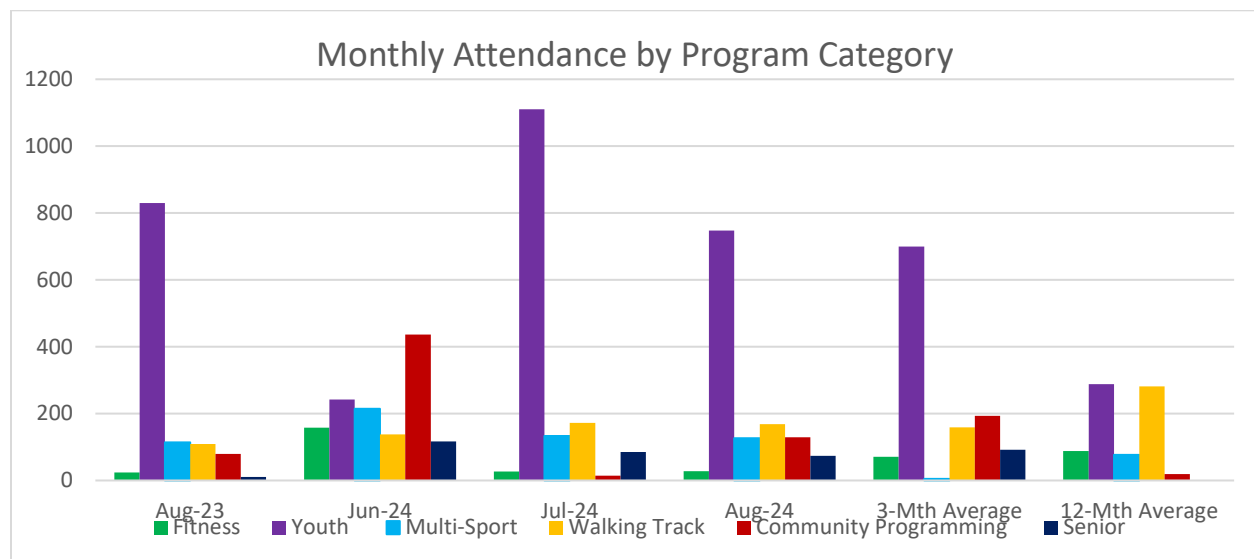
Seniors Golf: The Seniors Golf program, offered in partnership with the Hay River Golf Club, continued this month. A total of 27 seniors participated in this program, which is fully funded by the Government of Canada’s New Horizons for Seniors Program.

## Community Programming

Ladies Adventure Night: Ladies Adventure Night continued in August and was open to women and girls ages 16 and up. The program featured an indoor soccer game, followed by a movie at Riverview Cineplex. A total of 18 women participated in the program.

Dirt in the Skirt: Due to the popularity of the Ladies Adventure Night baseball game and requests received from community members, the Dirt in the Skirt Ladies Baseball League was formed in August. This is a free drop-in program open to girls and women ages 16 and up. This league runs weekly on Thursday evenings with a total of 28 women registered.

## Recreation Programming Statistics



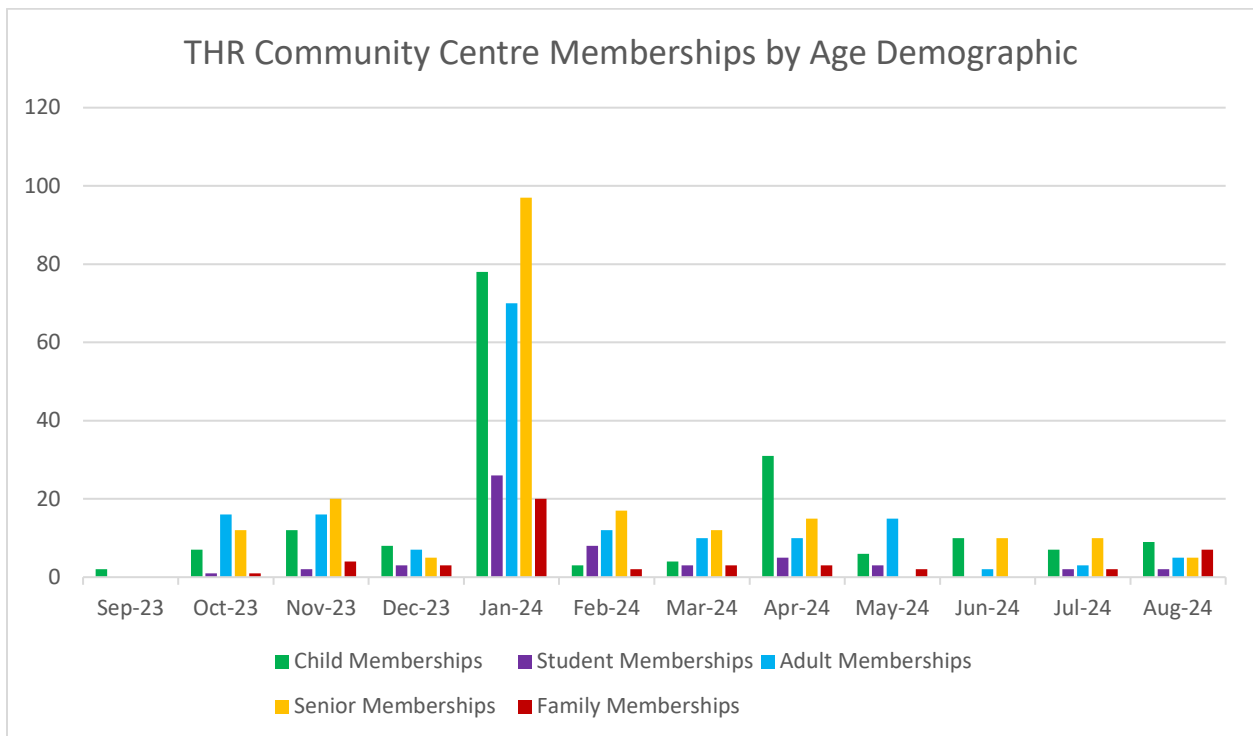
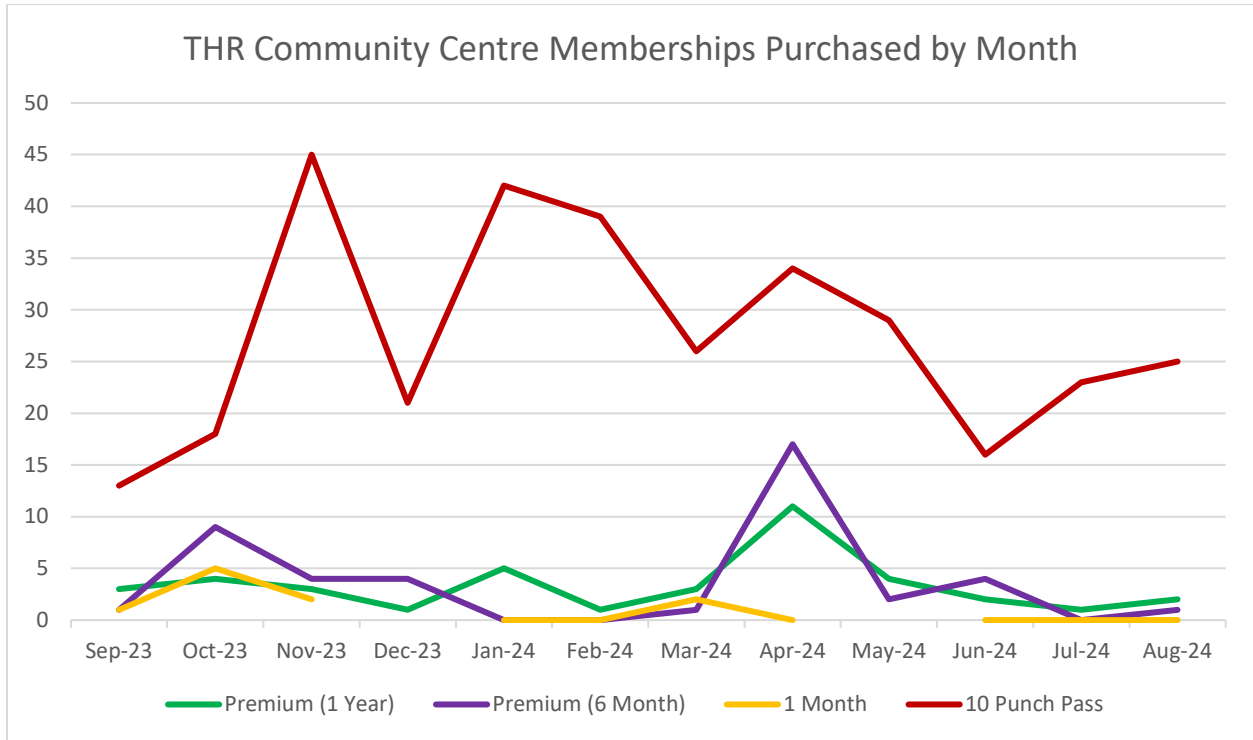




# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** September 10<sup>th</sup> 2024

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





# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 10<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## Aquatics

### General

The pool continues to operate smoothly with little to no disruptions to regular programming. The hot tub jets are still not functional since the pump motor failed in January. Staff have reached out to the Alberta supplier and are awaiting a response with estimated timelines.

The annual maintenance shutdown began August 26. Both pools have been drained and are being inspected and cleaned. Other work includes repainting of the slide stairs, replacement of tiles in the changerooms, replacement of underwater lights, annual servicing of circulation and filtration systems, servicing of the HVAC and domestic water systems, etc.

### Staffing

The Don Stewart Aquatic Centre currently has 9 staff which includes 1 full time permanent lifeguard, 5 part-time casual Lifeguards and 3 Assistant Lifeguards.

### Attendance (summary for July and August)

July attendance (2099) was higher than both May 2024 (1572) and June 2024 (1612). It was slightly higher than July 2023 (2025). The pool was well attended in July with week-by-week numbers of 362, 443, 555, 514, and 225 respectively. The slightly lower numbers in the 1<sup>st</sup> and 2<sup>nd</sup> weeks can be attributed to being closed for Canada Day and the last week of the month only having 3 days.

August attendance (1692) was lower than July but higher than August 2022 (1391). Note that the pool was closed for the second half of August 2023, due to wildfires. August 2024 weekly numbers were comparable to July 2024 (194, 416, 539, 543). The pool's annual shutdown began on August 26 and all programming was cancelled for the final week of the month. Family Swim numbers were down because afternoon family swim blocks were replaced by longer open swim blocks.

Other local groups that used the pool this month included:

- Summer Heat Day Camp - Monday and Wednesday afternoons all summer
- Metis Day Camp - Mondays (2 separate groups and visits)
- French Assoc Day Camp: Tuesday mornings July 2 – Aug 13
- Multiple local day homes used the pool frequently throughout the summer
- Birthday parties
  - July: 1
  - Aug: 4



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** September 10<sup>th</sup> 2024

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

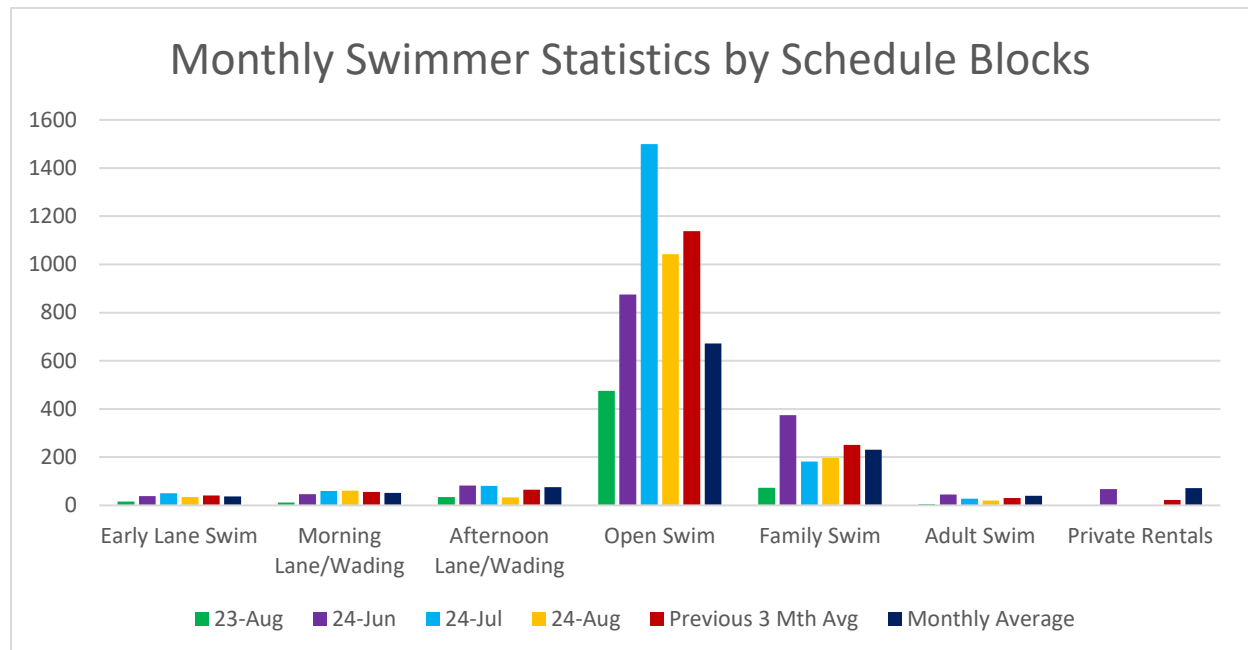
## Swimming Lessons and Special Programming

There were 2 sessions of lessons held over the summer, with 8 in-water classes per session.

- Session 1 – July 15-25<sup>th</sup>:
  - 23 participants enrolled
    - 17 registrants for Preschool level classes
    - 6 registrants for Preschool level classes
- Session 2 – August 12-22<sup>nd</sup>:
  - 38 participants enrolled
    - 16 registrants for Preschool level classes
    - 22 registrants for Preschool level classes
- Cumulative successful completion of 49% for summer swim lessons.

A National Lifeguard course was offered July, with 3 of 5 participants successfully completing the course. One of the successful participants was already employed as an Assistant Lifeguard and has now been promoted to Casual Lifeguard. The other successful participants have been hired on a casual basis.

## Don Stewart Aquatic Centre Statistics

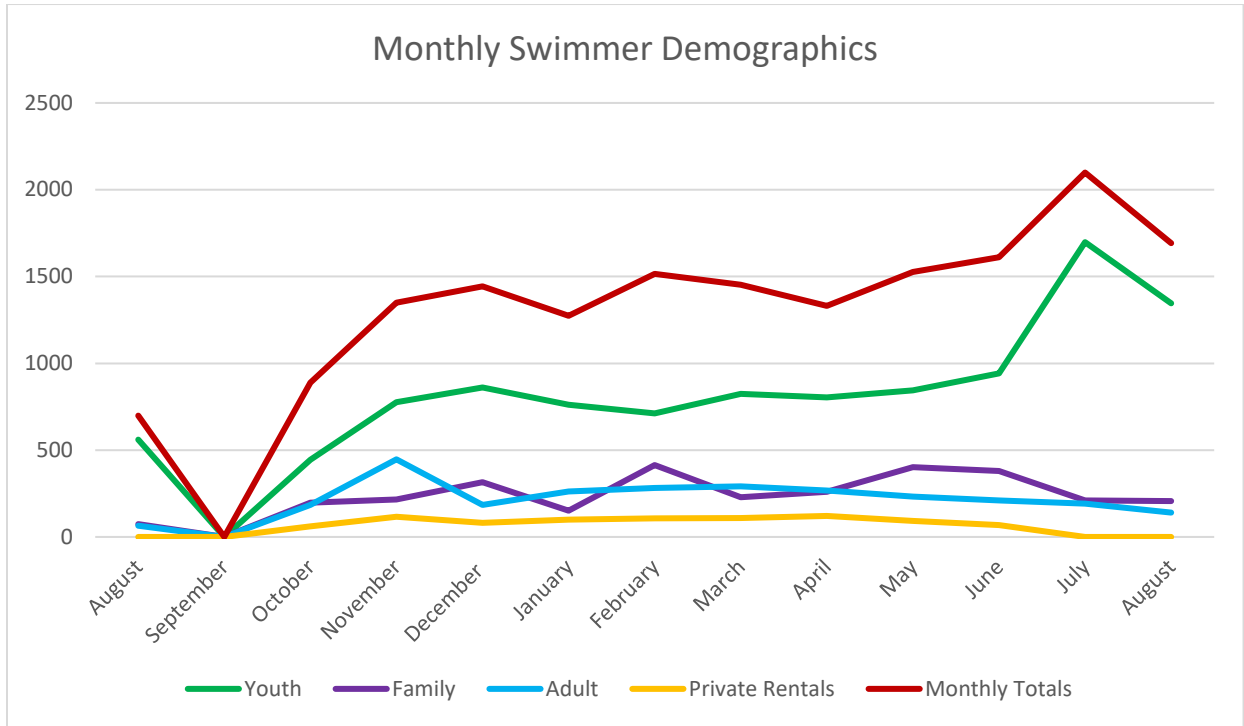




# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 10<sup>th</sup> 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.
- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Start of pool shut down for annual inspection and maintenance.
  - Pool basin drained, cleaned, and inspected.
  - Hot tub drained, cleaned, and inspected.
  - Storage room inspection and inventory of equipment.
  - Minor tile repairs on the pool deck and in the changerooms.
  - Slide cleaned, inspected, and waxed.
  - Slide stairs cleaned, inspected, and repainted.
  - Splash pad equipment cleaned, inspected and repainted.
  - Removal, inspection, and repair of underwater lights.
  - Removal, inspection, and repair of underwater speakers.
  - Annual inspection and servicing of the circulation and filtration system.
  - Annual inspection and servicing of the chlorination system.



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** September 10<sup>th</sup> 2024

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

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.
- Daily and weekly inspections of fleet vehicles and equipment.
- Staff cleaning the building with janitorial contract suspended.
- Wall patching and painting underway (curling club, stairwell 1, concession lobby).

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.
- Greenspace mowing, maintenance and weekly inspections.
- Watering of flowers around Town of Hay River.
- Playground fall zones tilled, weeded and inspected monthly.
- Bi-weekly mowing and maintenance of cemetery grounds.
- Daily watering of sod and grass seed at Bob McMeekin Park.
- Rotary Trail and Irma Miron Trail sections cleaned of fallen trees and branches.
- Weekly watering of newly planted trees at Bob McMeekin Park, TriService Park, Hay River Community Centre and Porritt Landing Marina.

Outdoor sport fields and assets:

- Weekly safety inspection and clean up of skate park.
- Weekly safety inspections and clean up of ball diamonds.
- Weekly safety inspections and status updates of trails and trailheads.
- Weekly support of Fishermen’s Wharf local vendors’ market.
- Ball diamonds maintained and prepared for league play three days per week.
- Painting of player benches and dug outs.
- Community events and facility bookings:
  - Annual mixed slo-pitch tournament at Keith Broadhead Park

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** September 10<sup>th</sup> 2024

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

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N/A

<b>ATTACHMENTS:</b>
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**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: September 5<sup>th</sup>, 2024

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
Date: September 5<sup>th</sup>, 2024



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## RECOMMENDATION:

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

## BACKGROUND:

### Summary:

Protective Services Monthly Priorities	
Priority	Description
1. Safety Management System	Element review and development. Hazard assessment and incident reporting training
2. Probationary Review	In-person probationary reviews
3. Recruitment	The hiring process for two new members

Monthly Stat Summary	
EMS Calls	51
False Alarms	4
Fires	2
Rescue	1

In the Month of July we conducted Probationary Reviews with new members for the first time. The process allowed us to discuss the new member's training completed and overall performance. We also discussed whether any training was still needed or performance adjustments were needed before moving off probation to the rank of firefighter. We met with 10 new members and the process was met with positive feedback.

The Safety Management System was again a priority for July as we continued element reviews until they were completed. We also held hazard assessment training and incident reporting training with the Public Works and Recreation staff. This training allowed us to implement the forms for a trial period and work out any issues with them ahead of the full rollout.



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

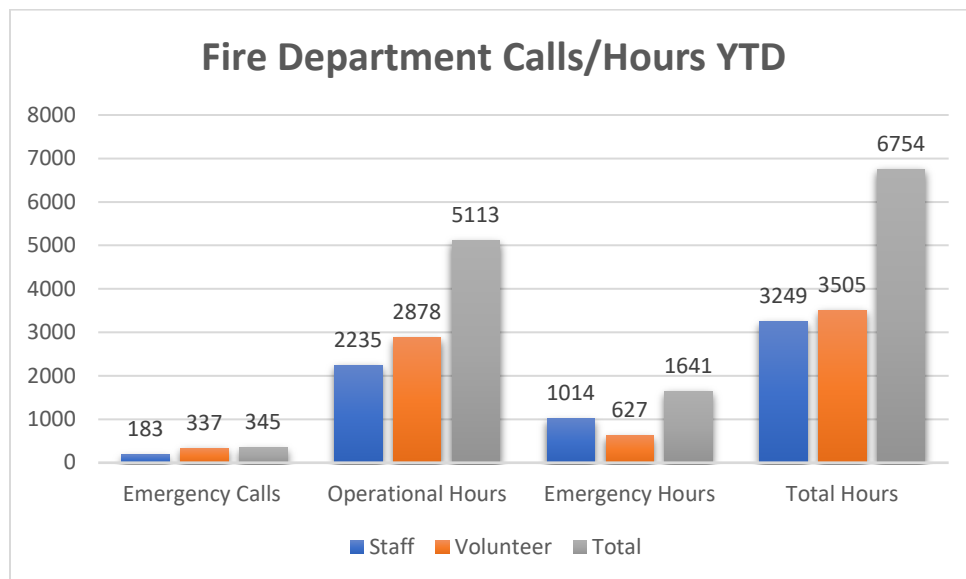
**DATE: September 10<sup>th</sup>, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

In July, we added two new members to the department, bringing our membership numbers to 29. We plan to do some more recruitment in the fall, as it's good to be consistent with recruitment each year. 29 members is a good amount, but we should always try to increase our numbers each year to avoid being short-staffed. Our top end is around 35 members.

In July, we conducted Training in the Burn Tower, where we taught people about fire behavior, thermal layering, and suppression tactics. We also did a night on Rapid Intervention Teams training, where we rescued downed firefighters. We also had a night of several medical scenarios to work on different skills.

## STATISTICS





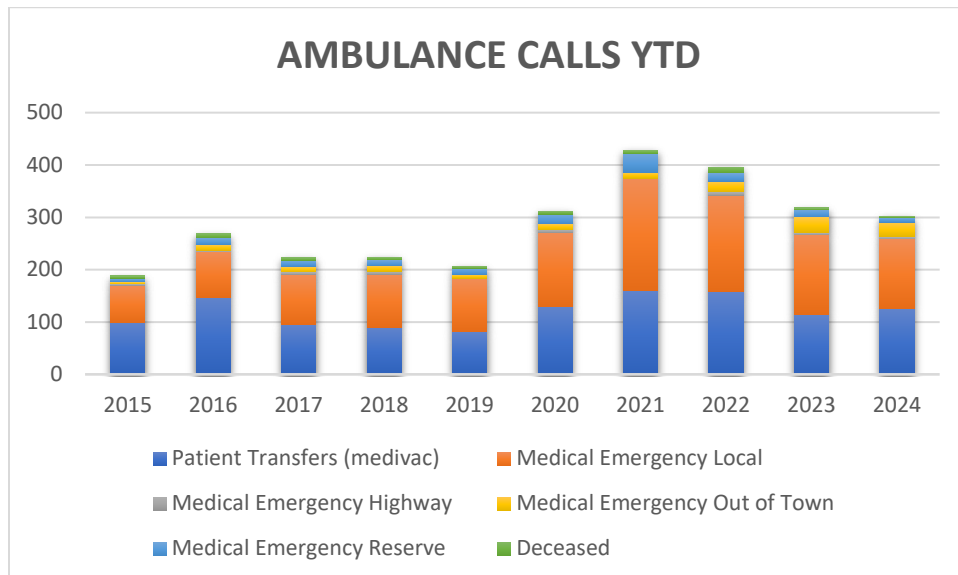


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



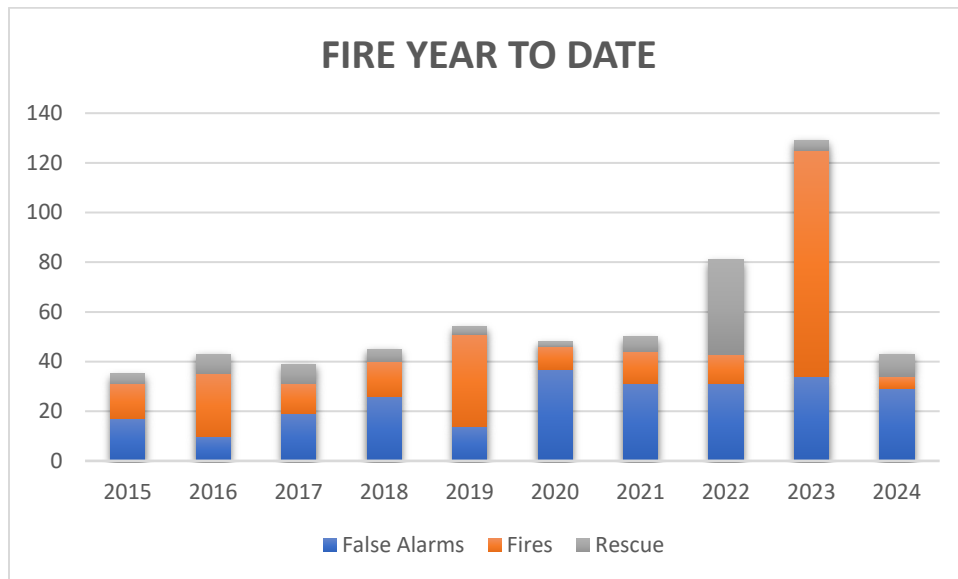


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 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



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: September 10<sup>th</sup>, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

None

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**Prepared by:**

Travis Wright  
Director Protective Services/Fire Chief  
Date: September 5<sup>th</sup>, 2024

**Reviewed By:**

Glenn Smith  
Senior Administrative Officer  
Date: September 5<sup>th</sup>, 2024



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## RECOMMENDATION:

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

## BACKGROUND:

### Summary:

Protective Services Monthly Priorities	
Priority	Description
1. Structure Fires	The HRFD fought two major structure fires this month and completed fire reports on the incident.
2. Pump Testing	All Pump Aparatus CAN ULC tested
3. Equipment	Municipal Enforcement Vehicle Decal Design and Coordination.

Monthly Stat Summary	
EMS Calls	62
False Alarms	2
Fires	5
Rescue	0

The department fought two major structure fires in the trailer court in August. One of which was fully involved on arrival but it was successfully kept from burning the neighboring structure down. It initially spread to the neighboring structure but it was extinguished and contained to the initial structure. The neighboring structure was repaired and is once again occupied by its residents. The other fire was successfully suppressed and contained to itself, but it had spread to the roof and other rooms before arrival, causing irreversible damage. Overall both responses were successful in limiting the further spread and damage caused by the fires.

In August, we had all of our fire engine pumps CAN/ULC tested, which is required to meet minimum standards. All Pump 2, Pump 3, Tanker 1 and even Pump 1 Successfully passed this year. Pump 1 (35 years old) did not pass last year, so we had some work done to bring it back into shape so it could pass this year.



# REPORT TO COMMITTEE

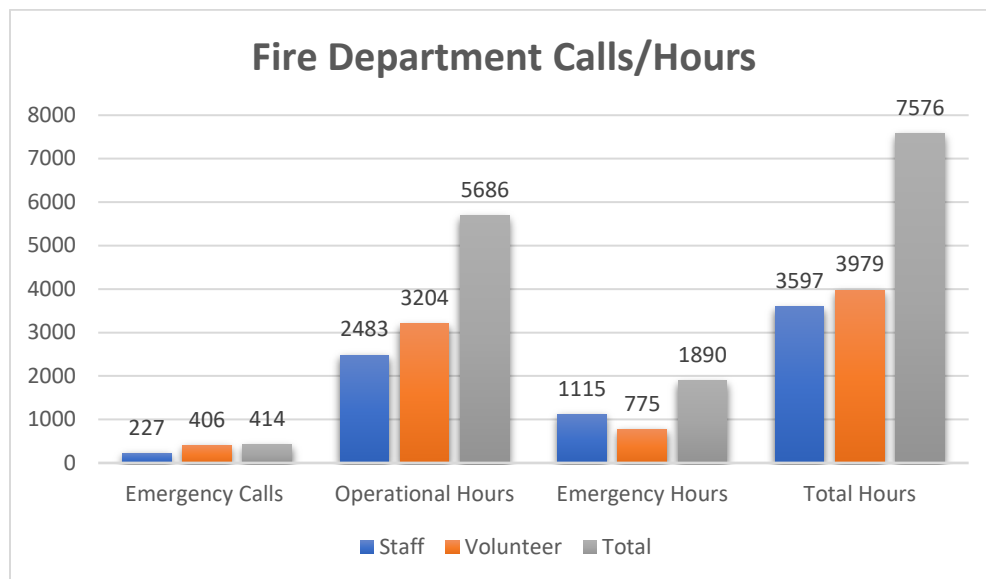
**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: September 10<sup>th</sup>, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

In August, we conducted Training in the Burn Tower, where we taught people about search and rescues in conjunction with fire operations. We did a night on drafting operations for water supply in remote areas. We also trained on vehicle Fires, practiced the different tactics, and worked on hazard awareness. We also had a night of several Medical scenarios to work on different skills.

## STATISTICS



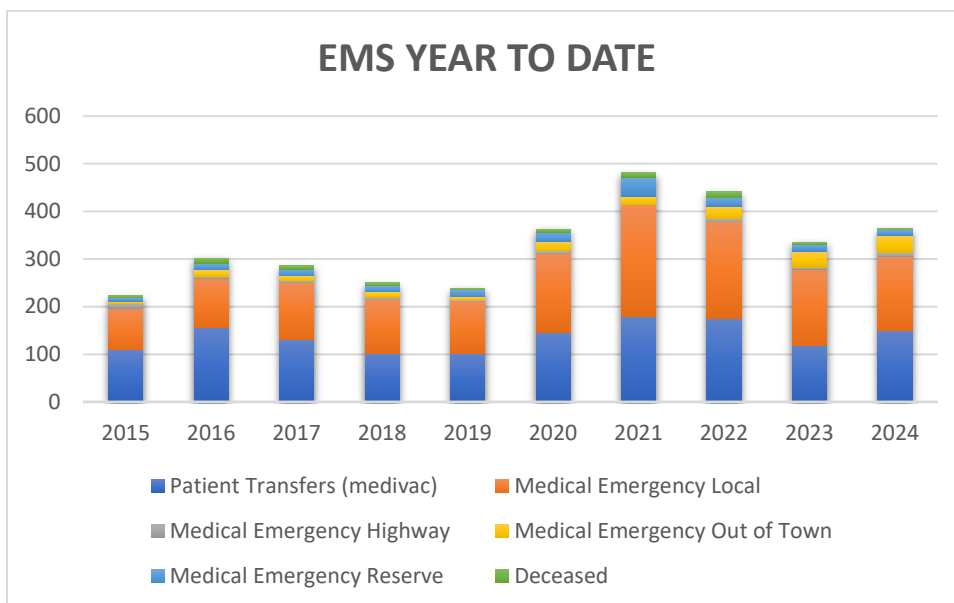


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



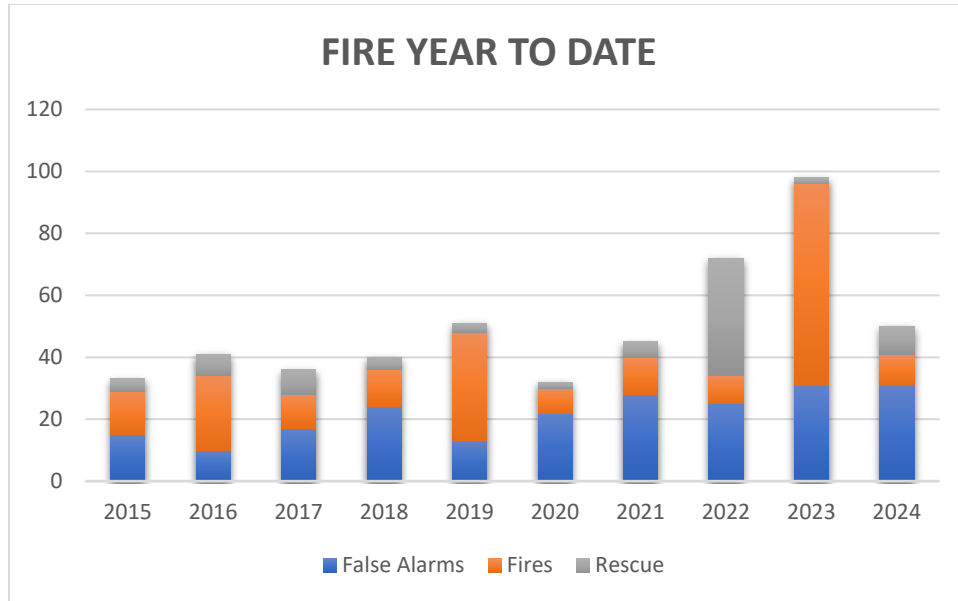


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 10<sup>th</sup>, 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



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: September 10<sup>th</sup>, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

None

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**Prepared by:**

Travis Wright  
Director Protective Services/Fire Chief  
Date: September 5<sup>th</sup>, 2024

**Reviewed By:**

Glenn Smith  
Senior Administrative Officer  
Date: September 5<sup>th</sup>, 2024





# REPORT TO COMMITTEE

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**COMMITTEE:** Bylaw & Policy Committee

**DATE:** Sept. 10, 2024

**SUBJECT:** Residential Development Grants Policy

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## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the adoption of the Residential Development Grants Policy as presented and recommended by the Bylaw and Policy Committee, WHEREAS:**

- 1. The Town aims to help address the core housing needs of Hay River in accordance with the Hay River Strategic Housing Plan;**
- 2. Funding for up to \$35,000 for new residential dwelling units, \$35,000 for retrofit construction resulting in incremental multi-family dwelling units, and \$20,000 for new living/secondary, garage or garden suites may be provided;**
- 3. The Town takes a phased approach to rolling out the Policy, commencing with an Expression of Interest (EOI) for applications for multi-family residential housing grants, to be initiated in October 2024, with a closing date of early 2025;**
- 4. The Town has secured \$2 million through CMHC's Housing Accelerator Fund to fund the Policy**

## BACKGROUND:

The proposed Residential Development Grants Policy aims to help address the core housing needs of Hay River by providing financial support for housing construction that aligns with the priorities of the Hay River Strategic Housing Plan. The Policy outlines funding for up to \$35,000 for new dwelling units, \$20,000 for new living/secondary, garage or garden suites, and \$35,000 for retrofit construction resulting in incremental multi-family residential dwelling units.

To fund the Policy, the Town of Hay River entered into a contribution agreement with CMHC for the Housing Accelerator Fund (HAF). There are nine initiatives under that agreement, one of which is to develop a housing incentive program. The attached Policy was developed following an extensive cross-jurisdictional review of housing incentive programs in Canadian Municipalities and has been reviewed by CMHC for alignment with the CMHC/THR HAF contribution agreement.

The following is a table summarizing the "Permitted Use" of HAF Funding:



# REPORT TO COMMITTEE

**COMMITTEE:** Bylaw & Policy Committee

**DATE:** Sept. 10, 2024

**SUBJECT:** Residential Development Grants Policy

*Investments in HAF action plans:*

- any initiative included in the Approved Action Plan

*Investments in affordable housing:*

- construction of affordable housing
- repair or modernization of affordable housing
- land or building acquisition for affordable housing

*Investments in housing-related infrastructure:*

- drinking water infrastructure that supports housing
- wastewater infrastructure that supports housing
- solid waste management that supports housing
- public transit that supports housing

- community energy systems that support housing
- disaster mitigation that supports housing
- brownfield redevelopment that supports housing
- broadband and connectivity that supports housing
- capacity building that supports housing
- site preparation for housing developments

*Investments in community-related infrastructure that supports housing:*

- local roads and bridges that supports housing
- sidewalks, lighting, bicycle lanes that supports housing
- firehalls that support housing
- landscaping and green space that supports housing

The following targets form part of the terms of the HAF Funding Agreement:

- i. The Recipient agrees to a Housing Supply Growth Target of 55 permitted housing units.
- ii. The Recipient agrees to the following Additional Targets:
  - 17 missing middle housing units (This includes duplexes, triplexes, fourplexes, rowhouses, townhouses)
  - 27 other multi-unit housing units
  - 56.38 percent of the Housing Supply Growth Target are affordable units.

## COUNCIL POLICY / STRATEGY OR GOAL:

This Policy is intended to support the Town of Hay River's Strategic Plan, specifically the goal to "Consider the use of incentives and the removal of barriers to the provision of diverse housing options for Hay River" but with broader application to the goal to "Identify ways to use urban space more effectively for housing". This Policy also provides broad support for the Town of Hay River's Strategic Housing Plan.

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Zoning and Building Bylaw
- Hay River Housing Strategy
- Hay River/CMHC Contribution Agreement

## FINANCIAL IMPLICATIONS:

A program budget of two million dollars (\$2 million) has been earmarked for the HAF incentives. This program will be fully funded by the CMHC/THR contribution and has checks and balances in place to ensure that the incentive funding stays within the timelines of the contribution and that there are controls in place for adherence to the policy. The Policy also includes parameters for repayment of grants if applicants do not comply with the terms of the grant Policy.



# REPORT TO COMMITTEE

**COMMITTEE:** Bylaw & Policy Committee

**DATE:** Sept. 10, 2024

**SUBJECT:** Residential Development Grants Policy

Administration is exploring with legal council whether amounts owing from non-compliance with the Policy could be transferred to property tax accounts as a method of streamlining the collection process. With the upfront controls and partial payment approach to the Policy, it is not anticipated that there will be a lot of non-compliance grant recovery required.

## **ALTERNATIVES TO RECOMMENDATIONS:**

There are other incentive options that the Town of Hay River could include within this Policy or in separate Residential Housing Incentive Policies. For example, this Policy does not include grants for single family dwellings. The thinking behind the omission of single-family dwellings from the Residential Housing Grant Program is that multi-family dwellings, including secondary suites, garden suites and garage suites, are the preferred avenue to increase housing density within the community. The Town's Housing Assessment and Strategic Housing Plan suggests multifamily gaps should be prioritized ahead of new single-family development. CMHC has confirmed that grant funding for single family dwellings is permitted under the contribution agreement.

Other incentive examples include:

- waiver or reduced business development fees for residential housing developments.
- partial or full property tax exemption for a fixed period to incent residential housing development.
- land below cost or no cost land are other incentives that municipalities are offering.

If Council wishes to pursue some of the other incentive options, it could be done at any time prior to the expiration of the contribution agreement with CMHC. The agreement was signed December 22, 2023, and the funding criteria of the agreement must be met four years from the date of signing (December 22, 2027).

At this time, Administration is recommending keeping the scope of the incentive program targeted to multi-family residential housing for one year to help the Town achieve its density goals. This recommendation should be reassessed after the first phase EOI is closed and again in the fall of 2025 to determine whether to incorporate other incentive options.

## **ATTACHMENTS:**

- Residential Development Grant Policy

Prepared by:

Reviewed by:

Glenn Smith  
Senior Administrative Officer

Date: September 5, 2024



Policy Name: Residential Development Grants  
Policy Number: FA-TBD  
Policy Monitor: Senior Administrative Officer  
Policy Approver: Town of Hay River Council  
Policy Category: Financial Administration Approval  
Date: TBD  
Motion Number: #

## **POLICY STATEMENT**

The Town may, subject to budget approval and available funds, provide unit-based grants to encourage accelerated housing growth.

## **PURPOSE**

To provide incentives for eligible property owners and developers to encourage them to develop incremental residential housing units through a per unit contribution on eligible building projects.

## **1. DEFINITIONS**

- 1.1. *Accessory Dwelling - means a living/secondary suite within a single detached dwelling unit, garden suite and garage suite, separate from the principal dwelling and located on a lot where the principal use is a single detached dwelling.*
- 1.2. *Administration - means the SAO, Senior Management, or designated support staff of the Town of Hay River.*
- 1.3. *Applicant - means the individual or developer submitting an application for financial support through a Residential Development Grant Program.*
- 1.4. *Application Date - means the date on which the application was acknowledged as received by the Program Review Officer.*
- 1.5. *Senior Administrative Officer- means the Senior Administrative Officer of the Town of Hay River as appointed by Council.*
- 1.6. *Completion Date - means the date by which all work on the proposed project must be completed to the satisfaction of the Program Review Officer.*
- 1.7. *Council - means the municipal Council for the Town of Hay River.*
- 1.8. *Developer - means an owner, agency, occupant, or any person firm, or company required to obtain or having obtained a development permit.*

- 1.9. *Dwelling Unit - means a building or portion thereof designed for or used exclusively as a residence or living quarters (usually containing constructed as including eating, sleeping, cooking, and toilet sanitary facilities) for one household.*
- 1.10. *Eligibility Criteria - means terms that specify who qualifies to receive support through the program and/or the actions necessary to qualify for the Program prior to the receipt of funds.*
- 1.11. *Garage Suite - means an Accessory Dwelling located above a detached garage or attached to the side or rear of a detached garage, located on a lot where the principal use is single detached housing. This use does not include Living/Secondary Suites or Garden Suites.*
- 1.12. *Garden Suite - means a secondary dwelling unit located on a lot where the principal use is single detached housing. This use does not include Living/Secondary Suites or Garage Suites.*
- 1.13. *Grant - means a financial contribution where Eligibility Criteria and/or conditions are compulsory for the recipient, and there is a formal application/selection process, and a future obligation is attached.*
- 1.14. *Land Use Bylaw- means the Town of Hay River Land Use Bylaw, as amended from time to time.*
- 1.15. *Living/Secondary Suite - means refers to a self-contained dwelling unit located within a single detached dwelling, where both dwelling units are registered under the same land title. This use does not include garden suites or garage suites*
- 1.16. *New Residential Construction - means a building containing one (1) or more dwelling units built for the primary purpose of residential use.*
- 1.17. *Program - means the Residential Development Grants program, which is a set of grants that establishes clearly defined objectives, terms, conditions, provisions, and eligibility criteria for a recipient to have access to public funds through an objective assessment and selection process.*
- 1.18. *Program Agreement - means a legal instrument documenting the terms and conditions under which an applicant receives public funds through the Program.*
- 1.19. *Program Review Officer - means a staff member representing the Planning & Development division.*
- 1.20. *Project Inspection - means the periodic inspection by the Program Review Officer and/or appropriate Town staff to determine an Applicant's qualification for the Program, review project progress, and to evaluate a completed project with respect to the Program Agreement.*
- 1.21. *Property - means a parcel of land described in a Certificate of Title and contained within defined lot lines.*

- 1.22 *Reimbursement Agreement* – means an agreement between the Town and the Applicant specifying the obligations of the Applicant to repay all or part of the Grant if the terms of the Program Agreement are not met in full or in part.
- 1.23 *Residential Property*- means a Property identified for residential uses as defined in the Town's Land Use Bylaw.
- 1.24 *Town* - means the Town of Hay River.

## **2. GUIDING PRINCIPLES**

- 2.1. Funds available for Grants are allocated annually through the Office of the SAO Department's budget approved by Council, or from other sources identified by the SAO.
- 2.2. Council may choose to fund and/or eliminate any or all of the Grants at any time.
- 2.3. The provision of grants is based on objective evaluation of applications submitted by applicants in response to one or more call for proposals by the Town and are awarded on a highest score basis, assessed against a matrix that will assign a preference score for criteria that aligns with the priorities of the Town's Strategic Housing Plan, third party funding agreements, and other approved planning documents that includes but is not limited to:
- Multi-family dwellings to increase housing density within the community,
  - Affordability, and,
  - Low carbon footprint.
- 2.4. Applications requesting funding are reviewed by the Program Review Officer for completeness, dialogue around missing or clarity of information, compliance review, and possible pre-inspections, prior to being forwarded to the SAO for final approval.

## **3. GRANTING ALLOCATIONS & REIMBURSEMENT**

- 3.1. The maximum amount available under each Grant is as follows:
- a) \$35,000 per new dwelling unit
  - b) \$20,000 per new living/secondary, garage or garden suites.
- 3.2. Successful applicants will be required to enter and abide by a binding Program Agreement.
- 3.3. The Program Agreement must be signed and returned to the Town by the applicant within forty (40) working days of notification of approval. Extensions may be considered for larger developments. Points in support of an extension must be submitted in writing to the Town in advance of the 40 working day deadline.
- 3.4. Work that has commenced prior to Town approval is not eligible for reimbursement. For projects that have commenced but are still in construction, the onus is on the applicant to provide proof of scope of work remaining (still to be completed) for the Town to assess eligibility for inclusion in a Reimbursement Agreement.

- 3.5. Grant funding will only be provided at completion of milestones in lump sum reimbursements as per the Program Agreement:

Milestone 1:

- a) Permitting must be completed within six (6) months from when Grant pre-approval is received. Fifty percent (50%) of approved grant shall be paid upon issuing of permit.

Milestone 2:

- b) Occupancy permits must be acquired within two (2) years from the permit issue date. The remaining fifty percent (50%) of approved grant shall be paid upon issuing of occupancy permit.

- 3.6. Projects must adhere to all applicable requirements of the Land Use Bylaw, National Building Code, and any other territorial/municipal standards to be eligible for reimbursement.
- 3.7. Funding is subject to availability. Applications will be held in a queue and processed in chronological order of their submission date if additional funding becomes available.

#### 4. PROGRAM RESPONSIBILITIES

- 4.1. The SAO or designate (e.g. Committee formed to review and approve applications) shall:
- a) approve, within signing authority, Program Agreements between the Town and recipient;
  - b) establish the terms of the Program Agreements;
  - c) evaluate the Grant Programs annually and make recommendations to Council regarding their continuation, cessation, and/or ongoing implementation; and,
  - d) identify sources of funds.
- 4.2. The Program Review Officer shall:
- a) serve as the Town's primary contact for the receipt and vetting of applications;
  - b) seek additional information when necessary to confirm applications are complete and comply with program criteria;
  - c) maintain records of decisions and prepare appropriate schedules and documentation;
  - d) conduct Project Inspections (including pre-inspections where appropriate) of the projects as necessary; and
- 4.3. The Applicant shall:
- a) provide all documentation required by the application and requested by the Program Review Officer;
  - b) adhere to the stipulations and conditions of the Program Agreement;
  - c) obtain all necessary permits and licenses;
  - d) provide all necessary reports and documentation at the conclusion of the Project;

- e) ensure the project is complete by the Completion Date stated within the Project Agreement;
- f) ensure general upkeep and maintenance of the Property pursuant to the Town's Unsightly Bylaw and Zoning and Building Bylaw; and
- g) not submit documentation that is false, incomplete, incorrect or misleading.

## 5. GRANT GUIDELINES & ELIGIBILITY

### 5.1. New Multi-Family Residential Construction Grant

- a) Purpose
  - i) The purpose of this Grant is to provide a per-unit grant for the new construction of multi-family residential dwelling units in Town.
- b) Eligibility
  - i) Owners or contractors (with property owner permission) are eligible to apply for funding.
  - ii) Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
  - iii) Applicants shall not have any pending enforcement issues with the Town.
  - iv) The Property shall be located within Town limits.
  - v) The Applicant shall ensure all required municipal approvals are in place prior to commencement of the new construction project
- c) Eligible Funding and Costs
  - i) The maximum funding allowed under the New Residential Grant Program is a maximum of \$35,000 per eligible unit, where \$35,000 does not exceed thirty (30) percent of the total eligible unit project costs.
  - ii) Permitting must be completed within six (6) months from when Grant pre-approval is received. Fifty percent of approved grant shall be paid upon issuing of permit.
  - iii) Occupancy permits must be acquired within two (2) years from the permit issue date. The remaining fifty percent of approved grant shall be paid upon issuing of occupancy permit.
  - iv) Extensions may be considered and granted where justified, at the discretion of the SAO or designate.
- d) Application Requirements
  - i) Applications submitted under the New Residential Construction Grant Program must include the following submittals:
    - A completed application form;
    - Project costing;
    - Drawings of the proposed project and/or a development proposal that shall include details on the type of dwellings(s) being built, an estimated time of construction commencement and an approximate time that the new dwelling(s) will be completed and/or available on the market;



- Written permission from the Property Owner if the applicant is a contractor applying on their behalf;
- The Program Review Officer may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
- All contractors performing work on the project must be licensed by the Northwest Territories and possess a valid Business Licence issued by the Town. They must also carry all required insurances.

## 5.2. Retrofit Multi-Family Residential Construction Grants

### a) Purpose

- i) The purpose of this Grant is to provide a per-unit grant for retrofit construction resulting in incremental multi-family residential dwelling units in Town. This includes retrofit of non-residential buildings to multi-residential units.

### b) Eligibility

- i) Owners or contractors (with property owner permission) are eligible to apply for funding.
- ii) Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
- iii) Applicants shall not have any pending enforcement issues with the Town.
- iv) The Property shall be located within Town limits.
- v) The Applicant shall ensure all required municipal approvals are in place prior to commencement of the new construction project

### c) Eligible Funding and Costs

- i) The maximum funding allowed under the Retrofit Residential Grant Program is a maximum of \$35,000 per eligible unit, where \$35,000 does not exceed thirty (30) percent of the total eligible unit project costs.
- ii) Permitting must be completed within six (6) months from when Grant pre-approval is received. Fifty percent of approved grant shall be paid upon issuing of permit.
- iii) Occupancy permits must be acquired within two (2) years from the permit issue date. The remaining fifty percent of approved grant shall be paid upon issuing of occupancy permit.
- iv) Extensions may be considered and granted where justified, at the discretion of the SAO or designate.

### d) Application Requirements

- i) Applications submitted under the Retrofit Residential Construction Grant Program must include the following submittals:
  - A completed application form;

- Project costing;
- Drawings of the proposed project and/or a development proposal that shall include details on the type of housing that will result from the retrofit construction, an estimated time of construction commencement and an approximate time that the retrofitted dwelling(s) will be completed and/or available on the market;
- Written permission from the Property Owner if the applicant is a contractor applying on their behalf;
- The Program Review Officer may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
- All contractors performing work on the project must be licensed by the Northwest Territories and possess a valid Business Licence issued by the Town. They must also carry all required insurances.

### 5.3. Accessory Dwelling Grant

#### a) Purpose

- i) The purpose of this Grant is to provide a per-suite grant for the creation of new Accessory Dwellings including living/secondary suites, garage suites and garden suites.

#### b) Eligibility

- i) Owners or contractors (with property owner permission) are eligible to apply for funding.
- ii) Applicants must be in good standing with the Town and not be in arrears on taxes, utilities, fees, fines, or other amounts.
- iii) Applicants shall not have any pending enforcement issues with the Town.
- iv) The Applicant shall ensure all required municipal approvals are in place prior to commencement of the new construction project.

#### c) Eligible Funding and Costs

- i) The maximum funding allowed under the Accessory Dwelling Residential Grant Program is \$20,000 per eligible unit, where \$20,000 does not exceed thirty (30) percent of the total eligible unit project costs.
- ii) Permitting must be completed within six (6) months from when Grant pre-approval is received. Fifty percent of approved grant shall be paid upon issuing of permit.
- iii) Occupancy permits must be acquired within two (2) years from the permit issue date. The remaining fifty percent of approved grant shall be paid upon issuing of occupancy permit.
- iv) Extensions may be considered and granted where justified, at the discretion of the SAO or designate.

- v) Projects which are intended to make existing accessory dwelling units legal (registered) are not eligible for funding under this grant program.
- vi) Projects which include upgrades to previously approved accessory dwelling units are ineligible for funding under this grant program.
- d) Application Requirements
  - i) Applications submitted under the Accessory Dwelling Grant Program must include the following submittals:
    - A completed application form;
    - Project costing;
    - Drawings of the proposed project and/or a development proposal that shall include details on the type of dwellings(s) being built, an estimated time of construction commencement and an approximate time that the new dwelling(s) will be completed and/or available on the market;
    - Written permission from the Property Owner if the applicant is a contractor applying on their behalf;
    - The Program Review Officer may request additional information to verify that the Applicant possesses the resources to complete the project as outlined (this can include but is not limited to a list of similar projects completed, financial statements, letter of credit, etc.); and
    - All contractors performing work on the project must be licensed by the Northwest Territories and possess a valid Business Licence issued by the Town. They must also carry all required insurances.

## 6. APPLICATION REVIEW AND PROCESS

- 6.1. The Town will issue one or more calls for applications for Residential Development Grants.
- 6.2. Applicants are encouraged to consult with the Program Review Officer prior to submitting an application. These consultations are for information only and in no way obligate the Town to approve the final submission from applicants.
- 6.3. Completed applications shall be submitted to the Program Review Officer.
- 6.4. The Program Review Officer shall acknowledge receipt of the application and record the Application Date.
- 6.5. All completed applications shall be reviewed by the Program Review Officer for omissions, clarification and compliance with program parameters.
- 6.6. The SAO (or designate) will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to this Policy.
- 6.7. Approvals are based on Eligibility Criteria, alignment with this Policy, the Town of Hay River's Housing Strategy and compliance with the CMHC/Town HAF Agreement.
- 6.8. There is no method of appeal for the decision of the SAO (or designate).

## 7. FUNDING DISQUALIFICATION

- 7.1. Applicants found to have falsified documents and/or reports, or submit information that is false or misleading, shall immediately reimburse the Town for any funds received from a Grant.
- 7.2. Projects not completed within the timelines of each Project Agreement risk loss of grant allocation. Applicants found to have breached any condition contained in the decision to grant an extension may risk loss of grant allocation.
- 7.3. A written decision to cancel the grant allocation must be provided to the Applicant and must include reasons for the cancellation and identify the project in which the cancellation applies to.

## 8. MUNICIPAL CONTROL

- 8.1. Council may choose to eliminate any of the Grant Programs at any time.
- 8.2. The delivery of grant funding is subject to the terms of each Project Agreement.
- 8.3. Submitting an application does not commit the Town into entering into a Project Agreement.
- 8.4. The acceptance of an application does not constitute approval, or that a Program Agreement will be entered into by the Town.

## 9. ADMINISTRATION OF POLICY

The Senior Administrative Officer is responsible for maintaining this policy. The policy must be reviewed by the Policy Committee on a bi-annual basis and changes approved by motion of Town Council.

## 10. RELATED POLICIES

- Land Use Bylaw
- Zoning and Building Bylaw
- Unsightly Land Bylaw
- National Building Code

Revision History				
#	Revised Section	Revision Description	Revised By	Issue Date
1	All	Policy created	Glenn Smith	TBD
2				



# REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

September 10, 2024

SUBJECT: REPEAL AMENDMENT A OF LAND ADMINISTRATION BYLAW 2178

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER repeal Amendment A of the Land Administration Bylaw 2178 to remove the clauses listed below.**

## BACKGROUND:

In September 2014, Council approved Amendment A to the Land Administration Bylaw 2178 to add the below clauses (Amendment A Clauses). These clauses were included in a previous Land Administration Bylaw 1913 which was repealed in 2009.

Administration is recommending that Council again remove the clauses through a repeal of Amendment A. The reasons for the repealed are:

1. To encourage the purchase of residential land that will be made available in 2024 through the Fraser Place and Aspen Heights land developments;
2. To give property owners more time to secure permitting, design and construction contractors during a current period of long lead time for construction resources.
3. Because of current difficulties in enforcing the clauses given limited Town resources and interpretation of construction in the clauses.

The clauses have been included in the past to promote the development of purchased properties and to prevent holding lots by investors for resale purposes. However, under conditions where the Town is looking to recover its own land development costs through an influx of land, and when difficulties in builders securing construction resources, the clauses can have the undesired result of reduced sales and development.

Council may want to consider through its Housing Plan implementation, other disincentives or incentives to encourage development of vacant, unoccupied, or derelict properties.

### Current Amendment A Clauses:

#### ***Section 26 Residential Development:***

- ii) A provision requiring the eligible applicant to commence construction of improvements contained in the development proposal submitted with the application for land within six (6) months from date of the adoption of the bylaw authorizing disposition of the subject land.*
- b) Calculations of the commencement date shall not include the months of December, January, and February.*



# REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

September 10, 2024

SUBJECT: REPEAL AMENDMENT A OF LAND ADMINISTRATION BYLAW 2178

- c) *The completion date for construction of improvements contained in the development proposal submitted with the application for land shall be twelve (12) months from date of commencement date.*
- d) *The Council may extend the Commencement Date or Completion Date where the Applicant satisfies Council that an extension is warranted.*
- e) *Where pursuant to Section 26) d) an extension is granted, Council may impose an extension penalty on the Applicant not exceeding ten percent (10%) of the assessed value of the land and any other conditions that Council deems fit.*

## **Section 27 Commercial, Industrial and Institutional Development:**

- ii) *a provision requiring the eligible applicant to commence construction of improvements contained in the development proposal submitted with the application for land within six (6) months from date of the adoption of the bylaw authorizing disposition of the subject land;*
- b) *Calculations of the commencement date shall not include the months of December, January, and February.*
- c) *The completion date for construction of improvements contained in the development proposal submitted with the application for land shall be twelve (12) months from date of commencement date*
- d) *The Council may extend the Commencement Date or Completion Date where the Applicant satisfies Council that an extension is warranted.*
- e) *Where pursuant to Section 27) d) an extension is granted, Council may impose an extension penalty on the Applicant not exceeding ten percent (10%) of the assessed value of the land and any other conditions that Council deems fit.*

### **COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

N/A



# REPORT TO COMMITTEE

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**DEPARTMENT:** ADMINISTRATION

**September 10, 2024**

**SUBJECT:** REPEAL AMENDMENT A OF LAND ADMINISTRATION BYLAW 2178

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**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

1. Do Nothing
2. Remove only Section 27 – Commercial, Industrial, and Institutional Development
- 3.

**ATTACHMENTS:**

N/A

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**Prepared by:**

**Reviewed by:**

Glenn Smith  
Senior Administrative Officer  
September 6, 2024