



AGENDA

PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
 - Pine Point MOU signing
5. **ADMINISTRATIVE ENQUIRIES**
6. **INFORMATION ONLY**
 - RCMP Monthly Policing Report for September – page 2-7
 - Committees of Council – page 8-9
7. **NEW BUSINESS**
 - a. Public Works Monthly Report for October – page 10-18
 - b. Tourism and Economic Development for October – page 19-23
 - c. Municipal Enforcement Monthly Report for October – page 24-26
 - d. Recreation and Community Monthly Report for October – page 27-33
 - e. Emergency Services Monthly Report for October – page 34-38
 - f. Housing Committee Terms of Reference Report – page 39-45
 - g. Letter of Support for Marine Training School – page 46-49
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**

Canada⁺



**MONTHLY
POLICING REPORT
September 2024
Hay River Detachment
“G” Division
Northwest Territories
Town of Hay River**



Royal Canadian Mounted Police Gendarmerie royale du Canada

The Hay River Detachment responded to a total of 250 calls for service during the month of September. 210 of them were within the Town of Hay River.

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

The Annual Performance Plan which follows the RCMP fiscal year requires review, below are the Community and Detachment priorities established for the previous fiscal year and the new fiscal priorities will be confirmed, starting as soon as possible, the previous years are as follows:

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

Sgt UNGER continually communicates with Mayor JAMESON and Council ensuring that the priorities are being actioned and ascertain if any change in approaches are required by the Hay River RCMP detachment. The Community consultation helps shape current and future Hay River Detachment annual performance plan priorities.

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

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

Some of RCMP’s involvement in September within our community and partner engagements, included the following:

Hay River RCMP members have attended the youth centers and engaging with youth.

Hay River RCMP members attended and participated in the Suicide Day Awareness Walk.

Hay River RCMP members participated in the Ecole Boreale’s Terry Fox Walk.

Hay River RCMP attended the soccer tournament between DJSS and PA school.

Hay River RCMP members have increased the school zone presence and enforcement with over 14 check stops.

Hay River RCMP members participated in the Truth and Reconciliation walk.

Funding has been provided for positions under what is classified as a First Nations Indigenous Policing Position. Since the beginning of September there has been a member who has been assigned to duties and responsibilities that fall within this program, which include but not exclusive: may include frontline duties but are not included in scheduling for frontline coverage, liaise with Community Justice, engage our FNIPP partners including the Chief and Council of the K'at'odeeche First Nations and West Point First Nation, and the President of the Metis Council. Engage in community events, and participate in reconciliation activities. Our current member assigned to this dedicated position is Constable Jacob FEENEY, pictured below.



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

Members conducted traffic stops throughout Hay River, Enterprise and KFN and ensuring driver safety and proper vehicle documents on hand, 20 Summary Offence Tickets were issued. There were four charges for impaired driving. Impaired driving remains a concern with 6 occurrences/complaints of impaired driver's or suspected impaired driving within our communities.

3 - This month the detachment addressed Harm Reduction by:

To address what causes the greatest harm in the Hay River RCMP detachment area, a Habitual Offender/Repeat Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols, including 13 patrols in Rowe's trailer park and 79 in the down town area, including the arena and library which will continue to detect and deter illicit behavior. This includes the disposal of liquor on 12 occasions.

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

The Hay River RCMP continue to ask the public's support in providing information that will help battle the sale and distribution of illegal narcotics in our communities.

Of the 33 prisoners lodged in cells at the Hay River RCMP Detachment, 30 were arrested within the town of Hay River.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	14	106	6	251
Sexual Offences	0	15	0	22
Break and Enters (Residence & Business)	2	62	1	59
Theft of Motor Vehicle	2	27	1	24
Theft Under \$ 5000.00	4	108	5	141
Theft Over \$ 5000.00	-1	3	2	4
Drugs (Possession)	-1	9	2	8
Drugs (Trafficking)	3	47	3	57
Liquor Act	13	85	3	173
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	46	410	23	623
Causing a Disturbance	13	111	3	190
Mischief - damage to property	6	35	3	67
Mischief - obstruct enjoyment	27	264	17	366
Impaired Driving	6	48	4	109
Other Complaints	68	539	11	860
Total Violations	156	1459	39	2331

Total Calls for service

250

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	0	7	0	36
Victim Services Referral - Declined	3	89	10	246
Victim Services - Proactive Referral	2	4	1	12
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	3	0	12
Emergency Protection Orders (Detachment Initiated)	0	13	0	9
ODARA Reports	0	5	0	25
Prisoners Held	33	421	2	316
Prisoners Escorted	0	3	0	7
Prisoners Held non-PROS Agency	0	1	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	3	37	4	123

Sgt P.M. UNGER
 Detachment NCO, Hay River RCMP



Town of Hay River Committees of Council

<p>Economic Development and Tourism The Assistant Senior Administrative Officer or Administration delegate (non-voting); The Tourism and Economic Development Coordinator (non-voting); One (1) Member of Town Council (non-voting); ITI Ex-Officio (non-voting); Five (5) to (6) representatives from the Public at Large.</p>	<p align="center">Cllr Bouchard</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Recreation Committee The Director of Recreation or Administration delegate (non-voting); One (1) Member of Town Council (non-voting); Five (5) to (7) representatives from the Public at Large.</p>	<p align="center">Cllr Dohey</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Local Emergency Management Organization The Local Emergency Management Organization shall consist of one member of Council, the Town of Hay River staff and partnering agencies identified in the Emergency Plan.</p>	<p align="center">Cllr Bouchard</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Development Appeal Board A zoning bylaw must establish an appeal board to be composed of at least three members, each appointed by resolution of council for a three-year term: with one member of Council</p>	<p align="center">Cllr Gagnier</p>	<p align="center">April 2027</p>
<p>Finance Committee</p>	<p align="center">Cllrs Duford, Willows & Gagnier</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Policy and Bylaw Committee</p>	<p align="center">Cllrs Duford, Lakusta and Dohey</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Healthy Community Committee The Mayor of the Town of Hay River (voting) and One (1) Member of Town Council</p>	<p align="center">Cllr Willows</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Housing Committee Housing Committee shall consist of one member of Council, the Town of Hay River staff and partnering agencies</p>	<p align="center">Cllr Squirrel</p>	<p align="center">Term lasting throughout term of Council</p>
<p>Electrical Franchise Committee</p>	<p align="center">Cllr Willows</p>	<p align="center">Term lasting throughout term of Council</p>



Town of Hay River Councillor Liaison Responsibilities

First Nations	Cllr Squirrel
Centennial Library/Museum	Cllr Lakusta
Chamber of Commerce	Cllr Dohey
Health/Supported Living	Cllr Willows
Education/Youth	Cllr Duford
NWT Association of Communities	Mayor Jameson & Deputy Mayor
RCMP / Crime Prevention	Cllr Bouchard
Seniors Society	Cllr Gagnier
Community Service Groups (Non-recreation based volunteer organizations such as Rotary Club, Beautification Committee, Animal Wellness Society, HR Broadcasting Society)	Cllr Wall



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: November 4, 2024

SUBJECT: Public Works Monthly Report for October 2024

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for October 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:

Fraser Place

- The utilities installation has been completed.
- Sidewalks, curb & gutter, and paving will proceed once the lots are sold and substantially developed to prevent damage to the new infrastructure.

Shoreline Mitigation Project

- Phase 1 has been completed
- Phase 2 is substantially complete with the existing berm repairs, and shoreline strengthening where areas have been weakened have been repaired to the extent that can be done without the necessity of permits and authorization from Fisheries and Oceans Canada, MVLWB, ECCC and other agencies.
- Phase 3 planning will take place during the off-season to be completed in 2025.

Lift Station #4

- The outstanding deficiency with the gravity line has been repaired and backfilled, the only outstanding deficiency with this project is topping up the low areas with gravel.
- Modem has been procured by Stantec and is in the process of being programmed to provide remote access to the lift station. Once programmed Stantec will ship the unit to the town for installation and Stantec will then complete this deficiency.

Water Treatment Plant Feasibility Study

- Final deliverable received and under internal review to be presented to council in January 2025.
- Additional scope added for town reservoir disinfection retrofit with a 3–4-month timeline.



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: November 4, 2024

SUBJECT: Public Works Monthly Report for October 2024

- The additional scope has zero impact on the feasibility study or any perspective funding applications.

Grader Repairs

- The repairs have been completed.

Procurement

- Lift Station #1 Refurbishments – Tender is closed, one submission has been received and under internal review before presentation to Council for approval.

Water License Activities:

- Interim Closure & Reclamation Plan – Final revisions of 2023 Report submitted
- Groundwater Monitoring Plan – Submitted and under public review and comments.

Public Works Operations and Maintenance

Roads and Ditches

- Ditch clearing active in the industrial area; Expected completion of Dean Drive October 15, 2024

Equipment Maintenance

- Tandem trailer brake repair
- Hearse fluid leak
- Sweeper seasonal service complete
- #9 repair hydraulic line leak
- Cat loader seasonal maintenance complete
- Case loader seasonal maintenance complete
- Zamboni seasonal maintenance complete
- Case backhoe seasonal service complete
- Tandem seasonal service complete
- Single axel seasonal service complete
- Sweeper seasonal service complete
- John Deere tractor seasonal service complete
- Sander seasonal service complete
- #3 Seasonal service complete
- #7 seasonal service complete



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: November 4, 2024

SUBJECT: Public Works Monthly Report for October 2024

- #27 Seasonal service complete
- #50 Seasonal service complete
- Case loader beacon repair
- Install pin holes in forklift forks

Solid Waste

- Several areas to be developed and/or mitigated that came out of the inspection, work orders have been generated to complete the required work.

Water and Wastewater

- 51 Fir property restoration complete
- 69 McBryan sewer repair
- 15 Ptarmigan water valve repair
- 51 Stewart sewer line repair
- Hydrant winterization underway

Facilities Management / Miscellaneous

- Lamp post installation on Capital Drive
- Fraser place bollard installed
- Firehall corner sidewalk removed
- Firehall corner sidewalk levelled and ramped with temporary gravel and cold mix.
- Lift station prep/painting complete
- Landfill windows & shutter installation complete
- Riverview school zone/30km signage install complete
- Capital Drive lamps installed
- Soccer field sidewalk repair

Planning and Development

Building Inspections

- The building inspection department continues to ensure compliance with all applicable codes and regulations, prioritizing public safety and maintaining high standards of service in all ongoing and future projects.

Enforcement

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



REPORT TO COMMITTEE

DEPARTMENT: Public Works

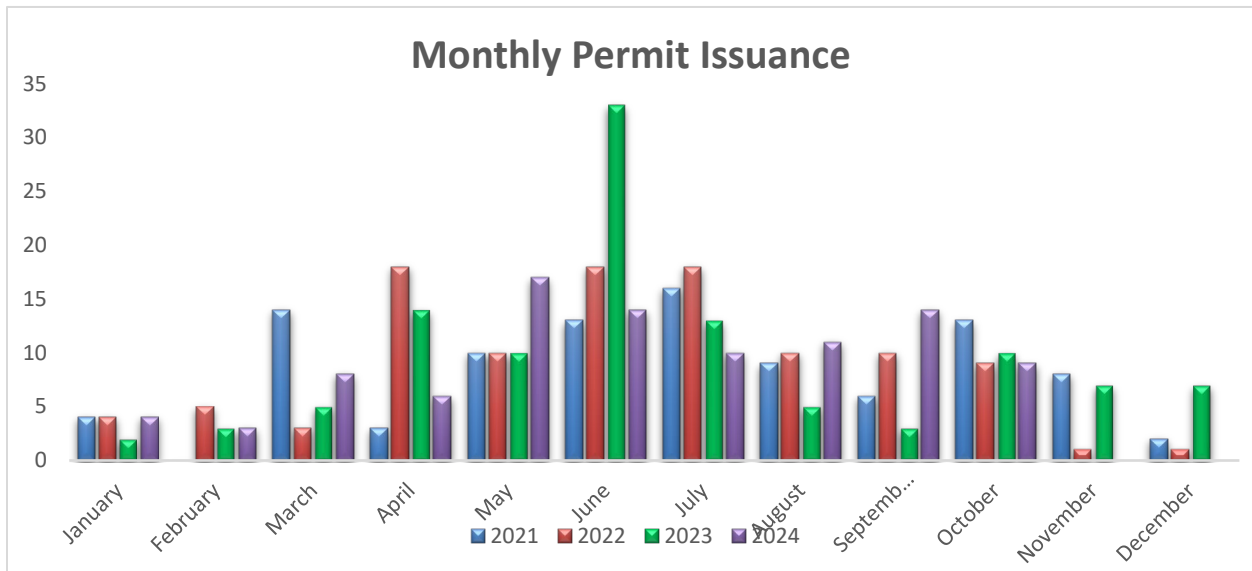
DATE: November 4, 2024

SUBJECT: Public Works Monthly Report for October 2024

Permitting

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

Oct 3, 2024	DH24-066	33 McBryan Drive	Home Occupation
Oct 3, 2024	DH24-067	33-103 Street	Home Occupation
Oct 8, 2024	D24-068	256 Miron Dr.	Building Permit
Oct 10, 2024	D24-069	40084 Mackenzie	Demo Permit
Oct 18, 2024	B24-032	2 Saskatoon Drive	Residential Permit
Oct 18, 2024	D24-070	69-102 Ave	Building Permit
Oct 18, 2024	B24-033	31 Riverview Dr.	Demo Permit
Oct 22, 2024	D24-071	256 Miron Dr.	Building Permit
Oct 29, 2024	D24-072	256 Miron Drive	Demo Permit





REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: November 4, 2024

SUBJECT: Public Works Monthly Report for October 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:

N/A

Prepared by:
David Taylor
Director Public Works & Services
October 31, 2024

Reviewed by:
Glenn Smith
SAO
October 31, 2024



2024 Project Status

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. User training in October, go live first week of November.	January 1, 2022	December 31, 2025	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 October.	July 1, 2024	October 1, 2024	Ongoing	50%
Land Development	Aspen Heights Subdivision Development	REOI tender closes January 30, 2025. The municipal standards guide to assist developers in designing the development has been approved, the standard details drawings are being revised with additional details to be posted on the tender site in November.	December 12, 2023	January 30, 2025	Procurement	80%
Land Development	Fraser Place Subdivision Development	Substantial completion granted. Land sales for phase 1 scheduled for November	February 1, 2023	July 30, 2025	Construction	90%
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	Work on firepit in Q4. Parking curbstops to be installed	April 1, 2023	November 30, 2024	Construction	95%
Recreation	Replace Playground Fall Zones	3 fall zones to be completed in 2024.	July 1, 2024	October 31, 2024	Procurement	5%
Recreation	Riding Mower Replacements	Complete	March 1, 2023	June 1, 2023	Complete	100%
Recreation	Skatepark Upgrades	Skatepark committee is taking the lead in design and procurement.	January 1, 2023	December 31, 2024	Procurement	15%
Recreation	Skating ice surface painting machine	RFQ process underway.	August 1, 2024	December 31, 2024	Procurement	10%
Recreation	Small Capital Program - Recreation	Floor machine purchased. Procurement of ditch mower tractor attachment underway.	February 1, 2023	November 30, 2024	Procurement	50%



2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
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 2024. Dog park fencing installation scheduled for October. 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.	April 1, 2024	October 1, 2024	Complete	100%
Tourism	Kayak Stations	Project removed from 10 year Capital Plan	January 1, 2023	August 31, 2024	Cancelled	0%
Tourism	Small Capital Program - Tourism and Economic Development	Fisherman's wharf upgrades to electrical. Countertops to be replaced in Q4.	September 1, 2022	December 31, 2024	Construction	75%
Tourism	Visitor Information Way finder Signage Development	11 of 19 signs have been approved. Installation being installed in October.	June 1, 2024	July 1, 2025	Construction	60%
Transportation and Public Works - Other	Biomass District Heating System Study	Study complete. Application for funding through Low Carbon Economy Challenge has been denied. Considering other funding options	February 1, 2023	October 31, 2024	Complete	100%
Transportation and Public Works - Other	Cemetery Expansion - New Site	Exploration of the potential to expand the current location to extend the life of the current cemetery to 2-3 additional years while a review of potential new sites is underway.	June 1, 2023	November 1, 2026	Construction	5%
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	Project complete, area is delineated to prevent disturbance of the grass seed over the winter by vehicles or snow clearing efforts/	April 1, 2023	October 31, 2024	Complete	100%
Transportation and Public Works - Other	Hazardous Waste Removal	MACA led steel diversion regional project to occur in 2024. Project has been delayed due to contractor and equipment availability until 2025 for completion.	January 1, 2023	December 31, 2025	Construction	40%
Transportation and Public Works - Other	Industrial Area Drainage	Maintenance on the drainage along Dean Drive has been completed. The drainage assessment will be conducted in 2025.	January 1, 2024	December 1, 2026	Scoping	35%
Transportation and Public Works - Other	Infrastructure Planning and Studies	Ongoing work throughout 2024-2025	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, 2026	Design	10%
Transportation and Public Works - Other	Lift Station 1 Mitigation	Tender released, closes October 25 with 12 registered proponents; Review of submissions to be complete by October 31, 2024.	June 1, 2023	October 31, 2025	Procurement	10%
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	Procurement	5%
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades	Manholes resealed on Miron, John Mapes & Riverbend. Additional work scheduled for 2025 to address rising/falling manhole covers; Asphalt patching will be required in 2025.	March 30, 2024	October 31, 2025	Construction	75%



2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)	Land aquisition required before further actions. Preliminary review of site seelcted 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.	January 1, 2023	October 1, 2024	Complete	100%
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations	Procurement options being considered internally	January 1, 2023	December 31, 2024	Construction	90%
Transportation and Public Works - Other	Shoreline Flood Mitigation	Phase 1 complete, Phase 2 substantially complete and under review to confirm completion. Phase 3 planning to occur over the winter season for construction in 2025.	April 1, 2023	November 30, 2025	Construction	80%
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 partially complete and delayed due to weather. Work to continue in 2025.	April 1, 2023	November 30, 2025	Construction	75%
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design	Report complete, and being compiled by Dillon; Additional scope to include resevoir disinfection added and expect to take 3-4 months to complete. This has no impact on the presentation expected in January 2025 by the contractor.	June 1, 2024	December 31, 2024	Design	98%
Transportation and Public Works - Other	Small Capital	Landfill packer brake and ice lugs replacement; concrete equipment			Procurement	100%
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	Repairs completed	June 1, 2023	October 31, 2024	Complete	100%
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	Complete	100%
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks	Project is completeDecrotive lights installed and operational.	June 1, 2023	October 1, 2024	Construction	100%
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; hydroseed growth is sporatic 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 sparce areas, or top dressing in early spring.	June 1, 2023	31-Jul-25	Construction	90%
Transportation and Public Works - Roads	Riverview Drive Upgrades	Signage install completed. Final deficiency of lamp standard install to be complete by the end of October 2024.	July 1, 2023	October 30, 2024	Construction	99%

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%
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2024 Project Status

Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete
Transportation and Public Works - Other	Vale Island Truck Fill Tank Replace	Expected to be operational as on November 15, 2024	01-Jun-23	30-Oct-24	Construction	95%
Land Development	SunDog Stantec Initial Design and Eng	Final review of contribution and negotiations to be confirmed with GNWT, and concluded by November 30, 2024	May, 2021	30-Nov-24	Scoping	80%
Transportation and Public Works - Other	Flusher engine replacement	Replacement engine purchased; Expected delivery October 30, 2024	01-Jun-24	31-Dec-24	Procurement	25%
Transportation and Public Works - Roads	Airport Road Repairs	Repairs to road from wildfire damages. Additional work on the drainage complete in September 2024, remaining work to be completed in 2025	01-Jun-23	31-Oct-24	Construction	75%
Protective Services	Small Capital				Scoping	0%
Transportation and Public Works - Other	Compactor	Complete	01-Jul-24	30-Sep-24	complete	100%



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 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 October 2024.

BACKGROUND:

Tourism & Economic Development Activity:

- The Memorandum of Understanding between Pine Point Mining Ltd. and the Town of Hay River is complete. The MOU covers areas of mutual interest and benefit. A joint press release on the MOU signing will be issued the first week of November
- The SAO has been working with an interested party that has applied for a business and taxi license. There are additional interested parties that the ASAO is following up with that are also seeking a taxi license.
- Initial planning work is being done to organize the 2025 version of the Community Spirit Awards. A new Spirit Awards Committee is being formed from community members.
- The Tourism Coordinator has secured the RCMP Musical Ride scheduled to take place in Hay River on Aug 22 to 24, 2025. Work is being done to finalize locations for the event as well as for the horses to stay while in town. More details of the event will be forthcoming.
- The Western Arctic Marine Training Centre is making a grant application through CANNOR to upgrade the fire training site on Vale Island that will share outdoor fire training facilities with the Town of Hay River. The site is owned by the Town of Hay River and the upgrades will make the site useable for both parties.
- Wayfinding signage support by CANNOR funding is being installed over the coming weeks depending on ground freeze with the balance to be installed in the spring. The delay on this project has been GNWT approval of sign locations which have only recently been approved after the application was made in May of this year.
- Electrical upgrades were completed at the Fisherman's Wharf for the row of booths that host food vendors. The upgrades prevent the ongoing issue of breakers tripping when being used. Stainless steel counters will also be installed



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

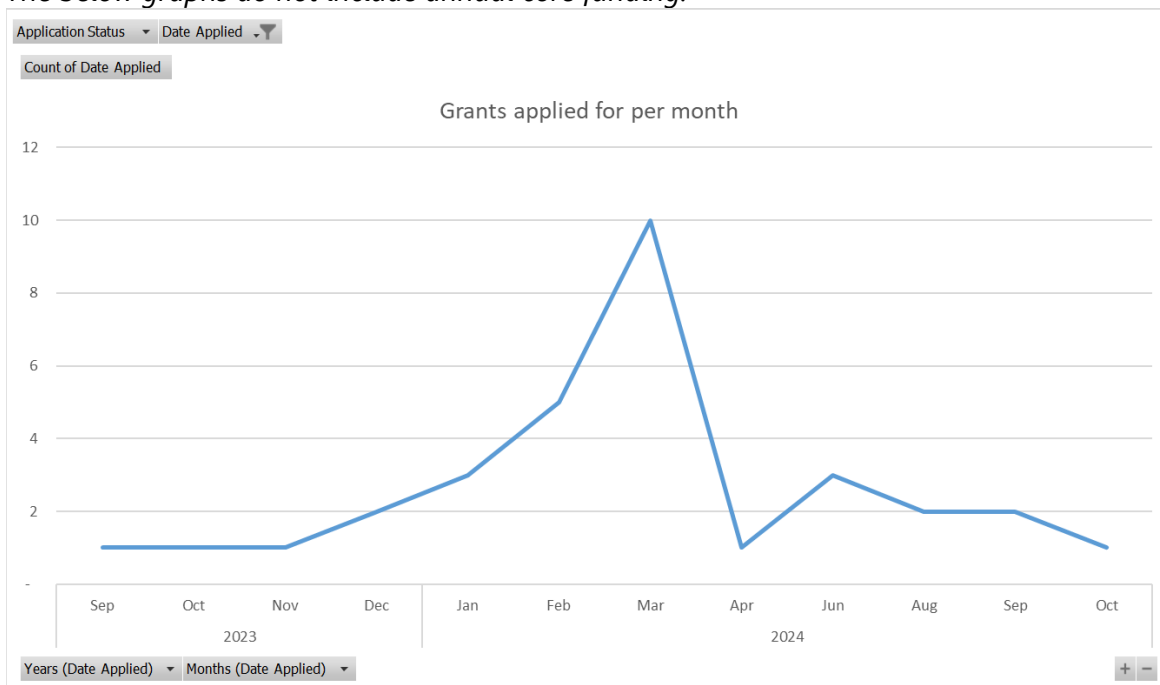
in the coming weeks for the same booths. Upgrades are supported by ITI Seed funding.

- The new Tourism website funded through CANNOR and ITI funding is now complete and will be rolled out to a small test group for feedback before going live to the public. Tourism is working on a rollout communication plan as well.
- The Tourism coordinator is preparing for the Santa Clause parade which will take place on November 22nd along with Midnight Madness and then Festival of Trees right after.

Key Performance Indicators:

Grant Reporting

The below graphs do not include annual core funding.

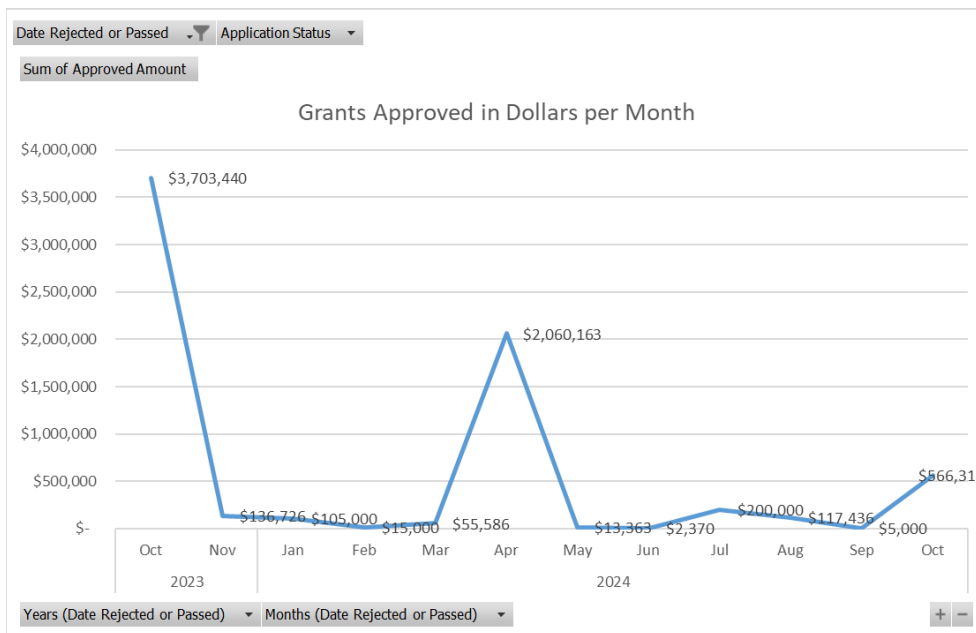




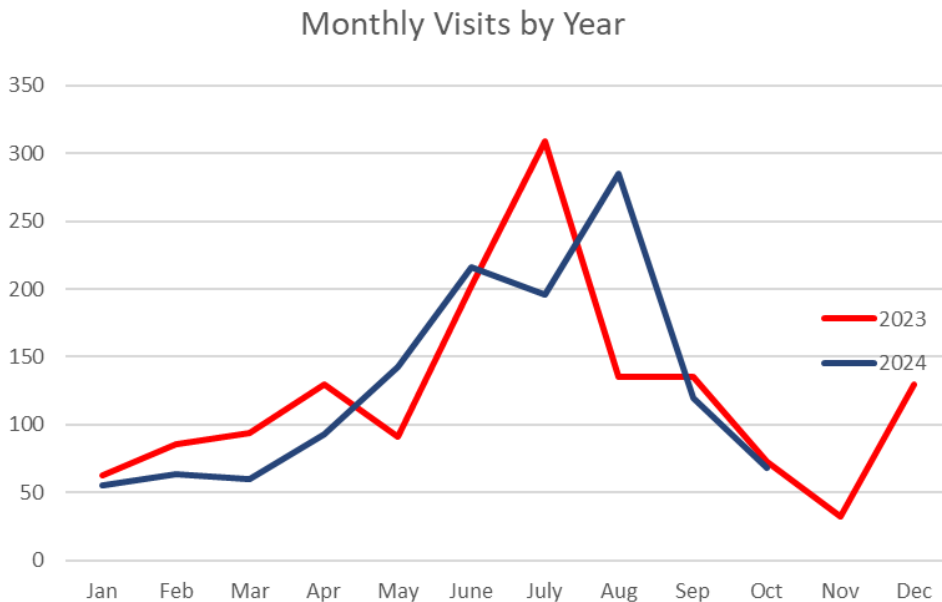
REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT



Visitor Information Centre Visits



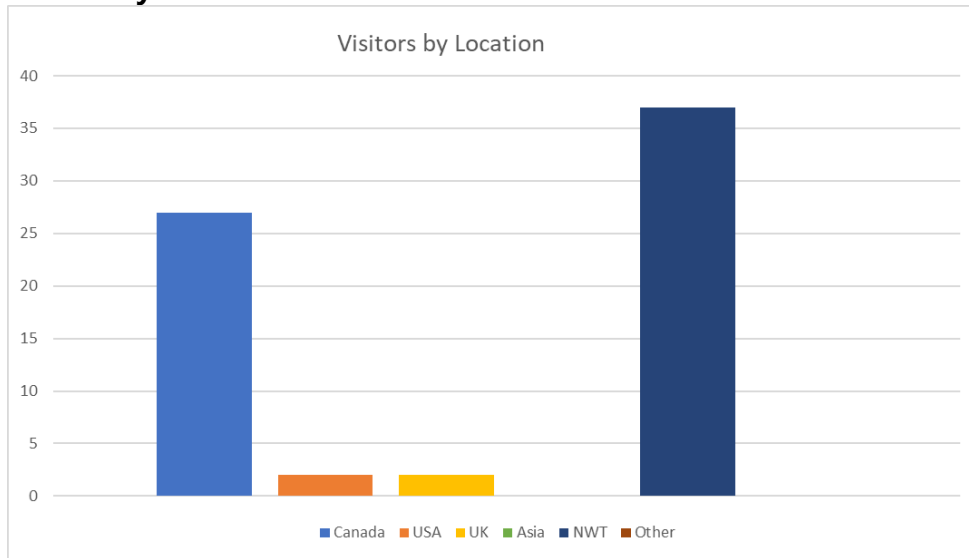


REPORT TO COMMITTEE

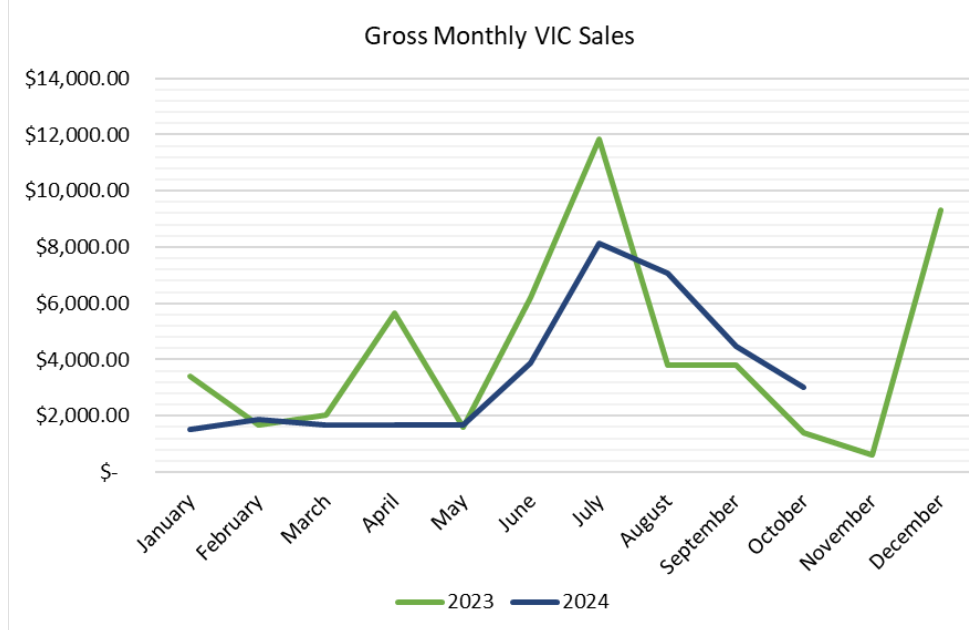
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

Visitors by Location



VIC Gift Shop Sales





REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 2024

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

0

Prepared by:

Jill Morse
Tourism Coordinator
Date: Nov 1, 2024

Reviewed by:

Patrick Bergen
ASAO
Date: Nov 1, 2024



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for October 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	5
Animal Control	17
Traffic Bylaw	14
Other	20

Unsightly engagement with residents is finishing up for the year with the arrival of cold weather and snow. Some clean-up orders had to be issued and are yet to be completed, and the town has been working closely with the Housing Corporation to get certain properties cleaned up prior to the winter months. Other engagements include dealing with garbage and vehicles left unauthorized on town property. Engagement with the individuals is always attempted first to avoid extra costs to the town.

Animal activity is starting to slow down with the cold weather approaching. Due to the shortage of staff, there are fewer proactive patrols, but animal complaints are still prioritized and addressed whenever possible. Complaints of animal abuse and neglect are taken seriously, especially with colder weather approaching, and RCMP assistance and reporting during off hours have helped identify problematic owners. Residents are continuously encouraged to document with pictures or videos whenever possible and report with a return phone number via voicemail or email. Several cats and dogs were turned in by the public to the shelter directly this month. Warnings and fines have been and will continue to be issued to owners of neglected animals and animals that are problematic.

The Protective Services Department continues to patrol the downtown core area to ensure traffic, ATV compliance, and animal control 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.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

School Safety

Protective Services continues to monitor and patrol the school zones to ensure motorists drive carefully. Drivers are also reminded to ensure that windshields are clear of ice and fog to reduce the chance of incidents. Active patrols during busier times will help drivers be complacent with speed limits and traffic signs when children are walking to and from school in slippery conditions.

Upcoming Goals and Priorities

Protective Services continues to finish up engagements with unsightly properties and clean-up orders. It will start to focus on Winter Priorities such as Snow Removal and prioritize response to concerns until staff hiring is completed. Animal Control engagement, Snow Removal Enforcement, and downtown patrols will continue.

Emergency Services

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

COUNCIL POLICY / STRATEGY OR GOAL:

Strategy:
Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
Animal Control Bylaw					
Animal Abuse/Welfare	24	8	3	6	7
Barking Dogs	7	6	1	0	0
Dog Attack	8	5	2	1	0
Dog Bites	4	2	0	0	2
Loose Cat/Dog	113	58	30	8	17
Sled Dog Complaints	1	1	0	0	0
Miscellaneous	14	8	4	1	1
Business License					
No Business License	14	4	10	0	0
Operating business not as permitted	2	2	0	0	0
Traffic Bylaw					
Vehicle/Trailer Parking	56	14	21	15	6
ATV/Snow Machine	12	5	7	0	0
Fail to Stop (Sign or Light)	3	0	3	0	0
Distracted Driving	1	0	0	0	1
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	19	6	12	0	1
Speeding (School/Construct/Industrial)	0	0	0	0	0
Unightly Bylaw					
Overgrown Trees	9	3	4	2	0
Long Grass & Weeds	81	0	7	73	1
Garbage	14	4	7	3	0
Miscellaneous	70	2	65	2	1
Fire Prevention Bylaw					
Burning without permit	5	1	4	0	0
Miscellaneous	9	8	1	0	0
Public Behavior Bylaw					
Miscellaneous	10	5	5	0	0
Littering	1	0	1	0	0
Public Intoxication	10	1	9	0	0
Loitering	17	3	14	0	0
TOTAL	544	155	238	111	37

Prepared by:
Jonathan Wallington
Assistant Director Protective Services
Date: October 31, 2024

Reviewed By:
Travis Wright
Director Protective Services
Date: October 31, 2024



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: NOVEMBER 4th 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 October 2024 as presented.

BACKGROUND:

Recreational Programming

Youth Programming

After School Club: Regular After School Club programming returned this month. The program was approximately 93% full this month. Registered participants enjoyed weekly visits to the NWT Centennial Library and visits to local playgrounds.

After School Club is fully funded through grants from Municipal and Community Affairs, namely MACA's Child and Youth Resiliency Grant and the Youth Contribution Grant. Funding is used to purchase supplies and offset Play Leader staff wages.

Fitness Programming

Regular fitness programming continued this month with 3 contracted instructors leading a variety of fitness classes. In addition, a fitness program developed by the Recreation Programmer for young girls returned this month. Attendance increased this month with a total of 191 participants attending fitness classes, up from 145 participants in attendance in September.

New Horizons for Seniors Grant

Seniors Coffee: The Seniors Coffee program continued weekly this month. Attendance at Seniors Coffee increased slightly this month with a total of 33 seniors attending the program, up from 30 attendees in September.

Seniors Walking Club: Seniors Walking Club continued this month. This is a weekly drop-in program featuring guided walks along trails in the Hay River area, followed by a social hour and refreshments. A total of 21 seniors attended the program this month.

Community Programming

ParticipACTION Community Challenge Celebration Event: The ParticipACTION Community Celebration was held Saturday, October 19th to celebrate Hay River as Canada's most active community in 2024. Regular user groups, such as Hay River Minor Hockey, the Hay River Curling Club, Hay River Speed Skating and Table Tennis North hosted free events and



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

programs throughout the day for attendees to enjoy. The event was attended by local and territorial dignitaries as well as representatives from ParticipACTION and Novo Nordisk, the sponsor of the 2024 Community Challenge.

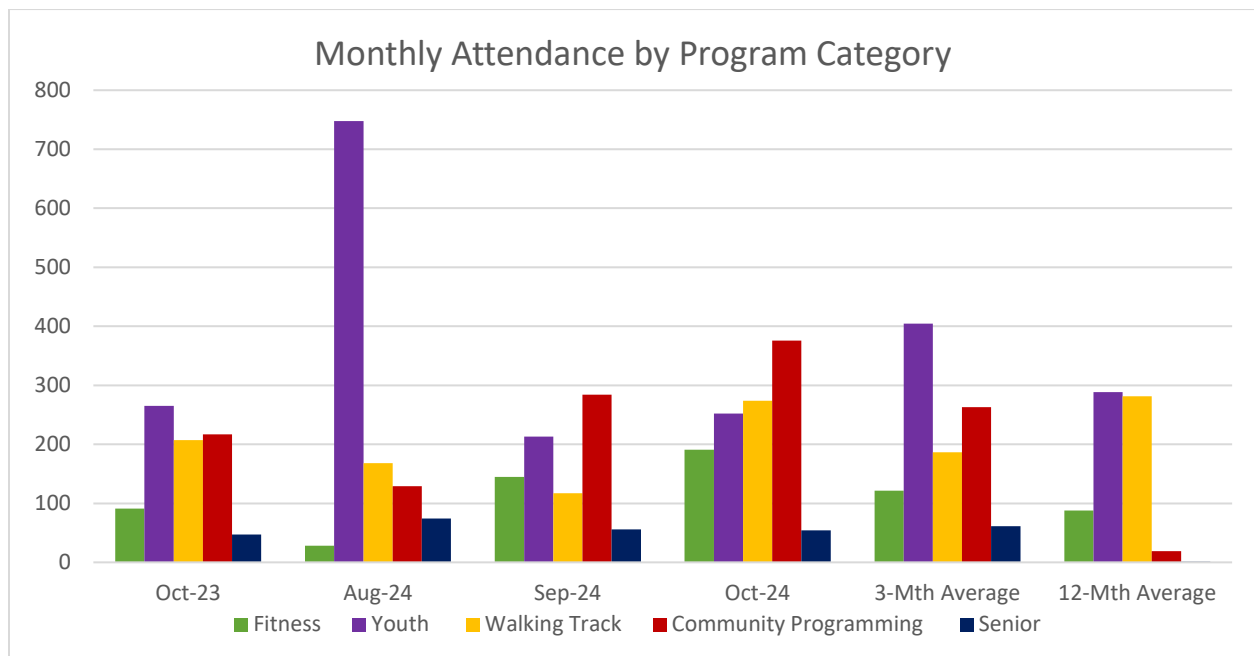
Ladies Adventure Night: Ladies Adventure Night partnered with Hazard Women’s Hockey in October to offer hockey as this month’s activity. A total of 26 participants registered for the event, which was open to women and girls ages 16 and up.

Public Skating and Shinny: Weekly public skating and shinny times returned in October, showing immediate popularity, particularly amongst youth aged 12- 17. Daily shinny times are attended by 10-12 youth attending daily. Public skating times are also well attended, with school groups booking public skating times for their classes.

Halloween Hustle Walking Challenge: A walking challenge was introduced with teams of community members competing to log the most laps on the walking track. A total of 5 teams registered for the challenge. The winning team will receive gift cards to the local business of their choice.

Trunk or Treat: Trunk or Treat returns this year after being introduced in 2023. Seven participants have registered to decorate their vehicles and hand out candy to trick or treaters along Courtoreille Street on October 31st. Trick or treaters will vote for their favorite decorations and the winner will be awarded a \$100 gift card to the local business of their choosing.

Recreation Programming Statistics

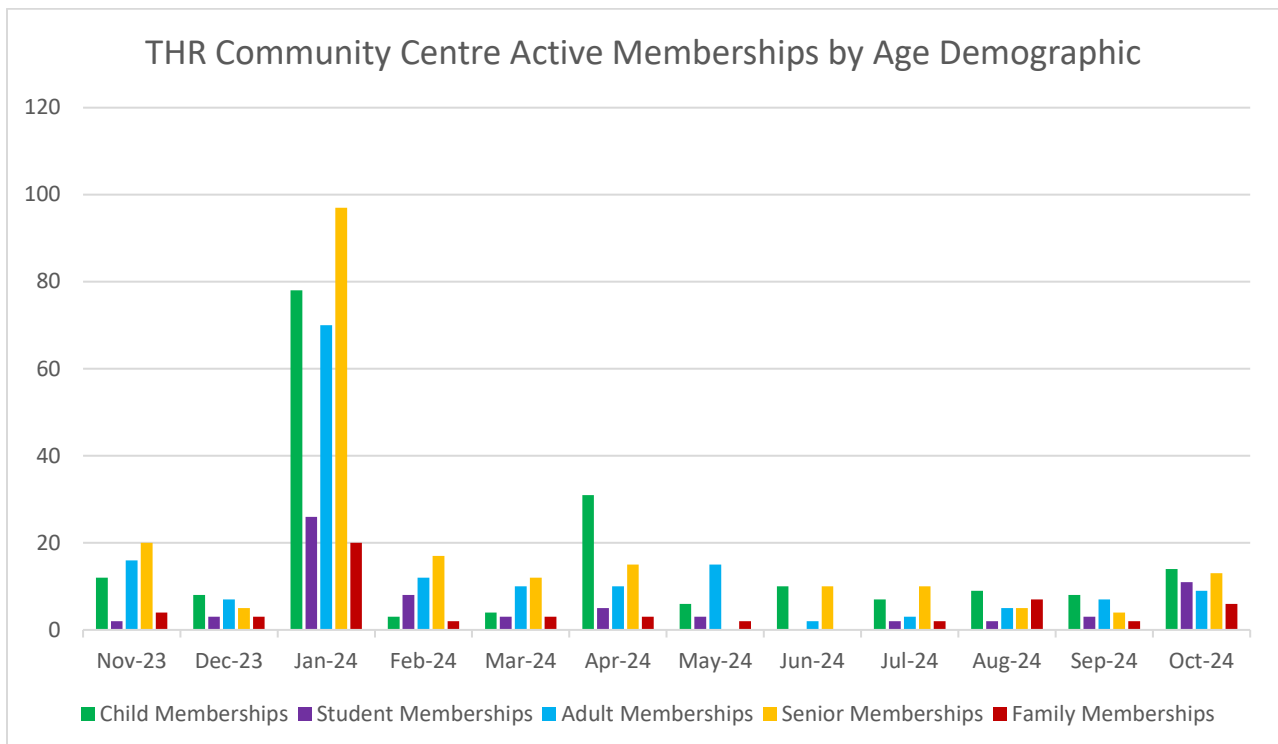
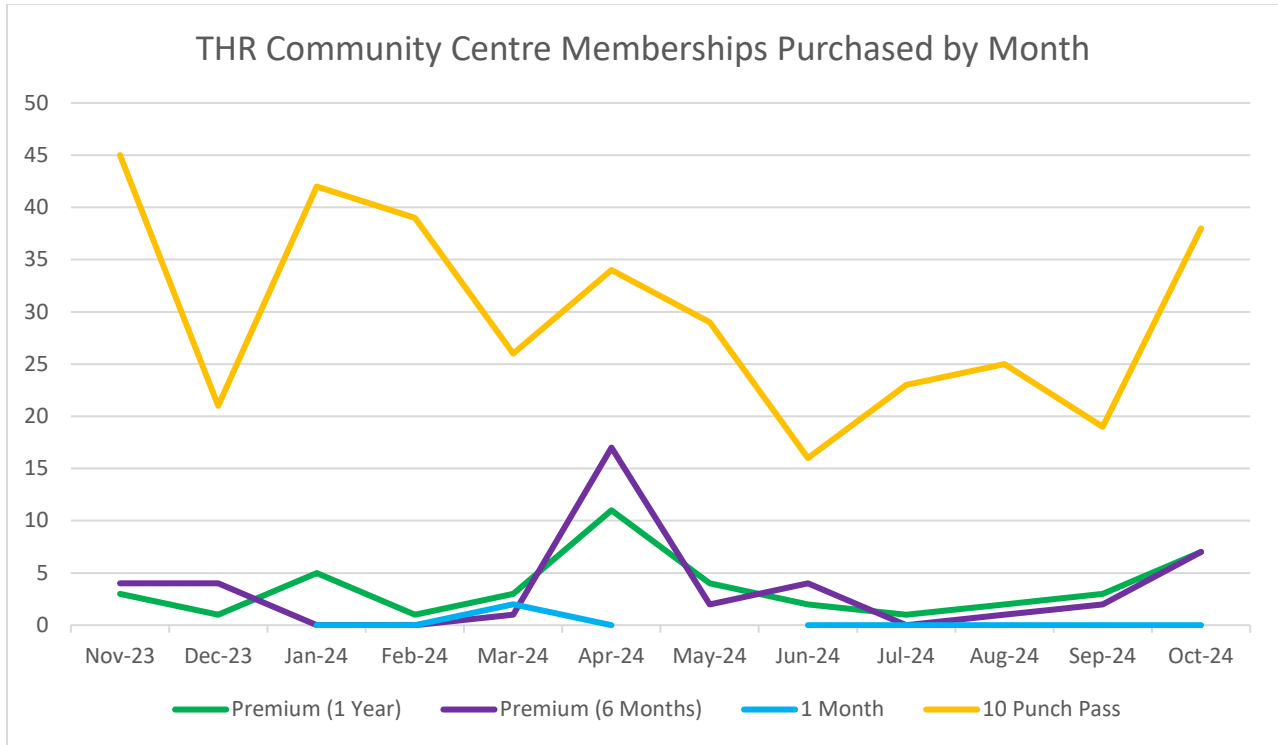




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Aquatics

General

The pool schedule remains consistent despite 2 ongoing mechanical issues. Staff are investigating a mechanical issue with boiler 1, with support of a local contractor. Boiler 2 is the backup unit, and it is maintaining appropriate water temperatures in the interim. The hot tub jets are still not functional. Staff have reached out to the Alberta supplier and are awaiting a response with estimated timelines.

Staffing

The Don Stewart Aquatic Centre currently has a roster of 7 employees. This includes the Aquatic Supervisor, 5 part-time casual Lifeguards and 3 Assistant Lifeguards.

The employee in the Senior Lifeguard 1 position submitted her resignation and the position is vacant effective November 4th. A new Senior Lifeguard

This leaves the Aquatic Department with minimal staffing. The regular weekly schedule will be affected at times, including possible closures due to illness or other unforeseen circumstances.

Attendance

October attendance was 1,156 swimmers, with 2 days remaining in the month. October 2024 attendance represents a 23% increase from October 2023 statistics.

Attendance remains steady with many regular swimmers attending multiple times per week. The Friday afternoon open swim continues to be the best attended swims, with the lowest attendance being 25 swimmers and the highest being 45 swimmers.

Groups that used the pool during the month include:

- Growing Together
- PA School (2 classes attending weekly)
- Birthday party (x2)

October's attendance brings our annual attendance for 2024 to 13,956.

Swimming Lessons and Special Programming

The current session of swim lessons runs from October 1st to December 9th. There are 56 total participants registered: 21 Preschool, 32 Swimmer, 3 Swim Patrol.



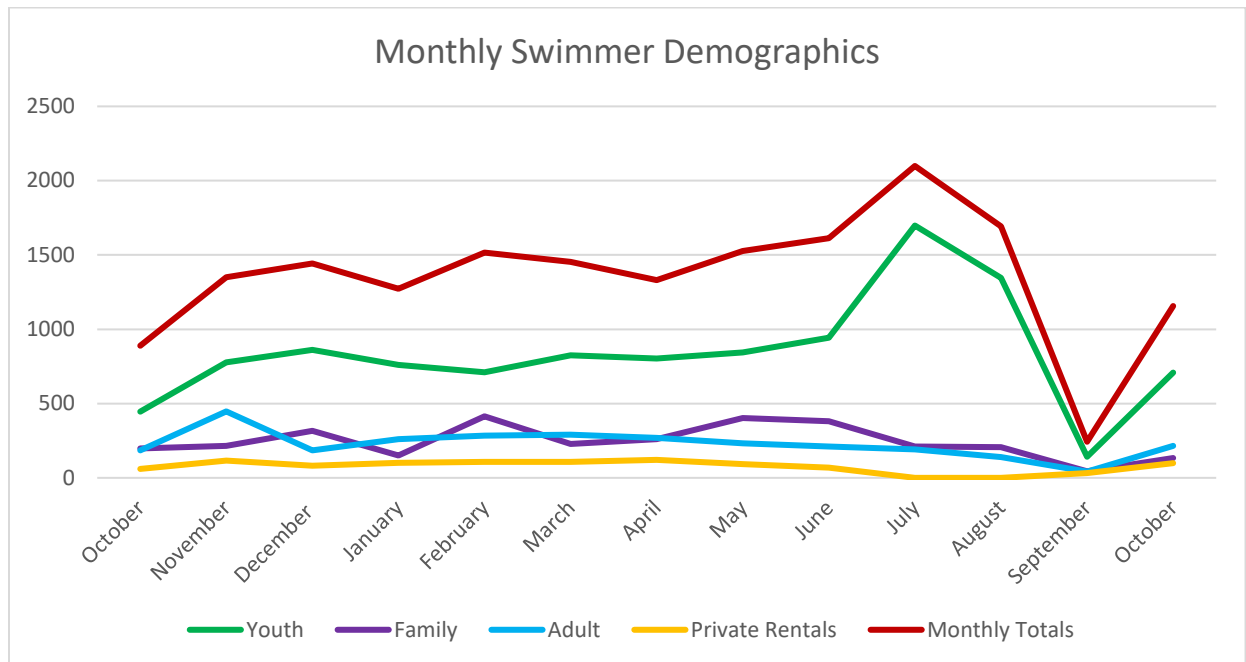
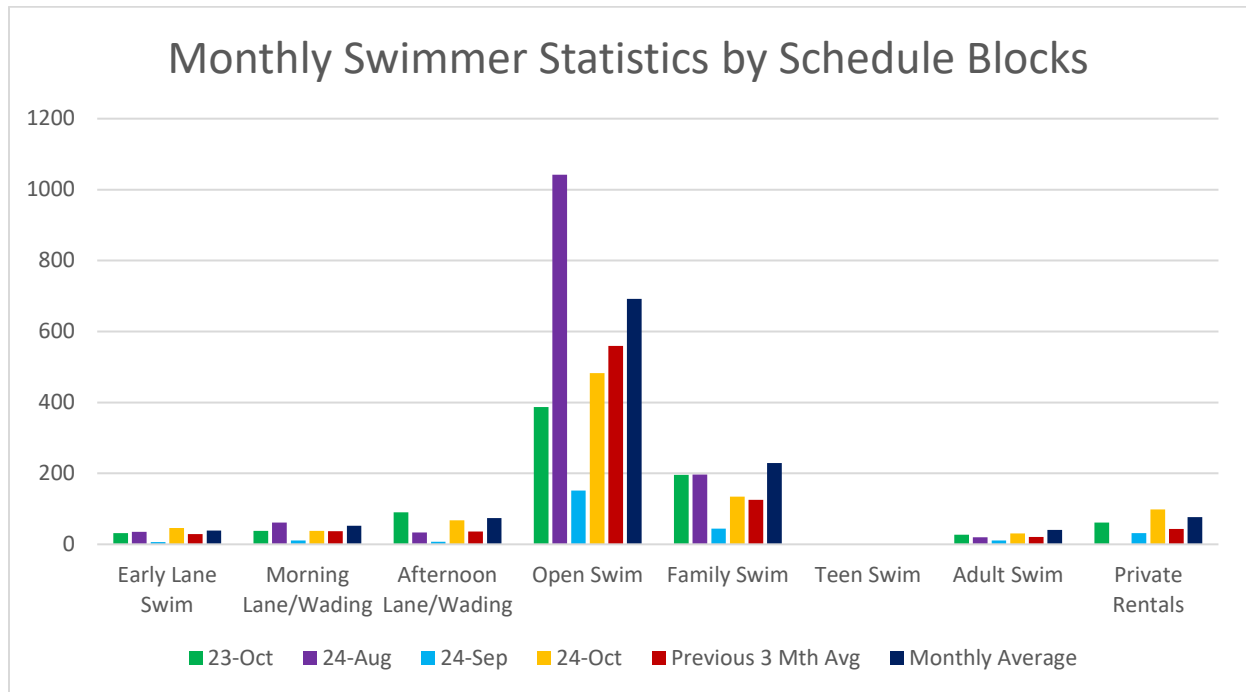
REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Swim Team continues to hold 2 weekly practices with 16 swimmers registered. They have a solid member base and are aiming to host a swim meet in November.

Don Stewart Aquatic Centre Statistics





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Facilities and Maintenance

Asset Management Software Deployment:

- <https://www.nexgenam.com/>
- User acceptance training (web conference sessions): October 9-11th
- Test site experience (all Rec Dept staff): October 11-31st
- Predeployment training for all Department staff: October 30-31st
- GO LIVE deployment planned for November 4th
- Training sessions included:
 - Intro to NEXGEN platforms
 - Admin training (configurations and set up in NEXGEN)
 - Asset Inventory Management
 - Work Orders and Preventative Maintenance
 - Customer Service and Aquatics teams training

Don Stewart Aquatic Centre:

- Mechanical systems operating smoothly with no major disruptions to programming.
- Investigating boiler 1 mechanical issue – boiler 2 operational and maintaining.
- 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.

Aurora Ford Arena and Hay River Curling Club ice preparation:

- Seasonal maintenance and start up of the ice plant by CIMCO Refrigeration.
- Skating arena ice build by Department Maintenance staff (10 days).
- Clean up and organize around building for ice season.
- Routine daily ice maintenance and weekly measurements of ice depth.

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.
- Snow and ice removal around the building.

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** NOVEMBER 4th 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Seasonal shutdown and winterization completed in October:
 - Winterization of Fishermen’s Wharf Pavilion
 - Installation of temporary walls at Fishermen’s Wharf Pavilion
 - Pick up porta potties from parks and greenspaces
 - Power shut off at Keith Broadhead ball diamonds
- Brushing and mulching tender awarded for treeline remediation and fire smarting:
 - Rotary Trail
 - Irma Miron Trail
 - Keith Broadhead Park
 - Airport Trail
 - Easements adjacent to greenspaces
- GNWT dredging project materials used as landscaping fill for capital plan projects:
 - Bob McMeekin Park
 - Vale Island Multi-Use Rec Area
 - Porritt Landing
- Installation of electrical services at Vale Island Multi-Use Rec Area.
- Fencing RFQ awarded for fenced off leash dog runs :
 - Keith Broadhead Park
 - Vale Island Multi-Use Rec Area

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
Stephane Millette
Director Recreation and Community Services
Date: October 31st, 2024

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: October 31st, 2024



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

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

BACKGROUND:

Summary:

Protective Services Monthly Priorities	
Priority	Description
1. Fire Prevention Week/Recruitment	Communications, Public Education, Open House and Presentation
2. Fire Chief's Conference	Development of training schedules for NWT Fire Departments, Fire Smart Program
3. Fire Service Instructor Training	Building Instructor Capacity within the NWT

Monthly Stat Summary	
EMS Calls	60
False Alarms	2
Fires	4
Rescue	2

We had Fire Prevention Week from October 6th to 12th. This year's campaign was Smoke Alarms – Make them work for you. We had an Open House event to start the week that included ECC setting up an information booth for residents that attended. The Director and Assistant Director, along with a few other fire department members and Sparky, had a safety presentation and demonstration for the kids at the school. Safety and activity kits were handed out to the children to take home. During the Recruitment night, 9 residents came out to hear the presentation, which resulted in receiving 7 applications to join the fire department. Interviews with potential recruits is currently in progress. The Hub posted a safety message from the Fire Chief in the local newspaper which helped identify the importance of Smoke Alarm Safety. Residents were given the opportunity to Firesmart their properties during Fire Prevention week and have tipping fees waived at the landfill. It was reported to be quite busy on the weekend!



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

The Director and Assistant Director attended the NWT Fire Chief's Conference in Yellowknife. Some of the topics included Local Emergency Management, Defensive Training Program, Wildfire Neighborhood Recognition Program Specialist Training, and NWT Training Requirements. In-class training for the Wildfire NRP Specialist program was provided to support future Firesmart programs by ECC in communities across the Territories. There were questions and input from various communities will help with the success of the Defensive Training Program that the OFM and CGLD have put together. In addition, community Fire Departments were able to discuss Fire Department issues and challenges and collaborate on training and resource needs for the future success of departments around the north.

A Fire Service Instructor 1 and 2 courses were put together and offered to different fire departments in the NWT that were able to attend. Having certified instructors and evaluators will ensure that departments in the NWT will be able to utilize each other as resources to train and test new recruits without having additional costs of having to get instructors and evaluators flown up to the north. This will enable the North to make the most out of the training budget and keep firefighters trained at the highest level possible.

Besides the special training that took place this month, the Department trained on medical scenario training, assisted with Fire Prevention Week, and assisted the officers during Recruitment Night.



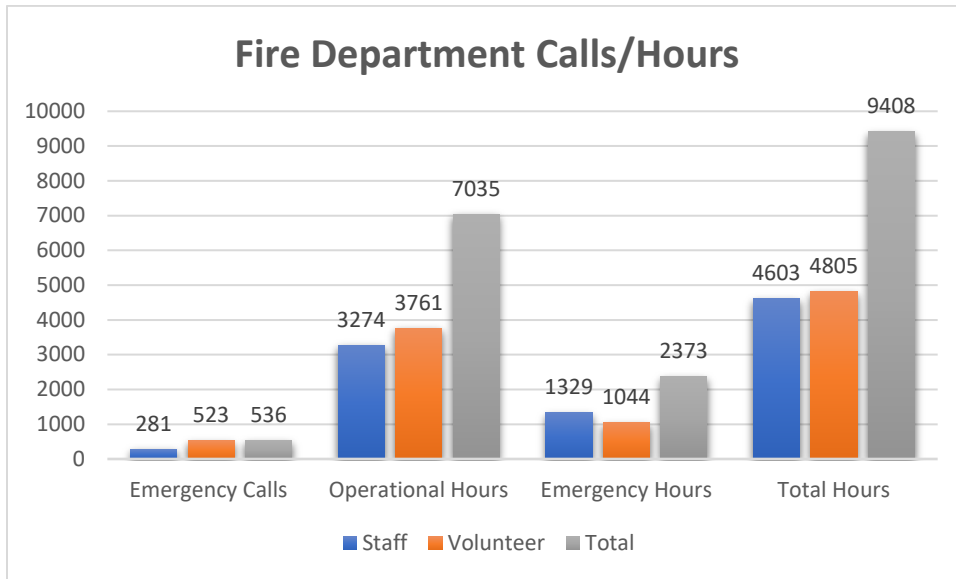
REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

STATISTICS



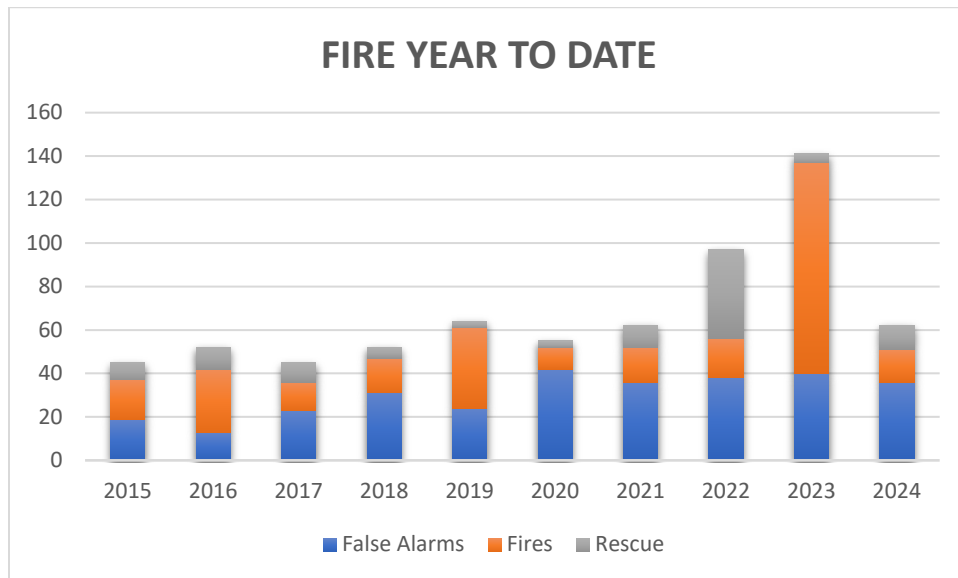
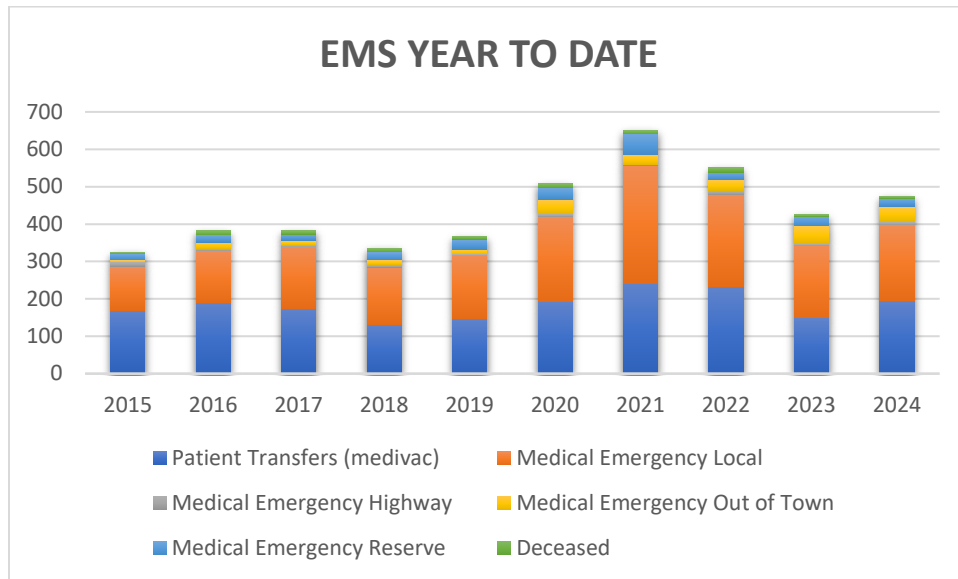


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4th, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Jonathan Wallington
Assistant Director Protective Services/
Deputy Fire Chief
Date: October 31st, 2024

Reviewed By:

Travis Wright
Director Protective Services/Fire Chief
Date: October 31st, 2024



REPORT TO COMMITTEE

DEPARTMENT: Office of the SAO

DATE: November 4, 2024

SUBJECT: Housing Committee Terms of Reference

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Terms of Reference for the Housing Committee of Council

BACKGROUND:

On March 6, 2023, Council of the Town of Hay River approved the Hay River Strategic Housing Plan. The Plan had been developed over a multi-year process in collaboration with Housing NWT. The goals and objectives in the Plan reflect community needs and priorities shared by community members and housing stakeholders identified through multiple periods of community engagement and review. A community advisory committee was established to guide and inform a housing needs assessment and development of the Plan.

The Plan implementation is led by the Town with support from Housing NWT and community partners. Funding has been received from Housing NWT and the Canada Mortgage and Housing Corporation to support staffing and implementation of the Plan through its initial phases.

The Plan defines an objective to establish a committee of partners through a Housing Committee. This objective is fundamental to the governance and success of the Plan as it addresses who will lead implementation of specific initiatives, what the process will be, and how implementation will be resourced. Coordination is needed to create ownership and accountability for committed actions, identify and secure resources for implementation, and ensure monitoring and reporting on plan progress.

In accordance with the Town of Hay River's Council Procedures Bylaw No. 2285/GEN/12 and its terms around Committee governance, a Terms of Reference document for the Housing Committee has been drafted for approval. Upon approval of the Terms of Reference, Administration will approach identified membership and issue a call for the Public at Large seat.

COUNCIL POLICY / STRATEGY OR GOAL:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw No. 2285/GEN/12 – Council Procedures
- Cities, Towns and Villages Act
- Hay River Strategic Housing Plan
- 2022-2025 Hay River Strategic Plan

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:



REPORT TO COMMITTEE

DEPARTMENT: Office of the SAO

DATE: November 4, 2024

SUBJECT: Housing Committee Terms of Reference

N/A

ATTACHMENTS:

- Terms of Reference – Housing Committee
-

Prepared by:

Glenn Smith

Senior Administrative Officer

November 1, 2024



TERMS OF REFERENCE

Housing Committee

Whereas, pursuant to Council Procedures By-law No. 2420 Council may establish a Special Committee to investigate and consider any matter; Hay River Town Council hereby establishes a Special Committee to be known as the “Housing Committee” (Committee) with the following terms of reference:

INTRODUCTION

The Town of Hay River developed a Strategic Housing Plan (“Housing Plan”) in 2023 to address the community’s housing shortage. New housing supply is lower than it has been in 60 years. Insufficient housing is a barrier to community socio-economic development as it limits employment opportunities for professionals and temporary workers. Schools and hospitals remain understaffed due to a lack of housing in the community. A lack of contractors and high costs of hiring and building materials are significant barriers to housing development and home ownership. Lack of housing for trades contractors is an issue that further exacerbates housing challenges. There is also a lack of suitable housing for seniors in the community, which forces many residents to leave the community as they age, separating families and friends. Existing rental options, when available, cannot often meet the need of the unhoused population as these options lack necessary wrap-around social services.

All levels of government have departments with defined roles and interests in improving housing opportunities in the community. In addition, local businesses, NGOs, and residents have invested interest and insight into the Housing Plan. The Committee serves to coordinate these organizations and execute public engagement practices to develop and implement measurable plans that target specific community social health issues.

SCOPE

The Committee will:

1. oversee the implementation progress of the Housing Plan ensuring commitment and accountability from contributing partners, and identifying solutions to address implementation barriers;
2. identify funding sources required to support the implementation of the Housing Plan including funding to support the ongoing Committee management;
3. participate in the review and updating of the Housing Plan (March 2023) which is intended to identify measures that the municipality can take to increase the provision of housing, particularly affordable housing;
4. advise the municipality on the implementation and effectiveness of the THR’s housing strategy to ensure that it addresses the range of housing types and costs needed to house residents of Hay River throughout their lives;

5. advise on matters of government policy (municipal, provincial or federal) affecting the provision of housing and inform the THR about the impact of these policies on the community, including but not limited to funding programs that align with the THR Housing Plan objectives; and, receive and review information directed to it by Council, and make recommendations as requested.

MEMBERSHIP

Composition:

6. The Housing Committee shall consist of ten (10) members appointed at pleasure by Council, one of which is the Chair who votes only in the case of a tie, and shall include the following:
 - a. One (1) Member of Town Council
 - b. Two (2) representatives from the Development Community
 - c. One (1) representative from the Non-Profit Housing Community
 - d. One (1) representative from Housing NWT
 - e. One (1) representative from Hay River Health and Social Services
 - f. One (1) representative from the Hay River Metis Government
 - g. One (1) representative from the K'at'l'odeeche First Nation
 - h. One (1) representative from the West Point First Nation
 - i. One (1) representative from the Public at Large
 - j. THR Director of Public Works and Services – Non-Voting
 - k. THR Housing Coordinator – Non-Voting
7. The Public at Large members of the Housing Committee shall be from such organizations representing:
 - a. Non-Government Organization
 - b. Youth Organization
 - c. Seniors Society
 - d. Other Residents who have expressed a desire to help achieve the Housing Plan goals and have the desired knowledge or experience for Committee Members
8. Desired qualifications for the Committee members. Knowledge or experience in the following areas would be an asset:
 - a. Difficult to House / Homelessness, Public Housing
 - b. Residential Housing Construction
 - c. Analysis and Planning
 - d. Leadership experience
9. Staff representatives from the THR shall provide administrative and research support to the Housing Committee. This includes, but is not limited to, the preparation and distribution of agendas and staff reports.
10. The Member of Town Council shall be the Chair of the Committee.
11. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
12. If a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform Town Administration of the vacancy so that it can commence the process to have a new member appointed by Town Council.

13. If any Member misses three (3) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by Council.
14. Council may remove any member of the Committee.
15. Public at Large Members must be in good financial standing with the Town of Hay River. To ensure openness, accountability, and transparency, a public advertisement will be used to solicit public at large Housing Committee members.
16. Town Council shall select Housing Committee members representing the public at large from the submitted applications and members shall be chosen based on their interest, experience, and knowledge regarding housing.
17. Members shall be appointed for approximately a three (3) year term with the term expiring on the 31st day of December following each municipal election.

MEETINGS

18. The Housing Committee shall meet on a quarterly basis or more frequently as required.
19. Special meetings of the Committee may be called at the request of the Chair.
20. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
21. Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.
22. The Committee may, in accordance with the Town of Hay River Council Procedures Bylaw, conduct all or a portion of any meeting during an in-camera session to discuss issues that fall within the permitted categories as set out in Council Procedures Bylaw No. 2420, if it is determined, by resolution, to be in the public interest to do so.
23. The motion to move to an in-camera session must identify the general nature of the topics to be discussed during the in-camera session.
24. Regular and Special meetings are to be advertised publicly a minimum of 48 hours ahead of meeting.
25. The Chair may cancel any scheduled meetings of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
26. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.

REMUNERATION

27. The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

28. The Committee shall have no authority to expend or commit financial resources of the Town of Hay River.
29. Town Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
30. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.

31. Administration shall forward all original approved minutes and recommendations of the Committee to the Council Administrator for retention and forwarding to the appropriate Standing Committee of Council.

COMMUNICATIONS

32. Town Committees are Committees appointed by the Town of Hay River (through Council motion) and represent the Town of Hay River.
33. Committee chairs are the spokespeople for Town committees. Media responses are to be coordinated through the Senior Administrative Officer.
34. Any advertising must adhere to the Town's branding guidelines and be approved by the Senior Administrative Officer.

REPORTING RELATIONSHIPS

35. The Committee shall make recommendations through the appropriate Standing Committee of Council.

DUTIES

36. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the secretary;
 - c. Monitor attendance; contacting members as necessary re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Committee when presenting recommendations to the appropriate Standing Committee of Council.
37. The Committee Members' responsibilities will be as follows:
 - a. To attend all regular meetings of the Committee;
 - b. To discuss issues pertaining to the Committee without breach of confidentiality; and
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to the appropriate Standing Committee of Council.

CONFIDENTIALITY

38. Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member.

TIMELINE

39. This is an ongoing Committee with no identified timeline for completion at this time.

TERMINATION

40. The Committee shall be considered dissolved upon completion of their term or if otherwise dissolved by resolution of Council.
41. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.

Revision History				
#	Revised Section	Revision Description	Revised By	Issue Date
1	All	TOR created	Glenn Smith	



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: November 4th, 2024

SUBJECT: Western Arctic Marine Training Consortium's (WAMTC) – Letter of Support

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of supporting Western Arctic Marine Training Consortium's (WAMTC) as they apply to CanNor for funding.

BACKGROUND:

Western Arctic Marine Training Consortium's (WAMTC) proposal is to develop enhanced training facilities at their Hay River campus under the STCW (Standards of Training, Certification, and Watchkeeping for Seafarers) project.

More than simply addressing critical infrastructure and safety training needs, this project is about transforming the marine workforce of the North. The community, a long-standing transportation and industrial development hub, is on the verge of a significant leap forward with WAMTC's proposed upgrades. Enhancements to the Town of Hay River fire training facility, upgrades to navigation simulators at the marine training centre and the installation of new simulators for rescue boat and lifeboat training will benefit Hay River and our northern communities, ushering in a new era of safety and efficiency. Fire training facility improvements would serve all the industries of our hinterland: marine, road, air and rail transportation, and the burgeoning mining concerns. The potential impact of this project on our community is significant, and we are excited about the possibilities it brings.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: November 4th, 2024

SUBJECT: Western Arctic Marine Training Consortium's (WAMTC) – Letter of Support

ATTACHMENTS:

Draft Letter of Support

Prepared by:
Stacey Barnes
Council Administrator
Date: November 1st, 2024

Reviewed by:



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

November 4th

VIA EMAIL

To whom it may concern,

On behalf of the Town of Hay River, I am pleased to extend our strong support for the Western Arctic Marine Training Consortium's (WAMTC) proposal to develop enhanced training facilities at their Hay River campus under the STCW (Standards of Training, Certification, and Watchkeeping for Seafarers) project.

More than simply addressing critical infrastructure and safety training needs, this project is about transforming the marine workforce of the North. Our community, a long-standing transportation and industrial development hub, is on the verge of a significant leap forward with WAMTC's proposed upgrades. Enhancements to the Town of Hay River fire training facility, upgrades to navigation simulators at the marine training centre and the installation of new simulators for rescue boat and lifeboat training will benefit Hay River and our northern communities, ushering in a new era of safety and efficiency. Fire training facility improvements would serve all the industries of our hinterland: marine, road, air and rail transportation, and the burgeoning mining concerns. The potential impact of this project on our community is significant, and we are excited about the possibilities it brings.

The Town of Hay River supports this initiative to establish our community as a leading northern center for marine safety and firefighting training. WAMTC's focus on offering advanced marine and firefighting programming will enhance local workforce capacity and can draw national and international trainees, fostering economic growth and diversifying our regional talent pool. Moreover, the facility's capacity to host NFPA 1001 professional firefighter training will provide a long-needed resource for Northern firefighting personnel, addressing an essential safety need for our communities.

The Town of Hay River is fully committed to the success of this initiative. We are collaborating with WAMTC to facilitate this project, ready to provide in-kind support and assist with any required municipal permits and regulatory assistance. Our commitment is unwavering, and the Council and I are eager to see this project succeed. We believe that our dedication to collaboration will ensure the smooth execution of this project.

The Town of Hay River is deeply grateful for your consideration of this proposed project. Your support could make a significant difference in the future of our community and the broader Northwest Territories. We are here to provide any further information or to discuss how the Town of Hay River can contribute to the success of the WAMTC's STCW project. Thank you for your time and consideration.



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

Sincerely,

Kandis Jameson
Mayor, Town of Hay River

CC:
Council of the Town of Hay River
Senior Administrative Officer, Glenn Smith