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## AGENDA

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### PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
  - a. Regular Meeting of Council – October 15<sup>th</sup>, 2024 – page 2-5
6. **INFORMATION ONLY**
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
  - a. Public Works Monthly Report for October – page 6--10
  - b. Tourism and Economic Development for October – page 11-15
  - c. Municipal Enforcement Monthly Report for October – page 16-18
  - d. Recreation and Community Monthly Report for October – page 19-26
  - e. Emergency Services Monthly Report for October – page 27-31
  - f. Housing Committee Terms of Reference Report – page 32-33
  - g. Letter of Support for Marine Training School – page 34-35
9. **NEW BUSINESS**
  - a. Trail and Green Space Master Plan – page 36-38
  - b. Deputy Mayor Appointment – page 39-40
10. **NOTICE OF MOTIONS**
11. **IN CAMERA**
  - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)
    - Legal Proceedings
12. **ADJOURNMENT**



# REGULAR MEETING MINUTES October 15<sup>th</sup>, 2024

The Regular Meeting of Council was held on Tuesday, October 15<sup>th</sup>, 2024 at 6:30pm

Present: Mayor Jameson, Deputy Mayor Dohey, Councillors Groenewegen, Chambers, Bouchard, Willows

Staff: SAO – Glenn Smith, ASAO – Patrick Bergen, Director of Public Works – David Taylor, Acting Director of Finance – Blair Porter, Director of Protective Services – Travis Wright, Director of Community Services – Stephane Millette and Council Administrator – Stacey Barnes

**1. CALL TO ORDER:**

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

**2. ADOPTION OF AGENDA**

**#24-224**

**MOVED BY CLLR DUFORD**

**SECONDED BY: CLLR WALL**

Add 7h) Excused Absence for Cllrs Wall and Duford and remove 10. In Camera

**3. DECLARATION OF INTEREST**

There were no Declaration of Interest for Tuesday, October 15<sup>th</sup>, 2024

**4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS**

DM Dohey – Thank you council and administration for the last 3 years.

Cllr Bouchard – Good luck to the Lirettes as they make the move to Beaverlodge. Thank you for all you've done for the community.

**a. Presentation for the Water Treatment Plant Feasibility Study**

**b. Presentation for Asset Management System**

**5. ADOPTION OF MINUTES**

a. Regular Meeting of Council – September 25<sup>th</sup>, 2024

**#24-225**

**MOVED BY: CLLR WILLOWS**

**SECONDED BY CLLR BOUCHARD**

**CARRIED**

b. Regular Meeting of Council – October 8<sup>th</sup>, 2024

**#24-226**

**MOVED BY: DM DOHEY**

**SECONDED BY CLLR BOUCHARD**

**CARRIED**



## REGULAR MEETING MINUTES October 15<sup>th</sup>, 2024

### 6. ADMINISTRATIVE ENQUIRIES

Verbal Reports were given by SAO Smith, ASAO Patrick Bergen, Director of Public Works – David Taylor, Acting Director of Finance – Blair Porter, Director of Protective Services – Travis Wright and Director of Community Services – Stephane Millette

### 7. NEW BUSINESS

#### a. RECOMMENDATION:

**#24-227**                      **MOVED BY: CLLR BOUCHARD**  
**SECONDED BY: CLLR GROENEWEGEN**

**THE COUNCIL accepts the Local Emergency Management Organization’s recommendations from the Town of Hay River / Katlochee First Nations 2023 August wildfire joint after-action review report.**

**CARRIED**

#### b. RECOMMENDATION:

**#24-228**                      **MOVED BY: CLLR DOHEY**  
**SECONDED BY: CLLR GROENEWEGEN**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct administration to progress with a memorandum of understanding between Pine Point Mining Ltd. and the Town of Hay River on areas of mutual interest to support the Pine Point Mine return to operation.**

**CARRIED**

#### c. RECOMMENDATION:

**#24-229**                      **MOVED BY: CLLR WILLOWS**  
**SECONDED BY: CLLR BOUCHARD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024 Q3 unaudited consolidated Statement of Operations as presented.**

**CARRIED**

#### d. RECOMMENDATION:

**#24-230**                      **MOVED BY: CLLR WILLOWS**  
**SECONDED BY: CLLR BOUCHARD**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024 Q3 capital report as presented.**

**CARRIED**



# REGULAR MEETING MINUTES October 15<sup>th</sup>, 2024

**e. RECOMMENDATION:**

**#24-231**                      **MOVED BY: CLLR BOUCHARD**  
**SECONDED BY: DM DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support to accompany West Points First Nations study plan and proposal for Climate Change Preparedness funding application.**

**CARRIED**

**f. RECOMMENDATION:**

**#24-232**                      **MOVED BY: CLLR GROENEWEGEN**  
**SECONDED By: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER award the Municipal Engineering Services Contract to Stantec for the agreed upon hourly rates shown within the attached document.**

**CARRIED**

**g. RECOMMENDATION:**

**#24-233**                      **MOVED BY: CLLR WILLOWS**  
**SECONDED By: CLLR DOHEY**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the strategic plan update as presented.**

**CARRIED**

**h. RECOMMENDATION:**

**#24-234**                      **MOVED BY: CLLR GROENEWEGEN**  
**SECONDED BY: CLLR WILLOWS**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllrs Wall and Duford from the Regular Meeting of Council, Tuesday, October 15<sup>th</sup>, 2024**

**CARRIED**

**8. BYLAWS**

a) Bylaw 2462/LND/24 Bylaw – Third and Final Reading

**#24-235**                      **MOVED BY: DM DOHEY**  
**SECONDED BY: CLLR GROENEWEGEN**

**CARRIED**



## REGULAR MEETING MINUTES October 15<sup>th</sup>, 2024

b) Bylaw 2463A – Fees and Charges Update Bylaw – Third Reading

**#24-236**

**MOVED BY: DM DOHEY  
SECONDED BY: CLLR WILLOWS**

**CARRIED**

### 9. NOTICE OF MOTIONS

There were no notices of motions at the Regular Meeting of Council, Tuesday, October 15<sup>th</sup>, 2024

### 10. IN CAMERA - removed

### 11. ADJOURNMENT

**#24-237**

**MOVED BY: CLLR WILLOWS**

**That the Regular Meeting of Council be adjourned at 7:59pm.**

**CARRIED**

**Certified Correct as Recorded on the 15<sup>th</sup> Day of October 2024**

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



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** November 4, 2024

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

## RECOMMENDATION:

**MOVED BY: CLLR WALL  
SECONDED BY: CLLR WILLOWS**

**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



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** November 4, 2024

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

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presented to council in January 2025.

- Additional scope added for town reservoir disinfection retrofit with a 3–4-month timeline.
- 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



# REPORT TO COMMITTEE

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**DEPARTMENT:** Public Works

**DATE:** November 4, 2024

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

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- Sander seasonal service complete
- #3 Seasonal service complete
- #7 seasonal service complete
- #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



# REPORT TO COMMITTEE

**DEPARTMENT:** Public Works

**DATE:** November 4, 2024

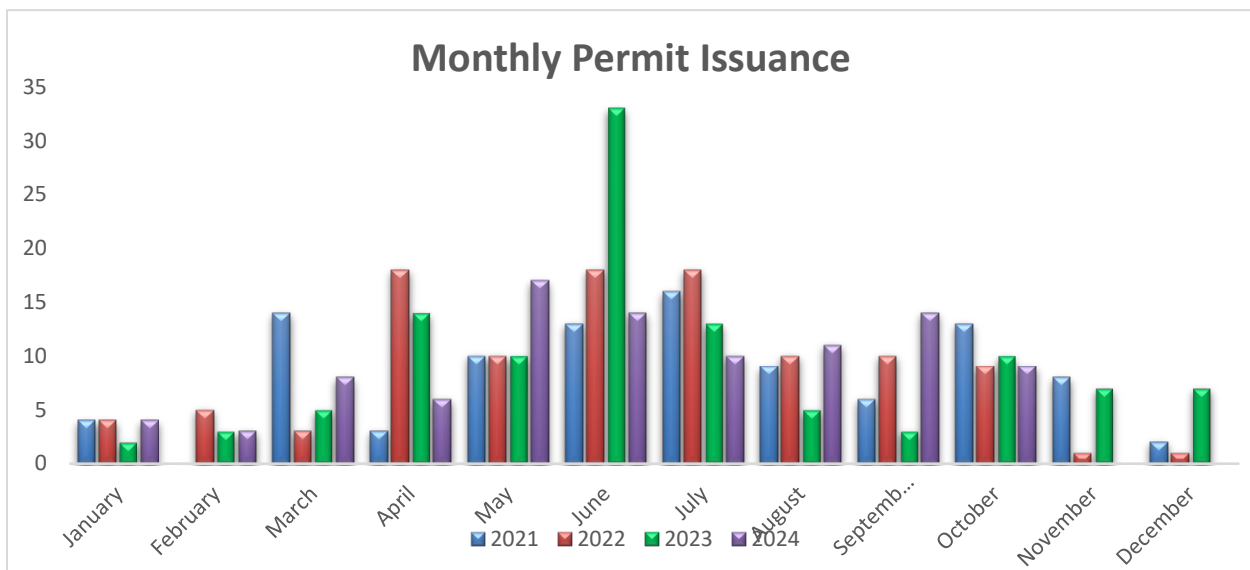
**SUBJECT:** Public Works Monthly Report for October 2024

being developed for Council review and approval

## 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

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**DEPARTMENT:** Public Works

**DATE:** November 4, 2024

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

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**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

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

**Reviewed by:**  
Glenn Smith  
**SAO**  
October 31, 2024



# REPORT TO COMMITTEE

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

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

## RECOMMENDATION:

**MOVED BY: CLLR WILLOWS**

**SECONDED BY: CLLR WALL**

**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.



# REPORT TO COMMITTEE

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

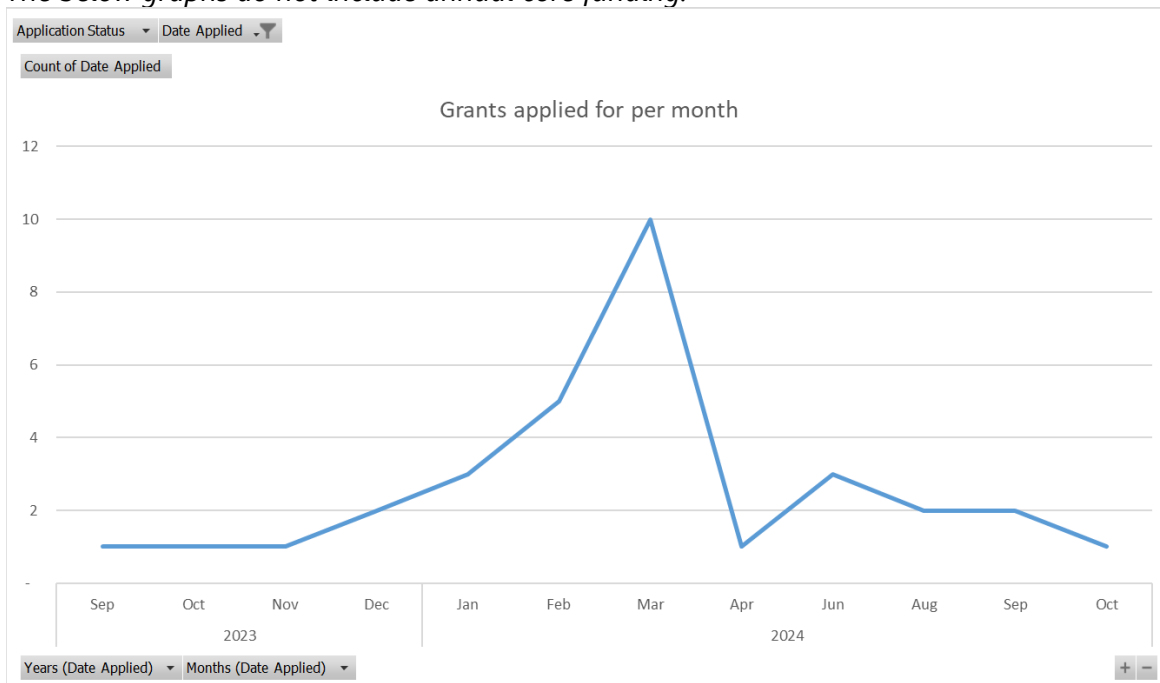
**SUBJECT:** TOURISM AND ECONOMIC DEVELOPMENT MONTHLY REPORT

- 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 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 22<sup>nd</sup> 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.*

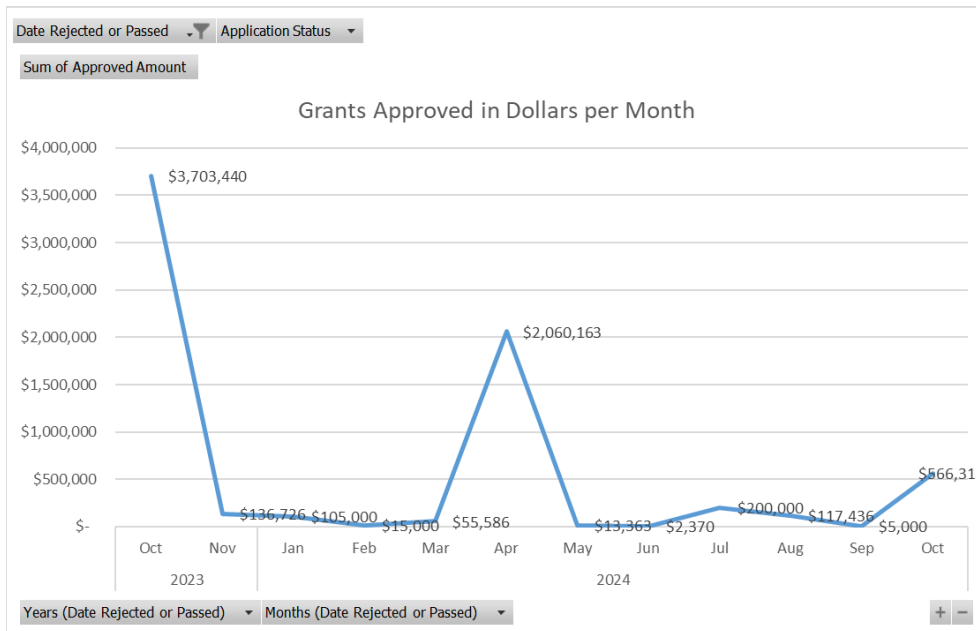




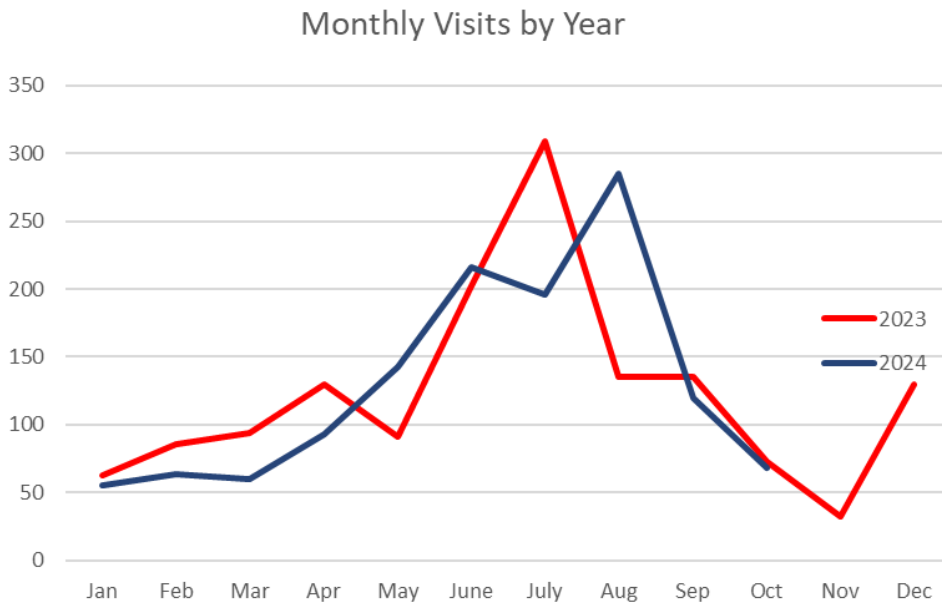
# REPORT TO COMMITTEE

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

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



## Visitor Information Centre Visits



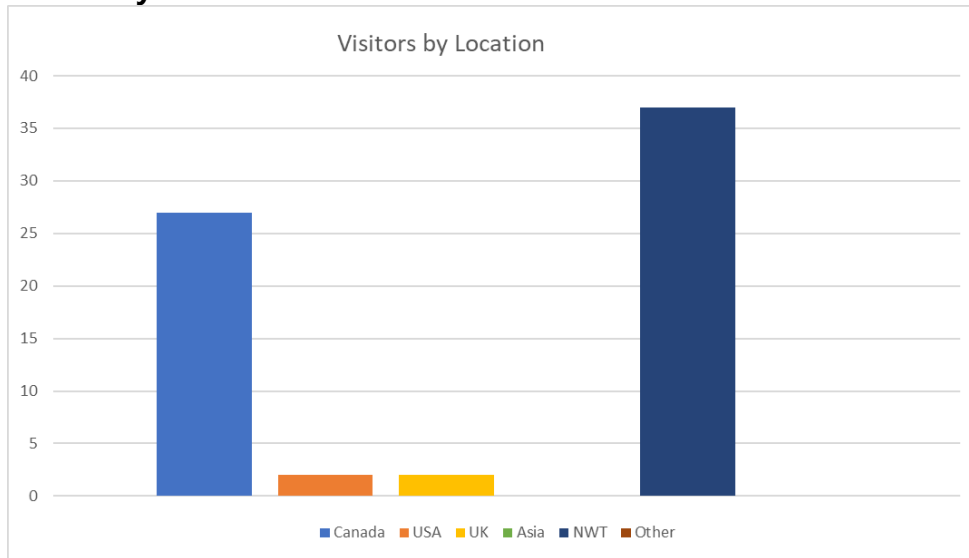


# REPORT TO COMMITTEE

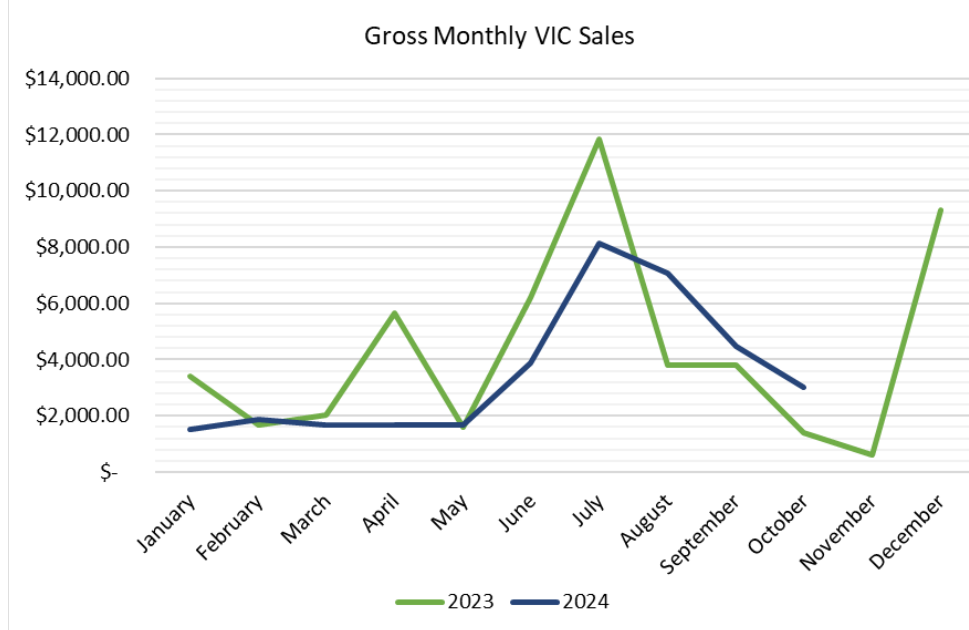
**DEPARTMENT:** TOURISM AND ECONOMIC DEVELOPMENT **DATE:** Nov. 4, 2024

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

## Visitors by Location



## VIC Gift Shop Sales





# REPORT TO COMMITTEE

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

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

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**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

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**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 4<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

**RECOMMENDATION:**

**MOVED BY: CLLR WALL  
SECONDED BY: CLLR BOUCHARD**

**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.



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: November 4<sup>th</sup>, 2024**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

Protective Services continues engaging with individuals in conjunction with RCMP assistance and presence, which helps ensure a safer downtown environment.

### **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 4<sup>th</sup>, 2024

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

| OFFENCE                                | INQUIRY    | INVESTIGATED<br>NO<br>SUBSTANTIATION | VERBAL<br>OR VISUAL<br>WARNING | WRITTEN<br>WARNING<br>ENFORCEMENT | FINES<br>ENFORCEMENT |
|--|------------|--------------------------------------|--------------------------------|-----------------------------------|----------------------|
| <b>Animal Control Bylaw</b>            |            |                                      |                                |                                   |                      |
| 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                    |
| <b>Business License</b>                |            |                                      |                                |                                   |                      |
| No Business License                    | 14         | 4                                    | 10                             | 0                                 | 0                    |
| Operating business not as permitted    | 2          | 2                                    | 0                              | 0                                 | 0                    |
| <b>Traffic Bylaw</b>                   |            |                                      |                                |                                   |                      |
| 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                    |
| <b>Unightly Bylaw</b>                  |            |                                      |                                |                                   |                      |
| 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                    |
| <b>Fire Prevention Bylaw</b>           |            |                                      |                                |                                   |                      |
| Burning without permit                 | 5          | 1                                    | 4                              | 0                                 | 0                    |
| Miscellaneous                          | 9          | 8                                    | 1                              | 0                                 | 0                    |
| <b>Public Behavior Bylaw</b>           |            |                                      |                                |                                   |                      |
| 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                    |
| <b>TOTAL</b>                           | <b>544</b> | <b>155</b>                           | <b>238</b>                     | <b>111</b>                        | <b>37</b>            |

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 4<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## RECOMMENDATION:

MOVED BY: CLLR DOHEY  
SECONDED BY: CLLR DUFORD

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



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** NOVEMBER 4<sup>th</sup> 2024

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

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ParticipACTION Community Challenge Celebration Event: The ParticipACTION Community Celebration was held Saturday, October 19<sup>th</sup> 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 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 31<sup>st</sup>. 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.

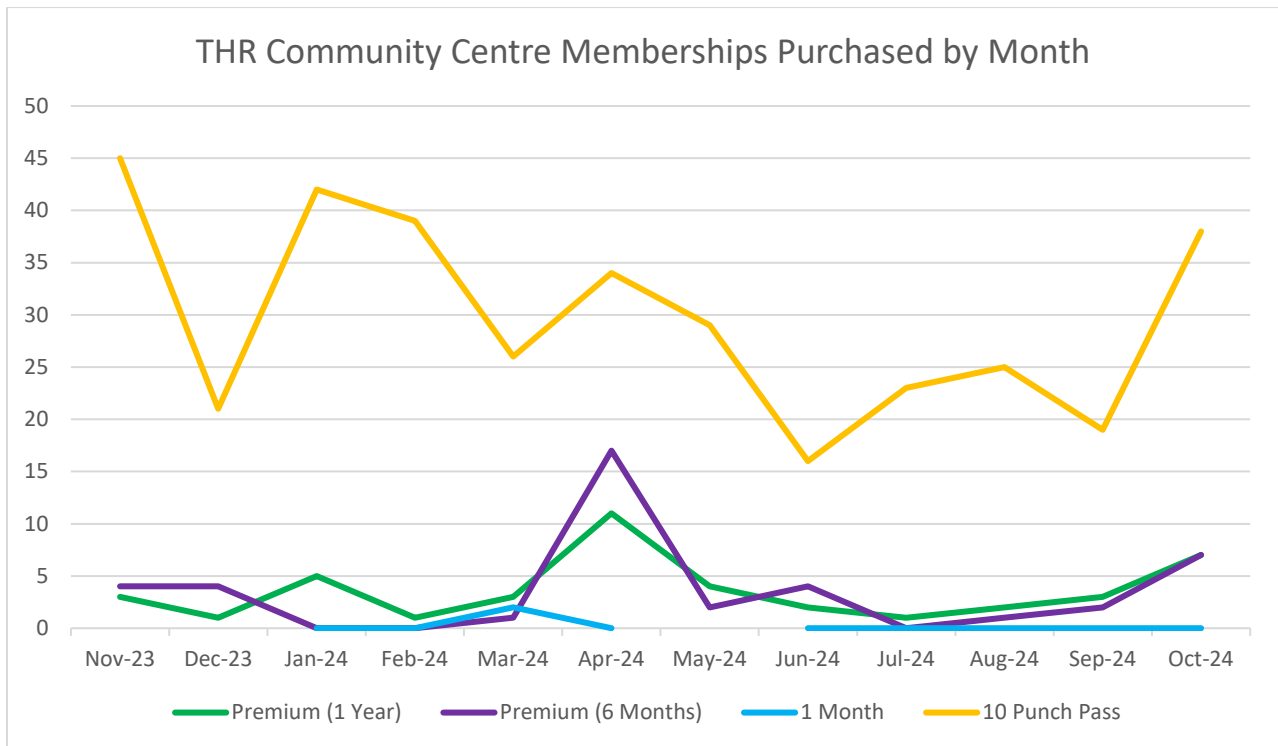
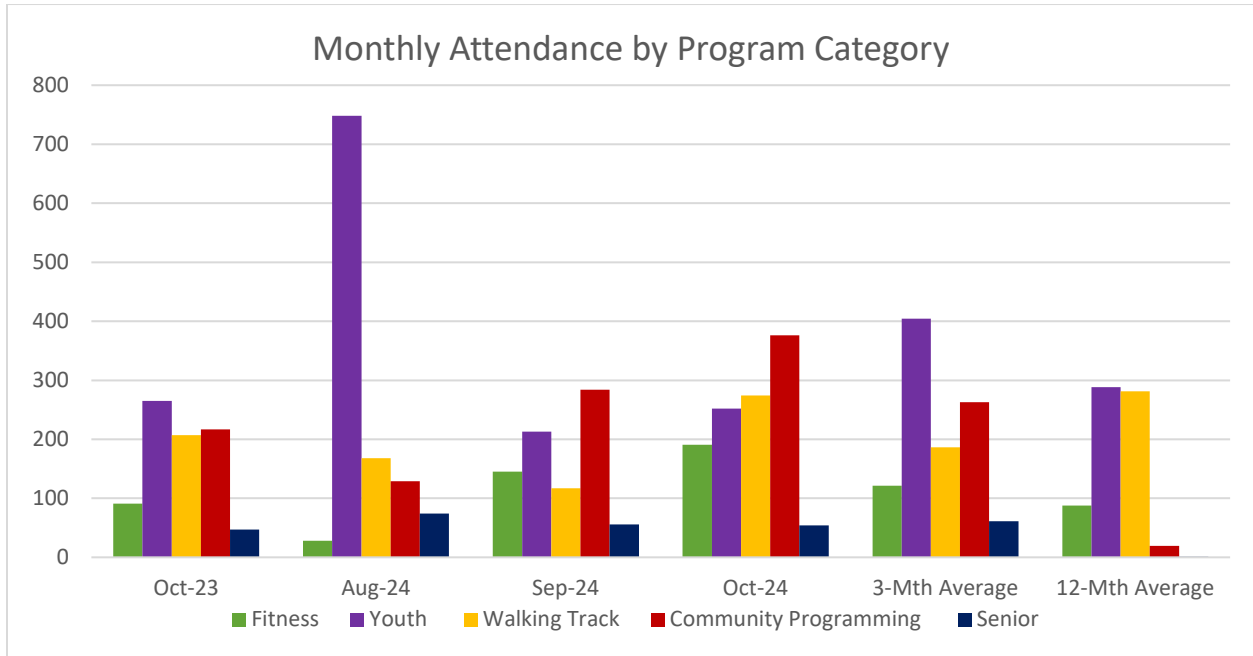
### **Recreation Programming Statistics**



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: NOVEMBER 4<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

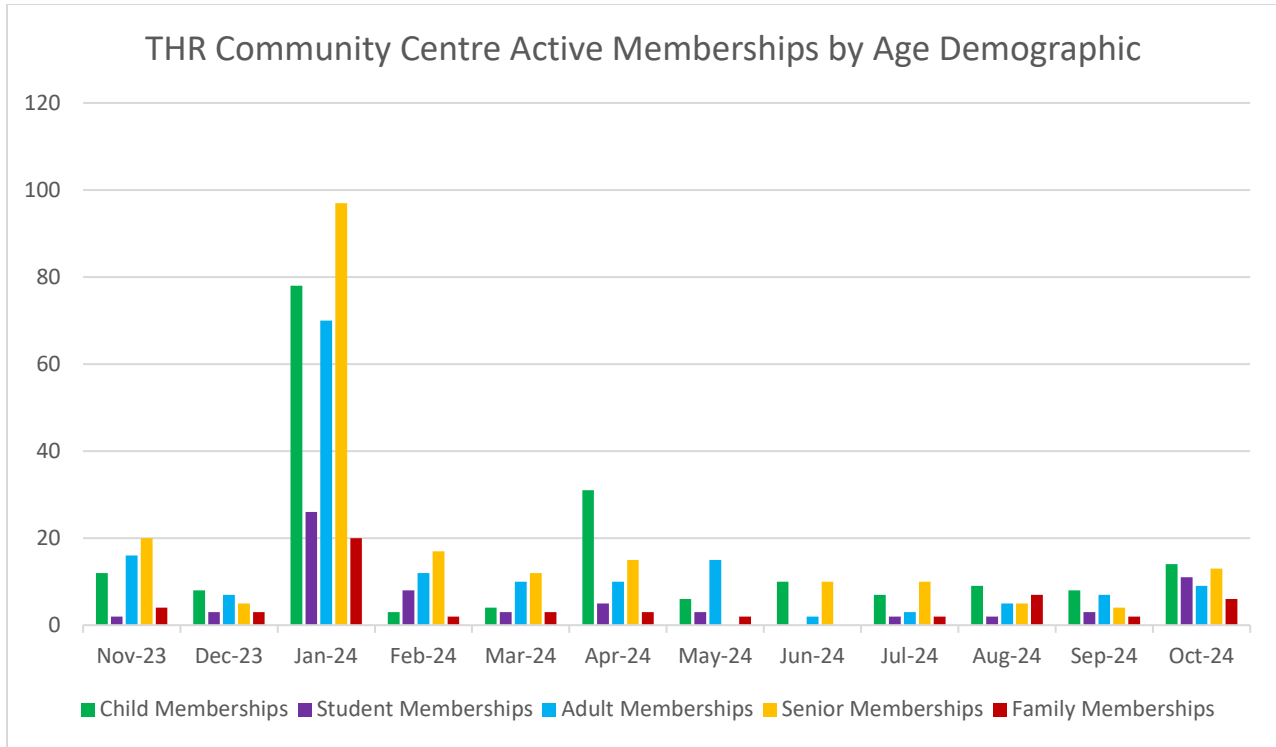




# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** NOVEMBER 4<sup>th</sup> 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 4<sup>th</sup>. 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



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** NOVEMBER 4<sup>th</sup> 2024

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

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)

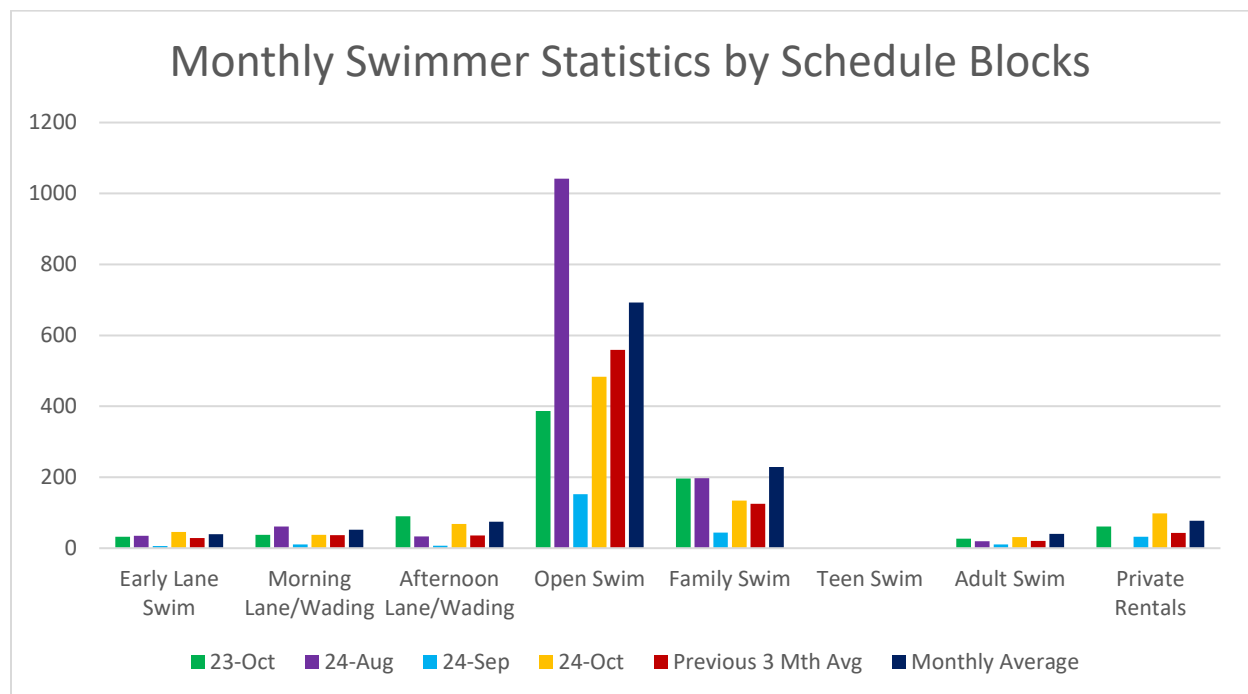
October's attendance brings our annual attendance for 2024 to 13,956.

## Swimming Lessons and Special Programming

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

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

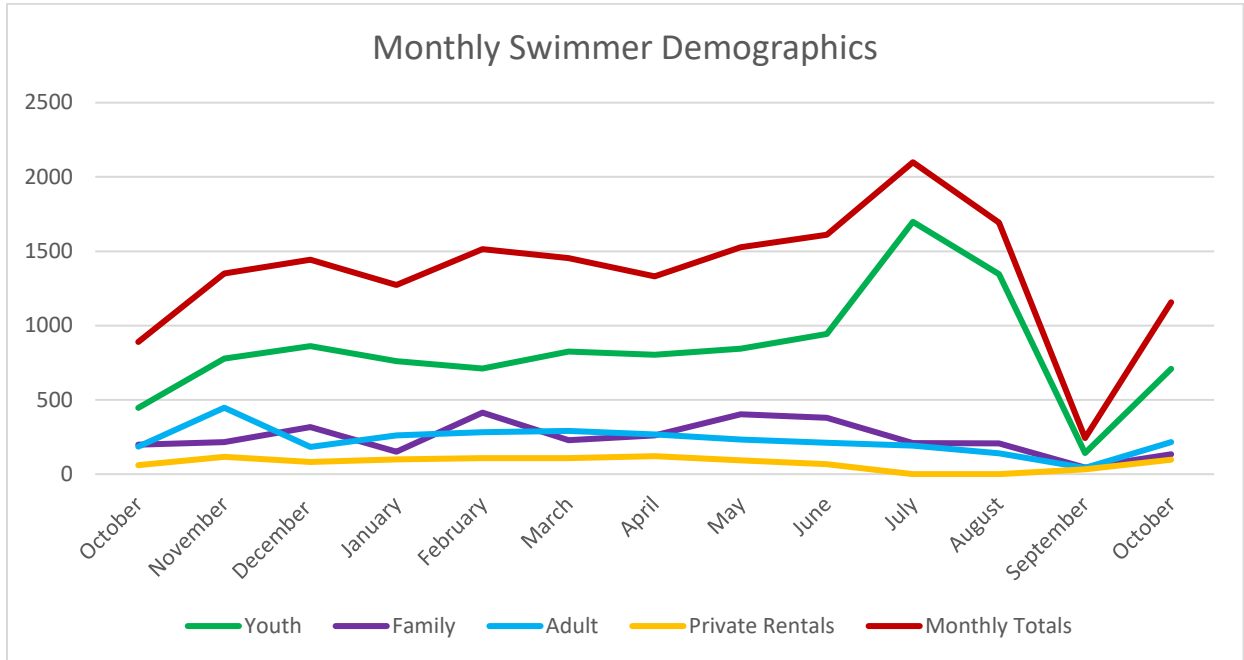




# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: NOVEMBER 4<sup>th</sup> 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 9-11<sup>th</sup>
- Test site experience (all Rec Dept staff): October 11-31<sup>st</sup>
- Predeployment training for all Department staff: October 30-31<sup>st</sup>
- GO LIVE deployment planned for November 4<sup>th</sup>
- 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.



# REPORT TO COMMITTEE

**DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: NOVEMBER 4<sup>th</sup> 2024**

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

- 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.
- 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:**



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: NOVEMBER 4<sup>th</sup> 2024

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: October 31<sup>st</sup>, 2024

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
Date: October 31<sup>st</sup>, 2024



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

**RECOMMENDATION:**

**MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR WILLOWS**

**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 |           |
|----------------------|-----------|
| <b>EMS Calls</b>     | <b>60</b> |
| <b>False Alarms</b>  | <b>2</b>  |
| <b>Fires</b>         | <b>4</b>  |
| <b>Rescue</b>        | <b>2</b>  |

We had Fire Prevention Week from October 6<sup>th</sup> to 12<sup>th</sup>. 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.



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: November 4<sup>th</sup>, 2024**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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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!

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.



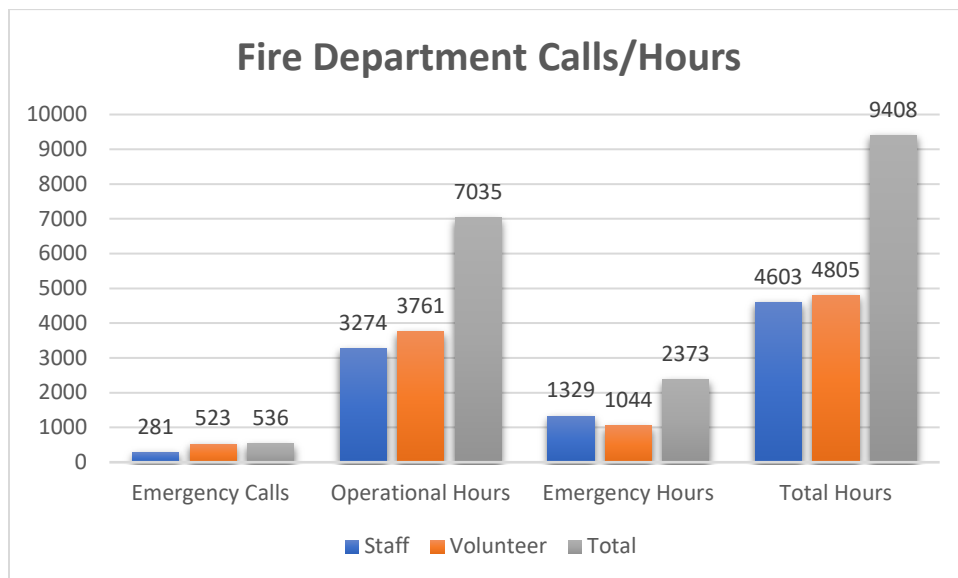
# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## STATISTICS



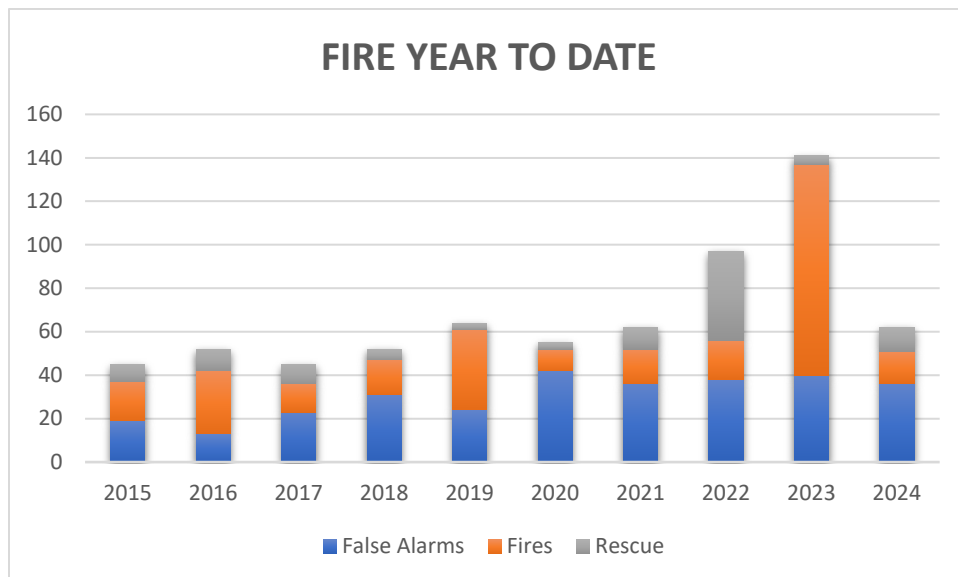
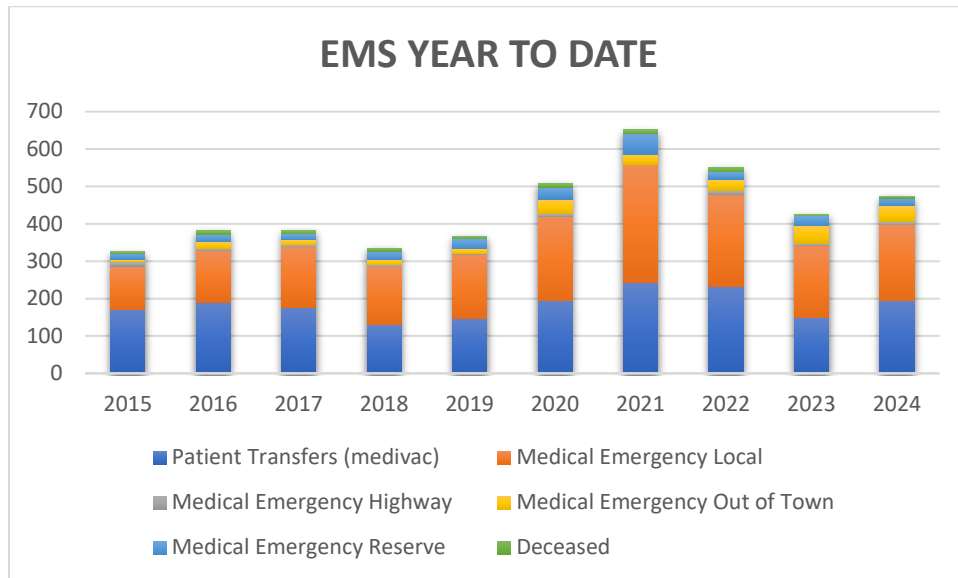


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



## MAINTENANCE

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



# REPORT TO COMMITTEE

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DEPARTMENT: PROTECTIVE SERVICES

DATE: November 4<sup>th</sup>, 2024

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

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**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

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**Prepared by:**

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

**Reviewed By:**

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



# REPORT TO COMMITTEE

**DEPARTMENT:** Office of the SAO

**DATE:** November 4, 2024

**SUBJECT:** Housing Committee Terms of Reference

## RECOMMENDATION:

**MOVED BY: CLLR DOHEY**  
**SECONDED BY: CLLR WALL**

**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:



# REPORT TO COMMITTEE

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**DEPARTMENT:** Office of the SAO

**DATE:** November 4, 2024

**SUBJECT:** Housing Committee Terms of Reference

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N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

- Terms of Reference – Housing Committee
- 

**Prepared by:**

Glenn Smith

Senior Administrative Officer

November 1, 2024



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** November 4<sup>th</sup>, 2024

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

## RECOMMENDATION:

**MOVED BY: CLLR WILLOWS  
SECONDED BY: CLLR BOUCHARD**

**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

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**DEPARTMENT:** ADMINISTRATION

**DATE:** November 4<sup>th</sup>, 2024

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

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**ATTACHMENTS:**

Draft Letter of Support

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**Prepared by:**  
Stacey Barnes  
Council Administrator  
Date: November 1<sup>st</sup>, 2024

**Reviewed by:**



# REPORT TO COUNCIL

**DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: November 18, 2024**

**SUBJECT: Town of Hay River 2024 Trails and Greenspace Master Plan**

## **RECOMMENDATION:**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024 Trails and Greenspace Master Plan and the coordination of its execution by the Department of Recreation and Community Services.**

## **BACKGROUND:**

The purpose of the Trails and Greenspace Master Plan (TGMP) is to guide the planning, land acquisition, capital development and operation of trails and greenspaces in Hay River. It provides a vision for trails and greenspaces, goals for achieving the vision, and a series of short, medium and long-term actions for acquiring and improving trails and greenspaces in Hay River.

The Town of Hay River currently has a 5-year Trail Improvement Project that includes a condition assessment of existing trails and shows task-based activity for trail improvements. The proposed Master Plan will provide a broader perspective through inclusion of recommendations for capital development of trails and greenspaces, land acquisition, and operations projects. It is intended as a living document that will improve with regular guidance and participation from stakeholders and partners.

The primary topics addressed in the TGMP include trails, greenspace, greenspace amenities, waterfront, and environment. For each topic, existing conditions are described, and the strengths and challenges are analyzed. Actions for each topic are provided for Planning and Design, Land Acquisition, and Capital Development.

Given the significant climate-related events of the past few years, including flooding, drought and forest fires, the TGMP incorporates a climate risk assessment of existing infrastructure and makes recommendations regarding the elimination, mitigation, or acceptance of climate risks. The emphasis on addressing climate risks will aim to reduce climate-related impacts on infrastructure and associated maintenance costs to allow scarce resources to be targeted to supporting trail and greenspace infrastructure.

The implementation section shows the phasing of actions, responsibilities, and relative costs. Short-term project priorities are listed. Funding and partnership opportunities are shown along with next steps towards implementation. The TGMP will be implemented in phases based on community needs, the pace of development, funding opportunities, and Council's priorities as all of these evolve over time. The TGMP is a guiding document for the provision of facilities and services; it does not commit the Town to any project nor limit future opportunities.



# REPORT TO COUNCIL

**DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: November 18, 2024**

**SUBJECT: Town of Hay River 2024 Trails and Greenspace Master Plan**

Hay River residents, key community stakeholders, Town staff, and advisory groups such as the Recreation Committee and Beautification Committee were involved in the TGMP process at several stages to ensure the plan addresses current trail and greenspace challenges and reflects community values and interests.

The Trails and Greenspace Master Plan (TGMP) will support the Town's 2022– 2025 Strategic Plan, The Tourism Development Plan and Marketing Plan, the 2023 Strategic Housing Plan, and the 2024 Healthy Community Strategy. The TGMP will also inform future updates of the Town of Hay River's Community Plan.

The TGMP was developed through funding secured from the Trans Canada Trail and Government of the Northwest Territories. Implementation of initiatives identified in the Strategy will be funded through Town resources, third party funding and community partnerships.

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

- Town of Hay River 2022-25 Strategic Plan
- Hay River Healthy Community Strategy (2024)

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

- Department of Recreation Business Plan (2024)
- Town of Hay River Recreation Needs Assessment (2023)
- Hay River Tourism Development Plan (2020)
- Town of Hay River Marketing Plan (2020)

## **FINANCIAL IMPLICATIONS:**

- Short to medium timeline (0-10 years)
  - o Trail upgrades and amenities: \$600,000
  - o Greenspace: \$556,000
  - o Park amenities: \$1,370,000
  - o Waterfront: \$380,000
  - o Environment: \$257,000
- Medium to long timeline (10-20 years)
  - o Trail upgrades and amenities: \$700,000
  - o Park amenities: \$1,700,000
  - o Waterfront: \$760,000
  - o Environment: \$510,000



# REPORT TO COUNCIL

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**DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: November 18, 2024**

**SUBJECT: Town of Hay River 2024 Trails and Greenspace Master Plan**

## **ALTERNATIVES TO RECOMMENDATIONS:**

- Do not approve the plan
- Approve the plan but do not allocate Town resources to coordinate execution
- Changes to the plan and priorities within

## **ATTACHMENTS:**

<https://hayriver.com/parks-recreation/parks-trails/>

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**Prepared by:**

Stephane Millette

Director of Recreation and Community Services

November 15, 2024

**Approved by:**

Glenn Smith

Senior Administrative Officer

November 15, 2024



# REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: November 18<sup>th</sup>, 2024

SUBJECT: APPOINTMENT OF DEPUTY MAYOR

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints \_\_\_\_\_ as Deputy Mayor as per the Council Procedure Bylaw# 2420.

## BACKGROUND:

In accordance with the Town of Hay River Council Procedures By-Law and on authority provided by the Cities, Towns and Villages Act, NWT, a Deputy Mayor is appointed by Council on an annual basis. A copy of the relevant legislation is provided below for reference:

Deputy mayor 39. (1) Council, on the recommendation of the mayor, may, appoint a councillor to be the deputy mayor.

Powers and duties of deputy mayor

- (2) The deputy mayor
- (a) shall perform the duties and may exercise the powers of the mayor when the mayor is absent or unable to act; and
  - (b) shall perform other duties and may exercise other powers determined by council on the recommendation of the mayor.

Specifically, the current Council Procedures By-Law, No. 2420, Section 6 c) i, states that the Deputy Mayor will be selected from the Members at the first Regular Council Meeting in November of each year.

The intention of the Member to stand as Deputy Mayor shall be indicated to the Mayor and Council Administrator in writing and if two or more Members stand, there will be an election held, voting accomplished by secret ballot.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A



# REPORT TO COUNCIL

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**DEPARTMENT:** ADMINISTRATION

**DATE:** November 18<sup>th</sup>, 2024

**SUBJECT:** APPOINTMENT OF DEPUTY MAYOR

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

Cities, Towns & Villages Act  
Bylaw 2420 – Council Procedure Bylaw

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Stacey Barnes  
Council Administrator  
Date: November 15<sup>th</sup>, 2024

**Reviewed by:**  
Glenn Smith  
SAO  
Date: November 15<sup>th</sup>, 2024