



AGENDA

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 – December 16th – page 2-5
 - b. Special Meeting of Council – January 8th, 2025 – page 6-7
6. **INFORMATION ONLY**
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
 - a. Public Works Monthly Report for December 2024 – page 8-11
 - b. Tourism and Economic Development for December 2024 – page 12-17
 - c. Recreation and Community Monthly Report for December 2024 – page 18-28
 - d. Emergency Services Monthly Report for December 2024 – page 29-34
 - e. Municipal Services Monthly Report for December 2024 – page 35-39
 - f. Excused Absence for Cllr Lakusta – page 40
9. **NEW BUSINESS**
 - a. Board of Revision appointments – page 41-42
 - b. Terms of Reference Report – page 43-58
 - c. Land Incentive Program – page 59-60
 - d. Lift Station Award – page 61-63
 - e. Excused Absence for Cllr Squirrel – page 64
 - f. Letter of Support for the HR Youth Centre – page 65-66
10. **NOTICE OF MOTIONS**
11. **BYLAWS**
 - a. Bylaw 2411/PS/25 - Appointment of Protective Services Specialist – First and Second Reading – page 67-69
12. **IN CAMERA**
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)
*Collective bargaining Update
13. **ADJOURNMENT**



REGULAR MEETING MINUTES December 16th, 2024

The Regular Meeting of Council was held on Monday, December 16th, 2024 at 6:30pm

Present: Mayor Jameson, Deputy Mayor Dohey, Councillors Gagnier, Duford, Squirrel, Bouchard, Lakusta and Wall

Staff: SAO – Glenn Smith, Director of Finance – Blair Porter, Director of Protective Services – Travis Wright, Director of Recreation – 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

#24-252

MOVED BY CLLR WALL

SECONDED BY: CLLR SQRRIEL

3. DECLARATION OF INTEREST

There were no Declaration of Interest for Monday, December 16th, 2024

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

There were no announcements for Monday, December 16th, 2024

5. ADOPTION OF MINUTES FOR November 18th, 2024

MOVED BY: DM DOHEY

SECONDED BY: CLLR WALL

6. INFORMATION ONLY – N/A

7. ADMINISTRATIVE ENQUIRIES

Verbal Reports were given by SAO Glenn Smith, Director of Recreation– Stephane Millette, Director of Finance – Blair Porter, Director of Protective Services – Travis Wright

8. COMMITTEE REPORTS

a. RECOMMENDATION:

#24-252

MOVED BY: CLLR GAGNIER

SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2025 Consolidated O&M and Capital budgets as presented and recommended by the Finance Committee.

CARRIED



REGULAR MEETING MINUTES December 16th, 2024

b. RECOMMENDATION:

#24-255 **MOVED BY: CLLR BOUCHARD**
 SECONDED BY: DM DOHEY

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

CARRIED

c. RECOMMENDATION:

#24-256 **MOVED BY: BOUCHARD**
 SECONDED BY: CLLR GAGNIER

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

CARRIED

d. RECOMMENDATION:

#24-257 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: CLLR SQUIRREL

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

CARRIED

e. RECOMMENDATION:

#24-258 **MOVED BY: CLLR BOUCHARD**
 SECONDED BY: CLLR GAGNIER

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for November 2024 as presented.

CARRIED

f. RECOMMENDATION:

#24-258 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: DM DOHEY

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

CARRIED



REGULAR MEETING MINUTES December 16th, 2024

g. RECOMMENDATION:

#24-260 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the results of the Water Treatment Plant Feasibility Study & Preliminary Design and allow Town staff to proceed with engagement involving stakeholders and affected indigenous governments.

CARRIED

h. RECOMMENDATION:

#24-261 **MOVED BY: CLLR SQUIRREL**
 SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to prepare and submit an application to the Canadian Housing Infrastructure Fund for an amount to not exceed \$26,000,000 to support the design and construction of a new water treatment plant. This direction is conditional of the Town securing 100% of the project cost through contribution funding.

CARRIED

i. RECOMMENDATION:

#24-262 **MOVED BY: CLLR BOUCHARD**
 SECONDED BY: DM DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Willows from the Standing Committee of Council, Monday, December 9, 2024

CARRIED

9. NEW BUSINESS

a. RECOMMENDATION:

#24-263 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the 2024 Land Development Marketing Document as presented.

CARRIED

b. RECOMMENDATION:

#24-264 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllrs Willows and Duford from the Regular Meeting of Council, Monday, December 16th, 2024

CARRIED



REGULAR MEETING MINUTES December 16th, 2024

10. NOTICE OF MOTIONS

There were no notice of motions for the Regular Meeting of Council, Monday, December 16th, 2024

11. IN CAMERA – N/A

12. ADJOURNMENT

#24-265

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:12pm.

CARRIED

Certified Correct as Recorded on the 16th Day of December 2024

These minutes were accepted by motion # _____



SPECIAL MEETING MINUTES January 8th, 2025

The Special Meeting of Council was held on Wednesday, January 8th, at 12:15pm

Present: Mayor Jameson, Deputy Mayor Dohey Councillors Wall, Squirrel, Gagnier, Willows

Staff: SAO – Glenn Smith, Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 12:15pm with Mayor Jameson presiding.

2. ADOPTION OF AGENDA

#25-001

MOVED BY CLLR WALL

SECONDED BY: CLLR WILLOWS

3. DECLARATION OF INTEREST

There were no Declaration of Interest for Wednesday, January 8th, 2025

4. LETTER OF SUPPORT

RECOMMENDATION:

#25-002

MOVED BY: DEPUTY MAYOR DOHEY

SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter supporting the Canadian Coast Guard Auxiliary as they apply for funding to complete work on the former RCMP vessel, the “Mackenzie”.

CARRIED

5. IN CAMERA

#25-003

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR GAGNIER

That the Council of the Town of Hay River move to In Camera at 12:18pm.

CARRIED

#25-004

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR WALL

That the Council of the Town of Hay River move out of In Camera At 12:52pm.

CARRIED



SPECIAL MEETING MINUTES January 8th, 2025

6.

RECOMMENDATION:

#25-005

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the collective bargaining mandate presented by Administration

CARRIED

7. **ADJOURNMENT**

#25-006

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 12:54pm.

CARRIED

Certified Correct as Recorded on the 8th Day of January 2024

These minutes were accepted by motion #_____



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: January 13, 2025

SUBJECT: Public Works Monthly Report for December 2024

RECOMMENDATION:

**MOVED BY: CLLR GAGNIER
SECONDED BY: CLLR WILLOWS**

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

BACKGROUND:

Engineering and Capital Projects:

2024 was a good bounce back year for capital project work given an uninterrupted construction season. An approximate 70% completion rate was achieved for projects identified in the 2024 capital budget. Major projects completed or substantially completed included: Capital Drive, Fraser Place, District Biomass Feasibility and Preliminary Design, Old Town Hall Demolition, Beaver Cres., Riverview Drive, and Industrial Drive.

A complete list of 2024 capital projects can be found as an attachment to this document. The following are some major project updates since the last monthly report:

Fraser Place

- Sealed bid auction for Phase 1 lot sales closed on January 24th, 2025
- Marketing and sales materials developed for release the first week of January

Lift Station #1

- Negotiations are underway with the one proponent that submitted a bid through the tender process
- Significant budget gap currently exists.

New Water Treatment Plant

- Feasibility and preliminary design approved by Council
- Engagement plan being developed to present to community and indigenous governments that receive treated water from Hay River
- Fee letter requested from Dillon to support a funding application through the Community Housing Infrastructure Fund

Curbside Cart Waste Collection Program

- Implementation planning meetings held between Town and Hay



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: January 13, 2025

SUBJECT: Public Works Monthly Report for December 2024

River Disposals

- Targeted staged rollout of program planned for March 1st 2025

Water License Activities:

The Town continued to address issuance requirements, including a final version of the groundwater monitoring plan and an interim closure and reclamation plan. Environmental monitoring of groundwater, surface water, river water and lagoon effluent continued in 2024, meeting the regulatory requirements of the Town's licence. The scope and reporting requirements resultant of the 2019 landfill fire continue to be reduced as the Town's most recent 'Post Fire Monitoring Study' was accepted with recommendations to reduce monitoring and amalgamate reporting requirements with the Town's annual water licence report. This marks the third consecutive year in which the Town was successful in providing sufficient rationale for the reduction of monitoring and reporting requirements.

- Groundwater Monitoring Plan – Extension to January 17th granted for Town responses to public review. Public Works Operations and Maintenance

Public Works and Maintenance

Roads and Ditches

- Snow removal activities for various areas of community completed

Equipment Maintenance

- Old Snowblower seasonal service completed
- Engine replacement for flusher – in progress
- Lights on new blower mast completed
- #18 Truck seasonal maintenance completed
- #4 Repair battery box for CAT loader completed

Solid Waste

- Regular compacting activities completed

Water and Wastewater

- Regular maintenance and inspection activities completed

Facilities Management / Miscellaneous

- Snow removal at Public Works facilities completed
- Snow removal for New Years fireworks event completed



REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: January 13, 2025

SUBJECT: Public Works Monthly Report for December 2024

Planning and Development

Significant progress was made in the area of land and housing development in 2024. Fraser Place subdevelopment was completed and approved for lot sales. Aspen Heights was made available for proposals from developers. And the Town and GNWT advanced targets established in their MOU for development of Phase 1 of Sundog. \$2 million was secured through CMHC to advance housing initiatives including a Town approved Residential Grant Subsid.

105 development/building permits were issued in 2024 which is 7 less than 2023 but 7 higher than 2021.

Planning and Land Management

- The SAO's Office continues to execute activities identified in the community housing plan and the CMHC agreement.
- Preparations for marketing and sales of Fraser Place Phase I lots.
- Draft documentation completed for residential housing grant subsidy. Legal review is outstanding.
- Draft documentation for Hay River Land Development brochure completed. To be released in early January.

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

- No update

Permitting

- The following permits were issued for the month of December 2025:

December 10, 2024	D24-077	41 Garden Road	Development Permit
December 12, 2024	D24-078	15-47031 Mac Hwy (Garage)	Development Permit
December 12, 2024	D24-079	15-47031 Mac Hwy	Development Permit
December 16, 2024	D24-080	43026 Mac Hwy	Development Permit



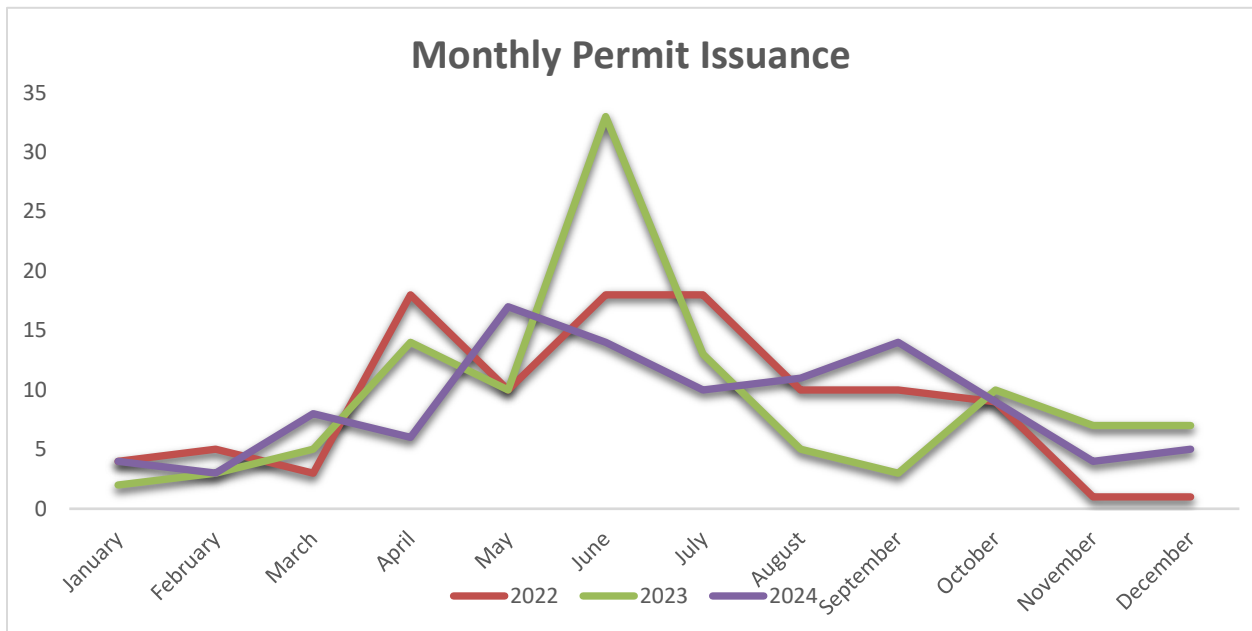
REPORT TO COMMITTEE

DEPARTMENT: Public Works

DATE: January 13, 2025

SUBJECT: Public Works Monthly Report for December 2024

December 27, 2024	B24-034	40 Miron Drive	Building Permit



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:

Project Status Report for December

Prepared by:
Glenn Smith
Senior Administrative Officer

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY REPORT

RECOMMENDATION:

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

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

BACKGROUND:

Tourism & Economic Development Activity:

Spirit Awards Gala (2nd annual)

- The Spirit Awards committee met to update the list of awards, select an emcee, and confirm the event will be held on February 22nd 2025 at the Legion.
- Corporate sponsors have been secured for each Spirit Award.
- Sponsorship and funding secured to this point: \$7000.
- The Tourism Coordinator is partnering with local user groups interested in supporting, with fundraising opportunities available in exchange for not-for-profit groups.
- Requests for quotations have been issued as per the Town's Procurement Policy.
- Attendance of dignitaries, as well as speaking opportunities, have been confirmed.

Visitor Information Centre (VIC) Operations

- There was a break-and-enter and petty theft at the Visitor Information Centre on January 7th, 2025. 200 am in the Morning.
- The exterior door has been replaced and security cameras have been installed, along with appropriate signage.
- Year-end payouts have been completed for the VIC's 53 active vendors. Vendor sales totaled \$68,471.01 in 2024.
- Total attendance at the VIC was 1,450 visitors in 2024. This represents an average of 120 visitors per month, which equates to 28 visitors per week and 4 visitors per day on average.
- The Town's tourism operator license must be renewed prior to the January 24th deadline.

Tourism Marketing and Promotion



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY REPORT

- The Tourism Coordinator has prepared a Tourism Guide Recruitment Program, which is intended for presentations at Soaring Eagle Friendship Centre, Aurora College, KFN Lands, West Point First Nation and the Hay River Community Recreation Centre. The intention is to support recruitment of tourism guides for the region, and answer questions regarding the Town of Hay River's new Tourism Guide Program.
- The Calgary Outdoor Adventure Show is fast approaching March 29&30, 2025.

Economic Development

- The Town and Pine Point Mining Ltd. have completed a lease agreement that will allow Pine Point to store rock sample materials at a town-owned site on Vale Island. Pine Point Mining Ltd has been striking its exploration camp while acquiring the necessary permits to move forward.
- The Mayor and local MLAs met with representatives of Cando Rail, following its acquisition of AWP Industries Corporation. Discussions centered on Cando's operating intentions and plans related to rail services in the region.
- The SAO met with representatives of GNWT Infrastructure to discuss opportunities to restore rail service to Hay River for further support of MTS and fuel services.
- North Star Taxi began operating in Hay River on December 10th. The Taxi company is fully licensed and has been operating with 2 cabs since early December.

Upcoming Events

Event	Date	Location
Aurora Ford Dog Sled Race	February 1-2 nd	Hay River to Enterprise
Community Spirit Awards Gala	February 22 nd	Hay River Legion
K'amba Carnival (KFN)	March 1-3 rd	K'atl'oDeeche First Nation
Polar Pond Hockey	March 7-9 th	Fishermen's Wharf Pavilion
Ptub Ski Races	March 22-23 rd	Hay River Ski Club
Figure Skating Carnival	March 22-23 rd	Aurora Ford Arena
Outdoor Adventure & Travel Show	March 29-30 th	Calgary Stampede Park



REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY REPORT

Wine Festival

April 5th

Hay River Legion

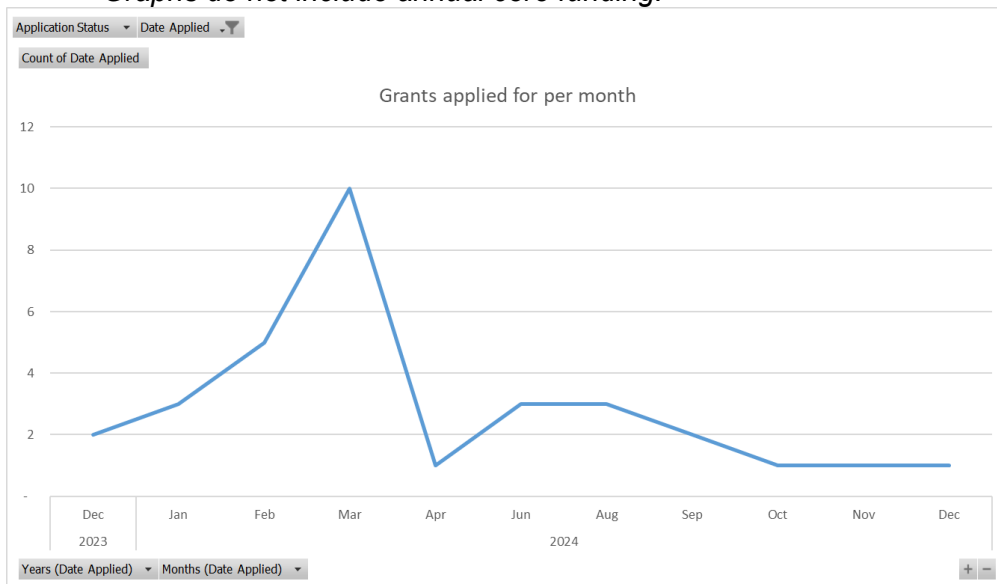
RCMP Musical Ride

August 22-24th

DJSS Soccer Field

Key Performance Indicators

- **Grant Reporting**
- *Graphs do not include annual core funding.*

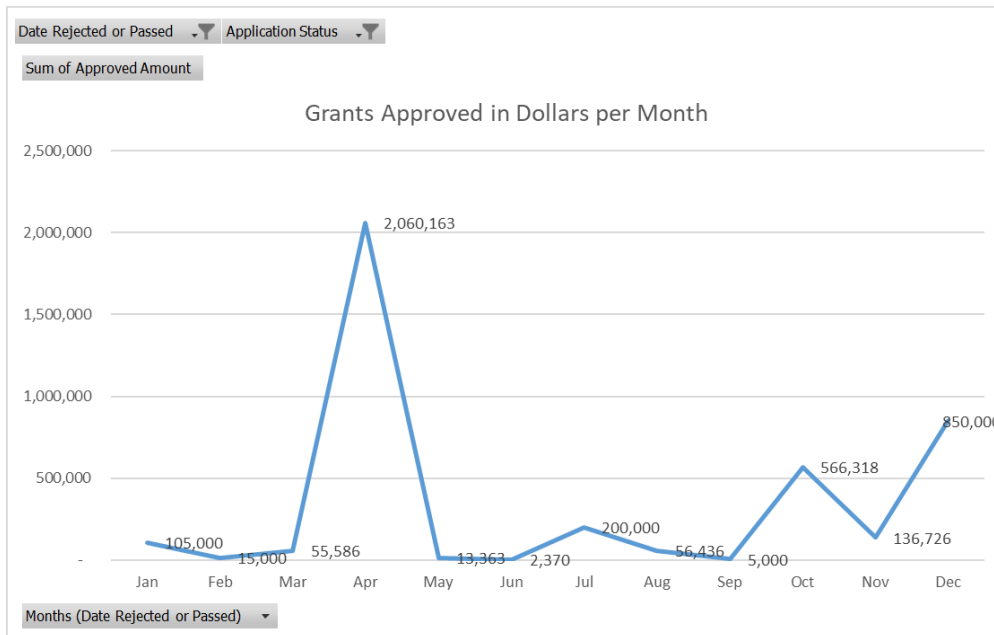




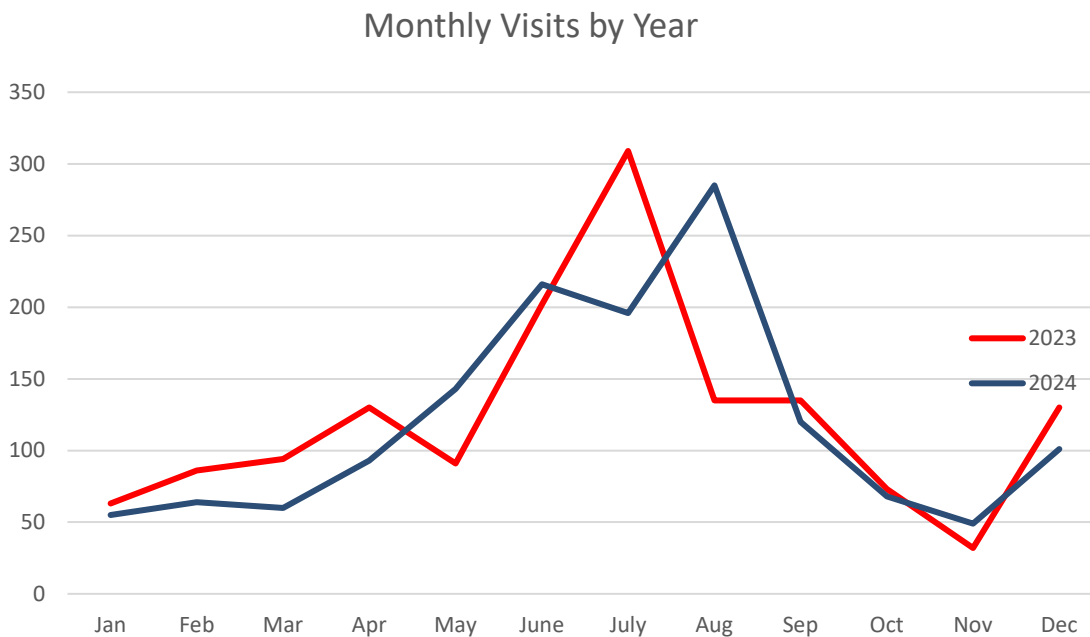
REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY REPORT



Visitor Information Centre Visits



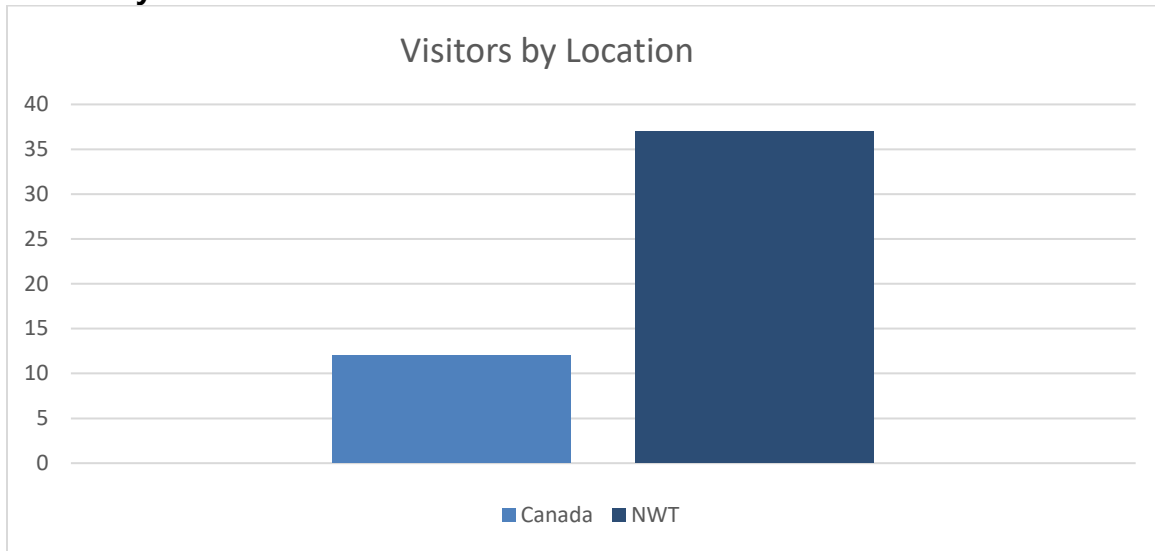


REPORT TO COMMITTEE

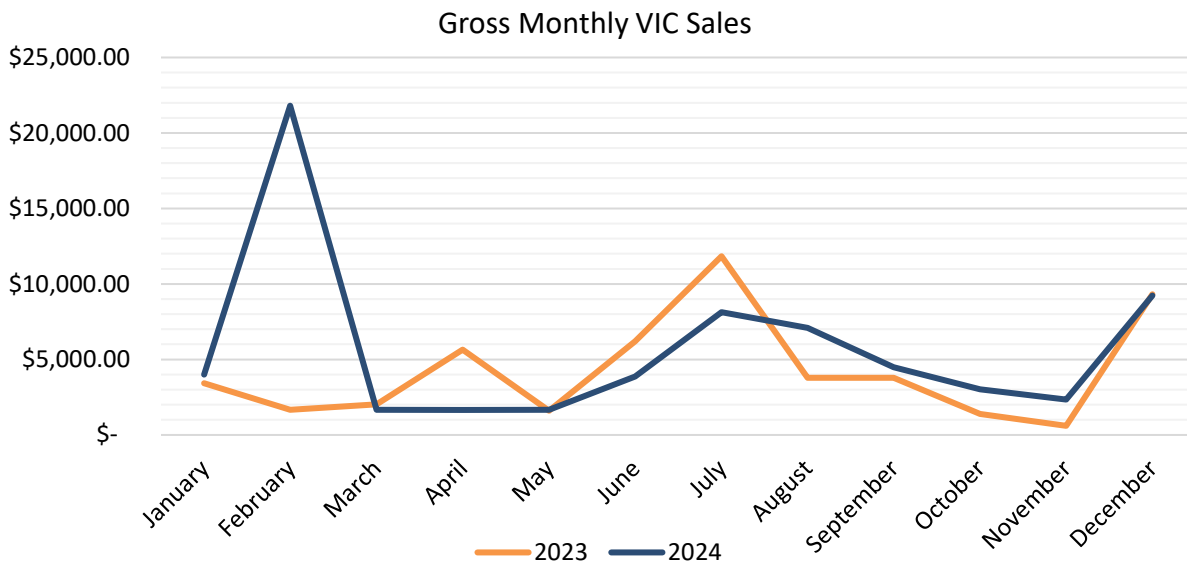
DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY REPORT

Visitors by Location



VIC Gift Shop Sales

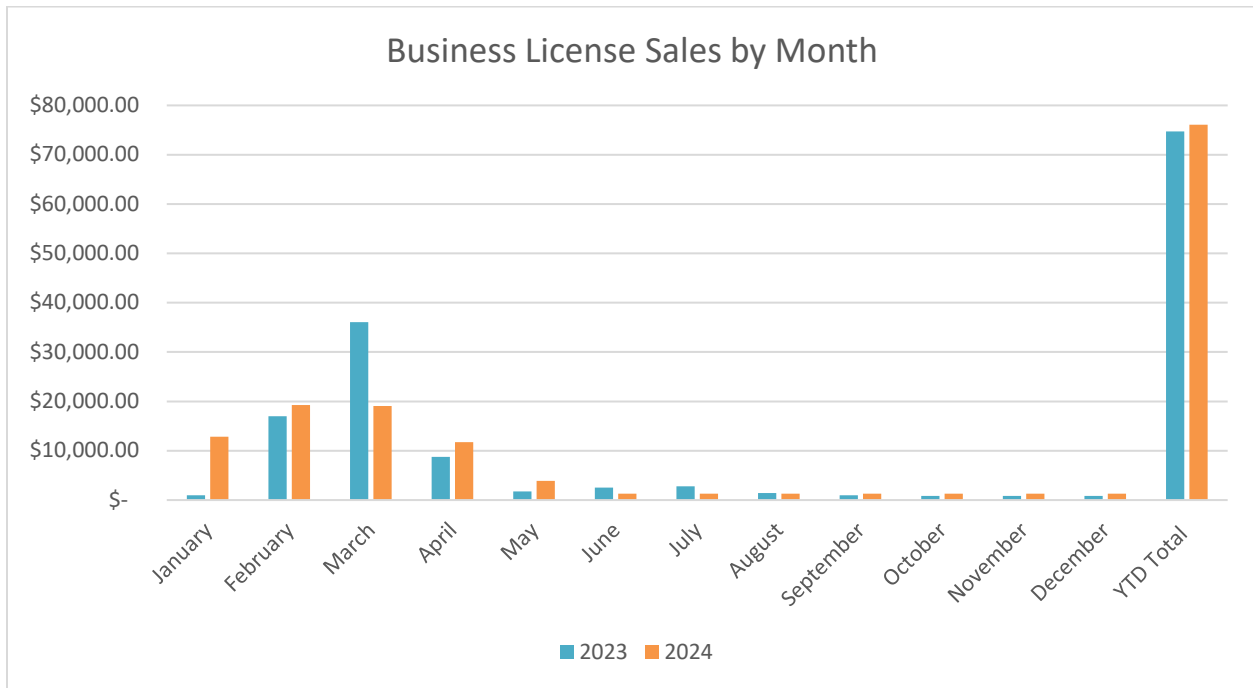




REPORT TO COMMITTEE

DEPARTMENT: TOURISM AND ECONOMIC DEVELOPMENT DATE: January 13th 2025

SUBJECT: TOURISM AND ECONOMIC DEVELOPMENT ACTIVITY 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:
N/A

Prepared by:
Jill Morse
Tourism Coordinator
Date: January 9th, 2025

Reviewed by:
Stephane Millette
Director Recreation and Community Services
Date: January 9th, 2025



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: DEPUTY MAYOR DOHEY
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for December 2024 as presented.

BACKGROUND:

Recreational Programming

Youth Programming

Regular After School Club programming continued this month. The program was 78% full in December. Registered participants enjoyed weekly visits to the NWT Centennial Library, weekly skating and swimming times.

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

Fitness Programming

Regular fitness programming continued this month with 3 contracted instructors, the Recreation Programmer and the Recreation Programming Supervisor leading a total of 8 fitness classes. Two new fitness programs, Seniors Spin and Hatha Yoga were introduced in December upon request from regular participants. Fitness programming attendance increased this month with a total of 154 participants attending fitness classes, compared to 115 participants in November.

New Horizons for Seniors Grant

Seniors Coffee: The weekly Seniors Coffee program continued this month. Attendance at Seniors Coffee increased slightly this month with a total of 17 seniors attending the program, compared to 10 participants in November. Average monthly attendance was approx. 35 participants in August, September and October 2024.

Seniors Snowshoe: This weekly drop-in program features guided snowshoe excursions along trails at the Hay River Ski Club, followed by a social hour and refreshments. Attendance to this program remained steady compared to previous months, with a total of 21 seniors attending.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Seniors Art Program: The Seniors Art Program wrapped up this month, facilitated by a contracted art instructor. This program occurred weekly and was well attended, with a total of 10 seniors registered for this program. Monthly attendance has been steady with most registered participants attending on a weekly basis.

Seniors Stick Curling: This program runs weekly and is facilitated by the Hay River Curling Club. A total of 20 seniors attended Seniors Stick Curling this month, which is a slight increase from 16 participants in November.

Community Programming

Public Skating and Shinny:

A total of 455 community members attended public ice programming times in the month of December, up from 344 participants in November. This 32% increase is likely due in large part to corporate sponsored public programming during the holiday season.

Holiday Season Programs and Events:

- Festival of Trees: The annual partnership with school Parent Action Committees has become a holiday tradition at the Hay River Community Centre.
- Skate with Santa: Approximately 90 community members attended the 2-hour skate.
- Candy Cane Lane: Approximately 90 community members participated in a variety of Christmas activities, including letters to Santa and Christmas ornament decorating.
- Gingerbread House Building Contest: In total, 22 teams participated. Winners were determined in 3 categories: Most Traditional, Most Creative and Fan Favorite.
- North Pole Walking Challenge: A total of 45 participants walked a total 1,090km for this challenge. Gift cards to local businesses were awarded to the top 3 competitors.
- Sponsored Swims and Skates: A total of 74 hours of activity time was sponsored by local businesses and community groups, as compared to 65 hours in 2023.
- Festival at the Forks: New Years Eve celebrations included fireworks, a bonfire, free hot chocolate, and music. The event was well received, with approximately 100 community members attending. This was a partnership between the Department of Recreation and Hay River.

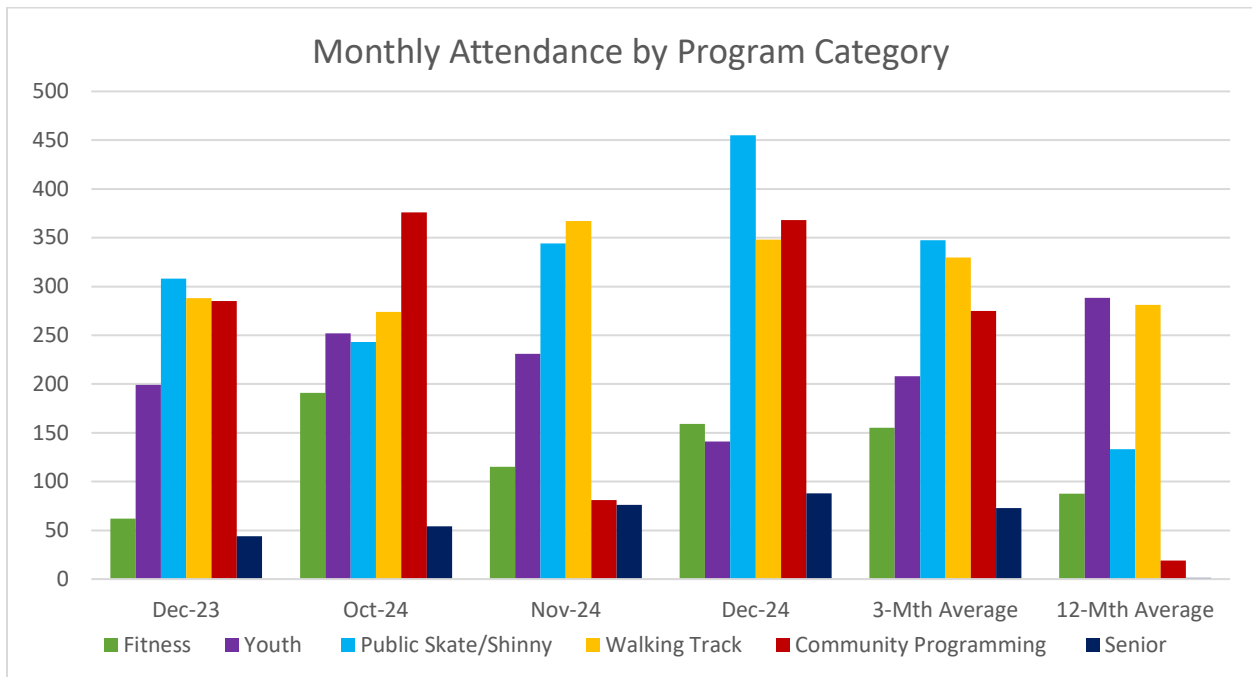


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Recreation Programming Statistics

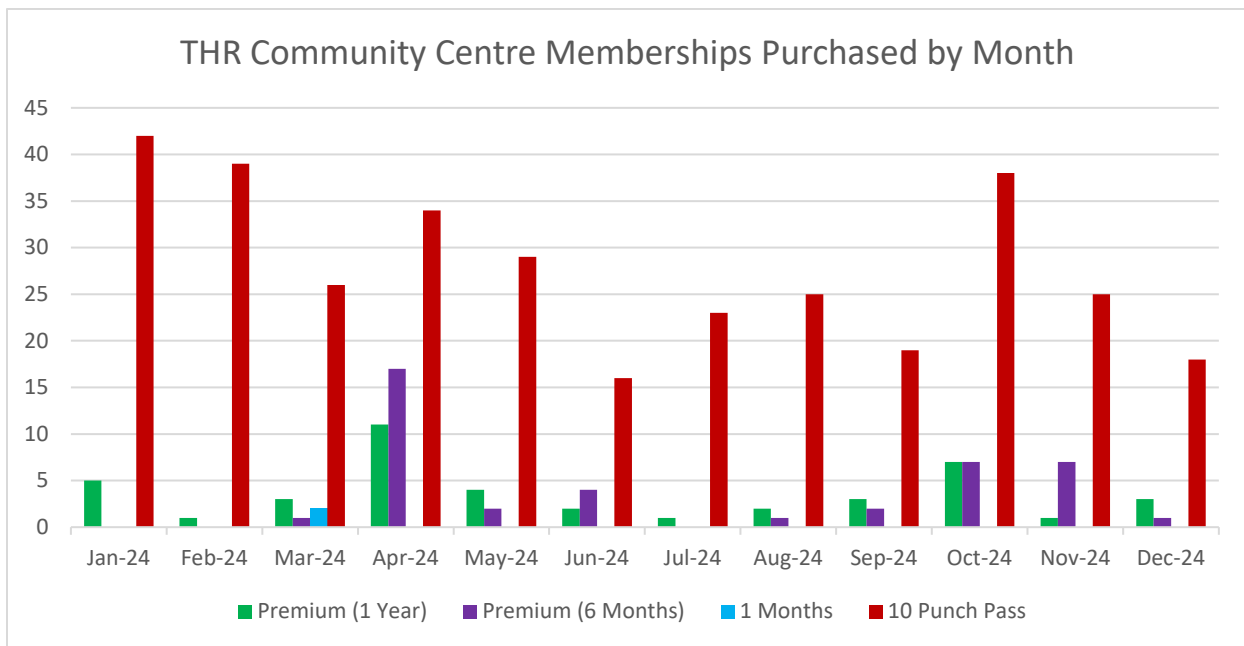
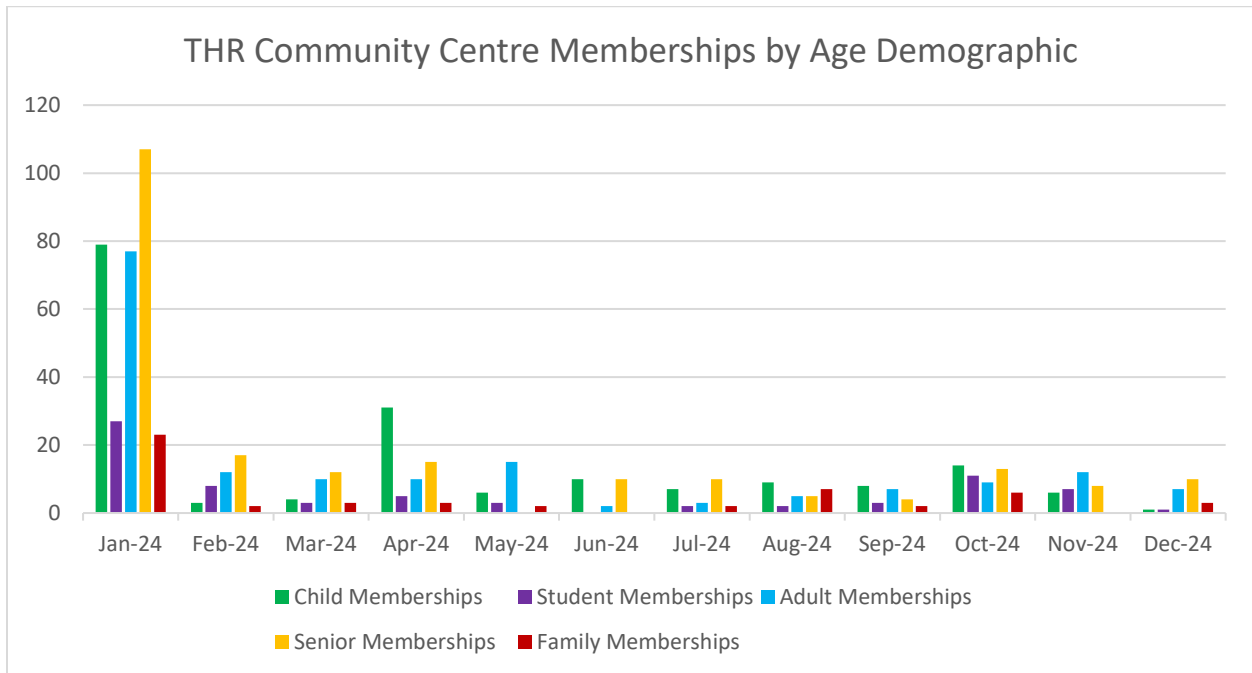




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Aquatics



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

General

The pool continues to operate well overall with minimal issues and interruptions. Staff continue to work towards getting the hot tub jet pump motor repaired.

Staffing

The Don Stewart Aquatic Centre currently has 8 staff, including 4 Casual Lifeguards, 1 Assistant Lifeguard, 1 Full-Time Lifeguard and 2 Senior Lifeguards. One of the casual staff accepted a Full-time offer and a previous Senior lifeguard returned, bringing the Aquatic Centre to full staffing levels, particularly casual positions.

Lifesaving Society training and lifeguard recruitment are planned for the first quarter of 2025. This should help bolster staff and prepare succession when some employees head to post secondary school in the fall.

Aquatic staff participated in a training event on December 7th. In service training included a review of policies, introduction to new staff, in-water training and team building activities.

Attendance

December swimmer attendance was 1,085, which is lower than the same period for 2023 (1,443) and 2022 (1,271) and lower than November 2024 (1,336). Lower swimmer numbers this month can be attributed to lessons ending early in the month and Sunday closures related to a temporary staffing shortage.

There were 10 corporate sponsored open swim times over the holiday break, resulting in 30 hours of free swimming for community members. Although some swims were quite well attended (35+ swimmers), corporate sponsored open swims were not as well attended as previous years.

December's attendance raises 2024 total annual attendance for to 16,428 which represents an average of 1,369 swimmers per month, or 316 swimmers per week, and 45 swimmers daily.

Swimming Lessons and Special Programming

The most recent session of lessons ended December 16th. There were 56 total participants registered: 21 Preschool, 32 Swimmer, 3 Swim Patrol. Completion rate for this session was 62% for Preschool level swimmers, and 23% for Swimmer/Swim Patrol levels. Many participants



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

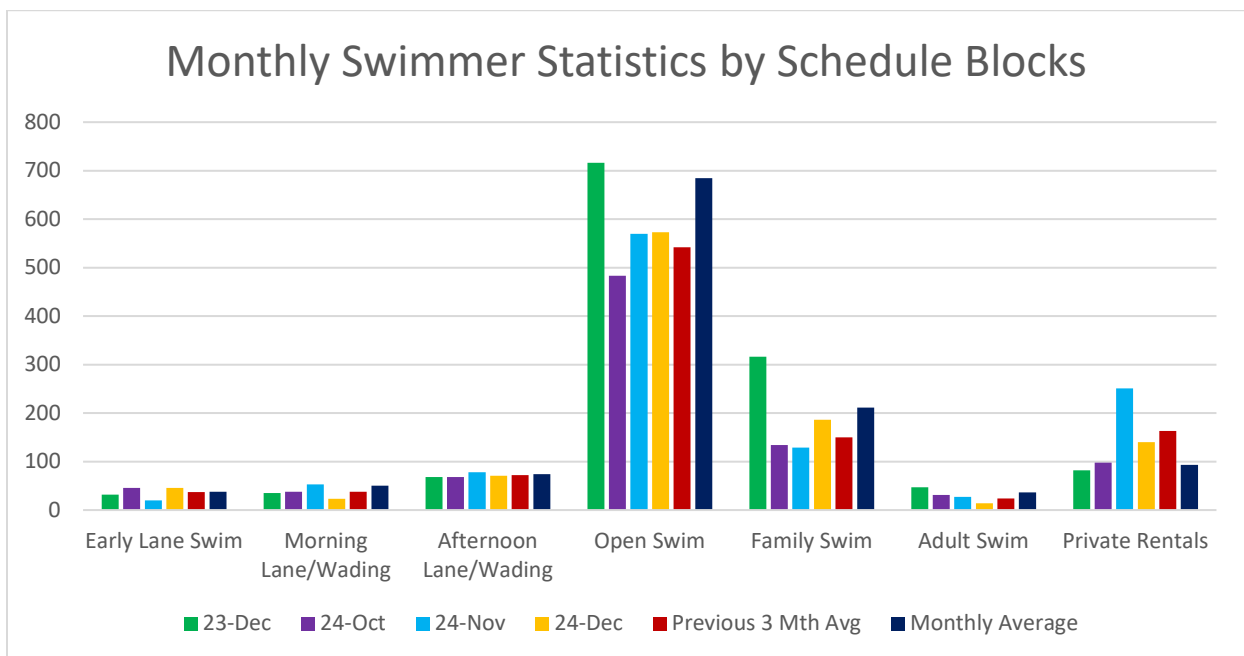
aged out of Preschool levels and into Swimmer levels or progressed to higher levels with more difficult skills.

The Hay River Swim Club continues to hold 3 practices per week, with 16 swimmers registered. The club held a 3-day training camp from December 27th to 29th, with sessions in the pool as well as dryland training.

Dive-in Movie:

The Aquatic Centre hosted another Dive-In Movie on December 15th, via a partnership between the Town’s Aquatics and Programming divisions. This was the third movie in the pool and interest remains high with 101 swimmers in attendance.

Don Stewart Aquatic Centre Statistics

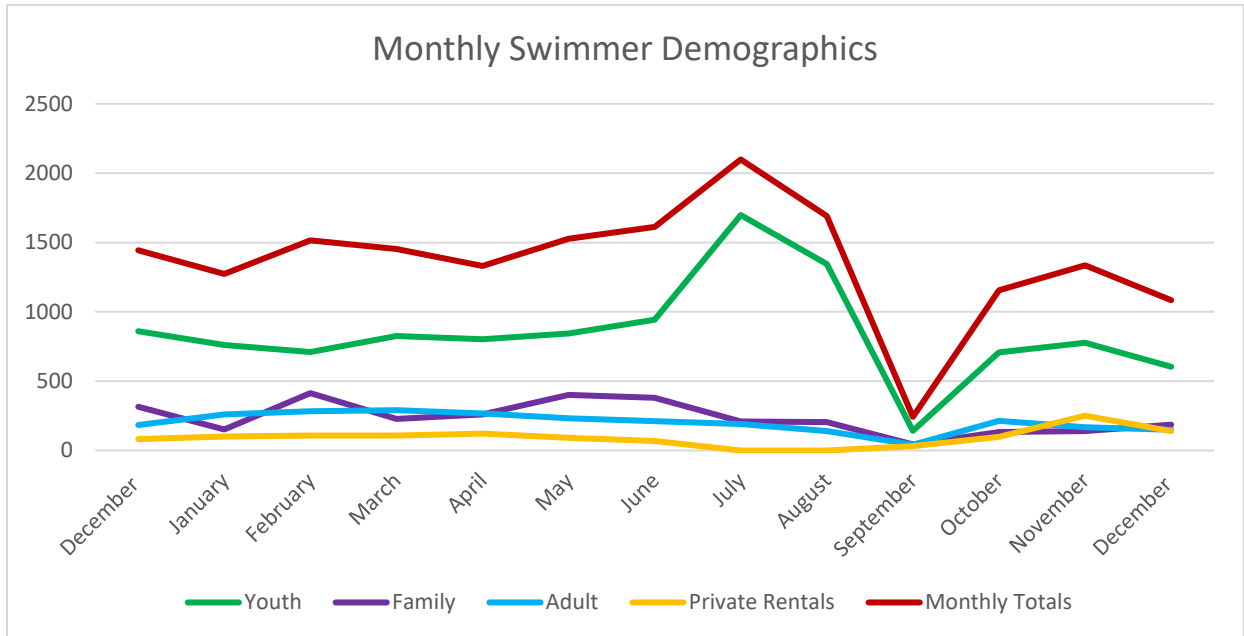




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Facilities and Maintenance

Don Stewart Aquatic Centre:

- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Ordered parts and made repairs to pool acid pump.
- Screen and audio-visual setup for Dive-In Movie events.
- Repair leaking filter pot near main pool pump.
- Contractor site visit to plan replacement of boiler 1 valve.

Aurora Ford Arena and Hay River Curling Club ice preparation:

- Daily and weekly maintenance and service of ice resurfacer.
- Routine daily ice maintenance and weekly measurements of ice depth.
- Contacted Alberta contractor to schedule mid season inspection of ice plant in January.
- Ice plant entry and ammonia management in service training.
- Deliver ice painting equipment to local contractor for repairs.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

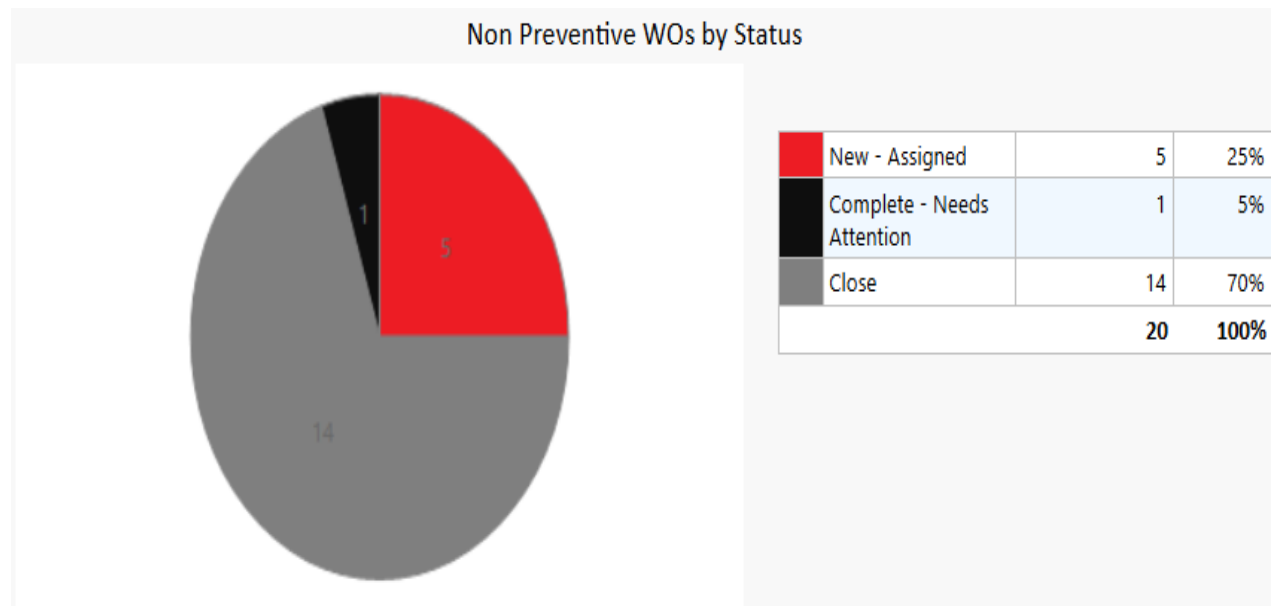
Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Maintenance and adjustments to HVAC systems as per weather conditions.
- Snow and ice removal around the building, with support from Public Works as needed.
- Regular room rentals setup according to weekly instructions.
- Monthly fire extinguisher and safety checks.
- Regular inspections of fleet vehicles and equipment.
- Support hockey tournaments and weekend special event rentals.
- Support provided to Festival of Trees, Santa Claus Parade and other holiday traditions.
- Inventory and reorganization of storage areas throughout building.

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails.
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core.
- Maintenance of outdoor skating rinks as per weather conditions.

MONTHLY WORK ORDER (WO) PROGRESS REPORT



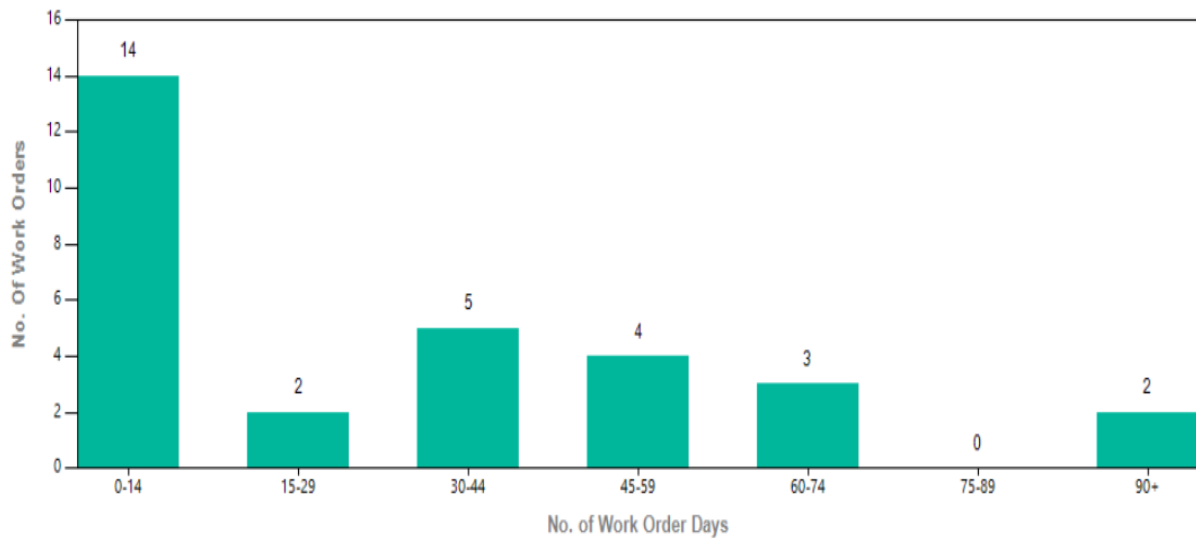


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

WORK ORDER (WO) AGING SUMMARY

Total Count: 30 | WO Date Range: ALL | Department/Division: ALL | Type: Corrective,Custodial,Predictive,Preventive | Main Task: ALL



Department of Recreation 2023 Year-In-Review

	2024	2023	2022
<u>Don Stewart Aquatic Centre</u>			
Attendance total	16,428	15,499	13,657
Swim Lesson sets	5	6	5
Staff Roster	Full at year end	Fully staffed	Recruitment
Swim Club and Aquafit	weekly	weekly	n/a
Special Event Rentals	6	1	1
<u>Youth Programming</u>			
Afterschool Program	94% full	84% full	78% full
Summer Heat	Full	Full	Full
Sport Camps	6	4	1
Programming grants secured	\$264,136	\$185,472	\$327,818
<u>Fitness Programming</u>			
Local Fitness Instructors (certified)	7	6	3
Total Membership Sales	544	491	292
<u>Partnerships & Special Events</u>			



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Festival of Trees	Y	Y	Y
Full Moon Snowshoe	Y	Y	Y
Candy Cane Lane	Y	Y	N
Festival at the Forks	Y	Y	Y
Spirit Awards	Y	N	N
Arctic Winter Games Trials	0	3	0
Evacuation Centre Management	ICS training	2 fires	1 flood
Hay River Golf Course	4 months + 3 events	3 months	1 day
Hay River Ski Club	2 programs	2 programs	1 program
Seniors Programming	wkly programs + 2 events	weekly programs	n/a
Territorial or National Conferences Hosted	2	2	0
ParticipACTION Community Challenge	National Winner	Territorial Winner	n/a
<u>Capital Plan & Construction Projects</u>			
Bob McMeekin Park	95% complete	80% complete	25% complete
Porritt Landing Marina	Water license renewal	dredging & dock repairs	80% complete
Vale Island Multi-Use Rec Area	30% complete	postponed	25% complete
Golf Course Greens	\$730K secured	\$1M grant application	n/a
Playground Fall Zones Replacement	Tender awarded (x4)	n/a	n/a
Riding Mower Replacement	completed	n/a	n/a
Skatepark Upgrades	procurement underway	postponed	n/a

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- THR Department of Recreation - NEXGEN Project Closure Summary

Prepared by:
Stephane Millette

Reviewed by:
Glenn Smith



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 13th 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Director Recreation and Community Services
Date: January 9th, 2025

Senior Administrative Officer
Date: January 9th, 2025



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

**MOVED BY: CLLR WALL
SECONDED BY: CLLR GAGNIER**

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

BACKGROUND:

Monthly Stat Summary	
EMS Calls	46
False Alarms	6
Fires	1
Rescue	0

The Protective Services Department has had a demanding year. The department faced the 3rd most emergency calls in its history with 655 calls over the year. The department put 16,803 hours in 2023, with 5333 hours from the two wildfire emergencies. If you subtract from the two emergency events 2023 would have had 11,470 hours. In 2024, the department put 11,350 hours in, which is similar to last year, minus the emergencies. In 2024, there was an average of 31 hours of work per day put into the department and 3,593 hours spent on emergencies, which works out to an average of 10 hours a day spent responding to emergencies by the department.

Administratively, the department has been working on a few projects this year that were identified in the 2023 fire department review as recommended changes. There was a new position added, the Assistant Director/Deputy Fire Chief, created to help with the management of the department. The department updated the pay structure to a more comprehensive system that now compensates volunteer members for on-call medical shifts for which they were previously not compensated. The system now also pays volunteer members hourly for emergency calls, which better compensates for the hours being put in by volunteer members. This year, we also introduced an HRFD App that is a central point of information for all members to access to improve communication with the department. This app keeps people updated on the last meeting minutes, current stats, maintenance crew lists, and allows members to sign up



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

for medical on call shifts right from their phone. This app will also support moving the medical shift to 365 days a year next year which is a big step for the department.

This year, we acquired a Brush Truck in partnership with Aurora Ford. This truck allows us to quickly respond to a wildfire with off-road capabilities to reach fires quickly for an initial attack. The department also trained in Wildland Urban Interface training that taught tactical defense responses to a wildfire coming into contact with a community. This was to reinforce the skills that we had learned during the 2023 wildfires that impacted Hay River.

The Director has been developing the town safety program in collaboration with a contractor. A total of 23 elements have been developed with 65 different forms for the program. We have also developed a commitment and deliverables document to help with the rollout plan in early 2025.

2024 SUMMARY STATISTICS

2023/2024 Response Summary				
Type	2023 Total calls/functions	2024 Total calls/functions	2023 Total Hours	2024 Total hours
EMS	518	577	1,183	1,588
Fire/Rescue	143	78	5,992	747
Training	73	79	2,742	3,276
Maintenance	37	45	221	365
Special Function	14	23	264	421
Total	785	802	10,402	6,397

2022/2023 Staff & Volunteer Calls/Hours						
Type	Staff	Staff	Volunteer	Volunteer	Total	Total
Year	2023	2024	2023	2024	2023	2024
Emergency Calls	375	341	617	635	661	661
Operational Hours	3,176	3,874	3,321	3,884	6,497	7,757
Emergency Hours	3,429	1,551	6,878	2042	10,307	3593
Total	6,492	5,425	10,199	5,336	16,803	11,350



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

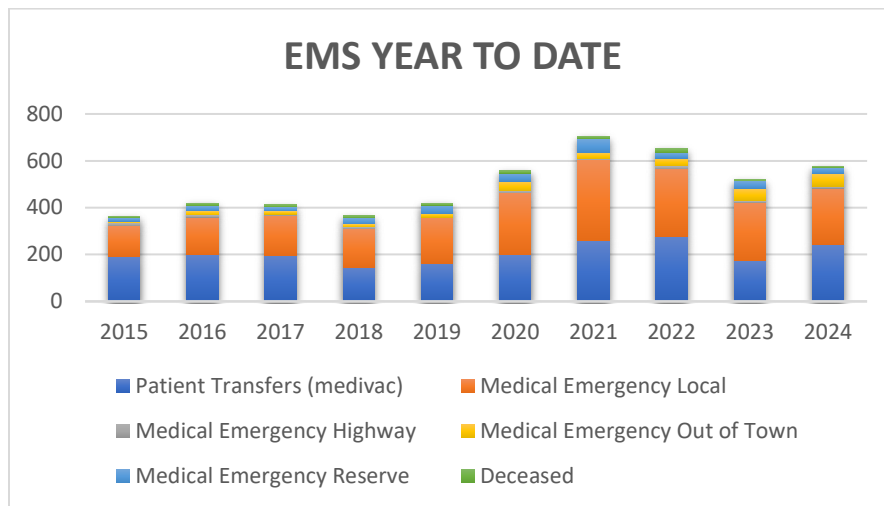
2023 Top 5 Paid On Call Responders		
Responder	Total Functions	Total Hours
1. Myles Astle	283	519
2. Marisa Carter	202	421
3. Crystal Potter	173	362
4. Ralph Sanguiez	170	293
5. Krista Gardiner	165	355

Note: The top 5 Paid On Call responders stats do not include the staff responses, functions, or hours.

2023 Town Staff Responders		
Responder	Total Functions	Total Hours
1. Jonathan Wallington	387	2430
2. Travis Wright	305	2,423
3. Krista Gardiner	59	80
4. Stacey Barnes	47	70

Note: Except for the Director of Protective Services and Assistant Director of Protective Services, all these stats were captured all working days, Monday - Friday, 8:00 am - 5:00 pm.

10-YEAR COMPARISON STATISTICS



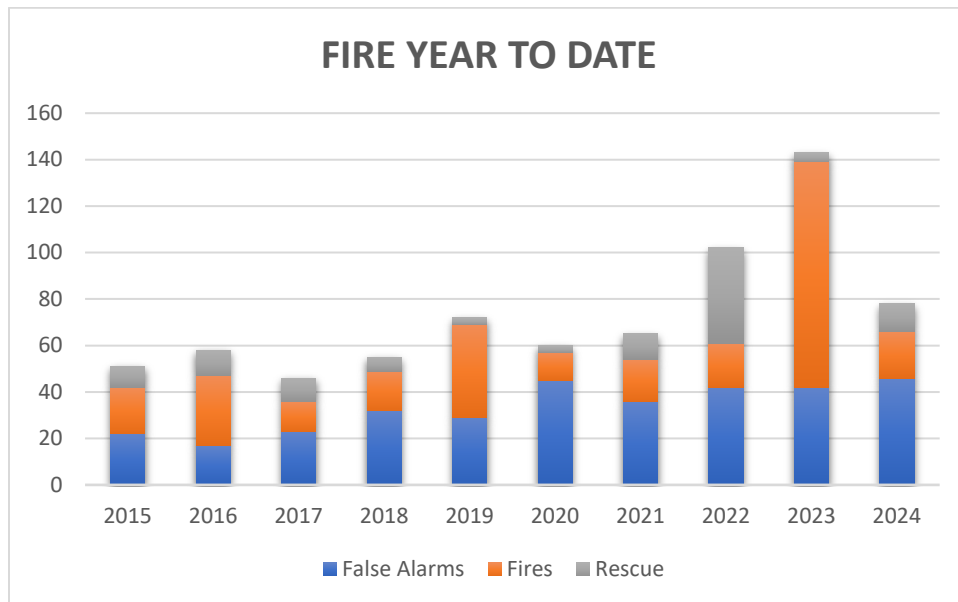


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



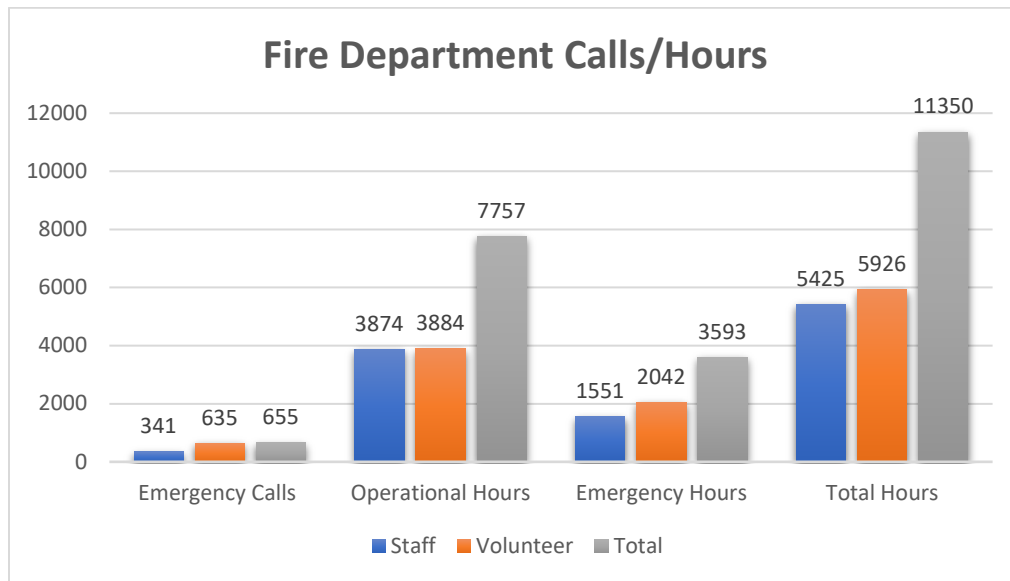


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: January 13th, 2025

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: January 13th, 2025

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

MOVED BY: CLLR WILLOWS
SECONDED BY: CLLR WALL

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

BACKGROUND:

Monthly Stat Summary	
Animal Control	13
Traffic	4
Other	7

This month, many animal incidents occurred in an isolated area of town. The residents were talked to about keeping their animals under control and ensuring their welfare was being cared for, as cold weather can be dangerous to animals left outside for prolonged periods. There were a few incidents regarding snow removal that also had to be addressed.

Yearly Stats Summary	
Bylaw	Inquires/Incidents
Animal Control	205
Business License	17
Traffic	113
Unsightly	176
Taxi	6
Noise	7
Fire Prevention	17
Public Behavior	46
Snow Removal	36
TOTAL	623

Yearly Summary:

Vehicle Safety and Traffic Compliance, especially around school zones, continues to be a focus for Protective Services. Active patrols and monitoring in school zones are being done to ensure pedestrian safety and traffic compliance. Vehicle parking on roadways and Town Property

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

throughout the year continues to be an issue and is addressed to ensure the safety of Town workers when clearing snow in the winter time, to ensure the safe flow of traffic on streets, and to help keep the beautification of town by removing abandoned vehicles.

The addition of the Public Behavior Bylaw has helped to be able to properly deal with individuals that are loitering and causing a disturbance in public areas, especially around high traffic areas designed for children. This is also helping the RCMP on their daily patrols around the downtown core to properly and promptly deal with issues in a timely manner. Some additional changes are being researched to add to the Bylaw to hopefully help curb some other concerns around town and the schools that need to be addressed.

Animal Control issues continue to be an issue that varies with the changes in weather, new residents moving around or into Hay River, and residents owning animals who are unaware of the bylaw requirements. Of the 205 Inquiries reported last year through voicemail or email, half of them did not have contact information that was available or given to Protective Services so that we could follow up on the complaint or get more details to respond. Almost 30 animal incidents resulted in an animal, or sometimes multiple animals, being picked up and dropped off at the shelter and/or the owner being fined. Twenty-five animals captured or dropped off at the animal shelter were not claimed by owners or were sent out to other agencies for health rehabilitation or adoption. Two-thirds of the total complaints and inquiries this last year involved loose animals. Protective Services has acquired a capturing device that sometimes helps catch loose animals. Still, the best tool used to curb loose animals is getting proper information from the public so that we can talk to the animal's owners. This has proven to be the most effective method in reducing the number of loose animals around town. Public posts and education will continue to keep residents aware of reporting procedures and bylaw requirements in the new year.

Unsightly properties throughout the community were approached slightly another way this year. We had 176 Inquiries concerning the Unsightly Bylaw that we had to deal with. Out of these inquiries, 84 of those issues were resolved with a verbal warning, and another 80 of these issues were resolved with a written warning without having to go to enforcement. Of the 80 written warnings, 12 of them were clean-up orders. This year, for owners who were in contradiction of the unsightly bylaw and did not respond to letters in the mail, public signposts were posted on the property indicating the actions needed to be compliant along with a timeline. Twelve residents cleaned up their properties on time, while two others did not. The ones that did not clean up their property received a fine and had a clean-up order enforced on the property. This tool proved effective at helping clean up and beautify our town and will continue to be used when necessary. Protective Services continues to try to improve the Unsightly Bylaw to be fair to residents and enable the Town to ensure timely beautification at the same time.

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Protective Services continues to consistently approach engagement and enforcement with the public and the residents of Hay River. We would like to see compliance from residents rather than have to enforce fines on individuals. In some cases, it is due to unawareness of the bylaws, but for incidents more serious in nature, fines are consistently enforced. Protective Services prefers to give a verbal warning, then a written warning, followed by enforcement of fines. This process of enforcement has proven to hold up in court, as the judge wants to ensure that residents are given a fair and consistent opportunity to abide by the Town bylaws. Any deviation from this process usually results in dismissal or reduced charges from the judge. Residents have been and will continue to be encouraged to report incidents properly using email or voicemail with all pertinent information to help deal with the issues promptly and correctly. Having issues reported with as much information as possible and having a callback number or email to contact the person reporting the incident has proven to be extremely effective in being able to deal with the situation reported. All residents are reminded that concerns and complaints are kept confidential.

COUNCIL POLICY / STRATEGY OR GOAL:	
<i>Strategy:</i>	
<i>Goal:</i>	
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: January 13th, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
Animal Control Bylaw					
Animal Abuse/Welfare	29	9	5	7	8
Barking Dogs	10	6	4	0	0
Dog Attack	9	6	2	1	0
Dog Bites	4	2	0	0	2
Loose Cat/Dog	136	70	36	12	18
Sled Dog Complaints	1	1	0	0	0
Miscellaneous	16	10	4	1	1
Business License					
No Business License	14	4	10	0	0
Operating business not as permitted	3	3	0	0	0
Traffic Bylaw					
Vehicle/Trailer Parking	63	16	25	16	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
No Seat Belt	4	0	4	0	0
Fail to carry/No valid driver's licence	0	0	0	0	0
Suspended/Prohibited Driver	0	0	0	0	0
Fail to carry-No Insurance/Registration	0	0	0	0	0
Unsecure Load	1	1	0	0	0
Obstructed Windshield/Windows	3	0	3	0	0
Fail to drive to road conditions	0	0	0	0	0
Improper use of plate/ No Plate	0	0	0	0	0
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	24	6	17	0	1
Speeding (School/Construct/Industrial)	0	0	0	0	0
Suspected Impaired Driver	0	0	0	0	0
Miscellaneous	2	2	0	0	0
Unightly Bylaw					
Overgrown Trees	9	3	4	2	0
Long Grass & Weeds	81	0	7	73	1
Garbage	15	5	7	3	0
Miscellaneous	71	2	66	2	1
Taxi Bylaw					
Taxi Not Available	5	4	1	0	0
No Brokerage/ Business Licence	1	1	0	0	0
Fail to carry/No Taxi/Chauffer Permit	0	0	0	0	0
Noise Abatement Bylaw					
Noise Complaint	7	5	2	0	0
Fire Prevention Bylaw					
Burning without permit	8	3	5	0	0
Miscellaneous	9	8	1	0	0
Public Behavior Bylaw					
Miscellaneous	14	8	6	0	0
Littering	1	0	1	0	0
Public Intoxication	13	1	12	0	0
Loitering	18	4	14	0	0
Snow Removal Bylaw					
Sidewalks not cleared	18	0	18	0	0
Driveway cleared on to street / sidewalk	13	3	10	0	0
Snow being put on private property	4	2	1	1	0
Miscellaneous	1	1	0	0	0
TOTAL	623	188	275	118	39

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Prepared by:

Jonathan Wallington
Assistant Director Protective Services
Date: January 13, 2025

Reviewed By:

Travis Wright
Director Protective Services
Date: January 13, 2025



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: January 13, 2025

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: CLLR GAGNIER
SECONED BY: DEPUTY MAYOR DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Lakusta from the Standing Committee of Council, Monday, January 13, 2025

BACKGROUND:

Cllr Lakusta have asked to be excused from the Standing Committee of Council, Monday, January 13, 2025

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: January 13, 2025

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: 27 January 2025

SUBJECT: 2025 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints as Members to the 2025 Board of Revision the following:

- Roger Candow
- Liam Dean
- Brian Kovatch
- Lynn Readman
- Annette Rupert
- Ross Stanley
- Doug Swallow
- Sue West

BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least 3 members to the Board of Revision.

Each Member holds office during pleasure, for not more than one year. However, a person may be reappointed as a Member of a Municipal Board of Revision.

The following Individuals are willing to be on the 2025 Board:

Roger Candow
Liam Dean
Brian Kovatch
Lynn Readman
Annette Rupert
Ross Stanley
Doug Swallow
Sue West

COUNCIL POLICY / STRATEGY OR GOAL:

N/A



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: 27 January 2025

SUBJECT: 2025 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property Assessment and Taxation Act (PATA)

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:

Reviewed by:

Susan Gallardo
Lands & Taxation
Date: 20 January 2025

Glenn Smith
Senior Administrative Officer / Board Secretary
Date: 20 January 2025



REPORT TO COUNCIL

COMMITTEE: ADMINISTRATION **DATE:** January 27th, 2025

SUBJECT: Committee Terms of Reference Amendments

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the amendment to the Terms of References for the Housing Committee, Recreation Committee, and Economic Development Committee.

BACKGROUND:

Changes to the committee membership listing contained within the Terms of Reference are recommended. This includes the explicit inclusion of the local indigenous governments or organizations. Previously the indigenous governments were partially represented through the Members at Large.

Specific key edits include:

1. Economic Development Committee –
 - a. Removed “Tourism” from the Committee Name (remains a function of Ec Development in the terms)
 - b. Administrative responsibility moved to SAO
 - c. Added HR Chamber of Commerce as a committee member
 - d. Removed positions that no longer exist in the organization
2. KFN, Metis, and WPFN have been added to all committee memberships
3. Recreation Committee meeting frequency changed from bimonthly to quarterly

COUNCIL POLICY / STRATEGY OR GOAL:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Bylaw No. 2285/GEN/12 – Council Procedures
- Cities, Towns and Villages Act

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Terms of Reference for all committees with track changes

Prepared by:
Stacey Barnes
Council Administrator
January 24th, 2025



TERMS OF REFERENCE

Economic Development 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 “**Economic Development Committee**” with the following terms of reference:

INTRODUCTION

1. The Town of Hay River has identified that there is a need to establish a Committee that will advise and make recommendations to support economic development services of the Municipal Corporation.

SCOPE

2. The purpose of the Economic Development Committee is to assist the Town of Hay River in an advisory capacity by considering and making recommendations to Council on economic development strategies and opportunities.
3. The role of the Economic Development Committee is to:
 - a. Advise on strategies and initiatives in regard to economic development;
 - b. Advise and assist with development and implementation of economic development strategic and marketing plans;
 - c. Recommend, suggest or bring awareness of opportunities for developing and promoting economic development;
 - d. Identify emerging markets that would be of strategic value to the community;
 - e. Act as a sounding board in analyzing proposed Town of Hay River policies and procedures related to economic development;
 - f. Support access to funding for developing and promoting economic development;
 - g. Support economic development services provided by the municipal corporation.

MEMBERSHIP

Composition:

4. The Economic Development Committee shall consist of nine (9) to ten (10) members appointed at pleasure by Council and shall include the following:
 - a. The ~~Assistant~~ Senior Administrative Officer or Administration delegate (non-voting);
 - ~~b. The Tourism and Economic Development Coordinator (non-voting);~~
 - b. One (1) Member of Town Council (non-voting);
 - c. ITI Ex-Officio (non-voting);

- d. One (1) Member of the Hay River Chamber of Commerce
- e. Five (5) to (6) representatives from the Public at Large.
- f. One (1) representative from the Hay River Metis Government
- g. One (1) representative from the K'at'odeeche First Nation
- h. One (1) representative from the West Point First Nation

5. The Public at Large members of the Economic Development Committee shall be from such organizations and businesses as:

- ~~a.~~ Chamber of Commerce
- ~~b.~~a. Hotel/Motel and Food and Beverage Operators
- ~~c.~~b. Tourist Operators
- ~~d.~~c. Construction, Mining or Fishing Industries
- ~~e.~~d. Retail Owners
- ~~f.~~e. Home Businesses
- f. Banks and Financial Lending Agencies
- g. Agriculture Producers

6. Desired qualifications for Economic Development Committee members. Knowledge or experience in the following areas would be an asset:

- a. Marketing/advertising
- b. Tourism & destination marketing
- c. Visitor servicing/service-based retail
- d. Economic development
- e. Board governance
- f. Strategic analysis and planning
- g. Leadership experience
- h. Technology trends and applications
- ~~h.~~i. Locally grown food producers

7. The ~~Economic Development Coordinator~~Senior Administrative Officer or Administration designate, non-voting rights, shall provide administrative support to the Economic Development Committee.

8. A Chairperson shall be selected by the Committee from amongst the Public at Large membership

9. No Member may appoint an alternate to represent that Member and act on their behalf during absences.

10. 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.

11. 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.

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12. Council may remove any member of the Committee.
13. Public at Large Members must be in good financial standing with the Town of Hay River.
14. 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

15. The Committee shall meet ~~bi-monthly~~quarterly to perform the duties of the Committee
16. Special meetings of the Committee may be called at the request of the Chair.
17. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
18. The Committee may, in accordance with the Town of Hay River Council Procedures By-law, 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 By-law No. 2420, if it is determined, by resolution, to be in the public interest to do so.
19. 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.
20. Regular and Special Meetings dates will be published publicly a minimum of 48 hours ahead of meeting.
21. The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
22. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.

REMUNERATION

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

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

24. The Committee shall have no authority to expend or commit financial resources of the Town of Hay River.
25. The ~~Economic Development Coordinator~~Senior Administrative Officer or Administration delegate 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.

26. The ~~Economic Development Coordinator~~ Senior Administrative Officer or Administrative delegate shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
27. The Senior Administrative Officer or Administrative delegate ~~Economic Development Coordinator~~ 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

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

REPORTING RELATIONSHIPS

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

DUTIES

32. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Senior Administrative Officer or Administrative delegate ~~Tourism and Economic Development Coordinator~~;
 - c. Monitor attendance; contact members as necessary re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Economic Development Committee when presenting recommendations to the appropriate Standing Committee of Council.
33. 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

34. 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.

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TIMELINE

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

TERMINATION

36. The Committee shall be considered dissolved upon completion of their term or being otherwise dissolved by resolution of Council.

37. 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	Policy created	Glenn Smith	April 8 th , 2019 Motion#19-116
2	<u>Various</u>	<u>Updates to position titles</u>	<u>Glenn Smith</u>	<u>January 13, 2025</u>



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 ~~shortagegaps. 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 Town'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-Town about the impact of these policies on the community, including but not limited to funding programs that align with the THR-Town's 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-Two (±2) representatives from the Public at Large
 - j. THR-Town of Hay River Director of Public Works and Services/Infrastructure and Planning Services or designate – 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-Town 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	January 13, 2025



TERMS OF REFERENCE

Recreation 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 “**Recreation Committee**” with the following terms of reference:

INTRODUCTION

1. The Town of Hay River has identified that there is a need to establish a Committee that will advise and make recommendations to support community recreation services by the Municipal Corporation.

SCOPE

2. The purpose of the Recreation Committee is to assist the Town of Hay River in an advisory capacity by considering and making recommendations to Council on community recreation strategies, policies and opportunities.
3. The role of the Recreation Committee is to:
 - a. Support public, private, civic, and social recreation organizations and services within the community;
 - b. Recommend, suggest, or bring awareness of opportunities for developing and promoting recreation;
 - c. Advise on strategies and initiatives regarding recreation management;
 - d. Advise and make recommendations concerning making of rules and regulations regarding the use, conduct, and behavior in any recreation facility owned and operated by the Municipal Corporation;
 - e. Hear and consider requests from any delegation of citizens with respect to recreation, and act on such recommendations arising;
 - f. Help ensure that the maximum and most efficient, economic use is made of all available recreational facilities within Hay River;
 - g. Provide input on the development, disposal, and maintenance of parks, greenspaces and facilities;
 - h. Coordinate or assist with implementation of recreation programs for the advancement of recreation within the community;
 - i. May conduct surveys and carry out other forms of research to evaluate recreational needs and to ensure that recreation programs are realistic and reflect the needs of the citizens of Hay River;

- j. Review and make recommendations on recreation facility and program rates, and shall assist the Town Administration in preparing the annual recreation budget;
- k. If requested by Town Administration , assist with decisions around in-kind donations of recreation facilities, equipment and labour in consideration of the Donations and Sponsorship policy.

MEMBERSHIP

Composition:

4. The Recreation Committee shall consist of ~~seven-ten (710)~~ to ~~nine-eleven (119)~~ members appointed at pleasure by Council and shall include the following:
 - a. The Director of Recreation or Administration delegate (non-voting);
 - ~~b. _____~~ One (1) Member of Town Council (non-voting);
 - ~~c. _____~~ One (1) representative from the Hay River Metis
 - ~~d. _____~~ One (1) representative from the K'at'l'odeeche First Nation
 - ~~e. _____~~ One (1) representative from the West Point First Nation
 - ~~b. _____~~
 - ~~e.f. _____~~ Five (5) to ~~six (67)~~ representatives from the Public at Large.

5. The Public at Large members of the Recreation Committee shall be from such organizations representing:
 - a. Youth Sport
 - b. Adult Sport
 - c. Seniors Societies
 - d. Fitness and Dance
 - e. Outdoor Adventure
 - f. ~~District Education Authority~~Education
 - g. Library
 - h. Arts and Culture

6. Desired qualifications for Recreation Committee members. Knowledge or experience in the following areas would be an asset:
 - a. Recreation programming
 - b. Recreation management
 - c. Facility maintenance
 - d. Board governance
 - e. Strategic analysis and planning
 - f. Leadership experience

7. The Director of Recreation or Administration designate, shall provide administrative support to the Recreation Committee.

8. A Chairperson shall be selected by the Committee from amongst the Public at Large membership

9. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
10. 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.
11. 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.
12. Council may remove any member of the Committee.
13. Public at Large Members must be in good financial standing with the Town of Hay River.
14. 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

15. The Committee shall meet ~~every second month~~quarterly to perform the duties of the Committee
16. Special meetings of the Committee may be called at the request of the Chair.
17. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
18. The Committee may, in accordance with the Town of Hay River Council Procedures By-law, 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 By-law No. 2420, if it is determined, by resolution, to be in the public interest to do so.
19. 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.
20. Regular and Special meetings are to be advertised publicly a minimum of 48 hours ahead of meeting
21. The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
22. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.

REMUNERATION

23. The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with

no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

24. The Committee shall have no authority to expend or commit financial resources of the Town of Hay River.
25. The Director of Recreation 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.
26. The Director of Recreation shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
27. The Director of Recreation 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

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

REPORTING RELATIONSHIPS

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

DUTIES

32. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Director of Recreation
 - c. Monitor attendance; contact members as necessary re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Recreation Committee when presenting recommendations to the appropriate Standing Committee of Council.
33. 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

- 34. 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

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

TERMINATION

- 36. The Committee shall be considered dissolved upon completion of their term or being otherwise dissolved by resolution of Council.
- 37. 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	April 8 th , 2019 Motion #19-117
2	<u>Membership</u>	<u>Added local indigenous governments; meetings to quarterly</u>	<u>Glenn Smith</u>	<u>January 13, 2025</u>



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JANUARY 21, 2025

SUBJECT: LAND SALES INCENTIVE PROGRAM

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER extends the Land Sales Incentive Program through the Year 2025.

BACKGROUND:

In June of 2001 Council approved a Land Sales Incentive Program. This program has been renewed annually with the 10% deposit applying to all lots for sale in Town.

The guidelines for this program were as follows:

- The Land Sales Incentive Program shall apply to all land sales in the Town of Hay River
- Purchaser pays a 10% nonrefundable deposit on land
- Upon acceptance of their application the purchaser gets “possession” of the land, which gives them the right to develop
- Purchaser pays property taxes on the land from date of possession
- Purchaser has up to 12 months from the date of acceptance of their application to pay for the land plus GST (less deposit), interest free
- Upon final payment, the Town will transfer title to the purchaser subject to the development conditions outlined in the Land Administration Bylaw No. 2178 and the Agreement for Sale
- If payment for the land is not received within the 12 months period the land reverts to the Town plus all related improvements, and the 10% deposit is not refunded
- A new Land Application was developed in 2002 to be used in conjunction with the Land Sales Incentive Program, which is currently under review to ensure compliance with the Land Administration bylaw
- For new land sales only

COUNCIL POLICY / STRATEGY OR GOAL:

To promote and facilitate land sales and associated development.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Land Administration Bylaw No. 2178



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JANUARY 21, 2025

SUBJECT: LAND SALES INCENTIVE PROGRAM

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Susan Gallardo
Lands & Taxation

Reviewed by:
Blair Porter
Director of Corporate Services



REPORT TO COUNCIL

DEPARTMENT: INFRASTRUCTURE & PLANNING SERVICES

DATE: January 27, 2025

SUBJECT: TENDER AWARD FOR Lift Station #1 Refurbishment

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards the Lift Station #1 Refurbishment Tender to 851791 NWT Ltd. o/a Rowe's Construction in the amount of \$4,810,933.78 (excl. GST) and increase the approved budget from \$4,875,000 to \$5,760,000.

BACKGROUND:

Tender PW RFT 2024-08 Lift Station #1 Refurbishment closed October 25th, 2024, and one (1) bid was submitted:

851791 NWT Ltd. o/a Rowe's Construction - \$5,210,984.19 (excl. GST)

This Tender is for the solicitation of work to complete the refurbishment of Lift Station #1, located at Riverview Drive, Hay River.

Lift Station #1 was severely damaged by the flood of 2022. In the flood's immediate aftermath, the facility was remediated and brought back online to limited operational capacity. A full condition assessment of the facility was then commissioned by the Town to determine the full extent of damage and provide a cost for repair. To mitigate against future flood events, an options analysis was then provided to the Town, upon which a decision was made on the basis of cost and funder approval. Both the assessment and the options analysis accounted for the initial planning of the lift station 1 refurbishment project.

Following tender closure, all involved parties were engaged to find savings in order to meet the approved budget. Renegotiation with the successful bidder yielded savings of \$400,050.42, effectively amending the bid as follows:

851791 NWT Ltd. o/a Rowe's Construction - \$4,810,933.78 (excl. GST)

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

-Bylaw-1574/GEN/16 Town of Hay River Purchasing Policy

FINANCIAL IMPLICATIONS:



REPORT TO COUNCIL

DEPARTMENT: INFRASTRUCTURE & PLANNING SERVICES

DATE: January 27, 2025

SUBJECT: TENDER AWARD FOR Lift Station #1 Refurbishment

The received bid exceeded the Council approved budget of **\$4,875,200**, which included provisions outside the primary contractor's bid, including contract administration, emergency repairs, and construction management. To account for all expenses, a total project budget requires an increase of **\$949,066.22**, raising the final required and requested budget to **\$5,760,000**.

The variance in the project budget will be covered through the Town's Disaster Financial Assistance claim through Public Safety Canada (facilitated by MACA) and/or the Town's insurance.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Stantec Tender Award Recommendation – Lift Station #1 Refurbishment

Prepared by:
Ryan MacNeil
Civil Infrastructure Manager
Date: January 24, 2025

Reviewed by:
Glenn Smith
Senior Administrative Officer
Date: January 24, 2025



Stantec Architecture Ltd.
2nd Floor 4910 53 Street
PO Box 1777
Yellowknife NT X1A 2P4

January 24, 2025

Project/File: 144903497

Glenn Smith, SAO
Town of Hay River
100-62 Woodland Drive
Hay River, NT X0E 1G1

Hello Glenn,

Reference: 144903497 – LS#1 Refurbishment - Tender Award Recommendation

Stantec has completed our analysis of the tender received for the Town of Hay River LS#1 Refurbishment project. The tender closed at 3:00 pm on Friday October 25th, 2024. One bid was received, submitted by 851791 NWT Ltd. o/a Rowe's Construction. After negotiation with Rowe's, agreement was reached to change the scope of the project to reduce the cost. Listed below is the total revised contract value for the submitted bid.

Rowe's Construction	\$ 4,810,933.78
----------------------------	------------------------

This number does not include GST and was checked for arithmetic errors. The tender received by the contractor included the appropriate and mandatory documents. It was noted that Appendix C appears to have been populated with the data from Appendix G in error. This error is immaterial to the bid, however the Town should request a completed Appendix C prior to executing the contract.

Stantec recommends that the Town of Hay River LS#1 Refurbishment contract be awarded to 851791 NWT Ltd. o/a Rowe's Construction for a sum of **four million eight hundred ten thousand nine hundred thirty-three dollars and seventy-eight cents (\$4,810,933.78)**. If you have any questions or concerns, please contact the undersigned.

Regards,

STANTEC ARCHITECTURE LTD.

Mike Auge, P. Eng.
Civil Team Lead
Phone: 867-670-5271
Mobile: 867-686-2528
mike.auge@stantec.com



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: January 27, 2025

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Squirrel from the Standing Committee of Council, Monday, February 10th, 2025

BACKGROUND:

Cllr Squirrel has asked to be excused from the Standing Committee of Council, Monday, February 10th, 2025

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: January 23rd, 2025

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: January 27th, 2025

SUBJECT: Letter of Support – Hay River Youth Centre

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to draft a letter of support for the Hay River Youth Centre as they apply for funding from the GNWT Anti-Poverty Fund.

BACKGROUND:

The Hay River Youth Centre is looking to receive funding from the GNWT Anti-Poverty Fund in support of their growing and gardening program which was piloted last year to great success.

The Town of Hay River is reviewing the fund to determine if they will submit an application.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: January 23rd, 2025

Reviewed by:

[Town of Hay River Letterhead]

[Date]

To Whom It May Concern,

On behalf of the Town of Hay River, I am pleased to provide this letter of support for the Hay River Youth Centre's "Growing Healthy Futures for Our Youth" Program. This initiative is an important step towards fostering youth engagement, skill development, and community well-being in our town.

The Hay River Youth Centre has established itself as a vital resource for our community, offering a safe and inclusive space for youth to connect, learn, and thrive. The "Growing Healthy Futures for Our Youth" Program is an extension of their commitment to empowering young people through hands-on education in sustainable gardening, environmental stewardship, and community building. By engaging youth in meaningful activities such as planting, harvesting, and learning about food security, this program addresses critical issues such as food insecurity, mental wellness, and youth empowerment.

The Town of Hay River recognizes the value of this program not only for the youth involved but also for our broader community. The program's focus on collaboration with local Elders, schools, and volunteers highlights its commitment to inclusivity and knowledge-sharing. Furthermore, the production and distribution of fresh, locally grown produce will have a positive impact on food security for many residents in Hay River.

We are confident that the "Growing Healthy Futures for Our Youth" Program will create lasting benefits by equipping youth with essential life skills, fostering community connections, and promoting a culture of sustainability. The Town of Hay River is proud to support this initiative and commends the Hay River Youth Centre for their dedication to building a brighter future for our community.

Thank you for considering this proposal for funding support. If you require any further information or wish to discuss our support, please do not hesitate to contact me at [Contact Information].

Sincerely,

[Name]

[Title]

Town of Hay River



Bylaw No. 2411/PS/25

11a) Appointment of Protective Services Specialist

**BYLAW NO. 2411/PS/25
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

A BYLAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to appoint a Protective Services Specialist for the Town of Hay River pursuant to the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22.

WHEREAS the CITIES, TOWNS AND VILLAGES ACT, Sections 48, 137 and 138 provides that the Council may by bylaw appoint officers and authorize them to perform any duties the Council considers necessary,

AND WHEREAS, the Council of Town of Hay River considers that it is in the public interest to appoint a Protective Services Specialist as an Officer of the Town of Hay River for the enforcement of Municipal By-Laws in the Town of Hay River.

NOW THEREFORE the Council of the Corporation of the Town of Hay River, in a regular meeting duly assembled enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the Protective Services Specialist By-Law.

INTERPRETATION

2. In this Bylaw,
 - (a) "Council" means the Council of the Town of Hay River.
 - (b) "Protective Services Specialist/By-Law Officer" means a person who is appointed in accordance with the Cities, Town and Villages Act as an Officer to enforce the By-Laws of the Town of Hay River, and any Peace Officer who is entitled by law to enforce the By-Laws of the Town of Hay River.
 - (c) "Town" means the Town of Hay River, in the Northwest Territories.

APPLICATION

3. That the person(s) named in Schedule 1, attached to and forming part of this By-Law, is/are hereby appointed Protective Services Specialist(s).
4. That Protective Services Specialist so appointed shall assume the rank of Constable.
5. That the Protective Services Specialist so appointed shall carry out the duties specified in Section 137 and 138 of the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22.
6. That the term of appointment shall expire upon termination of employment with the Town as a Protective Services Specialist.

**BYLAW NO. 2411/PS/25
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

SCHEDULE "1"

Schedule "1" to By-Law No. 2411/PS/25, passed this day of , 2025.

The following individual is appointed as Chief Protective Services Specialist:

Travis Wright

The following individuals are appointed as Protective Services Specialist:

**Jonathan Wallington
Brandon Scott**

Effective Date of Appointment: 2025