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## AGENDA

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### PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
  - a. GNWT Flood Mapping Presentation – page 3-26
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
  - a. Regular Meeting of Council – January 27<sup>th</sup> – page 27-32
6. **INFORMATION ONLY**
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
  - a. Public Works Monthly Report for January – page 33-36
  - b. Tourism and Economic Development for January – page 37-41
  - c. Recreation and Community Monthly Report for January – page 42-50
  - d. Municipal Services Monthly Report for January – page 51-54
  - f. Bylaw Development Prioritization Schedule - page 55-56
  - g. Solid Waste Bylaw – page 57-61
  - h. Chase the Ace Bylaw – page 62-63
  - i. Procurement Bylaw and Policy and Signing Authority Policy – page 64-66
  - j. Excused Absence – page 67
  - k. Emergency Services Monthly Report for January – page 68-73
  - l. Half Day Civic Holiday – page 74
9. **NEW BUSINESS**
  - a. Bank Signing Authorities Report – page 75
  - b. Signing Authority Bylaw Revision – page 76-80
  - c. Appointment of Auditors – page 81-82
  - d. Cemetery Report to Council – page 83-88
10. **NOTICE OF MOTIONS**



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**11. BYLAWS**

- a. Bylaw 2368/ADMIN/25 – Chase the Ace Bylaw – First and Second Reading – page 89-101
- b. Bylaw 2388/CS/25 – Procurement Bylaw – First and Second Reading – page 102-105
- c. Bylaw 2389/CS/25 – Signing Authorities – First and Second Reading – page 106-110
- d. Bylaw 2464 – Half Day Civic holiday – First and Second Reading – page 111-112

**12. IN CAMERA**

- a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)

**13. ADJOURNMENT**



# Town of Hay River – Council Meeting

## Flood Hazard Mapping Engagement

Water Monitoring and Stewardship Division  
Environment and Climate Change

February 24, 2025

Government of  
Northwest Territories



# Presentation outline

- Importance of flood mapping
- Context and approach for NWT flood mapping
- Federal support for flood mapping
- Types of flood maps developed
- Community engagement
- Next steps



# Why are updated flood maps needed?

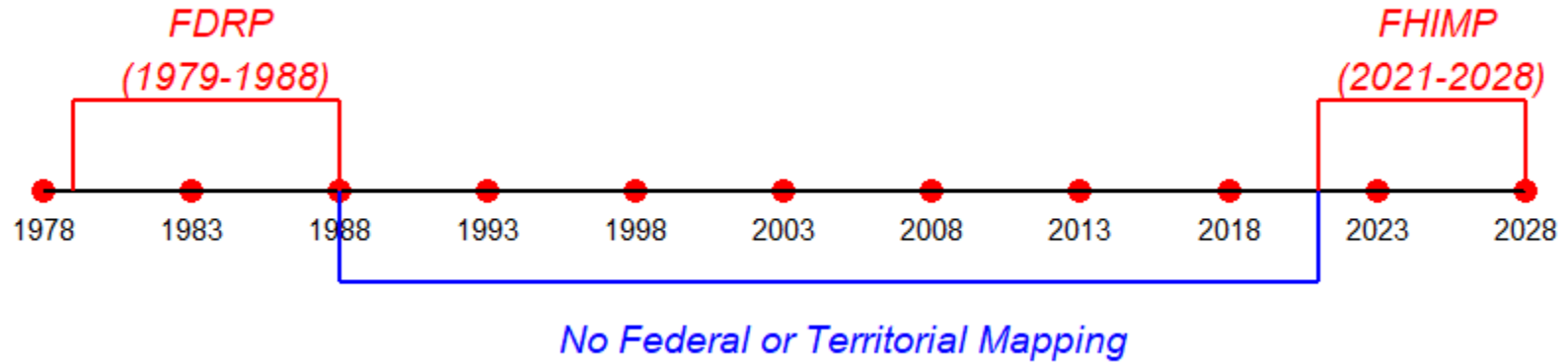
Updated flood maps are tools for communities and all levels of government to use for:

- Emergency flood preparedness
- Helping to protect lives and property
- Risk management
- Community planning



Credit: CBC North

# History of flood mapping in NWT



Federal mapping programs:

FDRP – Flood Damage Reduction Program

FHIMP – Flood Hazard Identification and Mapping Program

# Flood mapping in the NWT (FHIMP program)

- Federal funding and technical support allows the GNWT to develop new flood maps for communities at highest risk of flooding
- GNWT Environment and Climate Change and NWT Centre for Geomatics oversee the technical flood map development



# Reasons to update flood maps

## Advances in methods and technology

- Improved remote sensing data and air photos over which to map elevation lines
- Improved hydraulic and/or hydrologic modelling
- Changes in methodology to determine flood zones

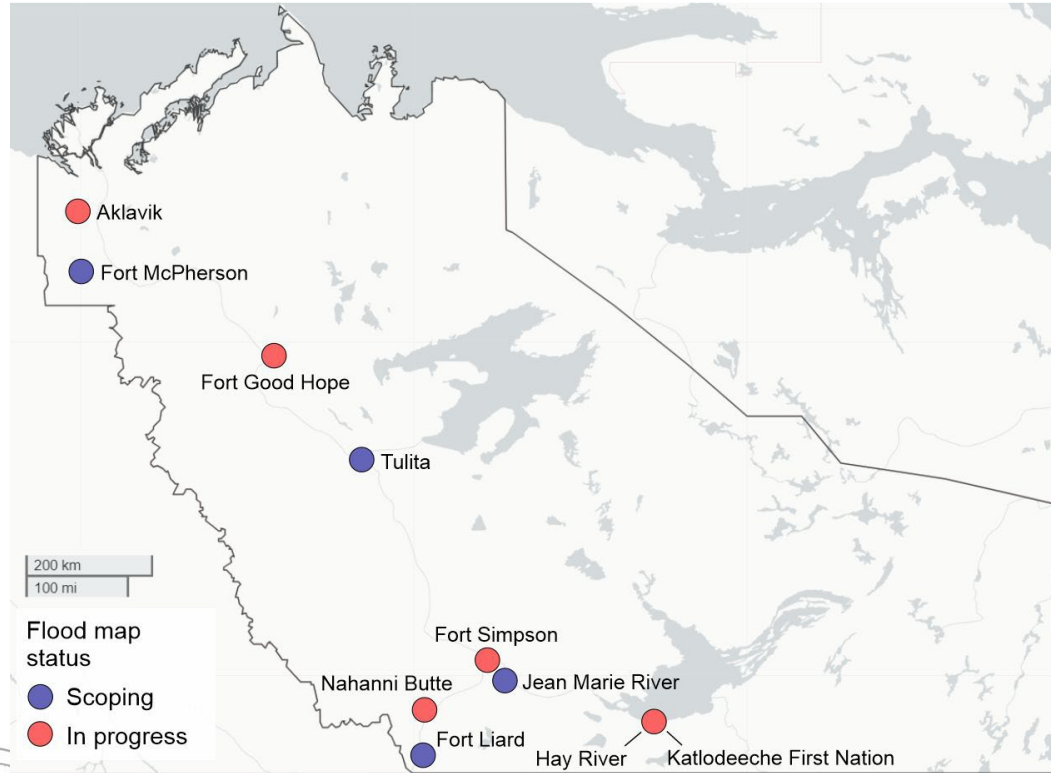
## Environmental changes and more data availability

- Occurrence of more recent floods
- Landscape changes, such as erosion
- Changing climate



# NWT riverine communities at highest risk of flooding

## GNWT flood mapping progress



# Types of flood maps

Map type	What does it show	Intended use
Flood inundation map	Flood extent, usually of a historic flood event <i>E.g., 2022 flood for Hay River</i>	Community emergency planning
Flood hazard map	Flood hazard zones extent, ideally of a theoretical flood based on an AEP* <i>E.g., 1% AEP (100-year ice affected event)</i>	Community/land use planning and flood mitigation planning

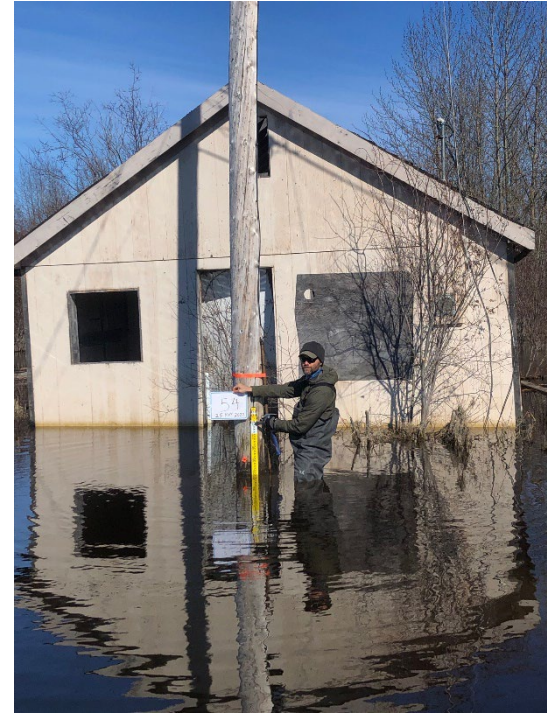
\*AEP – Annual Exceedance Probability



# Flood inundation map approaches

Mainly for mapping a historical flood

- High water marks
- Satellite imagery
- Community observations
- Hydraulic modeling (optional)



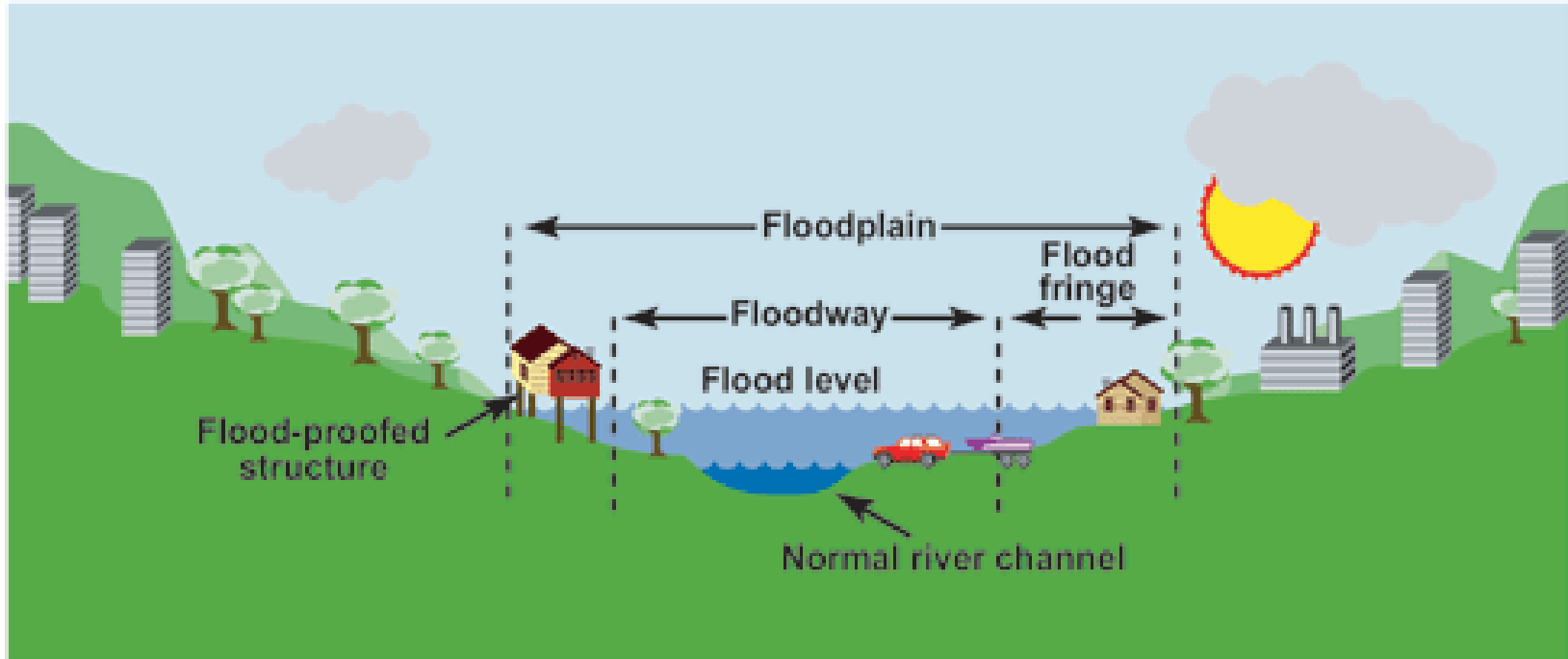
GNWT staff member, Hay River, May 2022

# Flood hazard map requirements

- Hydrological assessment and hydraulic modeling
- Most recent remote sensing data and air photos
- Bathymetric (riverbed) survey for hydraulic modeling
  - Hay River bathymetric survey completed May/June 2024



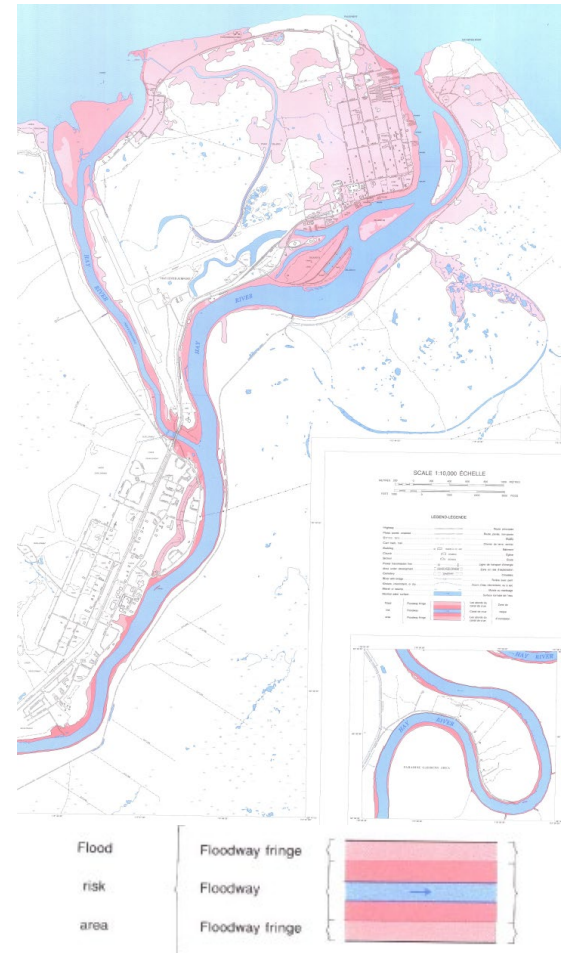
# Flood hazard map zones



# Flood mapping – Hay River

## 1984 flood map

- Outdated map from federal Flood Disaster Reduction Program (FDRP)
- Map was based on review of observed 1963 and 1974 ice jam floods, and analysis of ice conditions in the late 1970s/early 1980s.



# Flood mapping – Hay River

## 2022 flood inundation map engagement

- Mayor, Senior Administrative Officer and Town staff met in person with ECC and MACA on December 12, 2023, with follow up virtual meetings in early 2024
- ECC also met with Kát'odeeche First Nation and West Point First Nation
- Input provided by the Town was included in the final inundation map as local observations



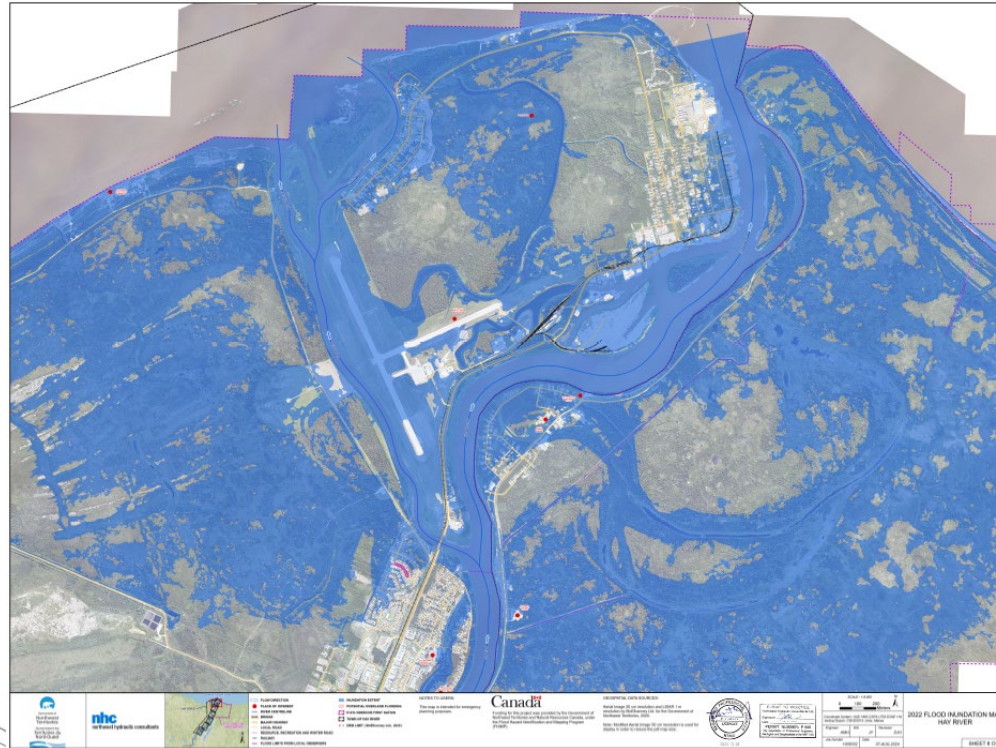
Credit: NNSL



# Hay River flood inundation map

## 2022 final flood inundation map – Vale Island

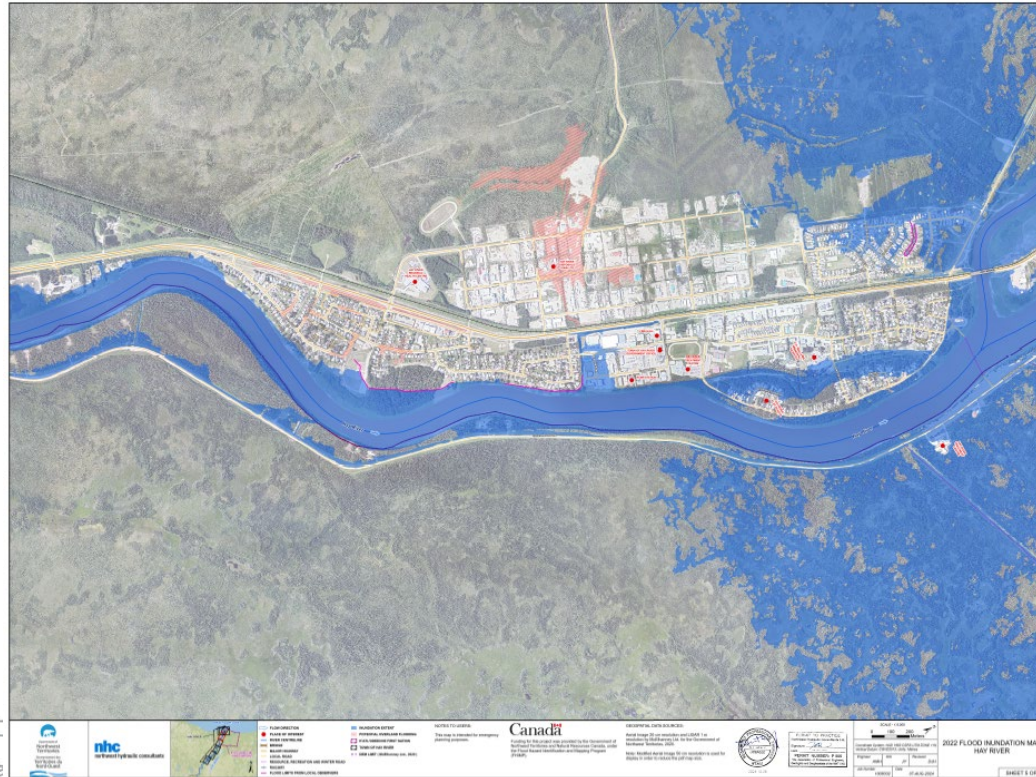
■ INUNDATION EXTENT



# Hay River flood inundation map

2022 final flood inundation map – New Town

■ INUNDATION EXTENT



# Flood mapping – Hay River

## Draft flood hazard maps engagement

- Mayor, Senior Administrative Officer and Town staff met in person with ECC and their consultant on January 21, 2025 (MACA joined virtually)
- ECC also met in person with Kát'odeeche First Nation and West Point First Nation
- The flood hazard mapping technical steps were explained
- Feedback on place names and use of Dene language was provided

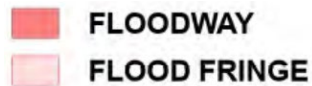


Credit: NNSL

Credit: CBC North

# Hay River draft flood hazard maps

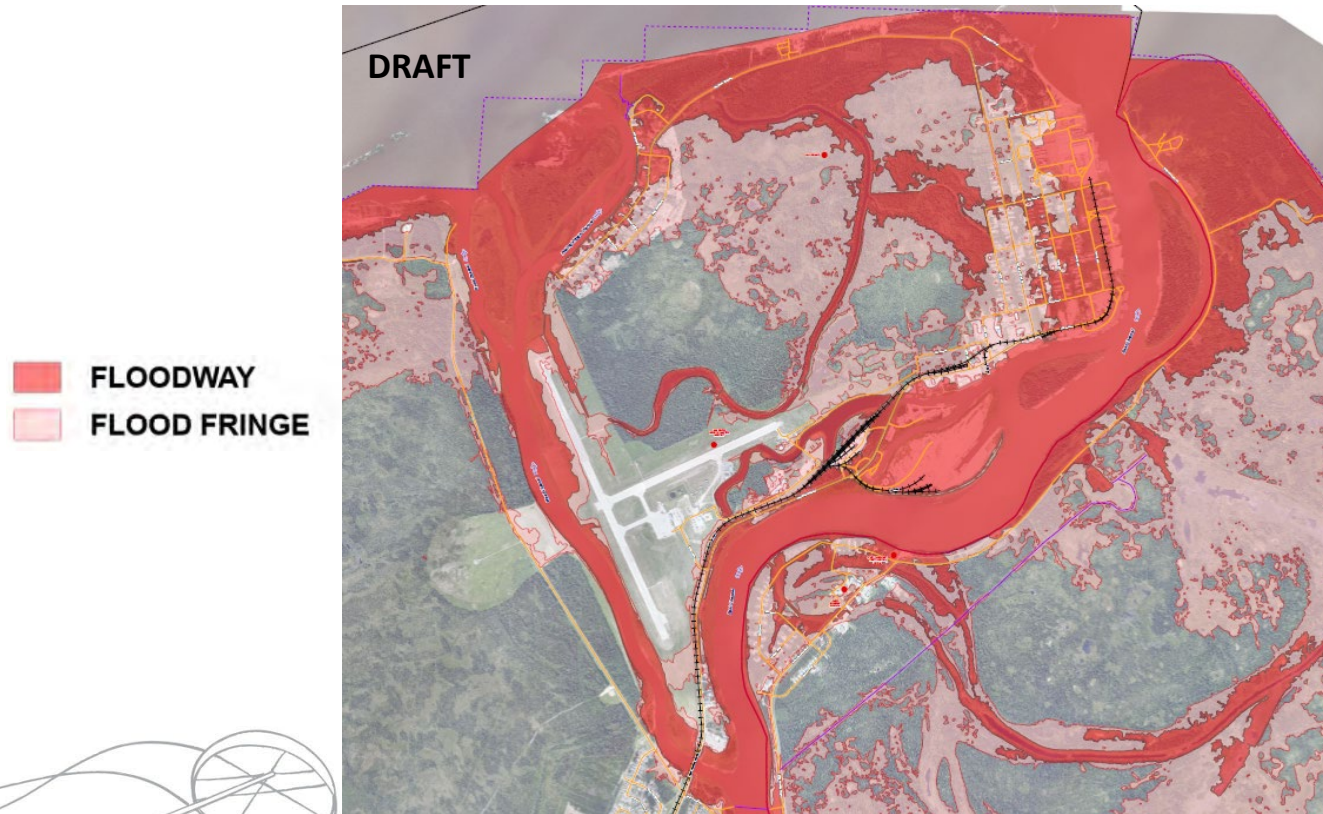
## 1) Draft 100-yr ice jam flood hazard map





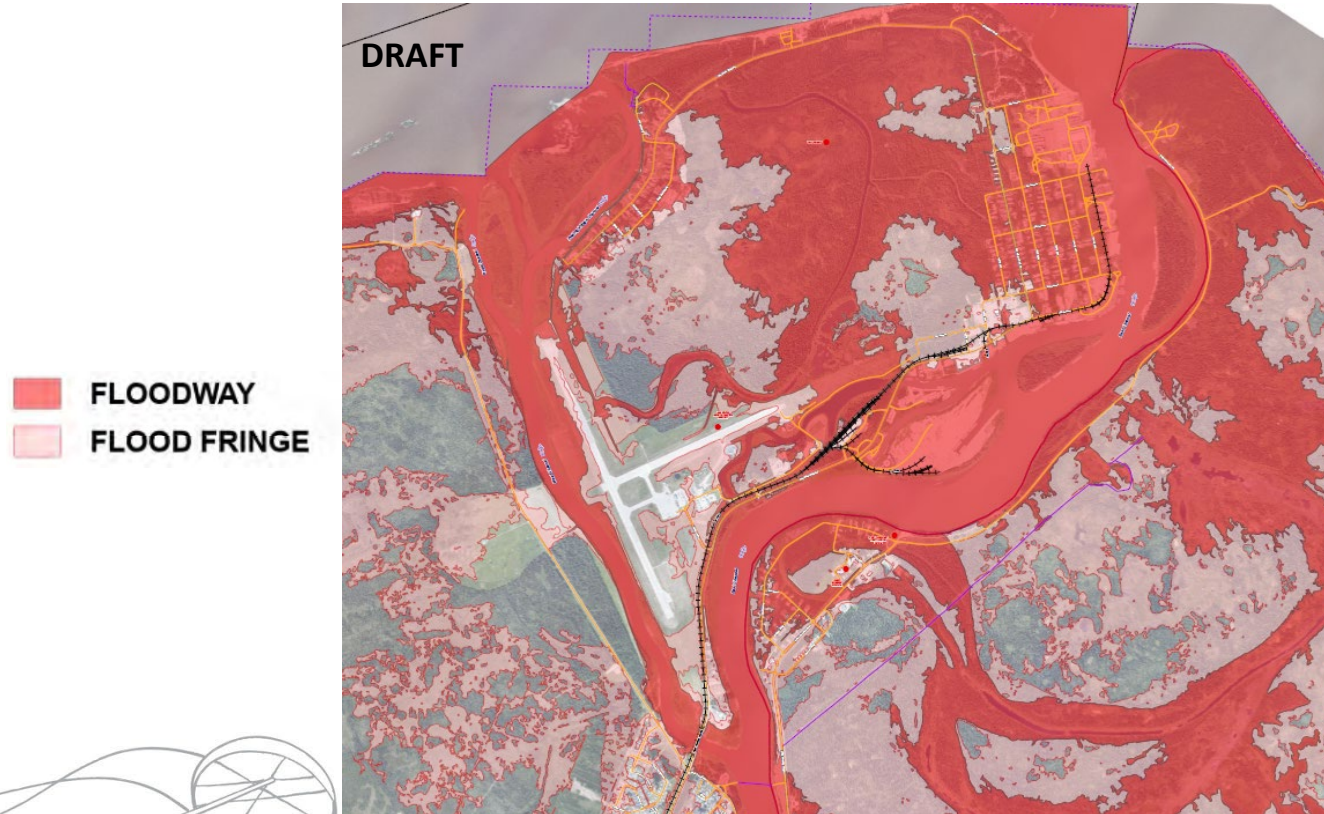
# Hay River draft flood hazard maps

## 1) Draft 100-yr ice jam flood hazard map



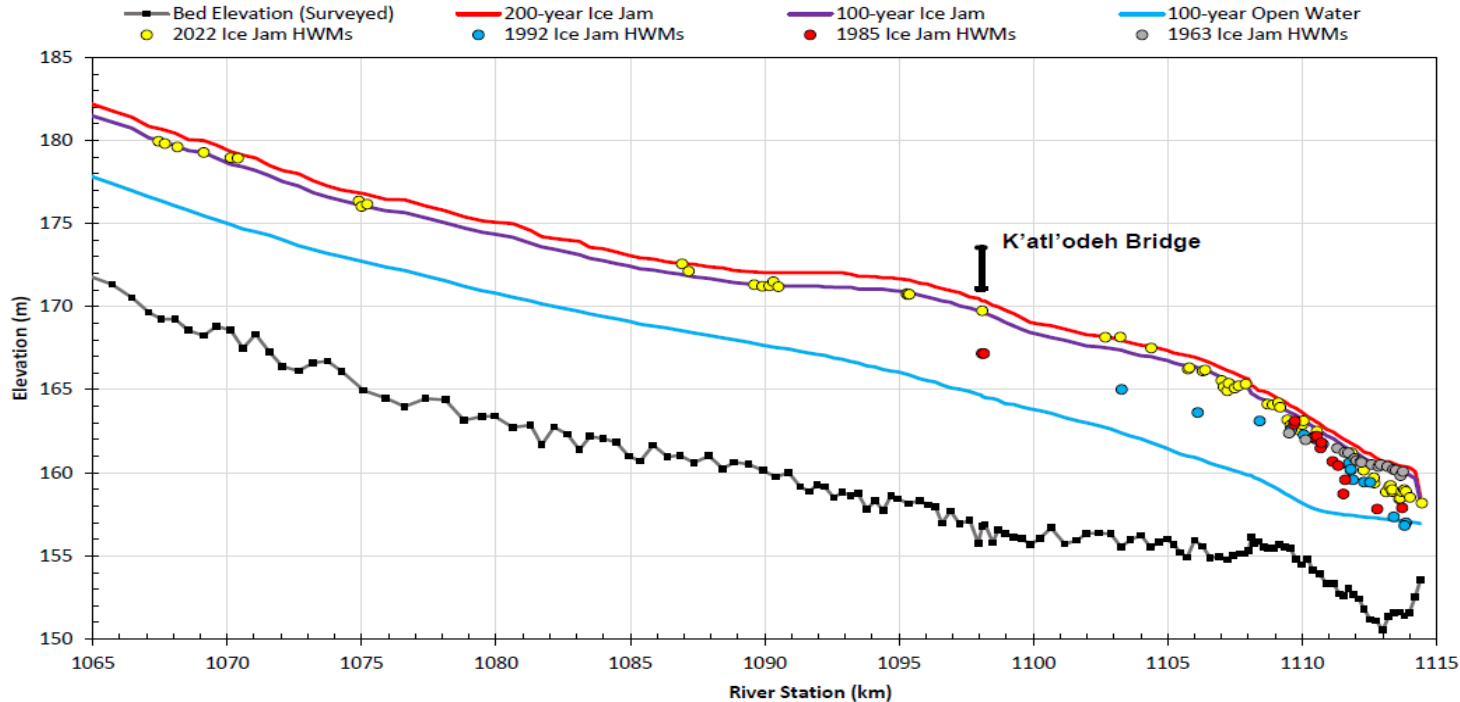
# Hay River draft flood hazard maps

## 2) Draft 200-yr ice jam flood hazard map



# Flood frequency profiles – Hay River

## Hay River main channel and east channel

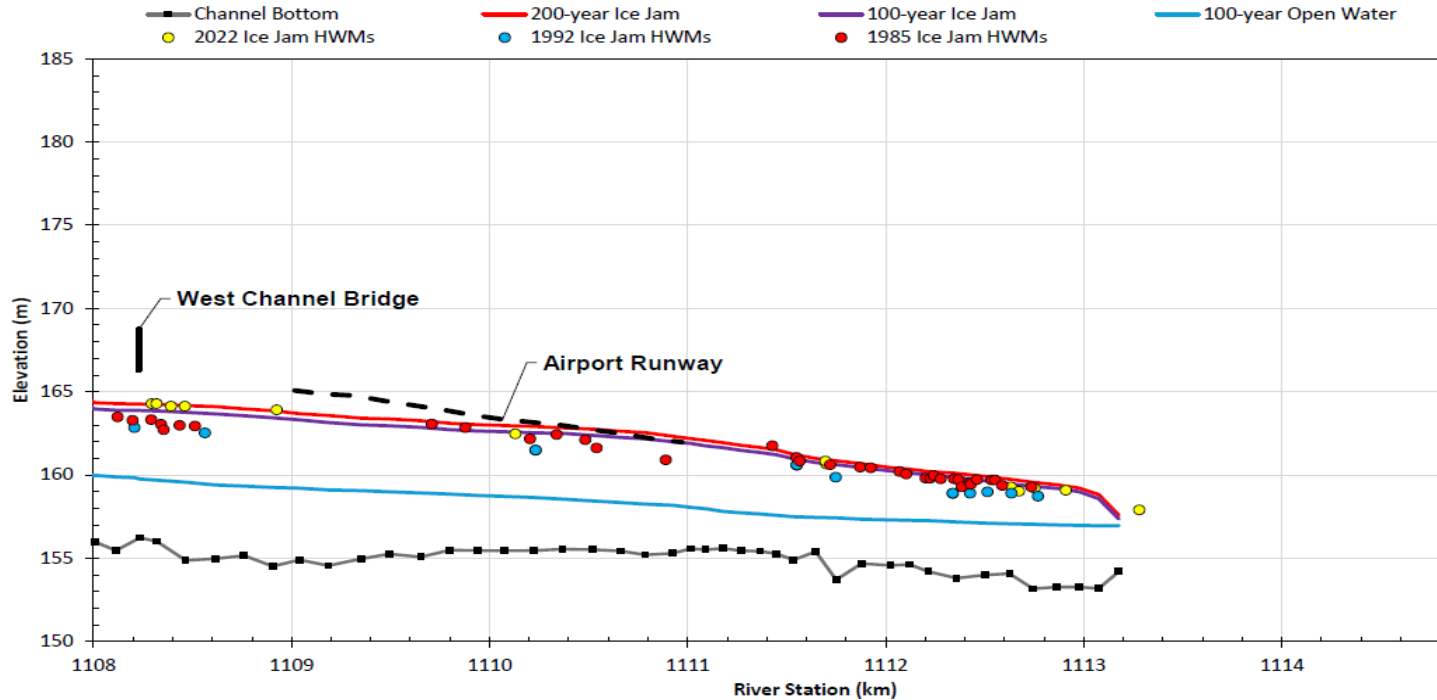


\*Vertical Elevation Datum  
CGVD2013a



# Flood frequency profiles – Hay River

## Hay River west channel and west fishing village channel



\*Vertical Elevation Datum  
CGVD2013a



# Flood mapping – Hay River

## Next steps

- The final 2022 flood inundation map provided to the community can be used for emergency planning purposes (a revised version with corrected place names will be shared)
- GNWT has sent community and Indigenous government comments on the draft flood hazard maps to the consultant
- GNWT will provide final flood hazard maps in April 2025 to support community planning



# Discussion and questions

GNWT Environment and Climate Change  
Water Monitoring and Stewardship Division

Michèle Culhane, Water Stewardship Advisor  
[michele\\_culhane@gov.nt.ca](mailto:michele_culhane@gov.nt.ca)  
(867) 767-9234 ext. 53140

Jad Saade, Hydrologist  
[jad\\_saade@gov.nt.ca](mailto:jad_saade@gov.nt.ca)  
(867) 767-9234 ext. 53111





## REGULAR MEETING MINUTES January 27<sup>th</sup>, 2025

The Regular Meeting of Council was held on Monday, January 27<sup>th</sup>, 2025 at 6:30pm

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

Staff: SAO – Glenn Smith, ASAO – Patrick Bergen, 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**

**#25-007**

**MOVED BY CLLR DUFORD**

**SECONDED BY: CLLR GAGNIER**

**3. DECLARATION OF INTEREST**

There were no Declaration of Interest for Monday, January 24<sup>th</sup>, 2025

**4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS**

There were no announcements for Monday, January 24<sup>th</sup>, 2025

**5. ADOPTION OF MINUTES**

**a. Regular Meeting of Council, December 16<sup>th</sup>, 2024**

**MOVED BY: CLLR SQUIRREL**

**SECONDED BY: CLLR WILLOWS**

**CARRIED**

**b. Special Meeting of Council – January 8<sup>th</sup>, 2025**

**MOVED BY: DM DOHEY**

**SECONDED BY: CLLR WILLOWS**

**CARRIED**

**6. INFORMATION ONLY – N/A**

**7. ADMINISTRATIVE ENQUIRIES**

Verbal Reports were given by SAO Glenn Smith, Director of Recreation– Stephane Millette, ASAO – Patrick Bergan, Director of Protective Services – Travis Wright



# REGULAR MEETING MINUTES January 27<sup>th</sup>, 2025

## 8. COMMITTEE REPORTS

### a. RECOMMENDATION:

**#25-010**                      **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.**

**CARRIED**

### b. RECOMMENDATION:

**#25-011**                      **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.**

**CARRIED**

### c. RECOMMENDATION:

**#25-012**                      **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.**

**CARRIED**

### d. RECOMMENDATION:

**#25-013**                      **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.**

**CARRIED**

### e. RECOMMENDATION:

**#25-014**                      **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.**

**CARRIED**



## REGULAR MEETING MINUTES January 27<sup>th</sup>, 2025

**f. RECOMMENDATION:**

**#25-015**                      **MOVED BY: CLLR GAGNIER**  
**SECONDED 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**

**CARRIED**

**9. NEW BUSINESS**

**a. RECOMMENDATION:**

**#25-016**                      **MOVED BY: CLLR WILLOWS**  
**SECONDED BY: CLLR WALL**

**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

**CARRIED**

**b. RECOMMENDATION:**

**#25-017**                      **MOVED BY: DM DOHEY**  
**SECONDED BY: CLLR GAGNIER**

**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.**

**CARRIED**

**c. RECOMMENDATION:**

**#25-018**                      **MOVED BY: CLLR WALL**  
**SECONDED BY: CLLR GAGNIER**

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

**CARRIED**



## REGULAR MEETING MINUTES January 27<sup>th</sup>, 2025

### d. RECOMMENDATION:

**#25-019**                      **MOVED BY: CLLR WILLOWS**  
 **SECONDED BY: CLLR DUFORD**

**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.**

**CARRIED**

### e. RECOMMENDATION:

**#25-020**                      **MOVED BY: CLLR GAGNIER**  
 **SECONDED BY: CLLR WALL**

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

**CARRIED**

### f. RECOMMENDATION:

**#25-021**                      **MOVED BY: CLLR DUFORD**  
 **SECONDED BY: DM DOHEY**

**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.**

**CARRIED**

#### 10. NOTICE OF MOTIONS

There were no notice of motions for the Regular Meeting of Council, Monday, January 27<sup>th</sup>, 2025.

#### 11. BYLAWS

##### a) Bylaw 2411/PS/25 – First Reading

**#25-022**                      **MOVED BY: DM DOHEY**  
 **SECONDED BY: CLLR WILLOWS**

**CARRIED**





## REGULAR MEETING MINUTES January 27<sup>th</sup>, 2025

**CARRIED**

**Certified Correct as Recorded on the 27<sup>th</sup> Day of January 2024**

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



# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** February 10, 2025

**SUBJECT:** Infrastructure and Planning Services Monthly Report for January 2025

## RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Public Works Monthly Report for January 2025 as presented.**

## BACKGROUND:

### Engineering and Capital Projects:

All capital projects are detailed in the 2025 Project Status sheet later in the agenda. Some highlights of recent work include:

#### Lift Station #1

- Negotiations have been completed between the contracted engineering company, the successful proponent who will complete the work, insurance company and MACA to fully fund the upgrades planned for List Station 1. The project has been tendered, and work will commence shortly.

#### GNWT Long Term Care Facility Servicing MOU

- A draft final MOU has been provided to the GNWT for consideration that would fund the necessary upgrades needed facility to be built for the intended spring of 2027 construction start time.

#### 2024 Complete and Near Complete Projects

- Stantec provided final updates on ongoing projects as the town progresses with the 2025 planned capital work, including;
- Riverview Drive has a few minor deficiencies that will be completed when the ground thaws which will complete the project.
- Industrial Drive has a few minor deficiencies that will be completed with the ground thaws which will complete the project.
- Capital Drive is complete.
- Fraser Place is complete.
- Alaska Road is complete.
- Lift Station 4 has a few minor deficiencies that will be completed in the spring and complete the project.



# REPORT TO COMMITTEE

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**DEPARTMENT:**    **Infrastructure and Planning Services**                   **DATE:** February 10, 2025

**SUBJECT:**           **Infrastructure and Planning Services Monthly Report for January 2025**

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## **Water License Activities:**

- The Civil Infrastructure Manager has provided responses alongside the towns contractor for the public input on the 2024 Groundwater Monitoring Plan.

## **Public Works and Maintenance**

### **Roads and Ditches**

- The entrances to the Ray Benoit Park were cleared of snow which had blocked access.

### **Equipment Maintenance**

- Heater in Hydrovac Cab repaired.
- Vehicle #7 Coolant leak repaired
- Vehicle #77 did not have heat and was repaired.
- Vehicle #21 had a hydraulic leak and transmission issue that were repaired

### **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
- The front door of the Visitors Information Centre has been replaced following a breakin.

## **Planning and Development**

### **Planning and Land Management**

- The Fraser Place lots were offered through an auction process resulting in 1 lot sale. The remaining lots are now offered on a first come first serve basis.
- The CMHC Housing Accelerator Grant was made available for those wishing to construct multi-unit housing under the first phase. The second phase which will allow additional units for existing buildings will be launched next.



# REPORT TO COMMITTEE

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**DEPARTMENT:**    **Infrastructure and Planning Services**                   **DATE:** February 10, 2025

**SUBJECT:**           **Infrastructure and Planning Services Monthly Report for January 2025**

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## Building Inspections

### Enforcement

- No update

### Permitting

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

January 8, 2025	DH25-001	33 103 <sup>rd</sup> Street	Development Permit for Home Occupation Business
January 17, 2025	B25-001	21 Cranberry Crescent	Building Permit – Raise structure 9 inches.
January 17, 2025	D25-002	925 Mackenzie Hwy	Development Permit – Manufactured Office Trailer
January 23, 2025	D25-003	81 Riverview	Development Permit – Demolition
January 27, 2025	D25-004	8 Poplar Road	Development Permit – Shelter and Day Warming
January 28 2025	DH25-005	10 Gaetz Drive	Development Permit – Home Occupation for Business

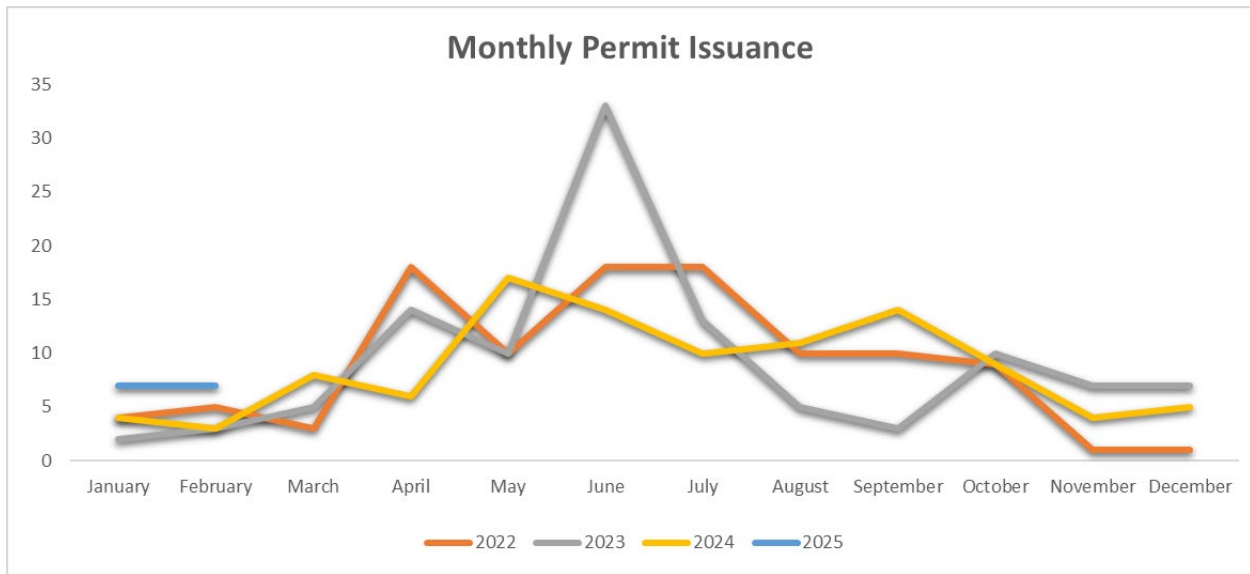


# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** February 10, 2025

**SUBJECT:** Infrastructure and Planning Services Monthly Report for January 2025



**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 January

**Prepared by:**  
Patrick Bergen  
**Director of Infrastructure and Protective Services**  
February 7, 2025

**Reviewed by:**



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: February 10<sup>th</sup>, 2025

SUBJECT: TOURISM COORDINATOR MONTHLY REPORT

## RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Tourism Coordinator Activity Report for the month of January 2025.**

## BACKGROUND:

### **Spirit Awards Gala** (2<sup>nd</sup> annual)

- The Spirit Awards Committee will be held February 22, 2025 at the Hay River Legion.
- Corporate sponsorship (\$9,000 total) has been secured for all Spirit Award.
- The Tourism Coordinator is partnering with local user groups interested in supporting, with fundraising opportunities available in exchange for not-for-profit groups.
- Tickets are currently on sale at several locations.
- Attendance of dignitaries, as well as speaking opportunities, have been confirmed.
- Spirit Award Nominations were received from the public in February. Voting is underway from February 3<sup>rd</sup> to 10<sup>th</sup> via social media channels.

### **Visitor Information Centre (VIC) Operations**

- The Town's Tourism Operator License renewal application was completed and submitted prior to the January 24th deadline.
- Northern Sky Corridor Project:
  - Destination Canada announced on Sept. 26, 2024, it will create a Northern Sky Corridor of tourism from Edmonton to Yellowknife, connecting international tourists with indigenous history, art, and culture from across the region.
  - THR's Tourism Coordinator will participate in another conference call on February 10<sup>th</sup>, joining representatives from multiple NWT and Alberta.
- The Town's Community Tourism Coordinator reporting for the 2025/2026 season is due to the GNWT Department of Industry Tourism and Investment prior to March 31<sup>st</sup>.
- The Town will also be submitting subsequent application to the GNWT to secure further Community Tourism Coordinator for the 2025/2026 season.



# REPORT TO COMMITTEE

**DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: February 10<sup>th</sup>, 2025**

**SUBJECT: TOURISM COORDINATOR MONTHLY REPORT**

- Fisherman’s Wharf Market contract renewal: The previous of the weekly vendors’ market has turned down the Fisherman’s Wharf Market Contract for the 2025 season. The Tourism Coordinator will issue an Expression of Interest advertisement in February.

**Upcoming Events**

**Location**

Aurora Ford Dog Sled Race	February 7-9 <sup>th</sup>	Hay River to Enterprise
Community Spirit Awards Gala	February 22 <sup>nd</sup>	Hay River Legion
K’amba Carnival (KFN)	March 1-3 <sup>rd</sup>	K’atl’oDeeche First Nation
Polar Pond Hockey	March 7-9 <sup>th</sup>	Fishermen’s Wharf Pavilion
Ptub Ski Races	March 22-23 <sup>rd</sup>	Hay River Ski Club
Figure Skating Carnival	March 22-23 <sup>rd</sup>	Aurora Ford Arena
Outdoor Adventure & Travel Show	March 29-30 <sup>th</sup>	Calgary Stampede Park
Wine Festival	April 5 <sup>th</sup>	TBD
RCMP Musical Ride	August 22-24 <sup>th</sup>	DJSS Soccer Field
Hay Days	July 23-26 <sup>th</sup>	

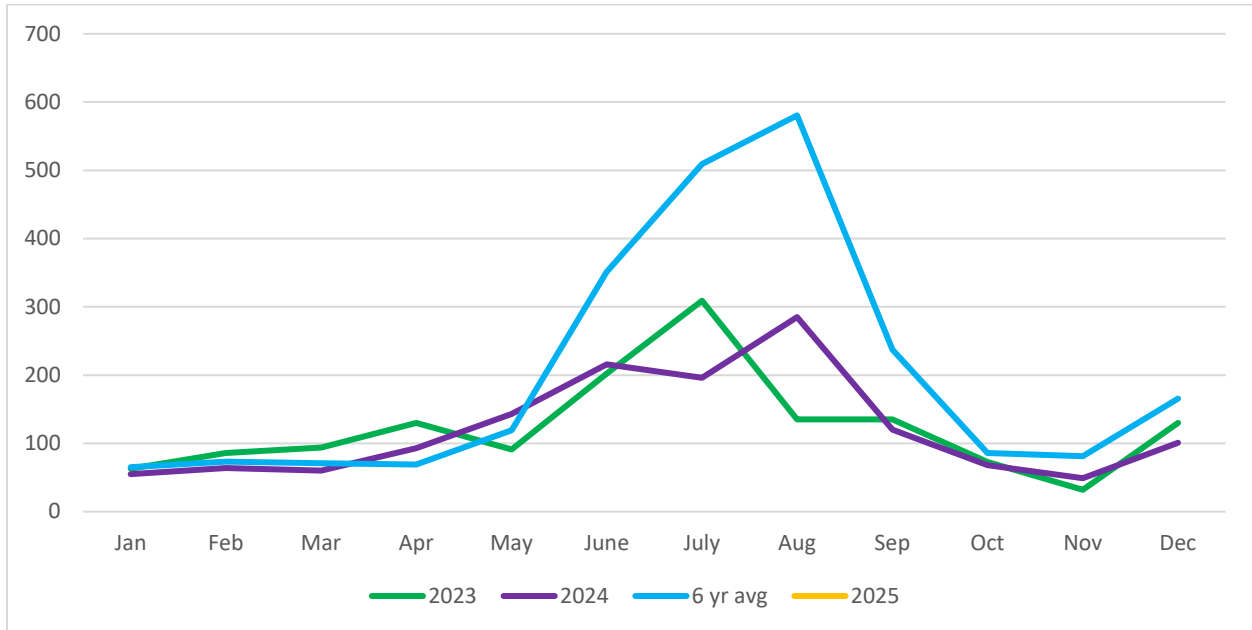


# REPORT TO COMMITTEE

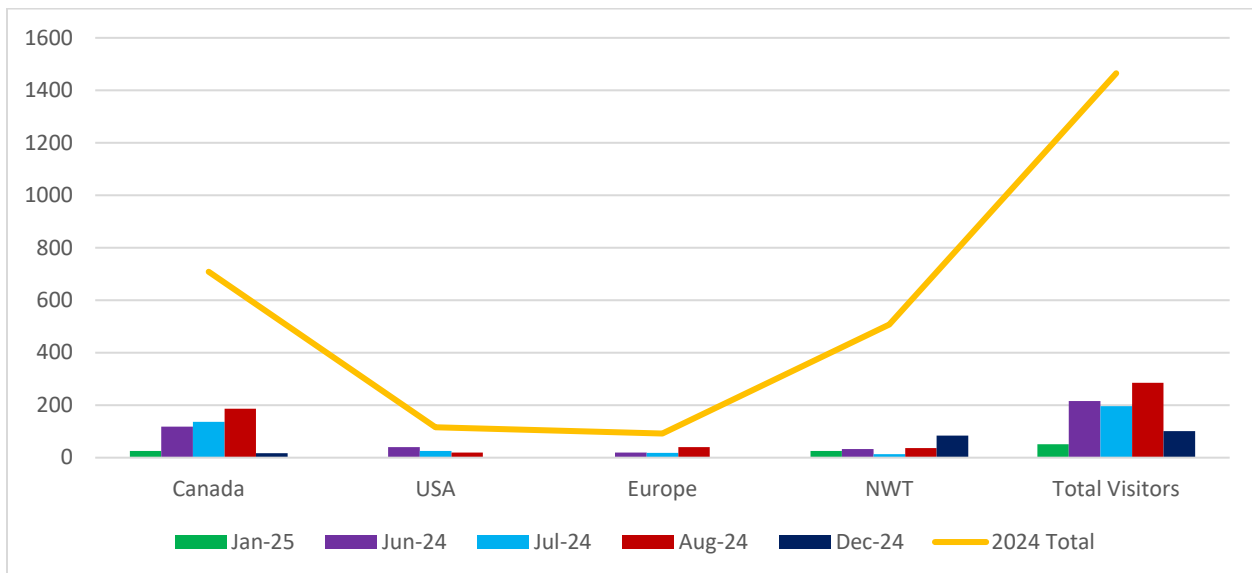
DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: February 10<sup>th</sup>, 2025

SUBJECT: TOURISM COORDINATOR MONTHLY REPORT

## VIC Monthly Visitors Tracking



## VIC Visitors by Location – January 2025



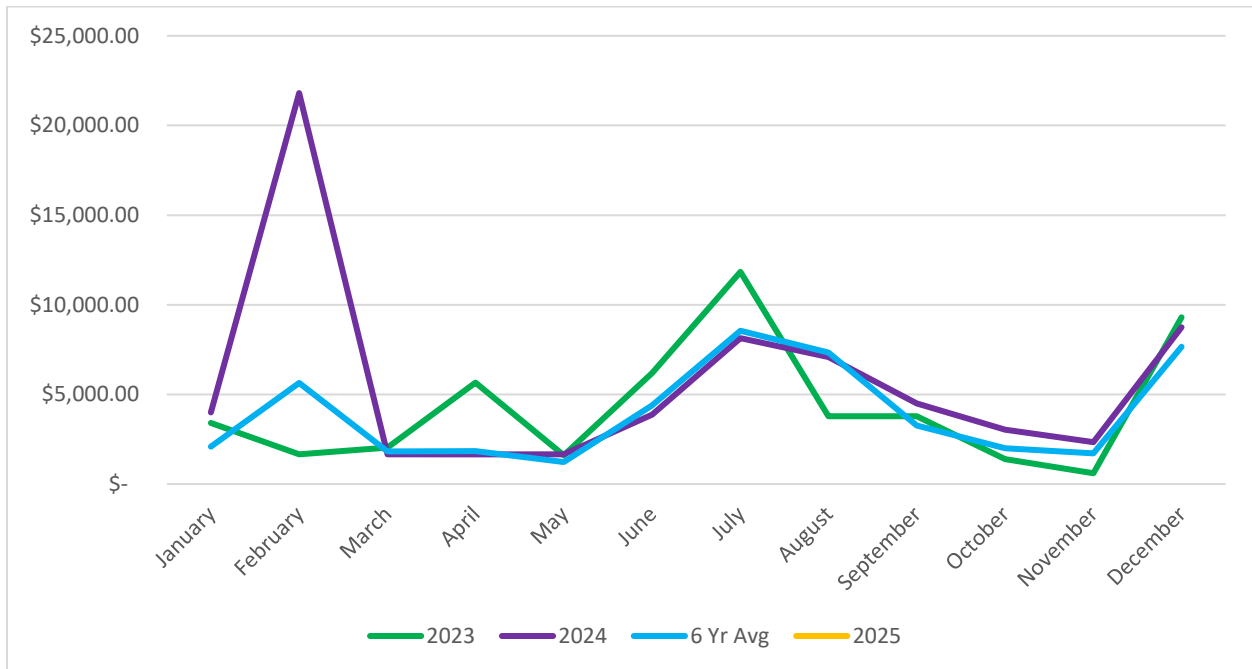
## VIC Gift Shop Sales



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: February 10<sup>th</sup>, 2025

SUBJECT: TOURISM COORDINATOR MONTHLY REPORT



**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A



# REPORT TO COMMITTEE

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**DEPARTMENT: RECREATION AND COMMUNITY SERVICES    DATE: February 10<sup>th</sup>, 2025**

**SUBJECT: TOURISM COORDINATOR MONTHLY REPORT**

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**Prepared by:**  
Jill Morse  
Tourism Coordinator  
Date: Feb 3, 2025

**Reviewed by:**  
Stephane Millette  
Director of Recreation and Community Services  
Date: Feb 5, 2025



# REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 10<sup>th</sup> 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## RECOMMENDATION:

MOVED BY: DM DOHEY  
SECONDED BY: CLLR SQUIRREL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for January 2025 as presented.

## BACKGROUND:

### Recreational Programming

#### Youth Programming

Regular After School Club programming resumed in January. Registered attendance increased this month, with the program running at 83% capacity on a weekly basis, up 5% from last month. A partnership with the NWT Centennial Library is ongoing, with After School Club participants attending programming at the library every Tuesday afternoon. Registered participants also continue to skate and swim on a weekly basis.

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 program supplies and offset the cost of Play Leader staff wages.

Princess Alexandra School Hockey Program: The Recreation Programming Supervisor partnered with a teacher from Princess Alexandra School to offer a hockey program that began in the month of January. During these bi-weekly sessions, students from a Grade 7 gym class are provided with the opportunity to try hockey and are provided with basic hockey instruction.

#### Fitness Programming

Regular fitness programming continued this month, with 10 instructor-led fitness classes, in addition to supervised Seniors Lift and Learn and Seniors Spin classes. A new fitness program, Active Living, was introduced this month and is instructed by a new contracted fitness instructor. This program is a group exercise class designed for individuals with medical conditions, functional limitations or disabilities and is led by a certified clinical exercise physiologist.

Attendance at instructor-led fitness programming increased this month when compared to the month of December. This is due in large part to an increase in the number of instructor-led fitness programs being offered at the Hay River Community Centre.

#### New Horizons for Seniors Grant



# REPORT TO COUNCIL

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 10<sup>th</sup> 2025

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

**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 27 seniors attending.

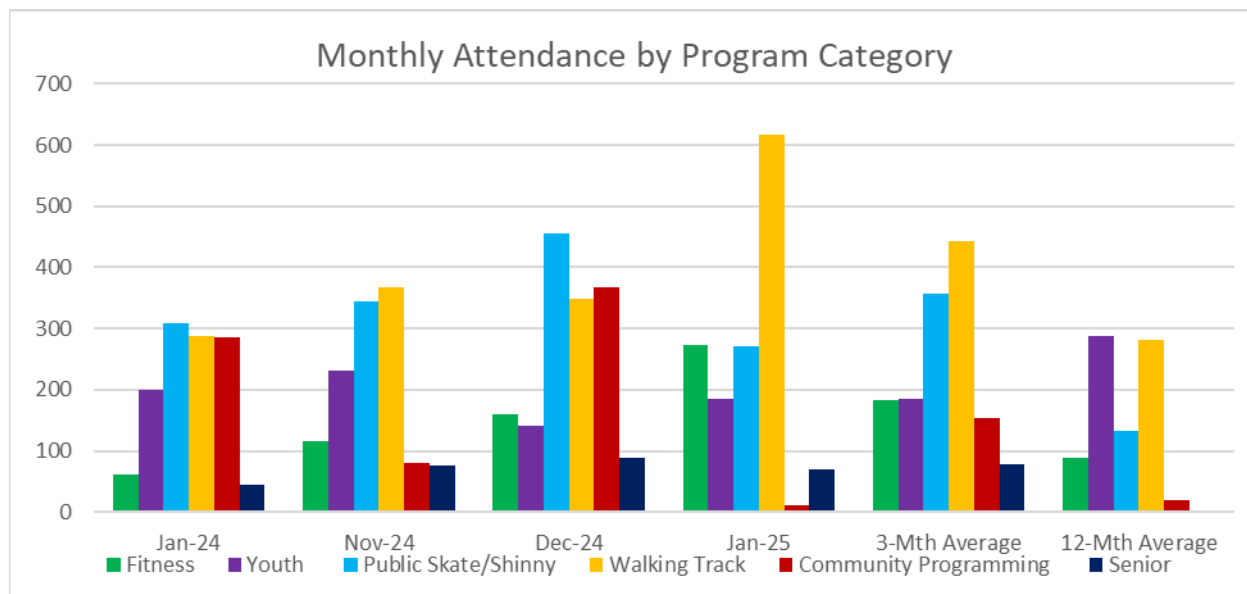
**Seniors Stick Curling:** This program runs weekly and is facilitated by the Hay River Curling Club. A total of 7 seniors are registered for this program with additional seniors dropping in to attend weekly sessions.

## 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.

**Full Moon Snowshoe:** This month, a total of 10 community members attended Full Moon Snowshoe on January 13<sup>th</sup>. This program a partnership with the Hay River Ski Club and is free for community members to attend, funded by the GNWT Healthy Choices Initiative Fund.

## Recreation Programming Statistics

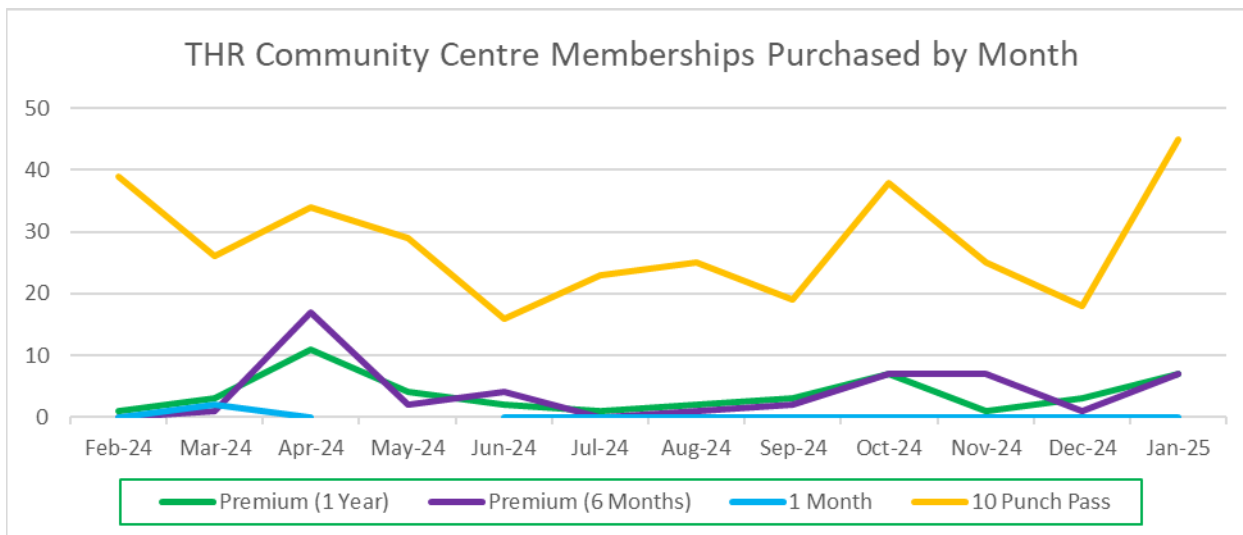
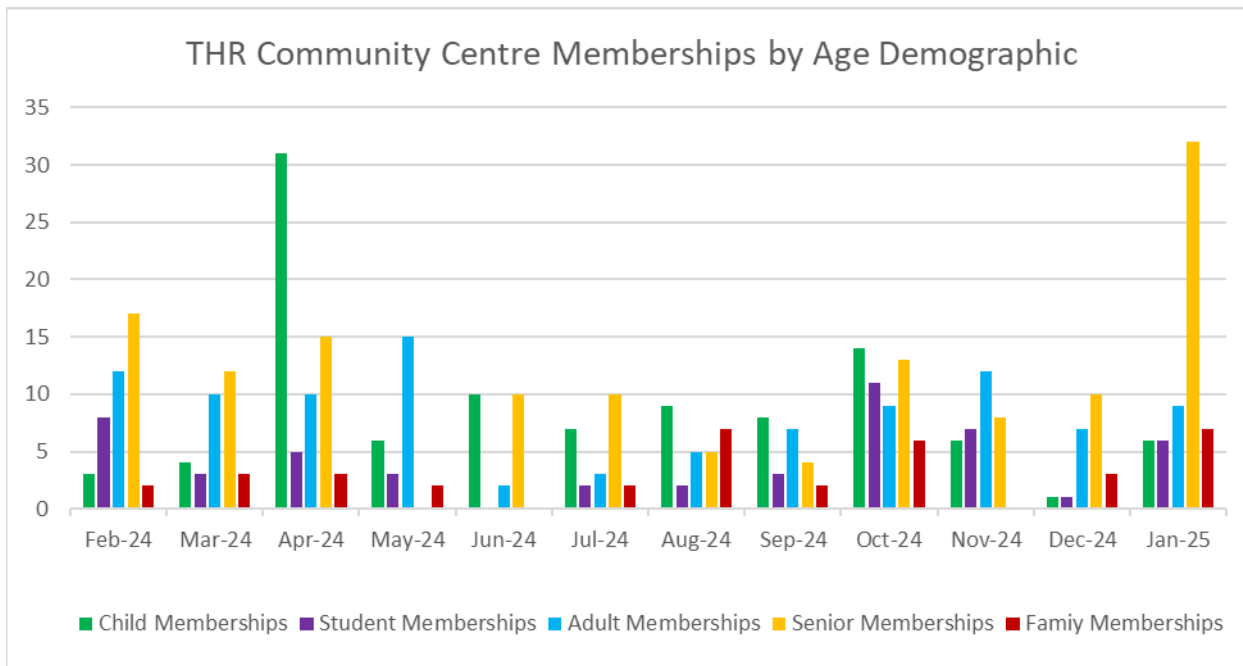




# REPORT TO COUNCIL

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 10<sup>th</sup> 2025

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



## Aquatics

### 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.



## REPORT TO COUNCIL

---

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 10<sup>th</sup> 2025

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---

### **Staffing**

The Don Stewart Aquatic Centre currently has 9 staff, including 5 casual Lifeguards, 1 Assistant Lifeguard, 1 full-time Lifeguard and 2 full-time Senior Lifeguards.

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

### **Attendance**

January swimmer attendance was 1,167, which is lower than the same period for 2024 (1,273) and 2023 (1,500) but higher December 2024 (1,085). The pool was closed on Sundays in January, which contributed to the lower numbers. There was also a hiatus in swimming lessons until January 20<sup>th</sup>.

Aquafit resumed mid-month, due to the instructor being away. Attendance was initially low (avg. 3 participants) but has improved significantly. Approximately 10-14 swimmers were attending Aquafit sessions at the end of the month.

### **Swimming Lessons and Special Programming**

The most recent session of lessons began January 20<sup>th</sup>. There are 53 participants registered for this 8-week session which will run until March 10<sup>th</sup>.

The Hay River Swim Club continues to hold 3 practices per week, with 16 swimmers registered. The Club has had preliminary discussions with Swim NT and the Yellowknife Swim Club for tentative training opportunities in Hay River, dependent on construction progress at Yellowknife's new aquatic centre.

There were several hockey tournaments hosted at the Hay River Community Centre in January. The pool schedule was adjusted to accommodate participants and provide more accessible open-swim times.

### **Dive-in Movie:**

The Aquatic Centre hosted another Dive-In Movie on December 15<sup>th</sup>, 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.

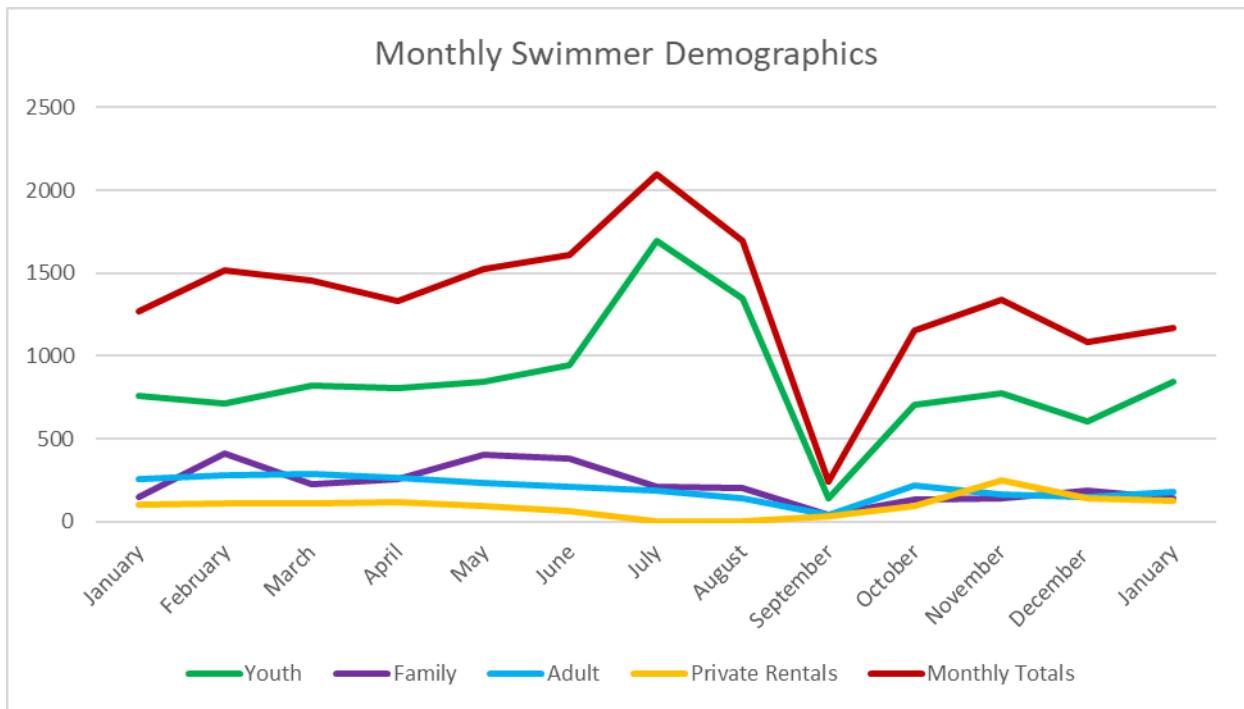
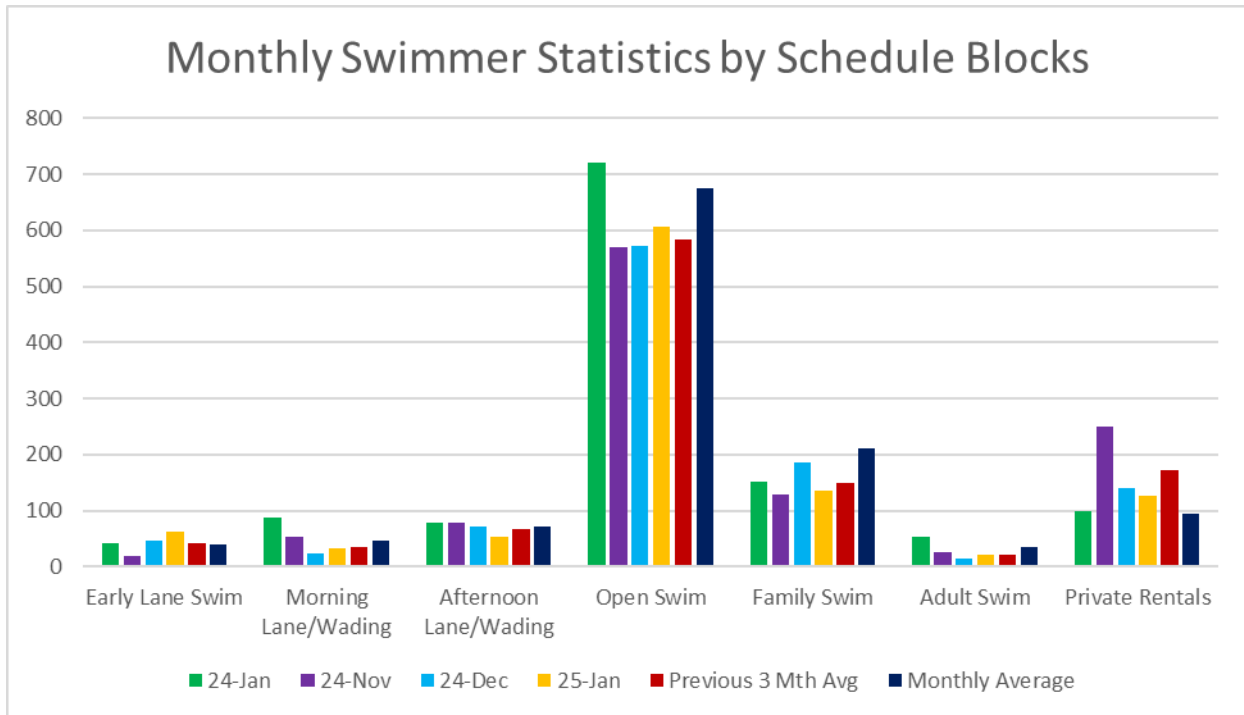


# REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 10<sup>th</sup> 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## Don Stewart Aquatic Centre Statistics





## REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 10<sup>th</sup> 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

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### Facilities and Maintenance

#### Don Stewart Aquatic Centre:

- Staff participated in Town of Hay River Safety Program Training.
- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Screen and audio-visual setup for Dive-In Movie events.
- Replace failing valves on Aquatic Centre boiler 1.

#### Aurora Ford Arena and Hay River Curling Club ice preparation:

- Daily and weekly maintenance and service of ice resurfacers.
- Routine daily ice maintenance and weekly measurements of ice depth.
- Alberta contractor completed mid-season inspection #2 of ice plant.
- Safety equipment improvements in ice plant room – per Ammonia Management and Ice Plant Safety Policy.
- Alberta contractor completed annual inspection of ice resurfacing machines – included preventative maintenance and servicing training for local Facility Maintainers.
- Ice plant entry and ammonia management in service training.
- New ice painting machine received from local manufacturer.
- Investigating mixing valve issue for arena dressing rooms domestic water.
- Repair 3 broken sheets of polycarbonate dasher boards.

#### 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.
- Removal of Christmas lights and decorations around walking track.
- 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.

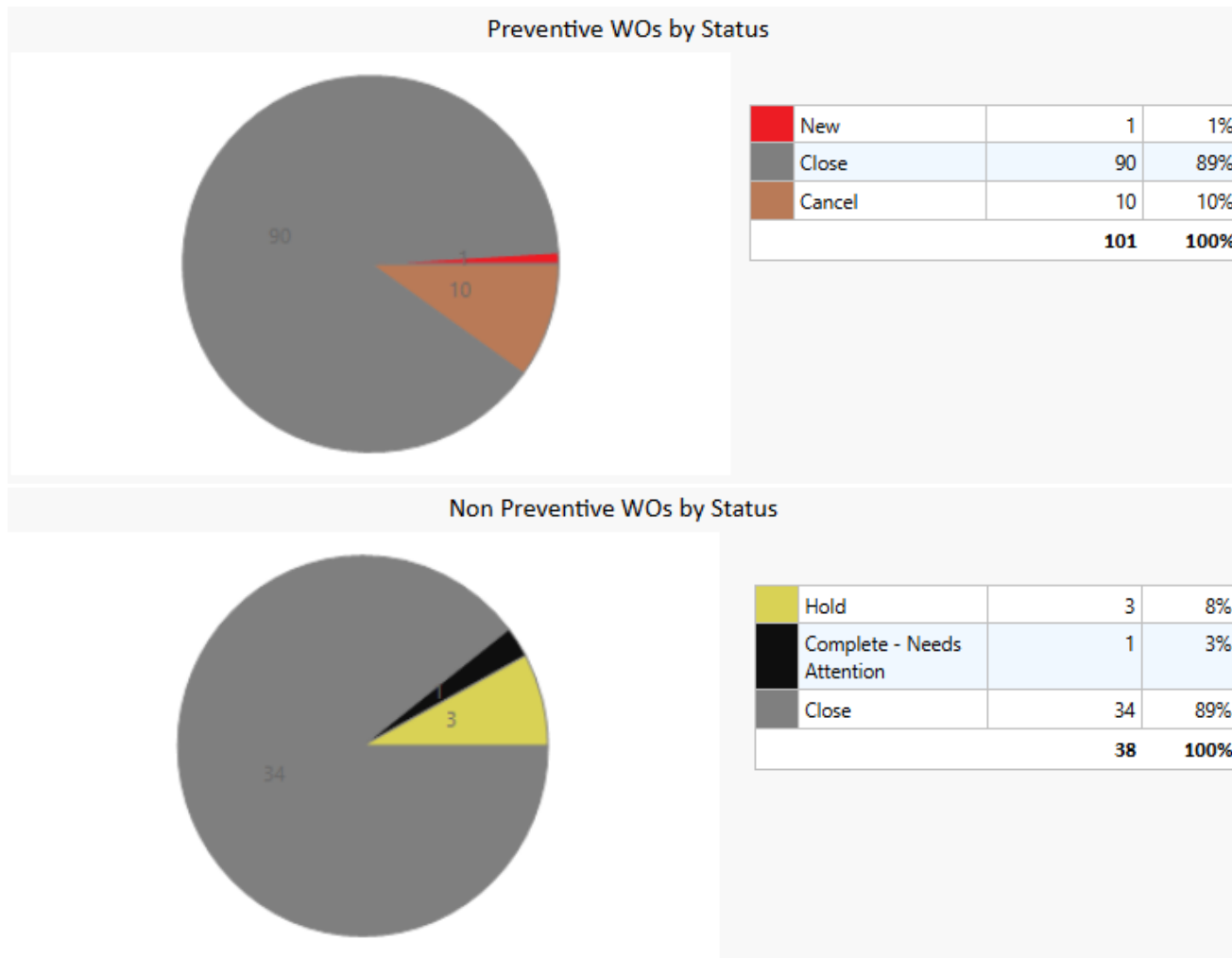


# REPORT TO COUNCIL

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: February 10<sup>th</sup> 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## Maintenance Work Order Progress Reports (January 2025)



## Corrective/Custodial Work Order Department/Division Summary (January 2025)

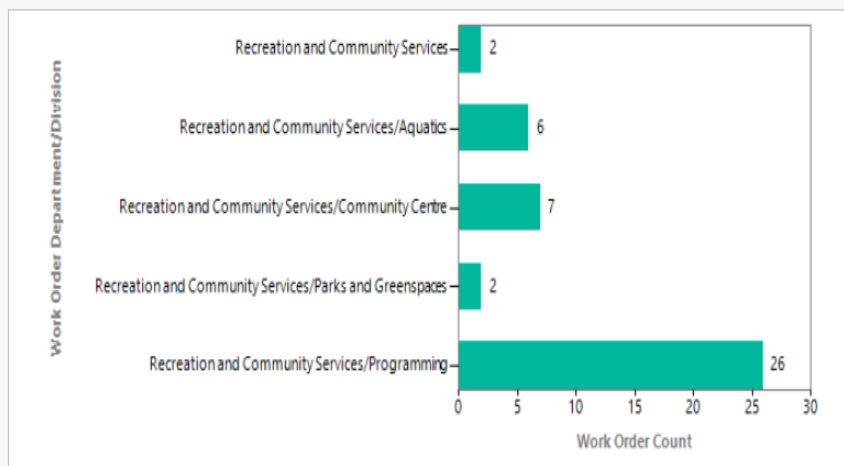


# REPORT TO COUNCIL

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 10<sup>th</sup> 2025

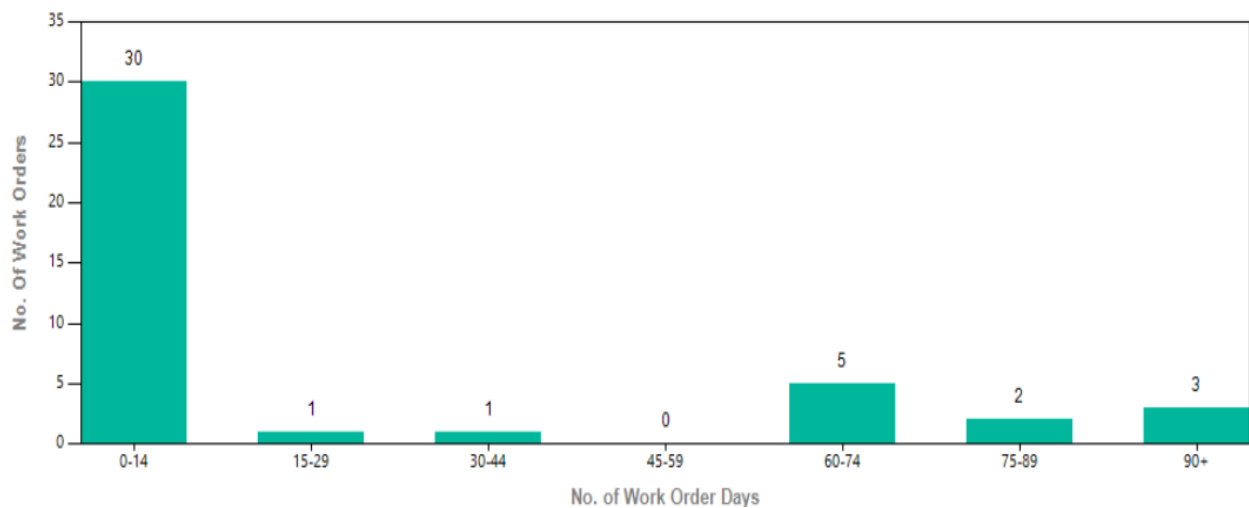
**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

DEPARTMENT/DIVISION	TOTAL WOs	%
Recreation and Community Services	2	5%
Recreation and Community Services/Aquatics	6	14%
Recreation and Community Services/Community Centre	7	16%
Recreation and Community Services/Parks and Greenspaces	2	5%
Recreation and Community Services/Programming	26	60%
<b>Total</b>	<b>43</b>	<b>100%</b>



## Corrective Work Order Aging Summary (cumulative)

Total Count: 42 | WO Date Range: ALL | Department/Division: Recreation and Community Services | Type: Corrective,Custodial,Predictive,Preventive | Main Task: ALL



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

N/A

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:



## REPORT TO COUNCIL

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** February 10<sup>th</sup> 2025

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

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N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: February 10<sup>th</sup>, 2025

**Reviewed by:**  
Patrick Bergen  
Director IPS  
Date: February 10<sup>th</sup>, 2025

# REPORT TO COMMITTEE



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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 10<sup>th</sup>, 2025  
**DEPARTMENT:** PROTECTIVE SERVICES  
**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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**RECOMMENDATION:**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January 2025 as presented.**

**BACKGROUND:**

Monthly Stat Summary	
<b>Animal Control</b>	<b>25</b>
<b>Traffic</b>	<b>6</b>
<b>Fire Prevention</b>	<b>4</b>
<b>Other</b>	<b>3</b>

Animal activity has been constant this past month. A few repeat offenders have been contacted when possible, and the higher problematic areas are being monitored and patrolled more often when possible. Several owners were fined when animals were captured this month due to loose dogs and animal welfare issues. A few animals found to have been abandoned on the streets have since been taken into the shelter and turned over to the contractor running the facility to find them new homes. With the weather fluctuation, animal welfare and pedestrian safety due to loose dogs continue to be one of the priorities over the next couple of months. Proper reporting procedures are always explained to individuals phoning with concerns to ensure accuracy and promptness when responding.

Traffic compliance during the winter months is always a priority. Ensuring vehicles are not parked on the roadways is important in keeping winter road clearing safety a priority for our public works crew. There was an incident involving a vehicle not paying attention to the roadway and driving up on a snow pile. Residents are always reminded to keep their vehicle windows clear to ensure maximum visibility of the roads and pedestrian traffic.

Some residents have been reminded of snow-clearing procedures for sidewalks and driveways. A few residents have been contacted and given warnings that have contravened the snow-

# REPORT TO COMMITTEE



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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 10<sup>th</sup>, 2025

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

---

clearing bylaw. Residents have been and will continue to be reminded that snow from driveways is to be kept on their own property unless written permission has been given.

## **School Safety**

The Protective Services Specialist continues to monitor and patrol the school zones during peak times to ensure motorists comply with regulations to ensure the safety of school zones with the increase in snow and ice conditions that come with fluctuating weather, especially during early morning hours.

## **Upcoming Goals**

The Protective Services Specialist has been hired and will be doing combined patrols and orientation to better familiarize himself with the areas around the Town of Hay River.

## **Emergency Services**

The Protective Services Specialist is currently enrolled in the 1021 Fire Officer's Course and is doing orientation and training on the ambulance.

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

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

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

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

<b>ATTACHMENTS:</b>
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# REPORT TO COMMITTEE



**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 10<sup>th</sup>, 2025

**DEPARTMENT:** PROTECTIVE SERVICES

**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
<b>Animal Control Bylaw</b>					
Animal Abuse/Welfare	6	2		2	2
Barking Dogs	1	1			
Dog Attack	4	3		1	
Dog Bites					
Loose Cat/Dog	11	4	5		2
Sled Dog Complaints					
Miscellaneous	3	2	1		
<b>Business License</b>					
No Business License					
Operating business not as permitted	1	1			
<b>Traffic Bylaw</b>					
Vehicle/Trailer Parking	3	1	2		
Speeding	2	1	1		
Speeding (School/Construct/Industrial)					
Suspected Impaired Driver					
Miscellaneous					
<b>Unightly Bylaw</b>					
Overgrown Trees					
Long Grass & Weeds					
Garbage					
Miscellaneous					
<b>Taxi Bylaw</b>					
Taxi Not Available					
No Brokerage/ Business Licence					
Fail to carry/No Taxi/Chauffer Permit					
<b>Noise Abatement Bylaw</b>					
Noise Complaint					
<b>Fire Prevention Bylaw</b>					
Burning without permit	1	1			
Miscellaneous	3	2	1		
<b>Public Behavior Bylaw</b>					
Miscellaenous					
Littering					
Public Intoxication					
Loitering					
<b>Snow Removal Bylaw</b>					
Sidewalks not cleared	1	1			
Driveway cleared on to street / sidewalk					
Snow being put on private property					
Miscellaenous	1		1		
<b>TOTAL</b>	<b>37</b>	<b>19</b>	<b>11</b>	<b>3</b>	<b>4</b>

# REPORT TO COMMITTEE



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**COMMITTEE:** MUNICIPAL SERVICES COMMITTEE      **DATE:** February 10<sup>th</sup>, 2025  
**DEPARTMENT:** PROTECTIVE SERVICES  
**SUBJECT:** MUNICIPAL ENFORCEMENT REPORT

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**Prepared by:**  
Jonathan Wallington  
Assistant Director of Protective Services  
Date: February 5, 2025

**Reviewed By:**  
Patrick Bergen  
Director of IPS  
Date: February 5, 2025



# REPORT TO COMMITTEE

**COMMITTEE:** Bylaw and Policy

**DATE:** January 29, 2025

**DEPARTMENT:** Office of the SAO

**SUBJECT:** Bylaw Development Prioritization Schedule

## RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the update to the Bylaw Development Prioritization Schedule as recommended by the Bylaw and Policy Committee.**

## BACKGROUND:

Council maintains a Bylaw Development Prioritization Schedule to guide the focus of Administration and the Bylaw and Policy Committee. Bylaws on the schedule support various initiatives identified within Town strategic and operational plans. The Schedule is reviewed regularly by the Bylaw and Policy Committee and brought to Council for approval.

Within the last couple of years, good progress has been made on updating and approving bylaws identified on the schedule. This activity has improved governance controls, increased public relevance and, in many cases, improved the financial sustainability of the Town.

Several bylaw updates are suggested for deferral. Bylaws added to the most recent proposed update to the Schedule are:

- Fees and Charges Bylaw - Solid Waste; Chase the Ace
- Solid Waste Bylaw
- Corridor Bylaw
- Chase the Ace Bylaw
- Procurement Bylaw / Policy
- Signing Authority Bylaw
- Council Code of Conduct
- Public Behaviour Bylaw
- Bylaw Officer
- Zoning Bylaw

The Schedule uses a prioritization ranking of 1 to 3 with 1 being the highest priority for bylaw development. Target completion dates and department leads are included in the schedule.



# REPORT TO COMMITTEE

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**COMMITTEE:** Bylaw and Policy

**DATE:** January 29, 2025

**DEPARTMENT:** Office of the SAO

**SUBJECT:** Bylaw Development Prioritization Schedule

---

Comments provide some background to the drivers of change and status information. The Schedule attached highlights in yellow, updates made since the last review by Council.

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Bylaw Development Prioritization Schedule

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**Prepared by:**

Glenn Smith

SAO

January 20, 2025



# REPORT TO COMMITTEE

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**COMMITTEE:** Standing Committee of Council

**DATE:** February 10, 2025

**SUBJECT:** Solid Waste Management – Curbside Cart Waste Collection Program and Household Waste Processing Levy

---

**RECOMMENDATION:**

**MOVED BY: CLLR WALL**  
**SECONDED BY: CLLR LAKUSTA**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report to Council on the proposed update of Bylaw No. 2332- Solid Waste Management Bylaw, and the amendment to the Bylaw No. 2431 - Fees and Charges as presented.**

**BACKGROUND:**

The Bylaw and Policy Committee met on January 29, 2025 to discuss updates to the Town’s Solid Waste Management Bylaw and the Fees and Charges Bylaw to incorporate the adoption of a Household Solid Waste Processing Levy and a Curbside Cart Waste Collection Program. At the heart of these changes is controlling costs associated with waste management and progressing sustainable waste management responsibilities. Other housekeeping type changes were made to the bylaw to improve clarity and align with waste management regulations and procedures.

A summary of the programs are provided in this Report to Council and marked up versions of the current bylaws are attached with recommended changes. A legal review of the bylaws is ongoing – the final version, including any changes identified by the Standing Committee will be incorporated into final draft versions to be presented at a future meeting of Council.

### **Curbside Cart Waste Collection Program**

As part of the Town’s 2023 RFP for contract waste collection services, proponents were asked to identify technologies and procedures to reduce associated costs and to support future waste reduction, diversion, and segregation. Contract negotiations with the successful proponent led to an agreement to implement an automated waste collection system. The automated system would cut manual collection labour costs by approximately 40%, reduce employee safety risks, and improve collection efficiencies.

Standardized ‘curbside carts’ used in the automated collection system will support future variable rate structures through multiple cart sizes moving the Town further to a user pay for waste production. The future fee structure will encourage residents to reduce and recycle waste therefore improving overall community waste management practices and responsibilities.



# REPORT TO COMMITTEE

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**COMMITTEE:** Standing Committee of Council

**DATE:** February 10, 2025

**SUBJECT:** Solid Waste Management – Curbside Cart Waste Collection Program and Household Waste Processing Levy

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The Town's first phase of automated waste collection focuses on the goals of municipal cost reduction and a cultural waste management transition for residents of Hay River. One 240L bin will be deployed to all residential property owners that receive waste collection services at no cost. The cost of the carts have been absorbed in the waste collection contract and through a grant received by the Town through the GNWT's Waste Reduction and Recycling Initiative.

Collection frequency will remain at twice per week for residents not in the Corridor. Mile 5 area residential property owners will shift from once per week to twice per week collection to standardize allowances.

All household waste will be required to be within the curbside cart; waste placed around the cart will not be picked up. Other requirements for cart placement and operation are included in the bylaw. Included in the waste collection contract is the deployment of a downtown transfer station that can be used to dispose of carboard. The carboard will be segregated from other waste creating an opportunity for recycling, reuse, or diversion by the Town.

Procedures for use and set-out placement of the carts are included in the proposed Solid Waste Bylaw. A communication plan (attached) has been developed to support communication about the program to residents.

## Household Solid Waste Processing Levy

In 2015 a bylaw and financial analysis was completed by the then Public Works Department to set out clearer guidelines for solid waste management and to define fees more reflective of the cost of management. The recommended fees, and the overall methodology considered waste profiles and fees from similar jurisdictions in the North as well as Western Canada. The model included cost recovery to support capital and closure costs associated with the current and future facilities.

In 2023 an update to the Solid Waste bylaw and solid waste management fees was approved by Council. This included an update to the financial analysis from 2015. Revised tipping fees identified as part of the financial analysis were incorporated into an amendment to the Town's Fees and Charges bylaw. Not included was a proposed levy-based fee system intended to cover costs associated with residential waste management which could be presented as a line item on monthly water/sewer utility bills. At the time there was some uncertainty in overall waste management costs as the Town only recently took over management of the landfill and



# REPORT TO COMMITTEE

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**COMMITTEE:** Standing Committee of Council

**DATE:** February 10, 2025

**SUBJECT:** Solid Waste Management – Curbside Cart Waste Collection Program and Household Waste Processing Levy

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were operating with an expired waste collection contract. It was decided to continue to recover associated costs through general property taxation until better information was accumulated.

With the recent execution of a new solid waste collection contract and two years of landfill operating data, plus updates to landfill closure and landfill replacement costs projections, the Town is in a better position to understand total lifecycle costs associated with solid waste management.

Incorporated into the approved 2025 operational budget was a cost recovery model for solid waste management which included a proposed introduction of a household solid waste processing levy. A cost recovery model shifts from the inclusion of solid waste management costs in property taxation to a more transparent user pay model where operational and capital costs are recovered primarily through tipping fees and a monthly levy in addition to a subsidy received from MACA. Transparency seeks to improve decision making including those pertaining to waste management service levels and handling procedures.

Proposed in bylaw amendments are the instatement of two household waste processing levies: A Single Family Unit Solid Waste Levy and a Corridor Solid Waste Levy. The Corridor levy is discounted as there is currently no waste collection services to residents in the area. To mitigate 'rate shock' effects, in addition to a hold on Residential Property Tax mill rates included in the 2025 budget, both levies are initially discounted. Two years of levies are presented in the Fees and Charges bylaw with an incremental increase in year two that considers increased cost recovery. Increases are expected beyond year two which do serve to reduce or at least control residential property tax increases. The levies will be listed on the utility bill currently used for water and sewer fees. Commercial companies are not included in the levy system and instead pay processing fees through a combination of tipping fees and any collection fees and container rental fees from a waste collection contractor.

All residential properties, excluding multifamily units which are considered commercial, will pay a solid waste levy if they have an active water/sewer account. Accounts can only be setup and held by property owners – tenants would not be able to setup an account. If an account is in arrears, charges can be transferred to the property owner's property tax account.

## Other Proposed Bylaw Changes

In addition to terms to incorporate the Curbside Cart and the Household Solid Waste Levy, several changes to the Solid Waste Bylaw are being suggested. These include:



# REPORT TO COMMITTEE

**COMMITTEE:** Standing Committee of Council

**DATE:** February 10, 2025

**SUBJECT:** Solid Waste Management – Curbside Cart Waste Collection Program and Household Waste Processing Levy

- Allowance of Yard Waste in Household Waste collection
- Increases to some voluntary fines
- Improved definition of various waste types, allowances and handling procedures
- Identification of hazardous waste items and associated tipping fees missing from current bylaw
- Removal of requirement to remove propane tank valves for landfill acceptance
- General housekeeping of terminology, formatting, and reference to other government regulations
- Improved alignment with the Town's water license and operating procedures

## Project and Change Management

A project team has been assembled to manage the rollout of both the Curbside Cart Waste Collection and the Household Waste Processing Levy. The project plan includes equipment readiness, procedural definitions, legislative updates, change management, and a public and internal communication plan. The current implementation schedule sees the carts and processing fee being rolled out at the beginning of April.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

N/A

### FINANCIAL IMPLICATIONS:

- No additional cost to Town / Resident for initial carts. Replacement carts are the responsibility of property owners
- No costs to Town for cardboard transfer station operation and disposal
- Reduced operational costs incorporated into collection contract
- Increased revenues associated with waste management account; decreased property tax revenues

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:



# REPORT TO COMMITTEE

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**COMMITTEE:** Standing Committee of Council

**DATE:** February 10, 2025

**SUBJECT:** Solid Waste Management – Curbside Cart Waste Collection Program  
and Household Waste Processing Levy

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Bylaw No. 2332/PWS/23 – Solid Waste Management (proposed)  
Bylaw No. 2431 – Fees and Charges – Schedule B - Part 9 – Waste Facility Tipping Fees  
Curbside Cart and Household Waste Processing Levy Communication Plan

---

**Prepared by:**  
Glenn Smith  
Senior Administrative Officer  
February 4, 2025

**Reviewed by:**



# REPORT TO COMMITTEE

**COMMITTEE:** Bylaw and Policy

**DATE:** January 29, 2025

**DEPARTMENT:** Office of the SAO

**SUBJECT:** Chase the Ace Style Lotteries Bylaw

## RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER amends the Chase the Ace Style Lotteries Bylaw and Fees and Charges Bylaw as presented.**

## BACKGROUND:

The attached bylaw amendment for a Chase the Ace Style Lotteries and the associated Fees and Charges is presented for Committee review and comment.

The Chase the Ace Style Lottery Bylaw is presented as a stand-alone bylaw given the complexity of the raffle and the controls in place to safeguard the public, workers, the organization that holds the lottery license and the Town of Hay River.

Consideration should be given to the following summary of amendments that in general are intended to increase lottery controls, efficiencies, and returns:

- Allowance for electronic ticket sales
- Allowance for a proxy to claim prize(s)
- Removal of one draw per week requirement
- Allowance for ticket sales ahead of draw date
- Allowance for event winner to not draw a card for progressive jackpot
- Change ineligible lottery players to only the ticket drawer
- Change lottery application fees from after each draw to after the conclusion of the lottery
- Increase lottery license fee to \$75
- Add additional lottery license fee tiers

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Cities, Town and Villages Ace  
Lotteries Act



# REPORT TO COMMITTEE

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**COMMITTEE:** Bylaw and Policy

**DATE:** January 29, 2025

**DEPARTMENT:** Office of the SAO

**SUBJECT:** Chase the Ace Style Lotteries Bylaw

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Lotteries Regulations  
Town of Hay River Lottery Licensing Bylaw No. 2349

**FINANCIAL IMPLICATIONS:**

Revenues to Town will be tied to the level of prize payout which is based on chance.

**ALTERNATIVES TO RECOMMENDATIONS:**

Do not approve suggested changes

**ATTACHMENTS:**

Chase the Ace Style Lotteries Bylaw – Track Changes  
Fees and Charges – Schedule B – Part 6a – Track Changes

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**Prepared by:**  
Glenn Smith  
Senior Administrative Officer  
January 20, 2025

**Reviewed by:**



# REPORT TO COUNCIL

COMMITTEE: BYLAW AND POLICY

DATE: FEBRUARY 6, 2025

DEPARTMENT: CORPORATE SERVICES

SUBJECT: BYLAW 2388 – PROCUREMENT BYLAW AND POLICY REVISION

## RECOMMENDATION:

MOVED BY: DM DOHEY  
SECONDED BY: CLLR WALL

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the revisions to Bylaw No. 2388 – Procurement, FA.006 Procurement Policy, and FA.003 Internal Controls/Signing Authorities Policy as recommended by the Bylaw and Policy Committee.**

## BACKGROUND:

The procurement bylaw is a foundational regulatory framework that governs the acquisition of goods, services, and construction by the municipality. It establishes the rules, principles, and processes to ensure transparency, accountability, efficiency, and value for money in public spending. Periodic reviews and updates to the procurement bylaw are necessary to align it with evolving best practices, legal requirements, and the Town's strategic objectives.

### Context for Revision

- 1. Alignment with Legislative Changes:** Recent updates to federal and provincial procurement laws and trade agreements necessitate changes to the existing bylaw to ensure compliance. This includes adherence to the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), which impose obligations related to fair competition, non-discrimination, and transparency in procurement processes.
- 2. Organizational Restructuring:** Recent changes to the organizational structure has necessitated updates to spending authorities to align with new roles and responsibilities, ensuring clarity and accountability.
- 3. Improved Risk Management:** Strengthening measures for managing procurement risks, such as supplier performance and contract management, is a key focus of the Town, and the revisions aim to reduce as much risk as possible.
- 4. Ensuring Continuity and Consistency:** A critical focus during the revision process was maintaining continuity and consistency across the bylaw and related policies. This ensures that all procurement activities are aligned, reducing confusion and ensuring smooth implementation.

### Key Highlights



# REPORT TO COUNCIL

COMMITTEE: BYLAW AND POLICY

DATE: FEBRUARY 6, 2025

DEPARTMENT: CORPORATE SERVICES

SUBJECT: BYLAW 2388 – PROCUREMENT BYLAW AND POLICY REVISION

1. **Adjusted Role Definitions:** The bylaw has been updated to reflect new role definitions as outlined in the revised organizational chart, ensuring responsibilities are clearly defined.
2. **Updated Spending Authorities:** Spending authorities have been revised to align with new responsibilities resulting from the organizational restructuring.
3. **Trade Agreement Clarity:** Definitions and triggers for trade agreements, such as CFTA and CETA, have been included to ensure compliance and transparency.
4. **Simplified Language:** Ambiguities have been addressed by clarifying language throughout the bylaw, reducing confusion and enhancing usability.

Revisions to the Procurement Bylaw and Policy were accompanied by updates to the Internal Controls/Signing Authorities Policy (FA.003). These updates align with the organization's restructuring and role adjustments to ensure consistency and compliance with the revised framework.

## Bylaw and Policy Committee

The Bylaw and Policy Committee met on January 29, 2025 to discuss the revisions. The changes that came out of those discussions are the following:

1. Revising of the definition of local business to clarify which businesses qualify for local preference. We therefore included wording that indicated local business had to have a permanent office within the municipal boundaries of Hay River.
2. The Local Purchase Preference was changed from 10% to a maximum of \$50,000 to 15% to a maximum of \$100,000.

### COUNCIL POLICY / STRATEGY OR GOAL:

This aligns with the Town's 2022-2025 Strategic Plan to focus on the operational and fiscal sustainability of the Town by ensuring the Town is supported through a set of current and reliable bylaws and policies.

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

*Cities, Towns, and Villages Act S.N.W.T. 2003, c.22*



# REPORT TO COUNCIL

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**COMMITTEE:** BYLAW AND POLICY

**DATE:** FEBRUARY 6, 2025

**DEPARTMENT:** CORPORATE SERVICES

**SUBJECT:** BYLAW 2388 – PROCUREMENT BYLAW AND POLICY REVISION

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*THR 2022-2025 Strategic Plan  
Bylaw No. 2388 – Procurement*

## **FINANCIAL IMPLICATIONS:**

Revising procurement bylaws and policies may incur initial costs, but it can lead to long-term savings through improved efficiency, better competition, and risk mitigation. These updates can streamline processes, reduce administrative burdens, and ensure compliance, ultimately enhancing the organization's financial health.

Failure to revise policies can result in inefficiencies, higher costs, legal risks, and missed savings opportunities. Without updates, organizations face increased operational burdens and potential penalties, jeopardizing their financial stability. Implementing revisions is crucial for optimizing procurement outcomes and protecting long-term success.

## **ALTERNATIVES TO RECOMMENDATIONS:**

N/A

## **ATTACHMENTS:**

Bylaw 2388 Procurement Bylaw – 2025 revision  
FA.006 Procurement Policy – 2025 revision  
FA.003 Internal Controls/Signing Authorities Policy – 2025 revision

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**Prepared by:**  
Blair Porter  
Director of Corporate Services

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** February 10th, 2025

**SUBJECT:** EXCUSED ABSENCE

**RECOMMENDATION:**

**MOVED BY:** CLLR WALL  
**SECONDED BY:** CLLR SQUIRREL

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Willows from the Standing Committee of Council, Monday, February 17<sup>th</sup>, 2025 and Cllr Gagnier from the Standing Committee of Council, February 17<sup>th</sup> and Regular Meeting, February 24<sup>th</sup>, 2025.**

**BACKGROUND:**

Cllr Willows has asked to be excused from the Standing Committee of Council, Monday, February 17<sup>th</sup>, 2025 and Cllr Gagnier from the Standing Committee of Council, February 17<sup>th</sup> and Regular Meeting, February 24<sup>th</sup>, 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: February 7<sup>th</sup>, 2025

**Reviewed by:**



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 17<sup>th</sup>, 2025**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

**RECOMMENDATION:**

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

**That the Council of the Town of Hay River approves the Emergency Services Activity Report for January 2025 as presented.**

**BACKGROUND:**

**Summary:**

Monthly Stat Summary	
<b>EMS Calls</b>	<b>68</b>
<b>False Alarms</b>	<b>4</b>
<b>Fires</b>	<b>2</b>
<b>Rescue</b>	<b>1</b>

In January, We held an instructor training meeting in January, during which we laid out the department's first quarter training schedule, which included training for the NFPA 1001 Professional Firefighter and a second stream of training for the certified members. The schedule also identifies instructors for each training night. There was also an Officer meeting in January, during which discussions were held on Captain development and positions, member minimum expectations, and other department priorities for the year.

With the start of the new year, the Department has changed the structure for on-call procedures for both Fire and Medical response. For ambulance services, it has now moved from only having on-call shifts on the weekend to having on-call shifts during the entire week. Which means there is a dedicated ambulance crew 24 hours a day 365 days a year. This has enabled the Department to respond faster and more reliably to medical emergencies during the week by having members sign up for weeknight/morning shifts. The shift also includes having an officer on call for an entire week through the weekend, which ensures a dedicated officer will be the first to respond to fire calls. This helps establish command sooner and allows them to assess the scene for hazards and build the incident action plan prior to the first units arrival. This means that the direction and action on the scene happens faster and is more informed for responders



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 17<sup>th</sup>, 2025**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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safety, which can increase the chances of saving a structure or reduce the depreciation of the apparatus from not having to respond entirely to false alarms. Having a rotating officer on call for the week allows officers to gain more experience, keep a better life balance with the department, and allow for rotating staff to get more rest on a regular basis.

The Department continues to roll out the implementation of the online app to integrate information and tools within the department. Available to members on their phones, the app allows them to access training schedules, SOPs, meeting minutes, crew lists, apparatus maintenance checklists, lock-out/tag-out alerts, and the ambulance on-call schedule. This app is proving to be effective at keeping members informed whenever and wherever they may be with up-to-date information and live documents. As more forms and tools are fine-tuned, they will be added in the future.

This year, the primary responding ambulance, Medic 1, has now been in service for over 10 years. Due to road and weathering conditions on the exterior parts and drivetrain, the primary unit for in-town response has now been switched to the newer ambulance, Medic 2. This will ensure the longevity of both ambulances, as the secondary responding unit usually only responds to medical transfers to and from the airport. Medic 1 will still be used for Highway Response and MVAs due to its increased capacity to hold more patients.

The Director has started implementing the Health and Safety Management System rollout with the assistance of Cavers Solutions. Orientation and training with the new forms and procedures have already started this year over two days of in-house training this past month, with the majority of the Town Staff available to participate. This will help to ensure streamlined processes are easy to follow, forms can easily be found on the Town's Intranet, and the safety of all workers is at the forefront of any task to ensure everyone goes home at the end of the workday.

The Fire Department started its NFPA 1001 professional firefighter training program with its new recruits. There are a total of 8 members taking the certified training course that is being taught in hose by a variety of instructors. We have several new instructors on the department that are now developing and gaining experience through teaching on Thursday training nights. We also have a second stream of training for the group that is already NFPA 1001 certified that is running separately from the NFPA 1001 program. We also have 6 members who will be taking their NFPA 1021 fire officer training to develop their skills for officer positions on the department.



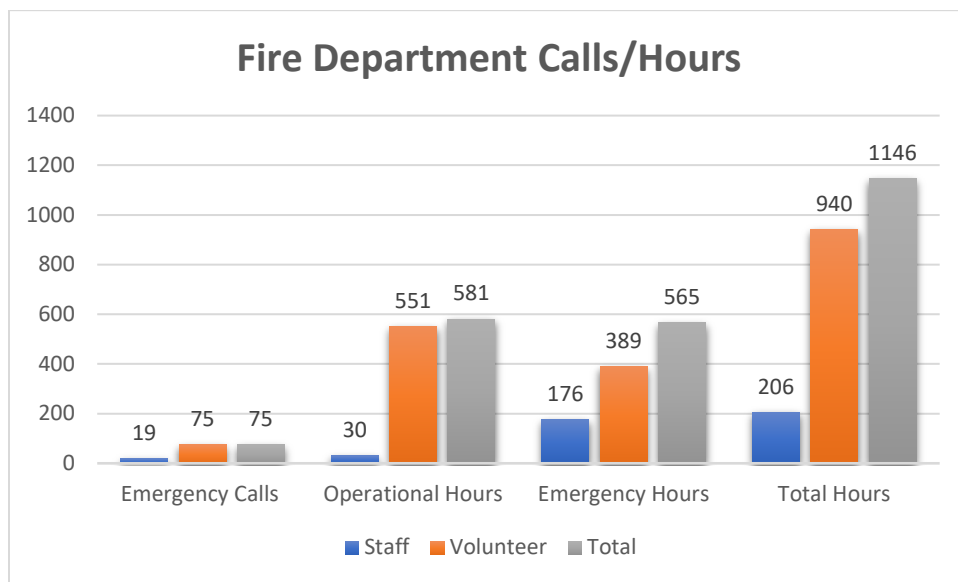
# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 17<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## STATISTICS



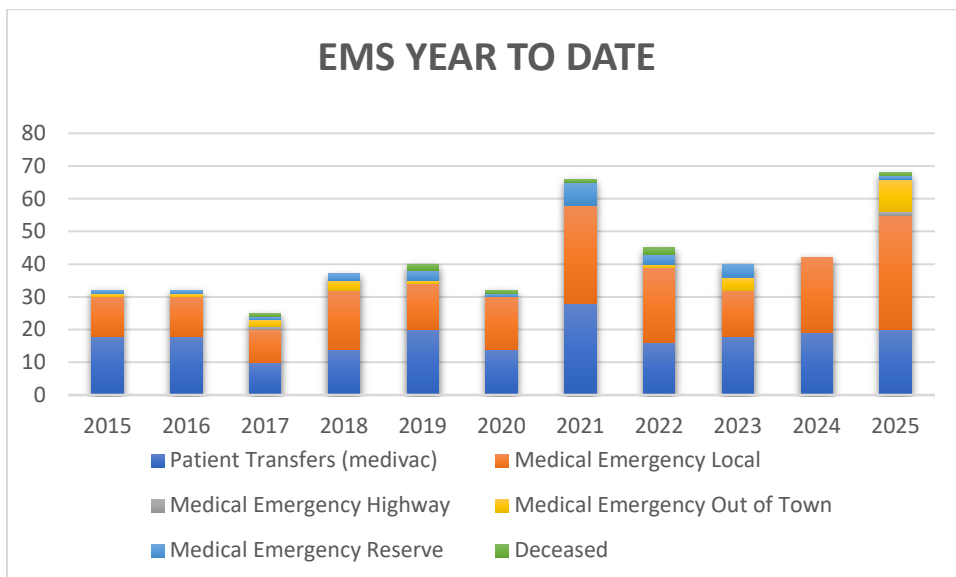


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 17<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



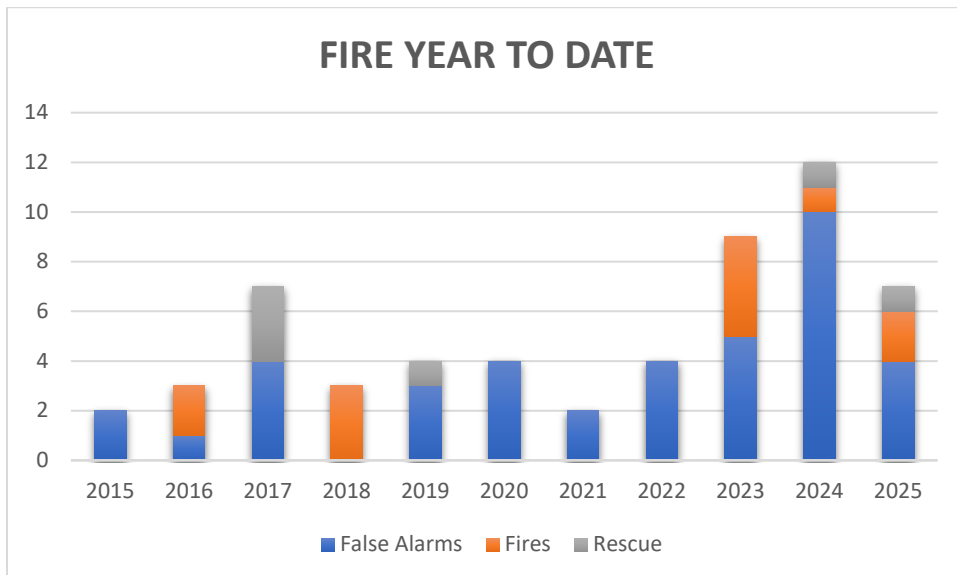
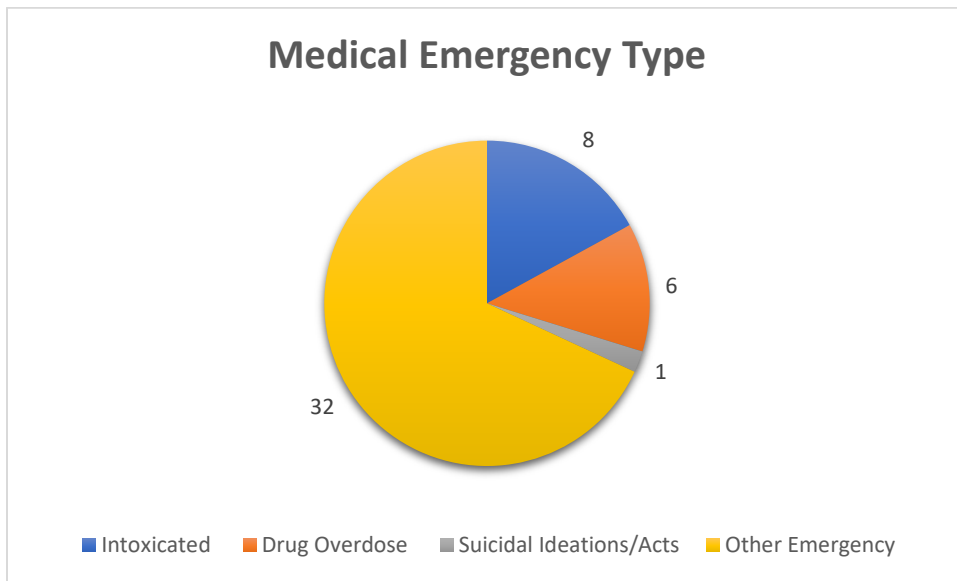


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 17<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 17<sup>th</sup>, 2025**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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## MAINTENANCE

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

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

Fire Prevention Bylaw

### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

None

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#### Prepared by:

Jonathan Wallington  
Assistant Director Protective Services  
Date: February 10<sup>th</sup> 2025

#### Reviewed By:

Blair Porter  
Director of Corporate Services  
Date: February 10<sup>th</sup> 2025



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** February 17th, 2025

**SUBJECT:** HALF DAY CIVIC HOLIDAY

**RECOMMENDATION:**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER Directs administration to bring forth a bylaw for a half day civic holiday celebrating the 43<sup>rd</sup> K'amba Carnival.**

**BACKGROUND:**

Each year the Town of Hay River declares a half day civic holiday in celebration of K'amba Carnival. This year the carnival takes place on February 27-March 2<sup>nd</sup> this year.

**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: February 14<sup>th</sup>, 2025

**Reviewed by:**



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: FEBRUARY 24, 2025

SUBJECT: BANK SIGNING AUTHORITY

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINTS THE FOLLOWING COUNCIL AND ADMINISTRATIVE REPRESENTATIVES AS BANK SIGNING AUTHORITIES:

- MAYOR, KANDIS JAMESON
- DEPUTY MAYOR, KEITH DOHEY
- FINANCE COMMITTEE CHAIR, BRIAN WILLOWS
- SENIOR ADMINISTRATIVE OFFICER, GLENN SMITH
- DIRECTOR OF CORPORATE SERVICES, BLAIR PORTER

## BACKGROUND:

Bank signing authorities are required in order to meet the Town's obligations under the Internal Controls/Signing Authorities Policy and the *Cities, Towns and Villages Act*.

From Council, the recommended signing authorities are the Mayor, Deputy Mayor, and the Chair of the Finance Committee. From Administration, the recommended signing authorities are the SAO and the Director of Corporate Services.

## COUNCIL POLICY / STRATEGY OR GOAL:

Internal Controls/Signing Authorities Policy FA.003

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

*Cities, Towns & Villages Act, S.N.W.T. 2003, c.22*

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES TO RECOMMENDATIONS:

N/A

## ATTACHMENTS:

Internal Controls/Signing Authority Policy FA.003

### Prepared by:

Blair Porter  
Director of Corporate Services  
February 20, 2025

### Reviewed by:

Glenn Smith  
Senior Administrative Officer  
February 20, 2025



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: FEBRUARY 24, 2025

SUBJECT: SIGNING AUTHORITY BYLAW

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPROVES THE REVISIONS TO BYLAW 2389 – SIGNING AUTHORITIES BYLAW, AS RECOMMENDED BY ADMINISTRATION.

## BACKGROUND:

The Signing Authorities Bylaw, which authorizes the Internal Controls/Signing Authorities Policy FA.003, was originally enacted to establish clear guidelines on who is authorized to sign financial documents on behalf of the municipality. This ensures accountability, maintains proper oversight, and aligns with legislative requirements.

The current Signing Authorities Bylaw and Procurement Bylaw contain overlapping provisions regarding signing authorities for financial commitments and contractual agreements. This duplication creates redundancy and potential confusion regarding the approval process. Additionally, direct oversight by the council over signing authorities is a legislative requirement under the Cities, Towns, and Villages Act, Section 100.

## Analysis

- The Procurement Bylaw establishes processes and thresholds for purchasing and contracting, which already define spending authority.
- The Signing Authorities Bylaw should focus specifically on who is authorized to sign financial documents on behalf of the municipality, ensuring council maintains direct oversight.
- Removing the duplications will streamline approval processes, increase administrative efficiency, and improve compliance with legislative requirements.

## Proposed Revisions

1. **Clarification of Roles:** Specify that the Signing Authorities Bylaw governs who may sign financial documents, while the Procurement Bylaw governs expenditure limits and approvals.
2. **Removal of Redundant Clauses:** Eliminate sections in the Signing Authorities Bylaw that duplicate financial authority provisions already covered in the Procurement Bylaw.



# REPORT TO COUNCIL

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DEPARTMENT: CORPORATE SERVICES

DATE: FEBRUARY 24, 2025

SUBJECT: SIGNING AUTHORITY BYLAW

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3. **Alignment with Legislative Requirements:** Ensure that the revised Signing Authorities Bylaw reflects the oversight responsibilities outlined in Section 100 of the Cities, Towns, and Villages Act.

**COUNCIL POLICY / STRATEGY OR GOAL:**

Internal Controls/Signing Authority Policy FA.003

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

*Cities, Towns & Villages Act*, S.N.W.T. 2003, c.22

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications arising from these revisions. The changes will improve operational efficiency and compliance with existing legal requirements.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Current Signing Authorities Bylaw (Annotated with Proposed Changes)

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**Prepared by:**

Blair Porter  
Director of Corporate Services  
February 21, 2025

**Reviewed by:**

Glenn Smith  
Senior Administrative Officer  
February 21, 2025

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**A BYLAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO ESTABLISH A PROTOCOL FOR SIGNING AUTHORITIES FOR THE MUNICIPALITY**

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**WHEREAS** pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22 and subsequent amendments thereto, municipalities are required to adopt policies with respect to Signing Authorities by the municipality;

**AND WHEREAS** the Council deems it desirable and necessary to establish a Protocol for Municipal Signing Authorities as it pertains to ~~disbursements made by cheque or other negotiable instruments; signing and legal documentation such as written agreement and contracts.~~

**NOW THEREFORE** the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, in Council duly assembled.

**1.0 POLICY AND PROCEDURES**

**1.1** The policy attached hereto as Schedule "A" forms part of the by-law and shall ~~be and~~ is hereby adopted as the ~~Internal Controls/Signing Authorities~~ Policy for the Town of Hay River.

~~4.1.2~~ ~~Cheque and payment document signing authorities are defined in the policy attached hereto as Schedule "A".~~

~~4.2~~ ~~Amendments to Schedule "A" shall only be done by way of amendment to this by-law.~~

**2 CHEQUE SIGNING AUTHORITIES**

~~2.1~~ ~~Once all disbursement lists have been duly approved, the municipal cheque signing authorities are empowered to sign and distribute all disbursement cheques.~~

**2.0 IMPLEMENTATION AND CONFLICTS**

**2.1** The provisions of this by-law apply to any and all signing authority initiated by or on behalf of the Town of Hay River after this by-law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.

**2.2** By-law 2389 and any amendments there to are hereby repealed.

**2.3** This by-law will come into effect upon the day of its final passage.

~~2.2~~ ~~The approved municipal cheque signing authorities for the Town of Hay River will be:~~

~~a. Elected Officials: Mayor and Deputy Mayor~~

~~b. Administration: SAO, Assistant SAO and Director of Finance and Administration~~

~~2.3~~ ~~All cheques must be signed by one Elected Official and one designated~~

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BYLAW NO. 2389-~~CS-25~~  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

~~Administration member.~~

~~3.0 DOCUMENT SIGNING AUTHORITIES~~

~~3.1 All legal agreements and contracts will be signed by the Mayor and Senior Administrative Officer or their designated alternates listed in 2.2 above.~~

~~3.2 Annual and periodic arena, community hall, community lounge, play zone, meeting rooms and pool rental agreements can be signed by the Director of Recreation as required on behalf of the Town.~~

~~4.0 IMPLEMENTATION AND CONFLICTS~~

~~4.1 The provisions of this by law apply to any and all signing authority initiated by or on behalf of the Town of Hay River after this by law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.~~

~~4.2 By law 1764 and any amendments there to are hereby repealed.~~

~~4.3 This by law will come into effect upon the day of its final passage.~~

READ A FIRST TIME this ~~21<sup>st</sup>~~ day of ~~January 2019~~, ~~2025~~.

\_\_\_\_\_  
Mayor

READ A SECOND TIME this ~~21<sup>st</sup>~~ day of \_\_\_\_\_, ~~2025~~~~January 2019~~.

\_\_\_\_\_  
Mayor

READ A THIRD AND FINAL TIME this \_\_\_\_\_~~28<sup>th</sup>~~ day of \_\_\_\_\_, ~~2025~~~~January 2019~~.

\_\_\_\_\_  
Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s41(1) and the bylaws of the Municipal

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BYLAW NO. 2389-~~CS-25~~  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

Corporation of the Town of Hay River on this ~~\_\_\_\_\_~~ <sup>28<sup>th</sup></sup> day of ~~\_\_\_\_\_~~, ~~2019~~ <sup>2025</sup> ~~January~~

\_\_\_\_\_  
Senior Administrative Officer

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# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: FEBRUARY 24, 2025

SUBJECT: APPOINTMENT OF AUDITOR FOR 2024 FISCAL YEAR

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPOINT THE FIRM OF ASHTON CHARTERED ACCOUNTANTS TO PERFORM THE INDEPENDENT AUDIT OF THE TOWN OF HAY RIVER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024.

## BACKGROUND:

As per Section 104(1) of the *Cities, Towns and Villages Act*, Council is required to appoint an auditor for the municipal corporation. The appointed auditor is responsible for examining the Town's accounts and financial statements and reporting their findings to Council. The approved audited financial statements must then be submitted to the Department of Municipal and Community Affairs within 120 days of the year-end, which is April 30, 2025.

Due to the irregular events of 2022 and 2023, as well as turnover within the Corporate Services department, Administration recommends appointing Ashton's as the auditor for the 2024 fiscal year. Ashton's has prior experience with the Town's financial statements and is well-positioned to conduct a thorough and timely audit. To ensure a competitive selection process for future audits, an RFP will be issued for the 2025 fiscal year audit.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

*Cities, Towns and Villages Act, SNWT 2003, c.22*

## FINANCIAL IMPLICATIONS:

The cost of the audit services has been included in the approved budget for the 2025 fiscal year. Fees will be negotiated with Ashton's based on past engagements and standard auditing rates.

## ALTERNATIVES TO RECOMMENDATIONS:

1. **Option 1 (Recommended):** Appoint Ashton's as the auditor for the 2024 fiscal year and direct Administration to issue an RFP for the 2025 fiscal year audit.
2. **Option 2:** Issue an RFP immediately for the 2024 fiscal year audit, which may cause delays given the required familiarity with the Town's financial history.



# REPORT TO COUNCIL

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**DEPARTMENT:** CORPORATE SERVICES

**DATE:** FEBRUARY 24, 2025

**SUBJECT:** APPOINTMENT OF AUDITOR FOR 2024 FISCAL YEAR

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3. **Option 3:** Select an alternative audit firm for the 2024 fiscal year.

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Blair Porter  
Director of Corporate Services  
February 20, 2025

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
February 20, 2025



# REPORT TO COUNCIL

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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves a planning and engineering review of Lot 1955 Plan 4183 and Lot 1957 Plan 4183 to determine the suitability for a new cemetery location to be funded within existing available funds within the 2025 Capital Budget.**

## BACKGROUND:

### Existing Site

The existing Riverside Cemetery faces Mackenzie Highway on Vale Island and is legally described as Lot 2 Block 864 Plan 125. This site is nearing capacity thus requiring a new cemetery be located to provide for future community requirements. The existing site is 9,710 sq. m. or 2.4 acres. A suitable location is suggested to be approximately 5 acres. The existing site has capacity for 31 more burials. Any expansion of the current site would be toward the river which is not recommended due to limited space which encroaches into the 100 Year Flood Hazard flood fringe and floodway zones.



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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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## **Potential Sites**

### ***Site 1 - Lot 1955 Plan 4183***

This site is 25,754 sq m or 6.36 acres and would provide enough space for an intended 5 acre new cemetery. The property is bordered to the south by a residential property, to the east by Mackenzie Highway and to the west by the CN Rail Line. Drainage ponds exist in the southeast corner and in 2 locations on the border of the CN Rail property. The residential property has an egress from McKenzie Highway onto their lot but one is not currently in place for this site. The border between the residential property and this proposed site is not well defined currently and would need consultation with the affected property to establish. This site is zoned Urban Reserve and would need to be rezoned to Institutional.



# REPORT TO COUNCIL

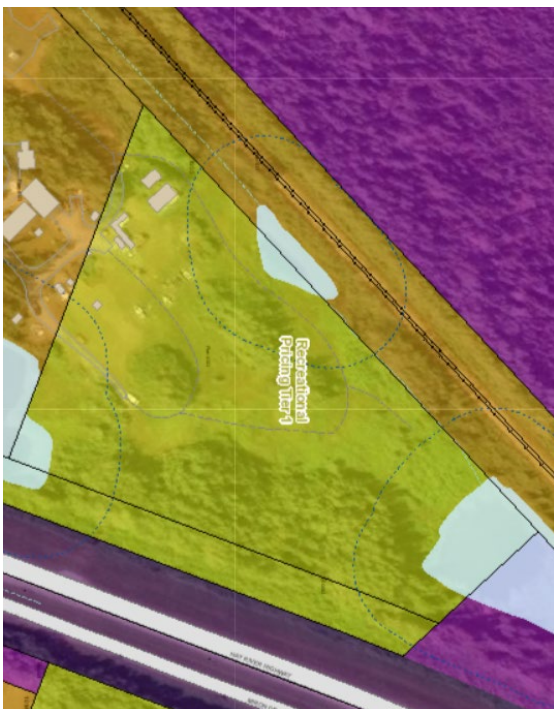
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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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# REPORT TO COUNCIL

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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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***Site 2 - Lot 1957 Plan 4183***

This site is 72136 sq m or 17.83 acres which means the 5 acres suggested requirement would only utilize approximately 1/3 of the site. The property is bordered to the north by a residential property, to the east by Mackenzie Highway and to the west by the CN Rail Line and to the west by NWT Commissioners land. The site is currently partially used as a snow dump and has an existing egress from McKenzie highway onto the lot. The border between the residential property and this proposed site is currently treed and would be easier than site 1 to define an acceptable boundary.

To utilize the unused portion of the property, survey work and subdivision onto separate title would be required. This site is zoned Urban Reserve and would need to be rezoned to Institutional for the portion that would be the cemetery.





# REPORT TO COUNCIL

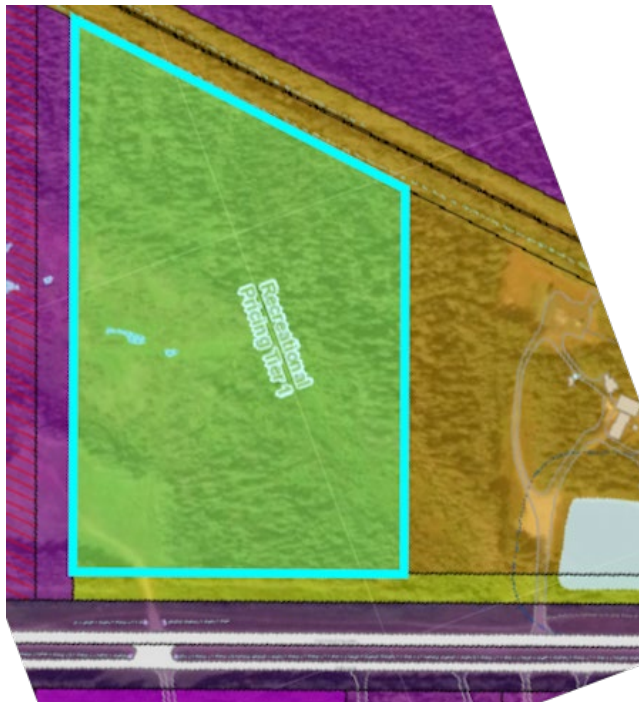
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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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

This will require an update to the existing Bylaw 2186 being a bylaw of the Town of Hay River, for the regulation and control of the cemetery and columbarium in the Town of Hay River, in the Northwest Territories.

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

*Bylaw 2186 Cemetery Bylaw*

## **FINANCIAL IMPLICATIONS:**

A new cemetery location is defined in the Capital Plan. The work outlined by this report would work within those existing funds.



# REPORT TO COUNCIL

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**DATE: FEBRUARY 24, 2025**

**DEPARTMENT: INFRASTRUCTURE AND PLANNING SERVICES**

**SUBJECT: CEMETERY SITE SELECTION**

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**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

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**Prepared by:**  
Patrick Bergen  
Director of Infrastructure and Planning Services

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer



**Bylaw No. 2368/Admin/25**

**11a) Chase the Ace Bylaw**

**Town of Hay River**

**Northwest Territories**



**Bylaw No. 2368/ADMIN/25**

**Chase the Ace Style Lotteries**

## Chase the Ace Style Lotteries

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Being a By-Law of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide for the establishment of lottery regulations and guidelines pursuant to the Cities, Towns and Villages Act, R.S.N.W.T., 1988 Chapter C-8, Section 169.

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**Whereas** the Lotteries Act G.N.W.T. 1988, Chapter L-11, section 4b delegates the authority to Hay River to regulate and license lottery schemes within the Town of Hay River; and

**Whereas** the Council of the Municipal Corporation of the Town of Hay River deems it to be in the public interest to establish regulations and guidelines governing the granting of Chase the Ace style lottery licencing;

**Whereas** Section 72 of the *Cities, Towns and Villages Act*, SNWT 2003, Chapter 22, provides for the establishment, levy and collection of charges for services provided by the Municipal Corporation of the Town of Hay River for issuing of a license.

**Now Therefore**, the Council of the Municipal Corporation of the Town of Hay River, at a duly assembled meeting enacts as follows:

## SHORT TITLE

1. This bylaw may be cited as the "Chase the Ace Style Lotteries License Bylaw".

## DEFINITIONS

2. In this bylaw:

"Applicant"	means an organization, a corporation or a co-operative association who submits an application to the Senior Administrative Officer;
"Authorized Representative"	means an individual who represents an Applicant or a License Holder, and who is responsible for ensuring that the Chase the Ace Style Lottery is held in accordance with this bylaw;
"Charitable or religious object or purpose" includes objects or purposes which:	<ol style="list-style-type: none"><li>(a) promote the relief of poverty or disease, or including, but not limited to, providing relief to the poor; activities for the elderly so they stay active in society; or social and educational activities for the emotionally or physically disabled.</li><li>(b) promote the advancement of religion or education, including, but not limited to, providing student scholarships; providing aid to schools, libraries; museums and the arts; assistance on participating in educational trips abroad; and advancement of or the preservation of cultural heritage.</li><li>(c) are of a charitable or religious nature and are beneficial to the community as a whole; including, but not limited to, making improvements to the quality of health; supporting and promoting culture; supporting medical research; aiding medical treatment activities; providing a facility for a community's use; supporting amateur athletics; or, providing places for public worship and other religious activities.;</li></ol>
"Charitable or religious organization"	means an incorporated or unincorporated organization or foundation with a charitable or religious object or purpose; meeting one of the following requirements: <ol style="list-style-type: none"><li>(a) registered as a charitable or religious organization under the <i>Income Tax Act</i> (Canada), or</li></ol>

	(b) registered for a charitable or religious purpose under the <i>Societies Act</i> , or
	(c) designated as a charitable or religious organization by the Senior Administrative Officer for the Town of Hay River, having a charitable or religious object or purpose;
"Chase the Ace Style Lottery"	Has the meaning as set forth in section 4.
"Club Room"	means an owned or leased premise where regular members meet.
"Gross receipts"	means the total revenue from all sources derived in the conduct, management and operation of a Lottery
"License"	means a license to conduct, manage and operate a Lottery in accordance with this bylaw;
"Licensee"	means an unincorporated organization, a corporation or a co- operative association licensed to conduct, manage and operate a Lottery in accordance with this bylaw;
"Member-Oriented Purpose"	means a purpose that benefits the members of an organization more than it benefits the general public;
"Person"	means an individual, partnership, corporation, association, or other similar cooperative organization;
Progressive Jackpot	cumulative pot that grows draw to draw based on percentage of ticket sales. Draw ticket winner has a chance to win this pot;
Proxy	someone who can complete the draw of the card on behalf of the purchaser of the winning ticket;
"Tickets"	tickets are paper or electronic serialized tickets with two identical numbers sets; one given to the purchaser and the other retained by the licensee for draw purposes;
" Ticket drawer"	person who draws the ticket to select the winning ticket and who handles the playing

cards prior to and after the winning ticket holder selects a card;

“Town”

means the Municipal Corporation of the Town of Hay River, in the Northwest Territories as established under the *Cities, Towns and Villages Act*;

### APPLICATION

3. No Person shall conduct a Chase the Ace Style Lottery within the Town of Hay River (THR) except in accordance with a License issued under this bylaw.

### LOTTERY DESCRIPTION

4. For the purposes of this bylaw Chase the Ace (CTA) style lottery schemes are event-based schemes whereby there is an opportunity to win a percentage take, by way of a ticket draw, as well as an opportunity to win a chance to select a card in search of a specific jackpot card. This may include, Chase the Ace, Klub the King, Crown the Queen, Jig the Joker, etc.
  - (a) Licenses are issued for 52 draws and there is a maximum of 52 draws for a period less than one year and a maximum of 52 cards permitted for use on any one license.
  - (b) The allocation of ticket sales proceeds must be in accordance with 4(e) and may be varied only upon approval of the SAO only if a written request is submitted prior to commencing the first draw.
  - (c) A licensee is to notify the Town of Hay River (THR) as soon as reasonably possible once a Chase the Ace style jackpot has been awarded as this will cause the expiration of the lottery license. ~~No other ticket lotteries are permitted to be played at any venue whereby a Chase the Ace style lottery is underway~~
  - (d) Chase the Ace Style lottery is to be conducted using serialized tickets that are sold only to persons 19 and over with a ticket draw held at the end of the specified sales time period and the holder of the winning ticket or their proxy is required to present themselves to the draw location within a specific time period to claim their prize.
  - (e) The winning ticket shall receive a percentage of the ticket sales for the approved sales period. Prizes are calculated as a percentage of total gross

ticket sales. 20% for the winning ticket, 30% to be added to the progressive jackpot, and the remaining 50% is retained by the licensee.

- (f) Additionally, the winning ticket holder is granted the opportunity to select a card and, if they select the ace of spades, or another predetermined jackpot card or approved draw item as defined in the House Rules, they further win the progressive jackpot.
- (g) If the jackpot card is not chosen, the card selected is removed from the deck, logged and signed in permanent marker by the winner and kept separately. The remaining cards in the deck are then resealed and secured until the next draw night.
- (h) The weekly ticket winner may choose to not draw a card in order to help the fundraising initiative and allow the progressive jackpot to build. In such a case, a remaining card from the deck that is not the jackpot card will be randomly chosen by the licensee’s representative, signed by the winner and removed from the deck as above.
- (i) . The only person not allowed to purchase tickets is the Ticket Drawer. All other volunteers and workers assisting with the lottery may buy tickets from other ticket sellers.

**CTA LOTTERY LICENSE DECISION MATRIX**

5. CTA style lottery licenses will be issued using the decision matrix below. A score of 50% or better is required in order to obtain a license. Where more than one applicant has applied for a CTA style lottery license, the decision matrix will determine priority status and award the license based on the highest number of points.

Points	10	15	15	5	5	50
	20%	30%	30%	10%	10%	100%
	Demonstrated capacity to conduct CTA - number of volunteers, financial capacity, Space for tickets sales, etc.	Community /Economic Development benefits of fundraising proceeds	Number of members in organization - how many people will benefit from fundraising proceeds	Number of user groups on application - how many different groups will benefit from fundraising proceeds	Past performance with lottery licenses issued by the Town. Length of time on list for CTA. Has the applicant held a license for CTA in past 3 years? How soon are the funds required?	
<b>Applicant</b>						<b>Score</b>

Applicant A						0
Applicant B						0
Applicant C						0
Applicant D						0
Applicant E						0

### QUALIFYING PERSONS AND PURPOSES

6. The following persons may apply for a License using the Chase the Ace Style Lottery application form:
  - (a) A religious or charitable organization registered under the *Income Tax Act (Canada)*.
  - (b) A religious or charitable organization incorporated under the *Societies Act*.
  - (c) Any Person who has been designated by the Senior Administrative Officer as a religious or charitable organization for the purpose of this bylaw.
  
7. The Senior Administrative Officer may designate an Applicant to be a religious or charitable organization for the purpose of this bylaw if the Applicant proves to the satisfaction of the Senior Administrative Officer acting reasonably that the activities of the Applicant and the purpose for which the Net Proceeds will be used fall into one or more of the following categories:
  - (a) the promotion of relief of poverty or disease;
  - (b) the promotion of religion;
  - (c) youth health and wellbeing;
  - (d) the promotion of education or training;
  - (e) are of a similar nature and beneficial to the community as a whole; or
  - (f) the support of member-oriented purposes specified in this bylaw.
  
8. For the purpose of this bylaw, activities and purposes beneficial to the community must meet all of the following conditions:
  - (a) there is a benefit to the community as a whole or a significant portion of the community;
  - (b) the benefit to the public is significantly larger than the benefit to the membership; and

(c) the activities and purposes fall into one or more of the following categories:

- (i) making improvements to the quality of health;
- (ii) supporting and promoting culture;
- (iii) supporting medical research;
- (iv) aiding medical treatment activities;
- (v) providing a facility for use by all members of the community;
- (vi) providing places for public worship and other religious activities;  
and
- (vii) promoting and supporting amateur athletics;

9. For the purpose of this bylaw, allowable member-oriented purposes:

- (a) are not required to be a benefit to the community as a whole or a significant portion of the community;
- (b) may be of greater benefit to the membership than to the public; and
- (c) must fall into one or more of the following categories:

(i) supporting seniors' social and recreational activities provided:

- (A) membership must be open to the general public 60 years of age and older;
- (B) the majority of the seniors' organization consists of individuals 60 years of age and older;
- (C) any entertainment provided is for the seniors, not the general public; and
- (D) the services paid from lottery proceeds are on a cost recovery basis, and not intended to generate a profit;

(ii) supporting youth social and recreational activities provided:

- (A) membership must be open to the general public 18 years of age and younger;
- (B) the majority of the youth organization consists of individuals 18 years of age and younger;
- (C) any entertainment provided is for the youth, not the general public; and

- (D) the services paid from lottery proceeds are on a cost recovery basis, and not intended to generate a profit;
- (iii) supporting travel expense up to \$10,000 or upon written application, SAO discretion to allow up to \$25,000 in travel expense for:
  - (a) seniors provided:
    - 1. there is broad based community involvement, and eligibility for the trips is not limited to the members of the licensed organization;
    - 2. the majority of the seniors' organization consists of individuals 60 years of age or older; and
    - 3. expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity;
  - (b) youth provided:
    - 1. the travel is to participate in religious, cultural, recreational or sporting activities;
    - 2. the majority of the youth organization consists of individuals 18 years of age or younger; and
    - 3. expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity;
  - (c) a sporting event provided the opportunity is gained as a result of qualifying to advance to a superior level of competitive activity, sanctioned by the appropriate governing body.

### **CONTROL PROCEDURES**

- 10. The licensee must provide a set of completed **House Rules** for the lottery with their application. The House Rules must be substantially in the form provided by the Town and shall be posted at all ticket selling locations.
- 11. If the Chase the Ace (CTA) style Lottery **progressive** jackpot reaches \$50,000, THR requires all licensees submit a **Lottery Operational Plan**. The Lottery Operational Plan must be substantially in the form provided by the Town and shall be submitted to the SAO prior to the draw date where the jackpot will reach \$50,000 or above.
- 12. A charitable or religious organization that has been granted a lottery license shall immediately notify the SAO in writing of any changes of any members of its

executive.

(a) Until such notification is given, a license is deemed to be suspended.

## **FEE SCHEDULE**

13. Fees for a CTA style lottery shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2431, as amended or replaced from time to time.”

## **OFFENCES**

14. Every person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction:
- a. For the first offence, to a fine not exceeding \$500; and
  - b. For each subsequent offence to a fine not exceeding \$2,000.
15. An officer may issue a Summary Offence Ticket Information in the form prescribed by the *Summary Conviction Procedures Act and Regulations*, to any Person who violates any provision of this bylaw and such Person may, in lieu of prosecution, pay the Town the voluntary penalty of \$200 prior to the court date specified on the ticket.
16. Where in the opinion of the SAO, a lottery is being operated contrary to this bylaw, the SAO may require a peace officer or other person designated by him or her to confiscate the license.

**REPEALS**

17. Chase the Ace Styles Lotteries bylaw no. 2368 is hereby repealed.

**EFFECT**

18. This bylaw shall come into effect upon receiving Third Reading and otherwise meeting the requirements of Section 75 of the *Cities, Towns and Villages Act*.

READ A FIRST TIME this day of, 2025.

---

Mayor

READ A SECOND TIME this day of, 2025.

---

Mayor

READ A THIRD AND FINAL TIME this day of, 2025.

---

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, and the bylaws of the Municipal Corporation of the Town of Hay River on this day of, 2025.

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Senior Administrative Officer



**Bylaw No. 2388/CS/25**

**11b) Procurement**

**Bylaw**

**BYLAW NO. 2388-CS-25  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

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**A BYLAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE TERMS AND CONDITIONS OF PROCUREMENT POLICY OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES**

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**WHEREAS** pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22 and subsequent amendments thereto, municipalities are required to adopt a bylaw with respect to procurement of goods and services by the Municipality;

**AND WHEREAS** it is desirable to adopt such a bylaw for procurement by the Town of Hay River;

**AND WHEREAS** it is desirable to establish expenditure limits and signing authorities with respect to procurement by the Town of Hay River;

**NOW THEREFORE** the Council of the Municipal Corporation of the Town of Hay River, in Council duly assembled, enacts as follows:

**1.0 PROCUREMENT POLICY AND PROCEDURES.**

- 1.1 The policy attached hereto as Schedule "A" forms part of the by-law and shall be and is hereby adopted as the Procurement Policy for the Town of Hay River.
- 1.2 Amendments to Schedule "A" shall only be done by way of amendment to this by-law.
- 1.3 The guiding principle shall be that the procurement by or in the name of the Town of Hay River will be made using competitive processes that are open, transparent and fair.
- 1.4 Subject to any exceptions set out in Schedule "A" hereto, acquisition of goods and/or services by or on behalf of the Town of Hay River is not authorized unless the acquisition is done in compliance with this by-law. Goods and/or services that are obtained without following the provisions of this by-law shall not be received and any invoices received shall not be paid.
- 1.5 Without limiting the generality of section 4, the provisions of this by-law shall apply to any and all procurement in the name of the Town of Hay River by consultants and/or Directors pursuant to consultant or management contracts.

**2.0 EXECUTION OF PROCUREMENT CONTRACTS**

- 2.1 Where procurement has been pre-authorized in accordance with this by-law, contracts may be signed by the Director responsible for the procurement on behalf of the Town

**BYLAW NO. 2388-CS-25  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

of Hay River.

- 2.2** Where procurement has been authorized by Council resolution, the contract shall be signed by the Senior Administrative Officer and the Mayor.

**3.0 LIMITATIONS**

- 3.1** Despite any other provisions of this by-law, the following procurement contracts are subject to council approval:

- a) Any contract requiring the approval of any other approval authority;
- b) Any contract prescribed by statute to be made by Council.
- c) Where the cost amount proposed for acceptance is higher than the Council approved budget for that expenditure or where the expenditure would result in insufficient remaining funds in the project budget to complete the project as budgeted;
- d) Where the net revenue amount proposed for acceptance is lower than the Council approved budget;
- e) Where a substantive objection emanating from the procurement process has been filed;
- f) Where an irregularity precludes the award of a contract in accordance with Schedule "A";
- g) Where authority to enter into the contract has not been expressly delegated.

- 3.2** The exercise or authority to award a procurement contract is subject to the identification and availability of sufficient funds in the appropriate accounts within the Council approved budget.

**4. IMPLEMENTATION AND CONFLICTS**

- 4.1** The provisions of this by-law apply to any and all procurement initiated by or on behalf of the Town of Hay River after this by-law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.
- 4.2** By-law 2388 and any amendments thereto are hereby repealed.
- 4.3** This by-law will come into effect upon the day of its final passage.

**BYLAW NO. 2388-CS-25**  
**MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s41(1) and the bylaws of the Municipal Corporation of the Town of Hay River on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Senior Administrative Officer



**Bylaw No. 2389/CS/25**

**11c) Signing Authorities Bylaw**

**A BYLAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO ESTABLISH A PROTOCOL FOR SIGNING AUTHORITIES FOR THE MUNICIPALITY**

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**WHEREAS** pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22 and subsequent amendments thereto, municipalities are required to adopt policies with respect to Signing Authorities by the municipality;

**AND WHEREAS** the Council deems it desirable and necessary to establish a Protocol for Municipal Signing Authorities as it pertains to disbursements made by cheque or other negotiable instruments;

**NOW THEREFORE** the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, in Council duly assembled.

**1.0 POLICY AND PROCEDURES**

**1.1** The policy attached hereto as Schedule "A" forms part of the by-law and shall be and is hereby adopted as the Internal Controls/Signing Authorities Policy for the Town of Hay River.

**1.2** Cheque and payment document signing authorities are defined in the policy attached hereto as Schedule "A".

**2.0. IMPLEMENTATION AND CONFLICTS**

**2.1.** The provisions of this by-law apply to any and all signing authority initiated by or on behalf of the Town of Hay River after this by-law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.

**2.2.** By-law 2389 and any amendments there to are hereby repealed.

**2.3.** This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

BYLAW NO. 2389-CS-25  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s41(1) and the bylaws of the Municipal Corporation of the Town of Hay River on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Senior Administrative Officer

Schedule "A"

<b>Internal Controls/Signing Authorities</b>			
Policy:	Financial Administration - 003	Date Created:	2019
Approved by:	SAO	Date of Last Review:	
Policy Owner:	Director of Corporate Services		

**1.0 PURPOSE**

The purpose of this policy is to ensure all internal controls and signing authorities are maintained on all financial transactions.

**2.0 DEFINITIONS**

“**Council**” means the duly elected officers of the Town of Hay River and the Chief Elected Officer or Mayor.

“**Director**” means a Department Head designated by SAO, or the employee(s) designated by a Director to implement this Policy.

“**SAO**” means the Senior Administrative Officer for the Town of Hay River as appointed by Bylaw.

“**Town**” means the municipal corporation of the Town of Hay River located in the Northwest Territories.

**3.0 GUIDELINES**

3.1 Designated staff members will be responsible to enter financial transactions while other designated staff members will review and authorize all financial transactions, postings and payments.

3.2 The Mayor or his/her designated alternate will be required to authorize and approve payment for all payroll and expenses disbursement lists prior to cheques and other payment documents being processed and issued for payment.

3.3 Once all disbursements lists have been duly approved, the Town’s cheque signing authorities will have authorization to sign and distribute cheques and other payment documents.

3.3.1 Two signatures are required for all payment documents.

3.4 The Town's signing authorities are:

3.4.1 Principal Signing Authorities: Mayor and SAO.

3.4.2 Secondary Signing Authorities (to be used if the Principal Signing Authorities are not available or are in a conflict situation): Director of Corporate Services, Deputy Mayor, Chair - Finance Committee.

3.5 Cheques and other payment documents must clearly state the individual or organization the payment is for, the exact amount of the payment and the date.

3.6 Principal and/or Secondary Signing Authorities are not authorized to sign cheques or other payment documents for themselves or for members of their immediate family or companies that they are the owner or director of, except in the event of an emergency and in the absence of other authorized Council members.

## REFERENCES

Town of Hay River Procurement Bylaw

## REVISION HISTORY

Date	Description
January 9, 2025	



**Bylaw No. 2464**

**11d) Half day Civic Holiday Bylaw**

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**BY-LAW NO. 2459**  
**MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

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**A BY-LAW** of the Municipal Corporation of the Town of Hay River in the Northwest Territories to declare a one-half day civic holiday pursuant to the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, Section 70.

**WHERE AS** the Municipal Corporation of the Town of Hay River desires to declare a ½ day civic holiday in the municipality for the purpose of recognizing the 42<sup>nd</sup> Annual K’amba Carnival Celebration.

**NOW THEREFORE** the Council of the Town of Hay River, in session duly assembled enacts as follows:

1. That a one-half day Civic Holiday be declared in recognition of the 42<sup>nd</sup> Annual K’amba Carnival. The Civic Holiday will commence at 12:00 o’clock noon on Friday, March 1<sup>st</sup>, 2024.

READ A FIRST TIME this      day of                      2024.

\_\_\_\_\_  
Mayor

READ A SECOND TIME this      day of                      2024.

\_\_\_\_\_  
Mayor

READ A THIRD AND FINAL TIME this      day of                      , 2024.

\_\_\_\_\_  
Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s70 and the bylaws of the Municipal Corporation of the Town of Hay River on this      day of                      2024.

\_\_\_\_\_  
Senior Administrative Officer