



AGENDA

PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
 - Water Treatment Plant Feasibility Study – page 2-14
 - Asset Management System Presentation – page 15-19
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
 - a. Regular Meeting of Council – September 25th – page 20-25
 - b. Regular Meeting of Council – October 8th – page 26-30
6. **ADMINISTRATIVE ENQUIRIES**
7. **NEW BUSINESS**
 - a. 2023 Town of Hay River/KFN Wildfire After Action Review – page 31-37
 - b. Pine Point MOU Report – page 38-39
 - c. 2024 Q3 – Operations and Maintenance Variance Report– page 40-44
 - d. 2024 Q3 – Capital Spend Report – page 45-47
 - e. Letter of Support – West Point First Nation DMAF Report – page 48-49
 - f. Award for As and When Municipal Engineering Services – page 50-52
 - g. 2022-2025 Strategic Plan Update – to follow
8. **BYLAWS**
 - a. Bylaw 2462/LND/24 - Fraser Place Land Disposal Bylaw – Third Reading – page 53-56
 - b. Bylaw 2463A - Fees and Charges Bylaw – Third – page 57-59
9. **NOTICE OF MOTIONS**
10. **IN CAMERA**
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (e)
11. **ADJOURNMENT**



WTP FEASIBILITY STUDY

Update to Council

Water Treatment Plant Feasibility Study

Presentation Agenda

1. History
2. Background
3. Current operation
4. Scope of Work
5. Guidelines & Regulations
6. Location
7. Design Criteria
8. Design Options
9. Filtration
10. Next Steps



History

The existing water treatment plant serves the Town of Hay River, Hamlet of Enterprise, K'atlodeeche First Nations, and Ka'a'gee Tu First Nations (aka Kakisa).

The current water treatment plant has been in operation for 49 years and the major components are reaching the end of their useful life.

During periods of high turbidity, the plant is not able to meet the current Guidelines for Canadian Drinking Water Quality (GCDWQ) maximum acceptable concentration (MAC) for turbidity.



Background

In 2020, The GNWT Department of Municipal and Community Affairs carried out a review of the current water treatment plant and recommended that the Town begin planning for a replacement WTP within the next few years.

This project will produce a feasibility study to develop options to improve water quality, followed by a preliminary design in accordance with the study's recommendations. The documents produced will also be used to support future applications for major infrastructure funding, which will be used for detailed designs and construction of the new WTP.

Objective of the Study:

To select a suitable treatment technology and complete the preliminary design for a new WTP that can meet the Guidelines for Canadian Drinking Water Quality and supply the projected demand for the Town of Hay River, Hamlet of Enterprise, K'atlodeeche First Nations, and Ka'a'gee Tu First Nations for the next 20 years.



Current WTP Operation

The current WTP utilizes a conventional treatment system to produce potable water. Raw water is pumped into the plant from a well which is gravity fed from an intake line extending into Great Slave Lake, there are no intake modifications planned for this part of the project. In the system, the raw water is tempered using a glycol heat exchanger before being dosed with two different chemical coagulants (three in the spring). The dosed water travels into one of three filters where it passes upward through a silica bead clarifier and back down through a multimedia filter or layered grave, sand, and anthracite. The filtered water is stored in an underground reservoir where it is held for distribution into the piped system. Chlorine for disinfection is dosed prior to the water leaving the plant and entering the piped distribution system.

K'atlodeeche First Nations is supplied via a pipeline under the river to a separate truck-fill station, while Kakisa and Enterprise truck water from the Hay River WTP for delivery.

2.1 Flow Process and Instrumentation

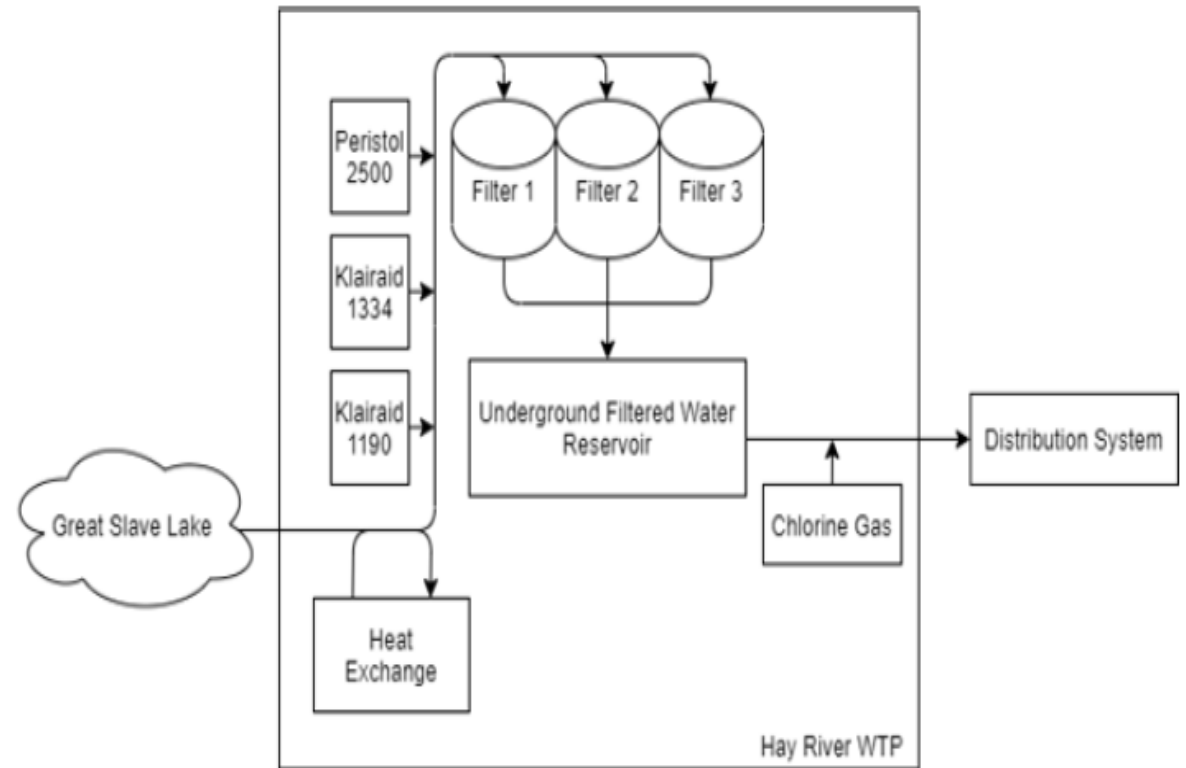


Figure 2: Flow Process Diagram

SCOPE OF WORK

Feasibility Study

- Population and Demand Projection
- Raw Water Quality Analysis
- Regulatory Review
- Treatment Technology Review
- Technical Memorandum
- Presentation to Town Council

Preliminary Engineering

Preliminary Design

GUIDELINES & REGULATIONS

- **Good Engineering Practice for Northern Water and Sewer Systems, Second Edition. GNWT MACA 2017**
- **Guidelines for Canadian Drinking Water Quality. Health Canada**
- **American Water Works Association (AWWA) Standards**
- **NWT Public Health Act**
- **NWT Water Supply System Regulations**





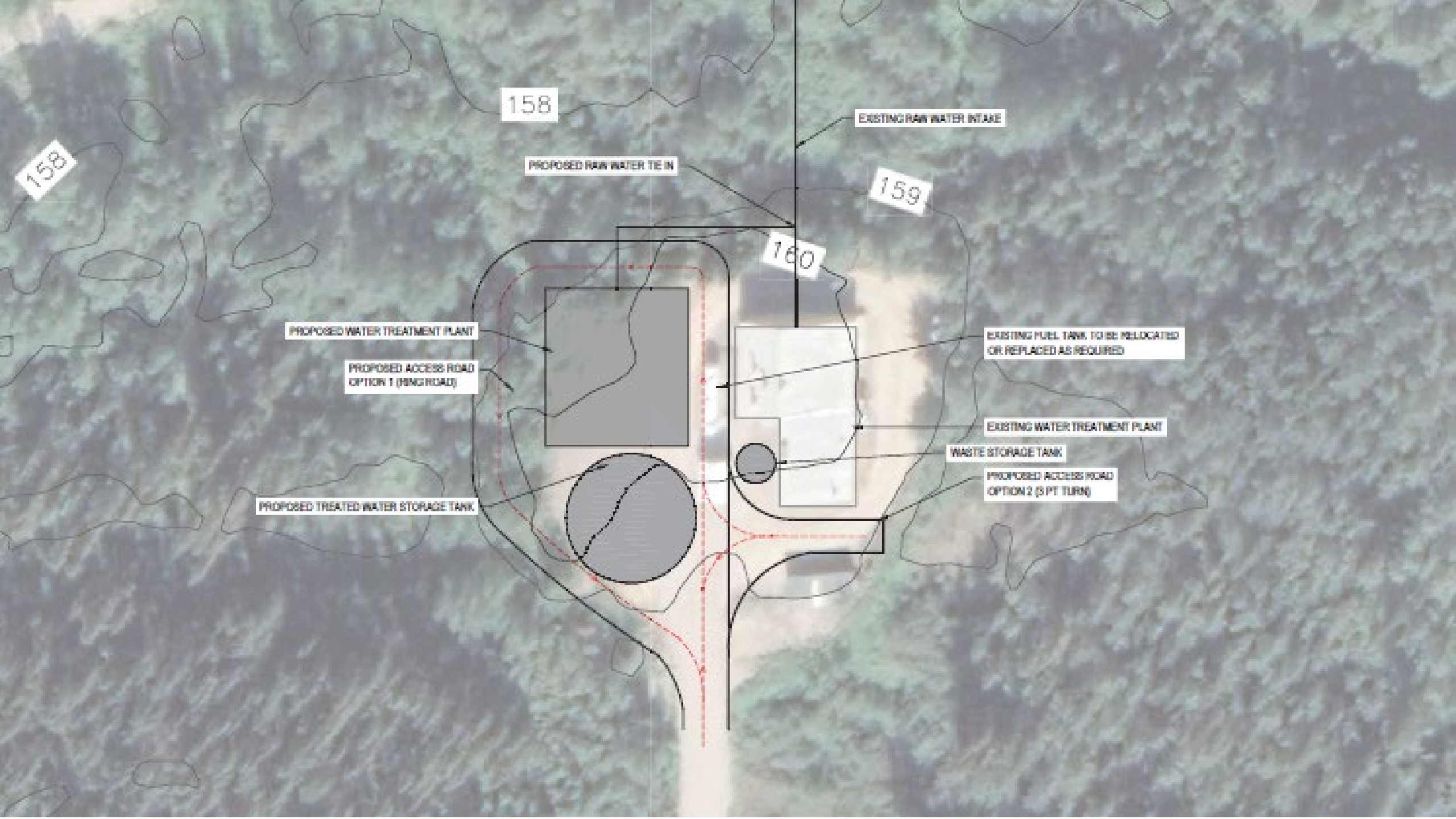
Location for New Facility

The proposed new plant will be strategically located directly adjacent to the existing facility to maintain seamless use of the current intake, reservoir, and distribution systems, thereby minimizing disruption and maximizing operation efficiency. As part of the design process, the high-water levels experienced during the 2021 flood were carefully considered, ensuring the new plant's resilience to future flood events. After thorough analysis, it has been determined that all new structures will be constructed at the same elevation as the existing plant, which withstood the most recent and severe flood without any adverse impact. This decision enhances the plants long-term viability and mitigates potential risks associated with extreme weather events.

Design Criteria

Table 3-5: Design Criteria

Design Criteria	Value
2027 Population Projection	4,396
2047 Population Projection	4,687
Maximum Day Demand Factor	2.0
Design Average Day Demand (2047)	1,031 m ³
Design Maximum Day Demand (2047)	2,062 m ³
Design WTP Production Rate	115 m ³ /h
System Operating hours	18 h/day
Raw Water Temperature	0.5 to 20°C
Ambient Outdoor Temperature Range	-50 to 25°C



158

EXISTING RAIN WATER INTAKE

158

PROPOSED RAW WATER TIE IN

159

160

PROPOSED WATER TREATMENT PLANT

EXISTING FUEL TANK TO BE RELOCATED OR REPLACED AS REQUIRED

PROPOSED ACCESS ROAD OPTION 1 (RING ROAD)

EXISTING WATER TREATMENT PLANT

WASTE STORAGE TANK

PROPOSED TREATED WATER STORAGE TANK

PROPOSED ACCESS ROAD OPTION 2 (SPLIT TURN)

Next Steps

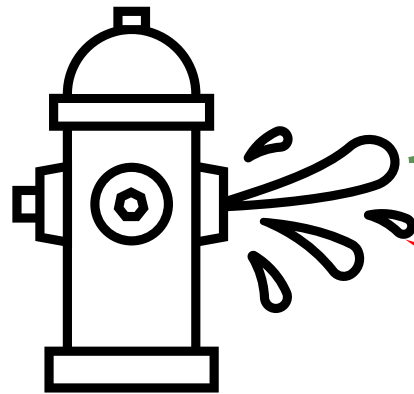
- **Final Deliverables to be received on October 15, 2024**
- **Internal Review & Approval**
- **Presentation to Council**
- **Funding and Financing**
- **Detailed Design and Engineering**
- **Risk Management & Mitigation**
- **Pre-Construction Planning**
- **Stakeholder and Community Engagement**
- **Final Council Approval for Construction**



ASSET MANAGEMENT

In 2022, the town assets depreciated by \$4,072,035. If the improved maintenance could extend the assets life another 10% the savings would be \$402,000 per year.

What Will Implementing Asset Management Do?



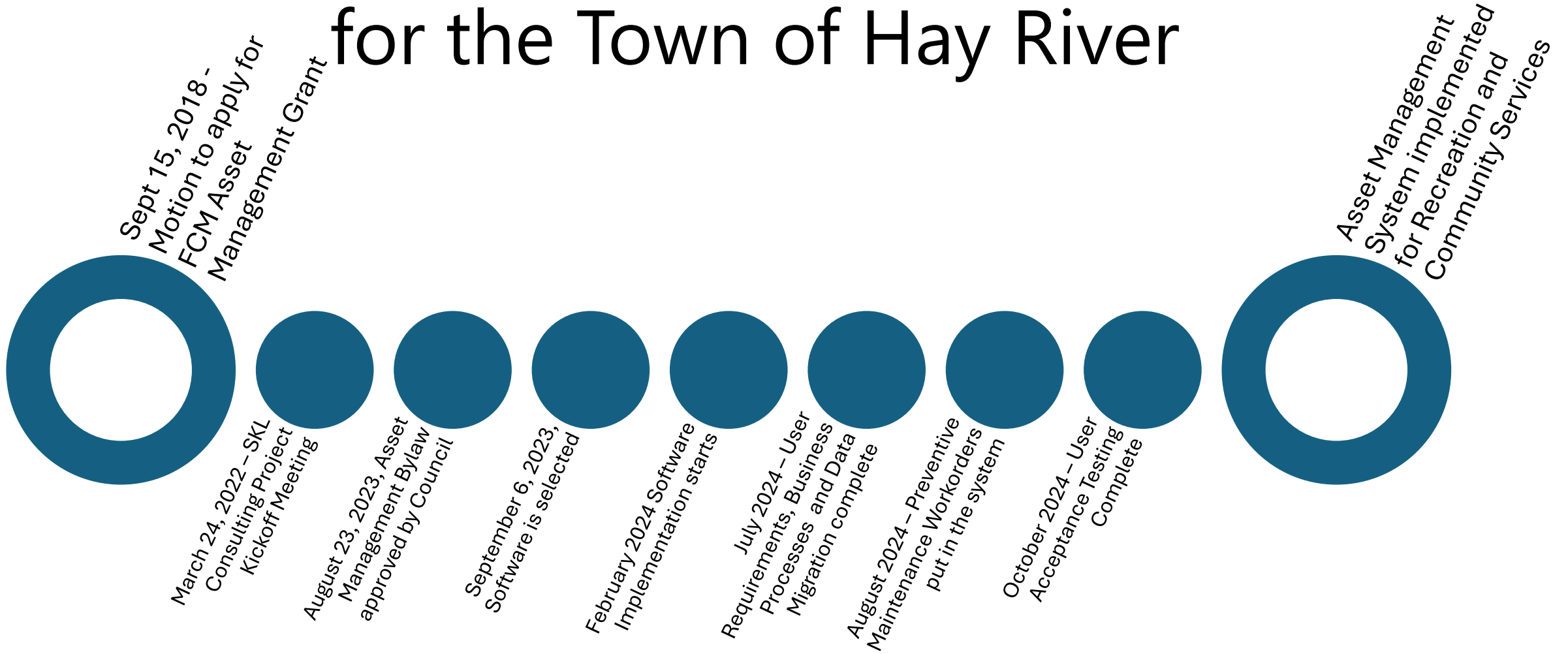
Extend Life by Scheduling Maintenance and Testing

Save Time and Money by Documenting any Replacement Parts

Increase Reliability by Defining Preventative Maintenance Routines

Save Capital Costs by Scheduling Replacement with Other Projects

Timeline of Asset Management for the Town of Hay River



Next Steps

- Load Remaining Recreation Assets based on prescribed maintenance plans
- Load Preventive Maintenance Work Orders for remaining assets
- Update based on usage Preventive Maintenance Work Orders
- Update job roles to provide ongoing support for the asset management system
- Complete condition assessments and apply QR Code Asset tags
- Define Stakeholders and create relevant reporting
- Progress to Protective Services department

10 Year Capital Plan - Asset Management		
2022 Budget	\$ 50,000.00	
2023 Budget	\$ 185,000.00	
2024 Budget	\$ 135,000.00	
Total Budget	\$370,000.00	
2022 Spend		\$ 24,212.50
2023 Spend		\$ 52,313.20
2024 Spend Forecast		\$ 103,563.47
Total Spend to Date		\$180,089.17
Remaining Budget		\$189,910.83

LIVE DEMO



REGULAR MEETING MINUTES September 24th, 2024

The Regular Meeting of Council was held on Tuesday, September 24th, 2024 at 6:30pm

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

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

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#24-184

MOVED BY CLLR DUFORD

SECONDED BY: CLLR WALL

Remove Cllr Groenewegen from 8b)

3. DECLARATION OF INTEREST

There were no Declaration of Interest for Tuesday, September 24th, 2024

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Duford – Congratulations to Mayor Jameson on being acclaimed

Cllr Wall – Great job to the coaches and students that played in the soccer tournament this past weekend.

Cllr Groenewegen – Hay River Athletes participated in Archery Championships

5. INFORMATION ONLY – RCMP monthly policing report for August

6. ADMINISTRATIVE ENQUIRIES

Verbal Reports were given by SAO Smith, ASAO Patrick Bergen, Director of Public Works – David Taylor, Director of Finance – Abena Nyarko, Director of Protective Services – Travis Wright

7. NEW BUSINESS

a. RECOMMENDATION:

#24-185

MOVED BY: CLLR CHAMBERS

SECONDED BY: CLLR DUFORD

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

carried



REGULAR MEETING MINUTES September 24th, 2024

b. RECOMMENDATION:

#24-186

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

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

carried

c. RECOMMENDATION:

#24-187

**MOVED BY: CLLR WALL
SECONDED BY: CLLR DUFORD**

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

carried

d. RECOMMENDATION:

#24-188

**MOVED BY: CLLR CHAMBERS
SECONDED BY: CLLR WALL**

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

carried

e. RECOMMENDATION:

#24-189

**MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR DUFORD**

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

carried

f. RECOMMENDATION:

#190

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

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

Carried

g. RECOMMENDATION:



REGULAR MEETING MINUTES September 24th, 2024

#24-191

MOVED BY: DM DOHEY
SECONDED BY: CLLR WILLOWS

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

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

carried

h. RECOMMENDATION:

#24-192

MOVED BY: DM DOHEY
SECONDED BY: CLLR DUFORD

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

carried

8. NEW BUSINESS

a) RECOMMENDATION:

#24-193

MOVED BY: CLLR WILLOWS
SECONDED BY: CLLR GROENEWEGEN

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2024-34 Healthy Community Plan and the coordination of its execution through the interagency Healthy Community Committee.

carried



REGULAR MEETING MINUTES September 24th, 2024

b) RECOMMENDATION:

#24-194 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR WILLOWS

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Chambers from the Regular Meeting of Council on Tuesday, October 8th, 2024

carried

9. BYLAWS

a) Bylaw 2238/PS/24 Fire Prevention Bylaw – Third Reading

#24-195 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR DUFORD

CARRIED

b) Bylaw 2425/GEN/24 Taxi Bylaw – Third Reading

#24-196 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR CHAMBERS

CARRIED

c) Bylaw 2461/LND/24 Land Administration Bylaw– First Reading

#24-197 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR CHAMBERS

CARRIED

Bylaw 2461/LND/24 Land Administration Bylaw – Second Reading

#24-198 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR CHAMBERS

CARRIED

Bylaw 2461/LND/24 Land Administration Bylaw – Consent

#24-199 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR CHAMBERS

CARRIED

Bylaw 2461/LND/24 Land Administration Bylaw – Third Reading

#24-200 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR WALL

CARRIED

10. NOTICE OF MOTIONS



REGULAR MEETING MINUTES September 24th, 2024

#24-201

MOVED BY: DM DOHEY
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs administration to request from the GNWT any analysis done to date on the potential economic impacts to Hay River if the proposed Mackenzie Valley Highway moves forward. If no analysis is available, council requests the GNWT to undertake this analysis as part of the business plan on the proposed project.

CARRIED

11. IN CAMERA

#24-202

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR BOUCHARD

That the Council of the Town of Hay River move to In Camera at 7:38pm.

CARRIED

#24-203

MOVED BY: CLLR DUFORD
SECONDED BY: CLLR WILLOWS

That the Council of the Town of Hay River move out of In Camera At 8:00pm.

CARRIED

12. Lease Space for Town Hall Services

RECOMMENDATION:

#24-204

MOVED BY: CLLR CHAMBERS
SECONDED By: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to enter into a three year plus two one-year renewal options lease extension with Hay River Mobile Park Ltd. for existing Town Hall office spaces at the Wright Centre in the amount up to \$219,419 / annum.

CARRIED

**Cllr Groenewegen declared a conflict of interest and left the room

13. ADJOURNMENT



REGULAR MEETING MINUTES September 24th, 2024

#24-205

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 8:03pm.

CARRIED

Certified Correct as Recorded on the 24th Day of September 2024

These minutes were accepted by motion # _____



REGULAR MEETING MINUTES October 8th, 2024

b. RECOMMENDATION:

#24-208 **MOVED BY: CLLR WALL**
 SECONDED BY: CLLR BOUCHARD

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

CARRIED

c. RECOMMENDATION:

#24-209 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR GROENEWEGEN

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

CARRIED

d. RECOMMENDATION:

#24-210 **MOVED BY: CLLR GROENEWEGEN**
 SECONDED BY: CLLR WALL

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

CARRIED

e. RECOMMENDATION:

#24-211 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

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

CARRIED

8. NEW BUSINESS

a. RECOMMENDATION:

#24-212 **MOVED BY: CLLR BOUCHARD**
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2025 10-Year Capital Plan report, as recommended by the Finance Committee.

CARRIED



REGULAR MEETING MINUTES October 8th, 2024

b. RECOMMENDATION:

#24-213 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the land disposal for Fraser Place Lots, Plan 4808 lots 2218 through 2229, excluding lot 2220, whereas:

- 1. Lots will be disposed of by Sale;**
- 2. Lots be disposed of initially by method of Auction;**
- 3. Lots not disposed of by method of Auction will be made available on a first come first served basis;**
- 4. Council will approve sales through a Land Disposal Bylaw in accordance with Bylaw 2178 - Land Administration Bylaw.**

CARRIED

c. RECOMMENDATION:

#24-214 **MOVED BY: CLLR BOUCHARD**
 SECONDED By: DM DOHEY

THE COUNCIL approves the Ground Ambulance and Highway Rescue Funding Contribution Agreement for 2024 in the amount of \$37,000.

CARRIED

d. RECOMMENDATION:

#24-215 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2025 Water and Sewer Utility Rates, as recommended by the Finance Committee.

CARRIED

e. RECOMMENDATION:

#24-216 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves allocation of \$80,000 of the Town's ParticipACTION Community Challenge national prize winnings to the Inukshuk Park Revitalization project as identified in the 10-year capital plan and \$20,000 to support youth, fitness and public recreation programming.

CARRIED

9. BYLAWS



REGULAR MEETING MINUTES October 8th, 2024

a) Bylaw 2462/LND/24 – Fraser Place land Disposal Bylaw – First Reading

#24-217 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

CARRIED

Bylaw 2462/LND/24 – Fraser Place land Disposal Bylaw – Second Reading

#24-218 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

CARRIED

b) Bylaw 2463A Fees and Charges Bylaw– First Reading

#24-219 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

CARRIED

Bylaw 2461/LND/24 Land Administration Bylaw – Second Reading

#24-220 **MOVED BY: DM DOHEY**
 SECONDED BY: CLLR BOUCHARD

CARRIED

10. NOTICE OF MOTIONS

There were no notices of motions at the October 8th, 2024 Regular Meeting of Council

11. IN CAMERA

#24-221 **MOVED BY: CLLR GROENEWEGEN**
 SECONDED BY: CLLR WALL

That the Council of the Town of Hay River move to In Camera at 7:41pm.

CARRIED

#24-222 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR WALL

That the Council of the Town of Hay River move out of In Camera At 7:55pm.

CARRIED



REGULAR MEETING MINUTES October 8th, 2024

12. ADJOURNMENT

#24-223

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:55pm.

CARRIED

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

These minutes were accepted by motion # _____



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: October 15 2024

SUBJECT: Town of Hay River / Katlodeeche First Nations 2023 August Wildfire Joint After Action Review

RECOMMENDATION:

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

BACKGROUND:

At the beginning of 2024, the Katlodeeche First Nations (KFN) and the Town of Hay River (THR) jointly commissioned an after-action review for the August 2023 wildfire response to identify joint opportunities to improve future responses to emergency events. This review was to supplement larger reviews being coordinated by the GNWT.

FireWise Consulting was selected as a consultant to facilitate the review and complete the reporting. Representatives from KFN, THR, RCMP, MACA, ECC, and INF participated in the review. HRHSSA was not available. The report generated by FireWise summarized key observations, drew conclusions, and presented recommendations for consideration by participating parties. The review focused on the first two days of the wildfire event response and evacuation.

FireWise concluded that the response by the THR and KFN was strong given the limited information they were given on the fire and its aggressive behavior. It was recognized that as more external resources were added to the response, order and control increased through the over 30 day active response.

Key observations, conclusions, and recommendations produced through the report are summarized as follows.

Key Observations:

1. A lack of extensive weather and fire forecasting information to help inform preparedness was not provided by the GNWT to THR and KFN
2. Magnitude and speed of fire caught key parties by surprise. The extreme fire challenged forecasting models.
3. Evacuation coordination was completed immediately after receiving fire forecast information on August 13th
4. A decision was made from some agencies to manage the risk to their staff resulted in orders to evacuate key emergency personnel, including RCMP and health workers, despite large numbers of civilians sheltering in the community
5. The Town and KFN had made extensive plans for emergency communications, but they could not be executed before the fire impacted the communities



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: October 15 2024

SUBJECT: Town of Hay River / Katlodeeche First Nations 2023 August Wildfire Joint After Action Review

6. Early mixed messaging and inconsistent information exacerbated by losing all communication tools, including internet, cellular and landline telephones
7. Although hasty, the evacuation process by Hay River and KFN was successful, and no loss of life occurred

Conclusions:

1. Both communities activated and implemented plans that saw all their residents get to safety despite the confusion of a rapidly evolving incident. Although 12 structures and some critical infrastructure were lost (fibre optic cable), the local response to this event has to be considered a success.
2. August 13th, 2023, demonstrates the need to prepare in advance because of the short timelines between identifying a problem and triggering community mobilization.
3. Information and intelligence sharing and reporting need to improve
4. The communication process inside and outside was lacking initially but got much better over time as coordination mechanisms caught up with the incident and handled it better. The social services group met the evacuees' needs, and the volunteers and staff learned by doing so.
5. The Town and KFN were able to organize and manage the situation despite the magnitude of the problem.

Recommendations:

1. Emergency Powers and their application to real emergencies need to be clarified in consultation with GNWT to ensure that appropriate training and policies are in place to support the effective management of an emergency
2. Develop a risk management plan that provides a framework to guide local response agencies on the conditions that dictate a need for the total evacuation of people and the termination of emergency operations unrelated to evacuation support due to excessive hazard conditions
3. Develop a regular situational awareness communications strategy that provides daily updates on weather, fire conditions, and other pertinent information related to community preparedness
4. Regional unified command principles are necessary to ensure that K'at'l'odeeche response priorities are effectively represented in response priorities and decision-making
5. Consider expanding Local Emergency Management Organization to a regional group.
6. A crisis communications plan must provide a framework of authorized spokespersons and an organized process to ensure that crisis messaging is quickly developed and disseminated by the appropriate voice(s).
7. Develop an evacuation plan that includes the provision of law enforcement to calm traffic on evacuation corridors to reduce reckless driving and to support emergency interventions where incidents or accidents occur. The notification process should include Alberta and British Columbia police agencies along the planned evacuation route.



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: October 15 2024

SUBJECT: Town of Hay River / Katlodeeche First Nations 2023 August Wildfire Joint After Action Review

8. GNWT has a policy and plan that clearly describes the roles and responsibilities of responsible GNWT agencies in supporting community-level emergency responses. Senior officials should communicate the policy and supporting plan to GNWT staff and emergency organizations serving municipal and First Nation governments and exercise regularly
9. Training plans, including tabletop exercises, should be regularly scheduled to ensure the regular refreshing of core skills and plans are updated. Lessons learned from past emergency events should inform some of the exercises. Exercises should reflect a sub-regional focus on involving all local jurisdictions and, where appropriate, reflect unified command principles.
10. Continue the existing communications strategy to inform residents and businesses about their emergency preparedness roles and responsibilities. The messaging should continue to clearly articulate the local authority's critical focus areas and the level of independence required of non-disabled community members.

On October 10th 2024, the Local Emergency Management Organization (LEMO) met to review the recommendations of the FireWise report. The LEMO consists of organizations and partner agencies that include Hay River Health and Social Services, RCMP, Housing NWT, Department of Infrastructure, District Education Authority, MACA, local indigenous governments, and the THR.

While the LEMO expressed that progress has already been made on some of the recommendations, that there are limitations on resources, infrastructure and personnel that need to be closely considered, and that there are challenges in effectively implementing some of the recommendations, they are recommending to Council that all 10 recommendations from the consulting report be adopted.

COUNCIL POLICY / STRATEGY OR GOAL:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Hay River Community Emergency Plan
LEMO Bylaw

FINANCIAL IMPLICATIONS:

Minimal impact to operational budget to implement recommendations

ALTERNATIVES TO RECOMMENDATIONS:



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: October 15 2024

SUBJECT: Town of Hay River / Katlodeeche First Nations 2023 August Wildfire Joint After Action Review

N/A

ATTACHMENTS:

October 10, 2024 LEMO Meeting Minutes

Prepared by:

Glenn Smith

SAO

October 10, 2024

Reviewed by:

DRAFT LEMO Minutes

In Attendance – Glenn Smith, Phil Unger, Glen McPhee, Patrick Bergen, Jr Barnes, Terry Piwowar, Ray Lesvesque, Stephane Millette, Mayor Kandis Jameson, Bobby Bourque, Travis Wright, Robert Bouchard, Stacey Barnes, ON PHONE – Arshad Khalafrai, Joshua Clarke, Scott Falsha

1. Hay River – KFN 2023 Wildfire After Action Review

- August 2023 wildfire review by Fire Wise consulting
- Focus was the first 2 days of the fire
- Response was strong giving limited information
- Aggressive nature of the fire with winds
- Through the event, once more resources came on board, more order and control
- Lack of weather and forecasting
- Magnitude and speed of the fire caught by surprise
- Evacuation coordinator to get information out after receiving from GNWT
- Essential services, evacuated key personal
- Plans for key communications, but lack of information led to poor evacuation
- Lost of communications
- No lost of life
- Residents got the safety
- Communications lacking but got better
- Social services helped with needs
- THR had enough resources to run evacuation

Wildfire After Action Review Recommendations

- Emergency Powers
Better communication on what authorities exist – accepted recommendation
- Risk Management – evacuation plan
Several agencies are operating on their own rules, how do we get to the point to access risks. Should have kept more resources in the community. Need to have all agencies on the same page with plans, who decides who stays in an emergency – accepted recommendation
- Situational Awareness Communications
Communications that could provide updates to agencies and those involved - accepted recommendation
- Unified Command
Decisions not coordinated with KFN for all residents, improve coordination and communications - accepted recommendation
- Emergency Planning Working Group

October 10, 2024

- Crisis Communications plan
Inconsistent information in the evacuation centre, early in the evacuation not enough information, does everyone have the same information? - accepted recommendation
- Evacuation Support Plan
Didn't consider the road situation, work better at making sure it's a safe route to send residents, advise neighbouring communities – accepted recommendation
- GNWT Roles
Defining roles and responsibilities of the GNWT, everyone unclear about roles during the event, communications should be communicated to all levels of staff (Disagreed with last comment) - accepted recommendation
- Emergency Program Training
Regularly scheduled meetings to ensure all plans are updated – accepted recommendation
- Public Education
Continuing communications and educating with the public - accepted recommendation

2. Airport Mock Disaster

- Airport has to run one every 5 years
- Mass casualty incident
- Packaging, triaging, transporting, investigations
- LEMO would activate, more of a communication role
- Assessment of depts responding
- This scenario would not require LEMO with small scale
- November 7th
- Test communications

3. Community Siren Option Review

- Travis went out for quotes, has options regarding coverage areas
- Preprogrammed voice updates as well the siren, total coverage max is 3-5 miles, smaller sirens available as well.
- Quote came in at \$378 thousand dollars for solution that would cover entire community
- Quote for single siren came at \$63 thousand dollars, will not cover entire town.
- Estimate for install from local contractor to cost \$10 thousand dollars
- \$40-\$50 thousand dollars for basic siren only
- Using various means for notices and communications

Bouchard – Always going to have gaps with notices, basic siren might be helpful

Bobby – has been some talk in Legislative assembly, only 2 communities in the south slave have a siren.

Kandis – What if communications are lost like the fire, won't have any way to communicate out.

Travis – would have to be wired in to back up system

October 10, 2024

Phil – Could send out by mail, “If you hear the siren.....” what to do

Bouchard – would have to look for funding, but put in the draft budget for next year

Travis – How would you manage the communications? Where do we provide information?

Stephane – Need to talk to housing, health etc, before the siren would go off, it still will take time.



REPORT TO COUNCIL

DEPARTMENT: Office of the SAO

DATE: October 15, 2024

SUBJECT: Memorandum of Understanding with Pine Point Mining Ltd.

RECOMMENDATION:

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

BACKGROUND:

As presented at the October 8, 2024, Regular Meeting of Council, Pine Point Mining Ltd. has completed significant work to support the return to operation of the Pine Point Mine. Bringing the mine online will create an estimated 500 jobs and 400 operational jobs when it goes into production.

Administration is suggesting that there are significant positive impacts for the Town of Hay River being only 1 hour away from the mine as Pine Point Mining Ltd. progresses to a working mine. The opportunities are optimized by identifying them early and having continued communication with Pine Point Mining Ltd. throughout the process. Conversely, Pine Point Mining Ltd. will also see positive impacts in many areas by working with the Town of Hay River.

Some of the common interests and needs to collectively work towards include:

1. Robust utility/waste management services;
2. Appropriate housing inventory;
3. Accessible commercial property;
4. Strengthened transportation services (ie. Air, rail);
5. Enhanced service economy;
6. Skilled workforce;
7. Improved socioeconomic health.

These opportunities for both parties are intended to be captured in a memorandum of understanding.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

The specific positive financial implications for the Town of Hay River will be defined as items in the MOU are progressed. The work to complete the MOU will be done with existing staff.

ALTERNATIVES TO RECOMMENDATIONS:



REPORT TO COUNCIL

DEPARTMENT: Office of the SAO

DATE: October 15, 2024

SUBJECT: Memorandum of Understanding with Pine Point Mining Ltd.

Not to accept the recommendations.

ATTACHMENTS:

Submitted by:

Patrick Bergen
Assistant Senior Administrative Officer

Reviewed by:

Glenn Smith
Senior Administrative Officer



REPORT TO COUNCIL

DEPARTMENT: FINANCE AND ADMINISTRATION

DATE: October 15, 2024

SUBJECT: 2024 Q3 Unaudited Consolidated Statement of Operations

RECOMMENDATION:

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

BACKGROUND:

This variance report is prepared quarterly as a summary of Operations spending for Council's review. The highlights from this report are as follows:

- Revenues
 - o Has been higher than anticipated in certain areas, such as:
 - MACA Operations & Maintenance funding - \$74K increase
 - MACA Water & Sewer funding - \$36K increase
 - Grants/Donations - \$100K increase
 - o Property taxes were able to be reduced by \$100K due to increased funding from MACA
 - o Fraser Place – projected \$1.14M decrease in revenue due to delayed sales of lots
 - Deferred to 2025, along with cost of development
- Expenses
 - o Year-To-Date Actuals on par with Year-To-Date Budget
 - o Materials & Supplies overage of \$178K, mainly due to increased costs as a result of carbon tax and the wildfire
 - Also, some of the increases in Materials & Supplies are offset by the increases in Grants & Donations
 - o Contracted Services down due to some projects being deferred to 2025, along with some expenses coming in Q4

Overall, Q3 sees a favorable variance of \$263K. While some additional expenses are expected in Q4, it is expected that the Town will still be able to achieve the budgeted surplus (contribution to capital) of \$2.29M at the end of 2024.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration By-Law No. 2252/FIN/11Report



REPORT TO COUNCIL

DEPARTMENT: FINANCE AND ADMINISTRATION

DATE: October 15, 2024

SUBJECT: 2024 Q3 Unaudited Consolidated Statement of Operations

FINANCIAL IMPLICATIONS:

Unaudited consolidated Statement of Operations is approved by Council.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2024-Q3 Unaudited Consolidated Statement of Operations

Prepared by:
Blair Porter
Acting Director of Finance and Administration
October 11, 2024

Reviewed by:
Glenn Smith
Senior Administrative Officer
October 11, 2024



2024 Unaudited Statement of Operations

Sep-24

Row Labels	2023 Actuals	2024 Budget Total	2024 Forecast	Variance Forecast vs Budget	2024 YTD Budget	2024 YTD Actuals	Variance YTD Actuals vs Budget	Percentage of Total Budget Used
Revenue Total	(16,315,462)	(17,548,470)	(16,718,522)	829,948	(13,482,895)	(13,743,829)	(260,934)	78%
Expense								
Bank Charges and Interest	61,386	60,000	60,000		32,300	9,225	(23,075)	15%
Contracted and general services	2,460,791	2,898,473	2,962,473	64,000	2,205,370	2,042,852	(162,518)	70%
Insurance	287,488	302,000	302,000		302,000	301,078	(922)	100%
Interest on LTD	350,000	300,000	300,000		135,000	168,655	33,655	56%
Materials and supplies	3,497,405	4,211,503	3,270,503	(941,000)	1,906,775	2,084,880	178,105	50%
Mayor and council expenses	128,094	141,350	141,350		104,908	96,071	(8,838)	68%
Provision for bad debts	40,000	40,000	40,000					
Salaries, wages and benefits	5,509,116	5,492,200	5,577,200	85,000	4,099,160	4,119,496	20,336	75%
Utilities - electricity	950,526	1,007,000	1,007,000		755,226	739,820	(15,406)	73%
Utilities - fuel	649,877	805,945	805,945		604,458	581,288	(23,170)	72%
Expense Total	13,934,683	15,258,471	14,466,471	(792,000)	10,145,197	10,143,364	(1,832)	66%

Q3 Comments

Actuals vs Budget Comments	Forecast vs Budget Comments
<p>Mainly due to:</p> <ul style="list-style-type: none"> - Economic Development & Agriculture Plan deferred to 2025 - \$53K - Trucked Water Delivery Service down \$20K - Audit cost to be expensed in Q4 - \$44K - Election Expense in Q4 - \$5K 	<p>Mainly due to;</p> <ul style="list-style-type: none"> + \$50K estimated cost to repair recent critical equipment failures at the arena. + \$14K estimated costs for the wharf booth repairs which is funded by the insurance company.
<p>Mainly due to;</p> <ul style="list-style-type: none"> + \$53K increase in costs as a result of the unbudgeted carbon tax costs. + \$50K increased landfill cover and compacting costs as a result of the wildfire inspection report. + \$31K increase in the sanitation collection contract cost due to its delayed implementation. + \$25K increased expenditures for the Spirit Gala. This is offset in grants & donations. + \$25K increased programing costs as a result of the New Horizons for Seniors program funding. 	<p>Mainly due to;</p> <ul style="list-style-type: none"> - \$1.14M projected decrease in costs due to the delayed sales of Fraser Place lots. This is off set by: + \$70K projected increase in costs as a result of the carbon tax. + \$75K projected increase in cover and compacting costs at the landfill as a result of the wildfire inspection report. + \$31 increased cost for the sanitation collection contract due to its delayed implementation. + \$25K increased programing costs as a result of the New Horizons for Seniors program funding
	<p>Mainly due to;</p> <ul style="list-style-type: none"> + \$15K increased casual employee cost to complete account reconciliations. This is funded by MACA. + \$38K projected increase in worker's compensation costs due to increased rates. + \$32K projected increase in costs for Recreation due to the delayed retirement of a Maintenance Operator.



2024 Unaudited Statement of Operations

Sep-24

Row Labels	2023 Actuals	2024 Budget Total	2024 Forecast	Variance Forecast vs Budget	2024 YTD Budget	2024 YTD Actuals	Variance YTD Actuals vs Budget	Percentage of Total Budget Used
Grand Total	(2,380,779)	(2,290,000)	(2,252,052)	37,948	(3,337,698)	(3,600,465)	(262,767)	157%

Q3 Comments

Actuals vs Budget Comments	Forecast vs Budget Comments
Overall there is an favorable variance of \$263K at the end of Q3, with some additional expenses expected in Q4.	Overall the Town is expected to achieve the budgeted surplus of \$2.29M at the end of the year.



REPORT TO COUNCIL

DEPARTMENT: FINANCE AND ADMINISTRATION

DATE: October 15, 2024

SUBJECT: 2024 Q3 Capital Report

RECOMMENDATION:

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

BACKGROUND:

This 2024 Q3 Capital expense report details the costs the Town has incurred on Capital Projects from January to September 2024. To date the Town has spent a total of \$3.7M on Capital Projects.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration By-Law No. 2252/FIN/11Report

FINANCIAL IMPLICATIONS:

Forecast revisions to projected capital expenditures for 2024.

ALTERNATIVES TO RECOMMENDATIONS:

Not accepting recommendation.

ATTACHMENTS:

2024-Q3 Capital Expense report

Prepared by:

Blair Porter
Acting Director of Finance and Administration
October 11, 2024

Reviewed by:

Glenn Smith
Senior Administrative Officer
October 11, 2024



Q3-2024 Capital Spend Report

Department	Project Name	Q1 2024 Changes	Q2 2024 Changes	Q3 2024 Changes	Q4 2024 Changes	Total Changes to Capital Costs	2024 Changes to Funding	2024 Actual Spend
Administration	Asset Management System Implementation					\$ -		\$ 72,183
Administration	Computer Equipment Replacement Program		\$ 196			\$ 196	\$ 196	\$ 28,276
Administration	Debt Service Community Center - CPI and Donation Portion					\$ -		\$ -
Administration	Online Payroll System				-\$ 15,017	-\$ 15,017		\$ 6,049
Administration	Virtual Server					\$ -		\$ -
Land Development	Aspen Heights Subdivision Development					\$ -		\$ 51,198
Land Development	Fraser Place Subdivision Development		\$ 200,000			\$ 200,000	\$ 200,000	\$ 684,274
Protective Services	Bylaw Truck Replacement					\$ -		\$ -
Protective Services	Heavy Rescue Truck Replacement				-\$ 570,000	-\$ 570,000		\$ 75,820
Protective Services	Vehicle extrication tools					\$ -		\$ 33,577
Recreation	Bob McMeekin Park Enhancements					\$ -		\$ 68,524
Recreation	Replace Playground Fall Zones		-\$ 784			-\$ 784		\$ -
Recreation	Riding Mower Replacements		\$ 784			\$ 784		\$ 40,784
Recreation	Skatepark Upgrades					\$ -		\$ -
Recreation	Skating ice surface painting machine		-\$ 3,000			-\$ 3,000		\$ -
Recreation	Small Capital Program - Recreation		\$ 3,000			\$ 3,000		\$ 15,999
Recreation	Vale Island Multi-Use Recreation Area	\$ 225,000				\$ 225,000	\$ 225,000	\$ 67,950
Tourism	Downtown Beautification and Accessibility Project					\$ -		\$ 550
Tourism	Kayak Stations				-\$ 40,000	-\$ 40,000		\$ -
Tourism	Small Capital Program - Tourism and Economic Development					\$ -		\$ -
Tourism	Visitor Information Way finder Signage Development					\$ -		\$ 13,755
Transportation and Public Works - Other	Biomass District Heating System Study				-\$ 565,941	-\$ 565,941		\$ 4,059
Transportation and Public Works - Other	Cemetery Expansion - New Site					\$ -		\$ -
Transportation and Public Works - Other	Fire Hall/Town Hall Demolition	\$ 75,000				\$ 75,000		\$ -
Transportation and Public Works - Other	Hazardous Waste Removal				-\$ 201,700	-\$ 201,700		\$ -
Transportation and Public Works - Other	Industrial Area Drainage	-\$ 100,000			-\$ 125,000	-\$ 225,000		\$ -
Transportation and Public Works - Other	Infrastructure Planning and Studies					\$ -		\$ 48,250
Transportation and Public Works - Other	Lift Station # 3 Replacement				-\$ 80,000	-\$ 80,000		\$ -
Transportation and Public Works - Other	Lift Station 1 Mitigation	\$ 300,000				\$ 300,000	\$ 300,000	\$ 39,926
Transportation and Public Works - Other	Lift station 1 Repair	-\$ 1,800,000			-\$ 1,439,583	-\$ 3,239,583	-\$ 1,800,000	\$ 386,074
Transportation and Public Works - Other	Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades				-\$ 93,500	-\$ 93,500		\$ -
Transportation and Public Works - Other	Municipal Solid Waste Facility (Phase I and II)				-\$ 54,650	-\$ 54,650		\$ 14,250
Transportation and Public Works - Other	Pickup Truck Replacements		\$ 40,000		-\$ 40,000	\$ -	\$ 40,000	\$ -
Transportation and Public Works - Other	Pumps and Generator Replacements at Lift Stations					\$ -		\$ -



Q3-2024 Capital Spend Report

Department	Project Name	Q1 2024 Changes	Q2 2024 Changes	Q3 2024 Changes	Q4 2024 Changes	Total Changes to Capital Costs	2024 Changes to Funding	2024 Actual Spend
Transportation and Public Works - Other	Shoreline Flood Mitigation				-\$ 647,288	-\$ 647,288		\$ 46,553
Transportation and Public Works - Other	Tire Recycling Program				-\$ 137,333	-\$ 137,333		\$ -
Transportation and Public Works - Other	Vale Island/West Channel Drainage				-\$ 50,000	-\$ 50,000		\$ -
Transportation and Public Works - Other	Water Treatment Plant Feasibility Study and Preliminary Design				-\$ 83,851	-\$ 83,851		\$ 59,307
Transportation and Public Works - Other	Small Capital					\$ -		\$ 9,324
Transportation and Public Works - Other	Industrial Area Expansion- preliminary design					\$ -		\$ -
Transportation and Public Works - Other	Grader Repair					\$ -		\$ -
Transportation and Public Works - Roads	553 - Preliminary Drainage Plan	-\$ 25,000			-\$ 25,000	-\$ 50,000	-\$ 25,000	\$ -
Transportation and Public Works - Roads	Beaver Cres. Water, Sewer and Drainage Replacement					\$ -		\$ 1,000
Transportation and Public Works - Roads	Capital Drive Watermain, Sidewalk and Roadworks				-\$ 22,577	-\$ 22,577		\$ 250
Transportation and Public Works - Roads	Industrial Drive Base Upgrade, Paving and Underground					\$ -		\$ 1,547,545
Transportation and Public Works - Roads	Paradise Road Repair and Replacement				-\$ 49,140	-\$ 49,140		\$ 93,935
Transportation and Public Works - Roads	Riverview Drive Upgrades					\$ -		\$ 140,734
		-\$ 1,325,000	\$ 240,196	\$ -	-\$ 4,240,580	-\$ 5,325,384	-\$ 1,059,804	\$ 3,550,147

Unplanned Spending

Transportation and Public Works - Other	Lift Stn System Upgrade - (Incl. Stn #8)	\$ 210,000				\$ 210,000	\$ 210,000	\$ 14,506
Transportation and Public Works - Other	Vale Island Truck Fill Tank Replace	\$ 25,000				\$ 25,000	\$ 25,000	\$ 3,219
Transportation and Public Works - Other	SunDog Stantec Initial Design and Eng	\$ 1,216				\$ 1,216	\$ 1,216	\$ 3,478
Transportation and Public Works - Other	Flusher engine replacement	\$ 25,000	\$ 15,000			\$ 40,000	\$ 40,000	\$ 7,475
Transportation and Public Works - Roads	Airport Road Repairs		\$ 100,000			\$ 100,000	\$ 100,000	\$ 31,240
Transportation and Public Works - Other	Compactor		\$ 26,804			\$ 26,804	\$ 26,804	\$ -
Recreation	2023 Summer CAP - Porritt Dredging Exp.		\$ 13,515			\$ 13,515	\$ 13,515	\$ 13,515
Recreation	2023 Trails Project - TCT Contribution		\$ 4,200			\$ 4,200	\$ 4,200	\$ 54,142
Protective Services	Small Capital		\$ 25,000			\$ 25,000	\$ 25,000	\$ 13,972
		-\$ 1,063,784	\$ 424,715	\$ -	-\$ 4,240,580	-\$ 4,879,649	-\$ 614,069	\$ 3,691,693



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: October 15th, 2024

SUBJECT: Letter of Support – West Point First Nation Climate Change Preparedness Funding Application

RECOMMENDATION:

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

BACKGROUND:

The West Point First Nation Flood and Drainage Assessment and Mitigation project aims to assess and mitigate flood risks from stormwater and ice jams, particularly those affecting community infrastructure and housing. The project will develop flood mitigation designs and a stormwater drainage plan, enhancing the community's resilience to flooding and climate change. Additionally, it will support capacity building within the community through staff training and community engagement to address ongoing flood management challenges. The project will ultimately help create safer conditions for future housing development on West Point First Nation lands.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Draft Letter of Support

Prepared by:
Stacey Barnes
Council Administrator
Date: October 11th, 2024

Reviewed by:



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

October 15th, 2024

VIA EMAIL

Dear Review Committee,

Re: Letter of Support for the West Point First Nation Flood and Drainage Assessment and Mitigation Project

On behalf of the Town of Hay River, I am pleased to extend our support for West Point First Nation's (WPFN) application for funding through the Climate Change Preparedness in the North Program. This project is an important effort to address the increasing flood risks affecting the WPFN community.

As part of our ongoing commitment to flood protection in the region, the Town of Hay River is making significant investments in the West Channel Shoreline Protection Project and improvements to drainage systems within the West Channel and West Point areas. These initiatives are designed to directly mitigate flood risks and improve drainage infrastructure, which aligns closely with WPFN's proposed flood and drainage assessment project.

At this time, the Town's commitment will remain focused on these two initiatives. However, we fully support WPFN's efforts to explore additional opportunities to mitigate flood risks on their lands. We are open to partnerships that align with our current projects and would be willing to collaborate on initiatives that contribute to regional flood resilience.

Furthermore, we are happy to offer technical support by sharing flood data, development standards, and land development plans that may assist in the successful implementation of WPFN's project. By working together, we can strengthen both our communities' ability to adapt to climate change and reduce future flood impacts.

Sincerely,

Kandis Jameson
Mayor, Town of Hay River

CC:
Council of the Town of Hay River
Senior Administrative Officer, Glenn Smith
Director of Public Works, David Taylor



REPORT TO COUNCIL

DEPARTMENT: PUBLIC WORKS

DATE: OCTOBER 15, 2024

SUBJECT: AWARD FOR AS & WHEN MUNICIPAL ENGINEERING SERVICES

RECOMMENDATION:

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

BACKGROUND:

RFP #PW RFP 2024-06 closed September 11th, 2024 and had one (1) submitted bid:

STANTEC

This Tender is for the provision of municipal engineering as & when services. This will involve providing consultation and recommendations based on day-to-day requirements of the municipality, as well as recommendations on upcoming municipal capital projects, developer contributions, and master plan updates.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

FINANCIAL IMPLICATIONS:

No changes from existing rates to proposed rates.

ALTERNATIVES TO RECOMMENDATIONS:

The department of Public Works can re-tender if directed to do so.

ATTACHMENTS:

Stantec proposed fee structure.

Prepared by:
Ryan MacNeil
Civil Infrastructure Manager
Date: October 11, 2024

Reviewed by:
David Taylor
Director of Public Works
Date: October 11, 2024

6 Price

As specific assignments are not included in the RFP a project cost estimate is not included in this proposal. The following billing rate table will be adhered to provide services to the Town through this As & When Agreement. Each staff supporting the Town will be billed at their associated billing level and respective rate. As other members of Stantec are required under a call up of this As & When contract, they will be billed at the respective hourly rate of their billing level.

Table 3. 2024 & 2025 Billing Rates

Billing Level	2024 & 2025 Rate
3	\$113
4	\$122
5	\$128
6	\$146
7	\$158
8	\$166
9	\$173
10	\$182
11	\$192
12	\$196
13	\$205
14	\$221
15	\$231
16	\$242
17	\$257
18	\$279

Table 4. Project Team Members Current Billing Levels

Name	Billing Level	Name	Billing Level
Glenn Prosko	17	Mark Whitehead	13
Manoj Singh	17	Oliver Hodgins	12
Arlen Foster	16	Jackie Bellemare	11
Water Orr	16	Ian Mathers	11
Liang Liu	15	Matthew Ainsley	10
Lesley Cabott	15	Brian Mitchell	9
Mike Auge	14	Gwen Monahan	9
Chris McGrath	14	Nelson Luong	9
Zoe Morrison	14	Zak Neudorf	9
Gord Lau	14	Swornapari Shrestha	9
Steffen Karl	13	Jenna Orr	8

- On tasks where our company's survey gear is required such as the legal surveying, construction layout or topographic surveying, a daily rate for equipment will be charged at \$200/day.
- On tasks where our company vehicle is required for onsite field reviews, a daily rate will be charged at \$200/day.
- Invoices will be submitted monthly, unless otherwise agreed. Invoices will indicate the contract numbers, total hours spent on the project by each team member for hourly work, and a detailed accounting of all project expenses for the invoice period.
- All rates, fees and expenses are exclusive of taxes; invoices will clearly indicate applicable taxes and are to be paid within 30 days of submission.
- For any hourly work that may arise, an 8% flat rate disbursement recovery charge is added to hourly fees to recover miscellaneous project expenses such as internal printing, copying and plots, film, report materials; communications expense - faxes, office and mobile phones, calling cards, and other electronic devices; office expenses - postage, courier, supplies, equipment, computer expenses, maintenance, common software and supplies; archive maintenance.
- While travelling away from their home staff will expense per diems (meal allowances) based on current National Joint Council Travel Directive published rates for the Northwest Territories (Appendix C).



7. Project specific charges such as sub-consultants, travel, meals, accommodation, project specific printing of deliverables, field equipment and consumables, rented project vehicles, rented survey equipment, lab tests and other external service charges, specialized computer software, and other significant expenses will be charged as incurred. These reimbursable expenses will be invoiced as incurred with a 10% mark-up. Expenses will be substantiated with receipts.
8. As our staff gain more experience or move into more senior roles in Stantec, their associated billing level will increase accordingly.





Bylaw No. 2462/LND/24

8a) Fraser Place Lots Disposal

BYLAW NO. 2462/LND/24
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BYLAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE SALE OF LAND.

WHEREAS pursuant to the Cities, Towns and Villages S.N.W.T., 2003, c.22, in force April 1, 2004, Section 54 (2) which states:

54. (2) A municipal corporation may only dispose of its real property if
- (a) Council has made a land administration bylaw and disposition is made in accordance with the land administration bylaw; or
 - (b) The disposition is specifically authorized or approved by a bylaw.

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Town of Hay River in the Northwest Territories in regular meeting of Council duly assembled enacts as follows:

1. THAT the Municipal Corporation of the Town of Hay River is hereby authorized to dispose of a freehold interest in the following parcels of land:
Lots 2218, 2219, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, and 2229
PLAN 4804
HAY RIVER
in the Northwest Territories, according to a plan of survey filed in the Land Titles Office for the Northwest Territories.
2. That the price of each lot is outlined as per attached Schedule "A", and;
3. That these lots be first disposed of by Auction with minimum bid prices determined by certified land appraisals, and upon conclusion of the auction, that the lots be available for disposal to the Public on a first come first served basis using the minimum bid prices.
4. That the Mayor or Deputy Mayor and the Senior Administrative Officer of the said Town of Hay River are hereby authorized to execute the transfer of land conveying the said lot to the said purchaser.
5. This bylaw will take force and effect upon its final reading.

THIS BY-LAW READ a First Time this 8th day of October , 2024 A.D.

Mayor

BYLAW NO. 2462/LND/24
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

THIS BY-LAW READ a Second Time this 8th day of October , 2024 A.D.

Mayor

THIS BY-LAW READ a Third and Final Time this day of , 2024 A.D.

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 this day of , 2024.

Senior Administrative Officer

**BYLAW NO. 2462/LND/24
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

SCHEDULE "A"

Lot Price – Fraser Place Lots

Lot #	Plan #	Civic Address	Area (ft²)	Lot Price Not including GST
2218	4804	19 Fraser Place	6,631	\$86,200
2219	4804	20 Fraser Place	7,718	\$96,500
2221	4804	21 Fraser Place	6,028	\$78,400
2222	4804	22 Fraser Place	6,577	\$85,500
2223	4804	23 Fraser Place	6,577	\$85,500
2224	4804	24 Fraser Place	6,577	\$85,500
2225	4804	25 Fraser Place	6,577	\$85,500
2226	4804	26 Fraser Place	6,577	\$85,500
2227	4804	27 Fraser Place	6,577	\$85,500
2228	4804	28 Fraser Place	9,214	\$110,600
2229	4804	29 Fraser Place	9,149	\$109,800



Bylaw No. 2463A

8b) Fees and Charges Bylaw

BY-LAW NO. 2463A
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BYLAW of the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, to amend Fees and Charges Bylaw No. 2431, as amended.

PURSUANT TO the relevant sections of the *Cities, Towns and Villages Act* S.N.W.T. 2003, c. 22, and particularly section 72(e), which allows municipalities to establish, by bylaw, fees or other charges for products, programs, services, public utilities, infrastructure and facilities provided by the municipality and for the use of property under the ownership, direction, management or control of the municipality.

WHEREAS the Council of the Municipal Corporation of the Town of Hay River wishes to amend Bylaw No. 2431, as amended, to reflect changes to the fees and charges collected by the Town of Hay River as set out in the attached parts of Schedule "A";

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER, in regular sessions duly assembled, enacts as follows:

APPLICATION

1. That Bylaw 2431, as amended, is hereby amended by deleting the following parts of Schedule "B" and replacing them with the Schedules attached hereto:
 - a. Deleting Part 10 - Section A and B of Schedule "B" of Bylaw No. 2431, as amended, and replacing with Part 10 – Section A and B of Schedule "A" attached hereto;
2. This bylaw will take force and effect upon its final reading.

THIS BY-LAW READ A FIRST TIME this 8th day of October, 2024 A.D.

Mayor

THIS BY-LAW READ A SECOND TIME this 8th day of October, 2024 A.D.

Mayor

BY-LAW NO. 2463A
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

THIS BY-LAW READ a Third and Final Time this ____ day of _____, 2024 A.D.

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 this ____ day of _____, 2024.

Senior Administrative Officer