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## AGENDA

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### PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
5. **INFORMATION ONLY**
6. **ADMINISTRATIVE ENQUIRIES**
7. **COMMITTEE REPORTS**
  - a. Infrastructure and Planning Services Monthly Report for June – page 1
  - b. Recreation and Community Services Monthly Report for June – page 11
  - c. Municipal Enforcement Monthly Report for June – page 25
  - d. Emergency Services Monthly Report for June– page 30
  - e. Excused Absence – page 36
8. **NEW BUSINESS**
  - a. Management and Excluded Personnel Employment Bylaw - page 37
  - b. 2025 Asset Disposal Report – page 39
  - c. 2025 Q1 Capital Spend Report - page 41
  - d. Adjustment to Reserves - page 44
  - e. Compactor Replacement - page 47
  - f. New Cemetery - page 49
  - g. 2024 Audited Financial Statements - page 56
  - h. Release of Property Tax Liens - page 98
  - i. Zoning and Building Bylaw Amendment - page 99
9. **NOTICE OF MOTIONS**
10. **BYLAWS**
  - a. Bylaw 2240-GEN-25 – Management and Excluded Personnel Employment Bylaw – First and Second Reading – page 102
  - b. Bylaw 2469-IPS-25a – Zoning and Building Bylaw Amendment – First Reading - page 132
11. **IN CAMERA**
  - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)
12. **ADJOURNMENT**



# REPORT TO COMMITTEE

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**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** July 8, 2025

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

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**RECOMMENDATION:**

**MOVED BY: CLLR DUFORD**  
**SECONDED BY: CLLR GAGNIER**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Infrastructure and Planning Services Monthly Report for June 2025 as presented.**

**BACKGROUND:**

**Engineering and Capital Projects:**

All capital projects are detailed in the 2025 Project Status sheet. There are 45 projects on the 2025 Project Status report. 2 projects are On hold, waiting for funding, 3 projects are for Procurement only and have been tendered, 9 projects are being Scoped, 10 are in the Design phase, 13 are in the Construction phase and 8 are Complete.

Some project progress of note includes:

**Asset Management Project**

- Work has continued to finish adding the remaining rec assets into the asset management system. Additionally, some of the available information that the town already owned pertaining to water and sewer infrastructure was imported for future phases.

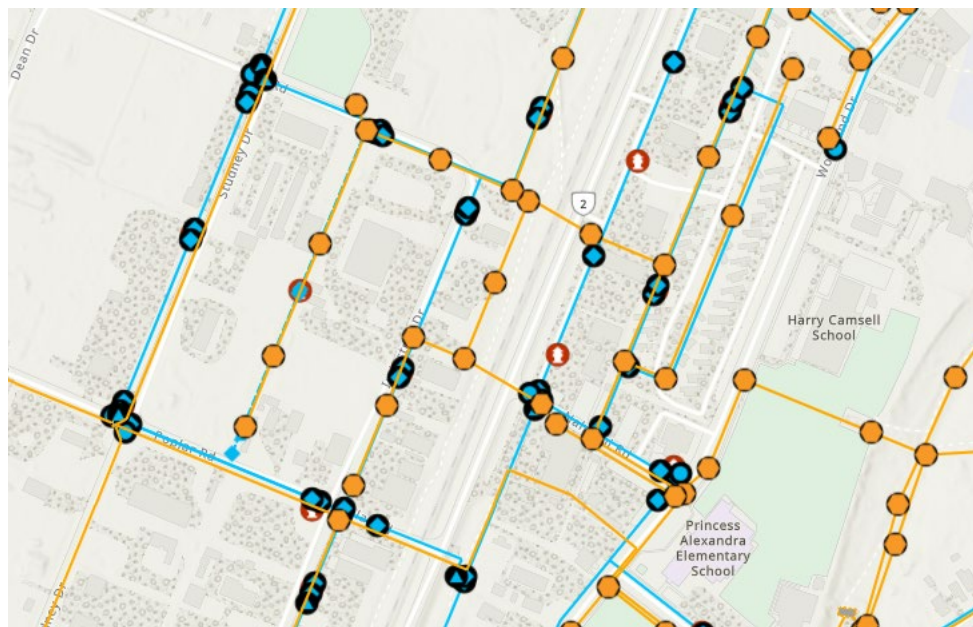


# REPORT TO COMMITTEE

DEPARTMENT:    **Infrastructure and Planning Services**

DATE: July 8, 2025

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



## Former NFTI Site

- The former NFTI site has been prepared for all of the metal removal being done in conjunction with the compacting and bailing of vehicles and white goods at the landfill. Vehicles and metal at other sites will also be collected and processed.



## REPORT TO COMMITTEE

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**DEPARTMENT:**     **Infrastructure and Planning Services**

**DATE:** July 8, 2025

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

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- Additionally, the roads have been graded and debris removed. A dozer has been working on the lower section to clear the burned trees including the stumps to expose the land that will be made available for farming.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** July 8, 2025

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

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## **Water License Activities:**

- Responses provided by staff to the public review of the annual water license report.
- The spring water license inspection report is complete.
- The spring water license sampling is complete.
- The Biennial geotechnical inspection of the wastewater lagoon is complete.

## **Public Works and Maintenance – Completed in June**

### **Annual Curbside Cleanup**

The town completed this year's annual community cleanup. The volume of materials was significant. The annual budget for the cleanup is \$30,000 and the town has seen costs increase



# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** July 8, 2025

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

over the last few years owing to the materials created from previous flood and fires as well as more focus on fire smarting and bylaw enforcement. Administration will complete an analysis of this past year's cleanup to provide input into next year's budget.

A summary of the items where residents purchased tags indicated that items were picked up from 98 separate addresses where they picked up 210 separate items. The tagged items were;

Items	Count of Items
Tire	82
Car	28
Truck	6
Fridge	18
Dryer	13
Washer	12
Freezer	10
Dishwasher	9
Stove	8
Hot water tank	7
Fuel tank	7
Furnace	2
Freezer	2
Microwave	2
Riding Lawn mower	1
Vending Machine	1
Treadmill	1
Ski-doo	1
<b>Total</b>	<b>210</b>

## Roads and Ditches

- Sidewalk corner poured at NW corner of intersection of Woodland and Commercial Drive.
- Work was done to straighten some of the signage in town.
- Pot hole patching was done throughout the town.
- The retaining wall at the corner of Miron and Stewart are having the boards replaced on one of the 2 panels. The top board on both panels has rotted and the outer post has shifted slightly. The shift made the boards too short and it is less expensive and a better



# REPORT TO COMMITTEE

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**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** July 8, 2025

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

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outcome to put in new right sized boards. In the winter a metal piece was put in place to hold until the work can be done this summer.

## **Equipment Maintenance**

- Hydrovac #32 had repairs due to it shutting down.

## **Solid Waste**

- Regular compacting activities continue.
- The compacting and bailing of metals including cars and white goods has begun at the landfill. Metal materials from the former NFTI site will be brought in during the process.
- The cardboard recycling bin was moved to the new location which required the construction of a pad for access.
- Some vehicle removal completed.

## **Water and Wastewater**

- Regular maintenance and inspection activities completed
- Lawn repairs completed for a number of areas that had previous work done.
- Water leak was serviced at the Community Gardens.

## **Facilities Management / Miscellaneous**

- Ongoing regular maintenance and monthly inspections
- Landscaping and Lawn Repair

## **Planning and Development**

### **Planning and Land Management**

- The second call for applications of the Residential Development Grant Program was recently released. This round expanded to include accessory dwelling units and will be on a first come, first serve basis.
- The third and final reading of Bylaw 2469-IPS-25 the Zoning and Building Bylaw was passed by Council on June 10, 2025. The bylaw is available on the town website on the Town Services, Planning section.
- The Director attended an online meeting of the Community Mapping Partnership run by the NWTAC. The output of the initiative is to create Land Development Suitability maps for each community that would define terrain suitable, terrain potentially suitable and terrain unfavourable for development. The next step is for community input which will include leveraging the recently completed flood mapping.



# REPORT TO COMMITTEE

**DEPARTMENT:**     **Infrastructure and Planning Services**                     **DATE:** July 8, 2025

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

- Progress is underway in preparation for the update to the Town’s flood zone construction regulations.

## Building Inspections

- None

## Enforcement

- None

## Permitting

The following permits were issued for the month of June 2025:

June 3, 2025	DH25-033	Development Permit	162 Paradise Road	Consulting / Contracting Services
June 4, 2025	DH25-034	Development Permit	31-103 <sup>rd</sup> Street	Food Sales and Canteen Food Trailer
June 10, 2025	DH25-035	Development Permit	15 Ptarmigan Crescent	Single Family House w Attached Garage
June 10, 2025	D25-036	Development Permit	22 102 <sup>nd</sup> Street	Temporary Power Hookup
June 10, 2025	D25-038	Development Permit	43 Riverview Drive	Installation of new fence, demolition of old shed.
June 10, 2025	DH25-020	Development Permit – Home Occupation	3D Wildrose Drive	Home Food Processing
June 16, 2025	D25-039	Development Permit	9-103 <sup>rd</sup> Street	12 x 20 Guest room
June 16, 2025	D25-004	Development Permit	8 Poplar Road	Emergency Shelter
June 16, 2025	D25-027	Development Permit	14 104 <sup>th</sup> Street	Move 24 x 48 Single Family Home from 16 Rose Hill to site.
June 16, 2025	D25-043	Development Permit	16 Rose Hill	Demolition of Single Family House
June 20, 2025	D25-037	Development Permit	6 Cedar Road	Deck Replacement

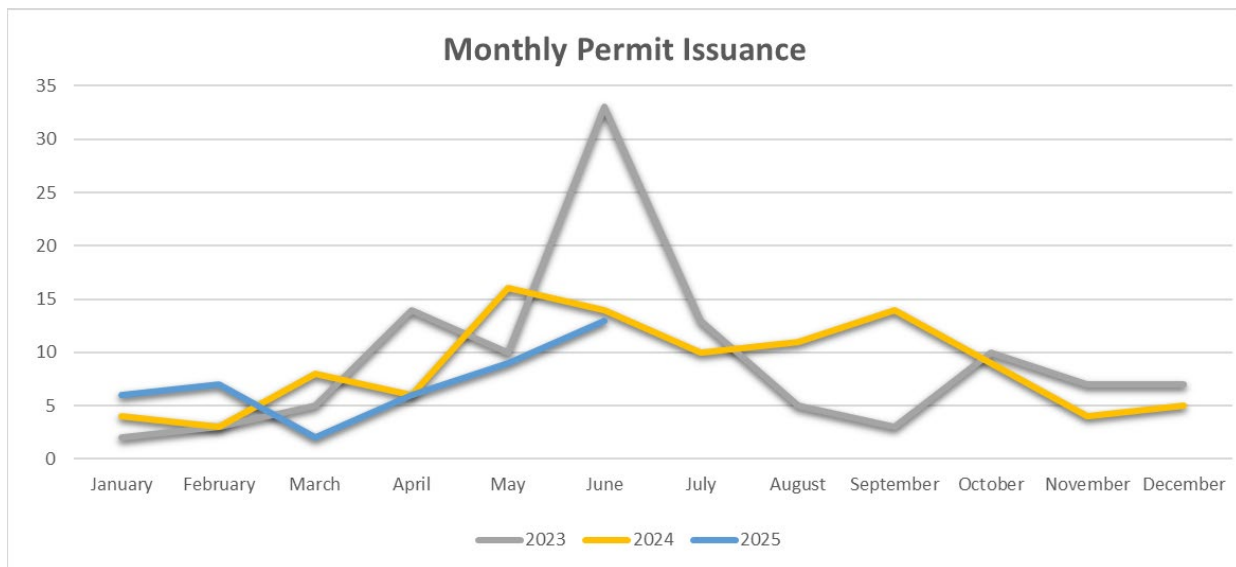


# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services **DATE:** July 8, 2025

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

June 20, 2025	D25-041	Development Permit	60 Stewart Drive	Roof Replacement
June 2, 2025	B25-005	Building Permit	12 Riverbend	10 x 14 shed
June 27, 2025	D25-040	Development Permit	2 Mackie Place	New Deck



**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:**



# REPORT TO COMMITTEE

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**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** July 8, 2025

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

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Project Status Report for June 2025

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**Prepared by:**

Patrick Bergen

**Director of Infrastructure and  
Planning Services**

July 4, 2025

**Reviewed by:**

Glenn Smith

**SAO**

July 4, 2025



## REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: July 8th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

### RECOMMENDATION:

MOVED BY: DM DOHEY  
SECONDED BY: CLLR DUFORD

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

### BACKGROUND:

## Recreational Programming

### Youth Programming

Regular After School Club programming continued in June. Registered attendance decreased slightly this month, with the program running at 71% capacity 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.

Summer Heat: Registration for Summer Heat opened on June 2 and all available spots were quickly filled. This program will once again be running at 100% capacity from July 2 – August 22. A partnership with the NWT Centennial Library will continue through the summer months where Summer Heat registrants will attend weekly programming at the library. In addition, Summer Heat staff have planned field trips for Summer Heat campers to the RCMP station, the Fire Hall, the Hay River Golf Club, the Visitor's Information Centre, Aurora Ford and the Hay River Museum.

Track and Field Prep Program: The Track and Field Prep Program concluded this month. This year, this program was offered in partnership with Storm Sports and with assistance from local volunteer coaches. The program offered training opportunities for youth ages 6 to 9 two days per week and for youth ages 10 – 13 three days per week. This program ran daily until the NWT Track and Field Championships scheduled for June 4 – 6, 2025. A total of 53 youth were registered in this program.

### New Horizons for Seniors Grant

Seniors Walking Club: Seniors Walking Club returned this month with the return of the warm weather. This weekly drop-in program features guided hiking excursions along local trails, followed by a social hour and refreshments. Attendance to this program decreased compared to previous months, with a total of 12 seniors attending.



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

Seniors Coffee: The Seniors Coffee program resumed this month, occurring weekly on Tuesdays. Attendance at Seniors Coffee has remained strong with a total of 43 seniors attending the program in June.

Seniors Golf: The Seniors Golf program, offered in partnership with the Hay River Golf Club, continued this month. A total of 15 seniors participated in this program, which is fully funded by the Government of Canada's New Horizons for Seniors Program.

### **Community Programming**

Multi-Sport Programming: Multi-Sport Drop-In continued at the Hay River Community Centre. Indoor soccer, basketball, hockey, badminton and pickleball are offered daily.

After School Multi-Sport Drop-In also continued this month. This program is offered on a drop-in basis for youth ages 5-12. Youth are supervised by a staff member each day while they make use of the wide variety of sports equipment and play games led by the staff member.

B Team Sports Club: The B Team Sports Club program continued this month. This is a sports program geared towards women. It runs weekly and focuses on a new sport each month. Participants are provided with basic instruction and are given the opportunity to play in a supportive environment. Participants played basketball and pickleball this month and the program saw a total of 19 participants in attendance.

Dirt in the Skirt: The Dirt in the Skirt ladies baseball league returned this month. This is a free drop-in program open to girls and women ages 16 and up. This league runs weekly on Thursday evenings with a total of 15 women registered.

Community Group Litter Pick-Up Campaign: The Community Group Litter Pick-Up Campaign concluded this month. All available clean up locations were assigned to local community groups and clean up was completed at all assigned locations. The 2025 Community Group Litter Pick-Up Campaign was sponsored by Wesclean Northern Sales Ltd.

Trans Canada Trail – National Trail Day Event: A Trash Dash event was organized in partnership with the Beautification Committee to celebrate National Trail Day. 17 volunteers attended, cleaning up the Airport Trail. Participants were awarded gift cards to Big Lake Eatery for their efforts.

Cardboard Boat Races: Offered in partnership with the NWT Centennial Library, the 2025 Cardboard Boat Races saw 8 teams competing to build boats out of cardboard capable of supporting at least 1 team member in a race across the pool. A total of 56 people attended the event, which was well received. This event was funded by the GNWT Healthy Choices Fund.



## REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

### **ParticipACTION Community Challenge:**

Hay River competed in the ParticipACTION Community Challenge throughout the month of June. This is a national challenge that encourages communities to get active in pursuit of the title of Canada's Most Active Community and a grand prize of \$100,000. The Department of Recreation received a \$1000 grant to support challenge initiatives this year, which was used to provide free drop-in swimming times and free multi-sport times to the community. In addition, several programs and events were introduced as a part of the challenge to increase community activity and participation.

Hay River Corporate Activity Challenge: Businesses in Hay River were contacted by the Programming Team and were encouraged to register for the Corporate Activity Challenge, a friendly competition amongst community businesses in pursuit of the title of Hay River's Most Active Business. A total of 15 local businesses registered for this competition with Rings IDA being named the winner.

Bike Bus: Bike bus returned in June. This program saw the Programming Team biking youth to school two times per week. Parent volunteers helped to supervise Bike Bus, which saw approximately 20-30 youth in attendance on scheduled days.

Party in the Park: This family friendly event was held at the Tri Service Playground on June 1 as a ParticipACTION Community Challenge kickoff event. 132 community members were in attendance, playing various yard games and baseball.

Father's Day Golf: Father's Day golf returned this June, offered in partnership with the Hay River Golf Club. 24 community members registered for this event and enjoyed free golf on Sunday, June 16. This program was fully funded by Canadian Tire Jumpstart.

Playground Passport: This program ran through the month of June, encouraging community members to visit various playgrounds in Hay River. Participants were required to answer trivia questions regarding each playground visited. Completed playground passports were returned to the Hay River Community Centre and participants were entered into a prize draw. Playgrounds highlighted by this program included Tri Service Playground, Inukshuk Playground, Gord Thompson Playground, Malcolm Crescent Playground, Keith Broadhead Playground and Lioness Playground.

Playground Pop Up: This program was developed for caregivers of young children and occurred weekly through the month of June. The Programming Team visited a new playground each week with yard games, snacks, chalk and bubbles and invited local area day homes and stay at home parents of young children to attend for a morning of fun. In total, 128 people attended the 4 Playground Pop Up dates.



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

RCMP vs Kids Dodgeball Game: Local RCMP members teamed up to play several rounds of dodgeball against community youth this month in a ParticipACTION event. The event was well attended with 56 participants showing up to play.

School's Out Water Fight: This event returned as a kick-off to summer holidays for youth in our community. This large-scale water fight was held at the Tri Service Playground with water guns, water filling stations and snacks provided by the Programming Team. The event saw a total of 104 community members in attendance, including members of the Hay River RCMP and the Hay River Fire Department, who participated in the water fight..

Chalk the Walk: This event was held at Tri Service Playground as a wrap up event for the Community Challenge. The Programming Team created a chalk hopscotch/obstacle course to actively challenge participants. A total of 57 community members attended this event.

3 vs 3 Basketball Tournament: A 3 vs 3 Basketball Tournament was organized this month in partnership with the Hay River Rec Basketball group. A total of 12 players registered for and competed in the tournament, which also included a skills competition.

Day Home Pizza & Pool Party: In recognition of local area day homes participating in and tracking activities for the ParticipACTION Community Challenge, the Programming Team hosted a pizza and pool party for day homes to attend. This party was offered in partnership with Treehouse Drop-In Centre and featured swimming, a bouncy castle, crafts, active games and a pizza lunch.

### **Grant Applications**

Canadian Tire Jumpstart: An application was submitted this month. If approved, this funding will go towards supporting sport programming at the Hay River Community Centre in Fall 2025.

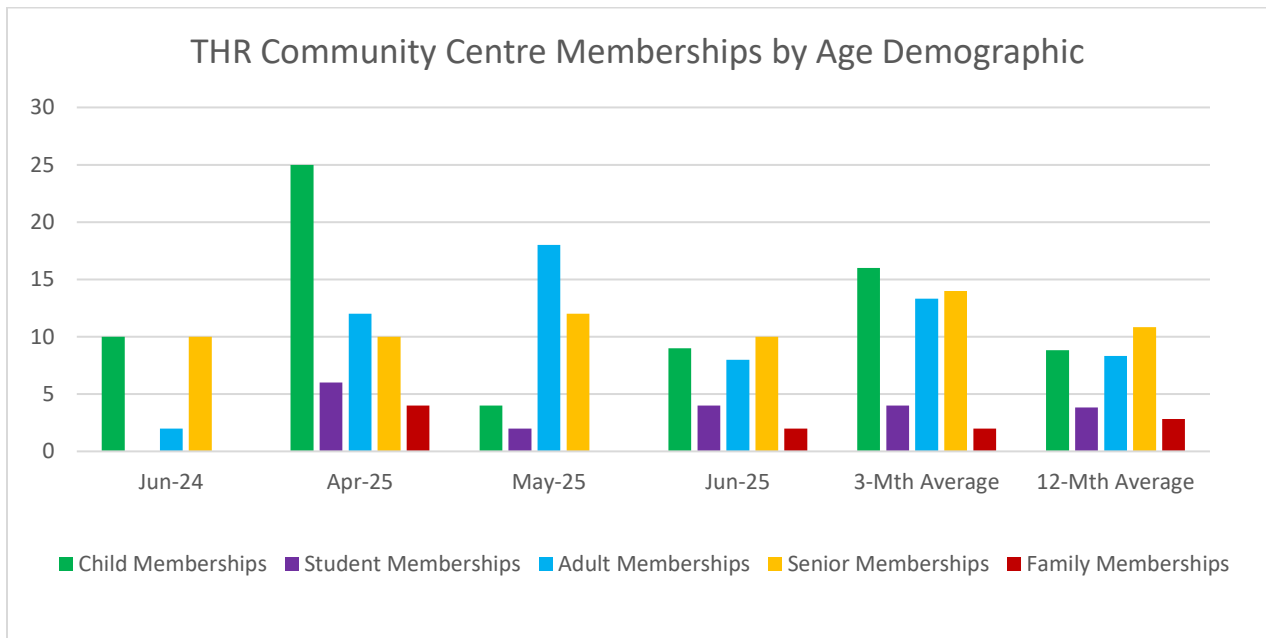
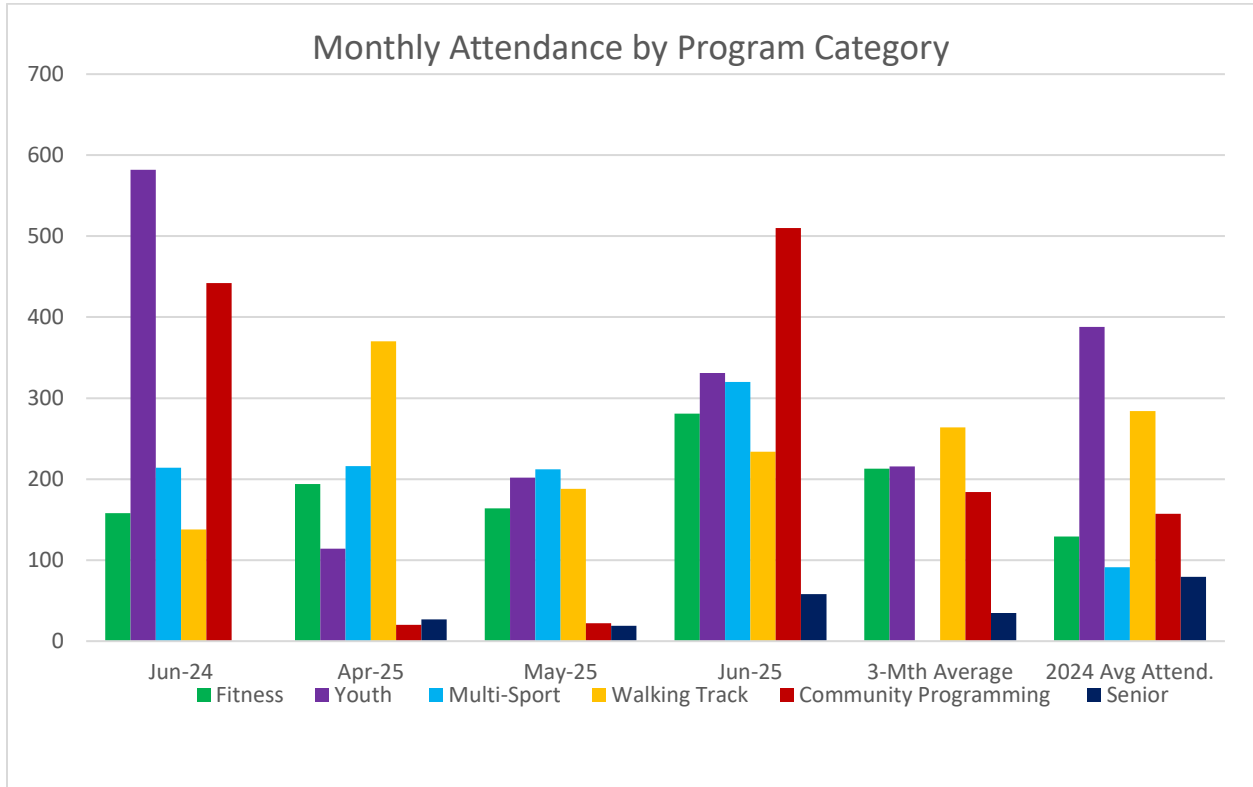
### **Recreation Programming Statistics**



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

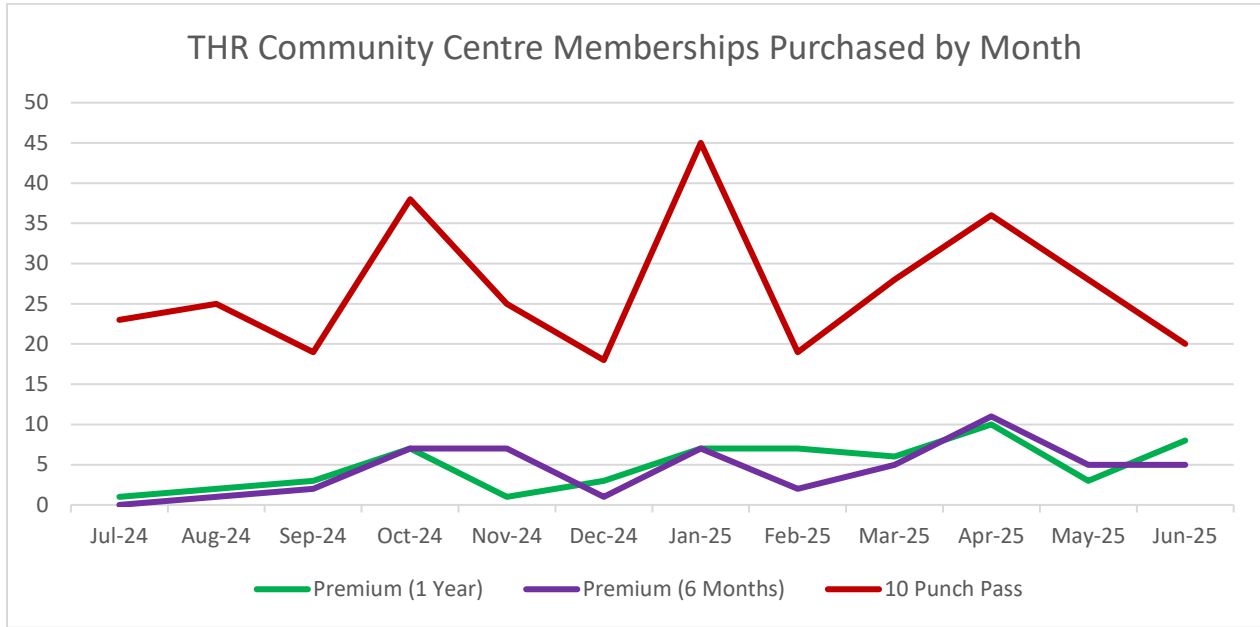




# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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



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## Aquatics

~TO FOLLOW~

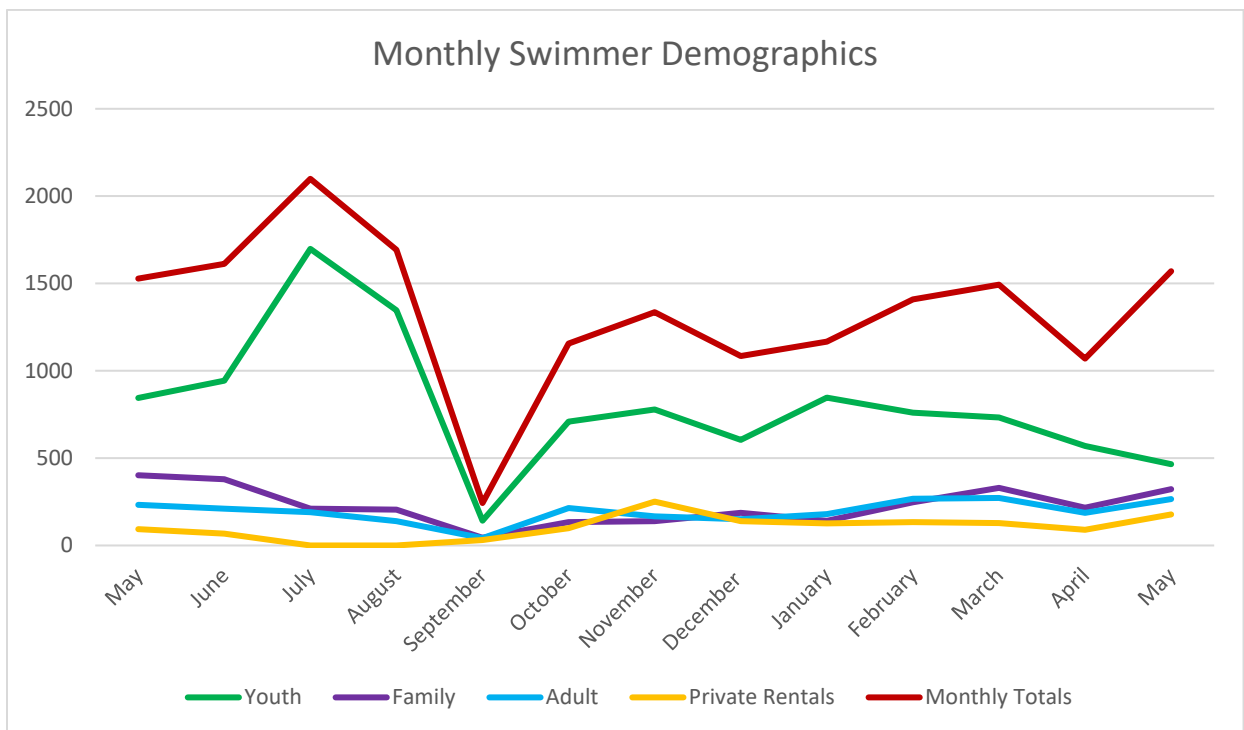
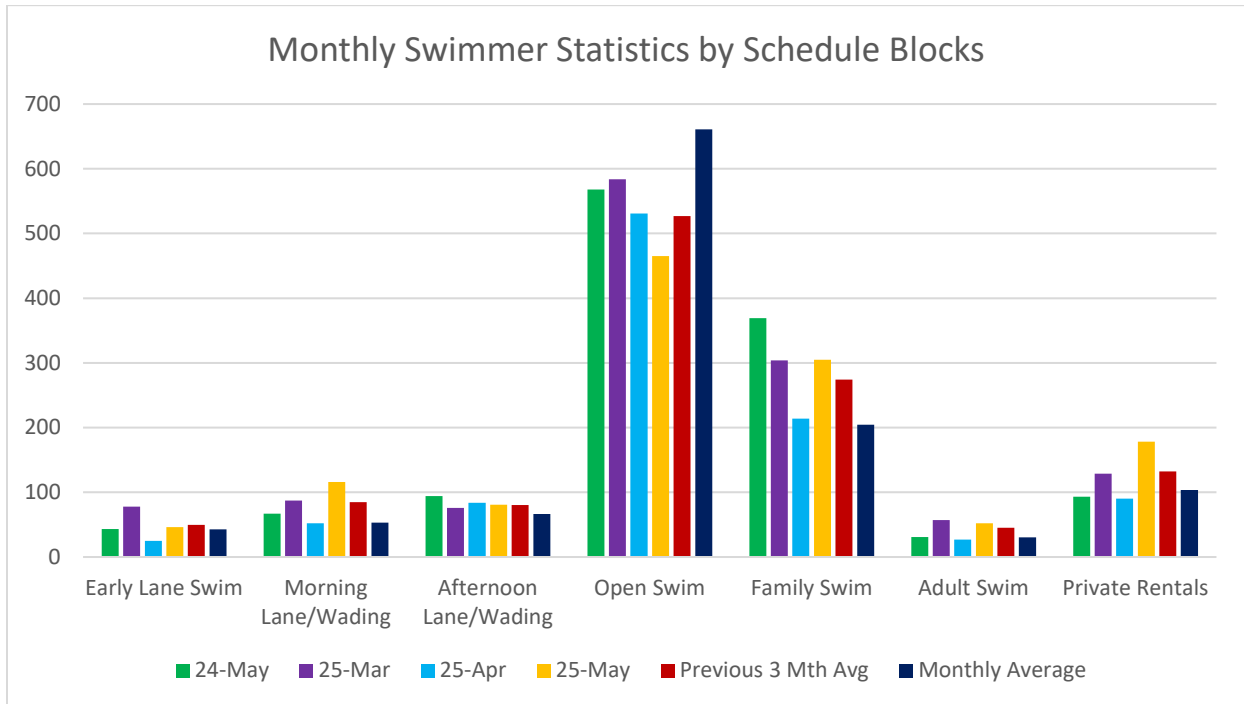


# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

## Don Stewart Aquatic Centre Statistics





## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

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### Facilities and Maintenance

#### Don Stewart Aquatic Centre:

- Weekly walkthrough of Aquatic Centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Steam room repair with support from local contractor.
- Adjust heating valves to moderate pool deck temperature.
- Repair of hot tub heating pump.

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

- Shoulder season set up, including installation of multi-sport equipment on ice surfaces.
- Installation of multi-sport flooring in curling arena for multi-sport drop-in activities.
- Weekly cleaning and inspection of multi sport flooring.
- Set up and take down for National Indigenous Peoples Day.
- Set up and clean up for Grad.

#### Other Community Centre Maintenance Items:

- Ongoing building inspections, preventative maintenance, etc.
- Maintenance and adjustments to HVAC systems as per weather conditions.
- Regular room rentals setup according to weekly instructions.
- Monthly fire extinguisher and safety checks.
- Regular inspections of fleet vehicles and equipment.
- Set up and takedown of Town of Hay River and GNWT meetings in Community Hall.
- Weekly and monthly staff safety training and tailboard meetings.
- Relocate Zambonis to indoor offseason storage.
- Annual inspection, inventory and clean up of Recreation Department shop yard.

#### 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.
- Monthly inspections of THR managed greenspaces and offsite locations.
- Flower supply, watering and plant care tender underway via local contractor.
- Mowing routines resumed for most THR managed greenspaces.
- Watering, mowing and lawn care at Town of Hay River downtown facilities.
- Regular ball diamond maintenance routines at Keith Broadhead and Tri Service parks.
- Daily watering of trees at Fishermen's Wharf Pavilion and Bob Mcmeekin Park
- Clean up along Irma Miron trail and install signage and trail camera.
- Staff training at ball diamonds provided by Alberta consultant.



# REPORT TO COMMITTEE

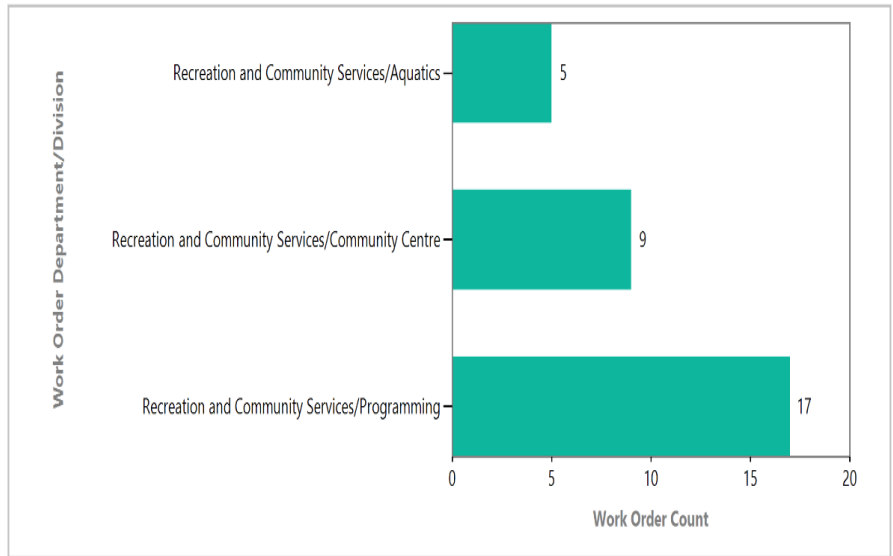
**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

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

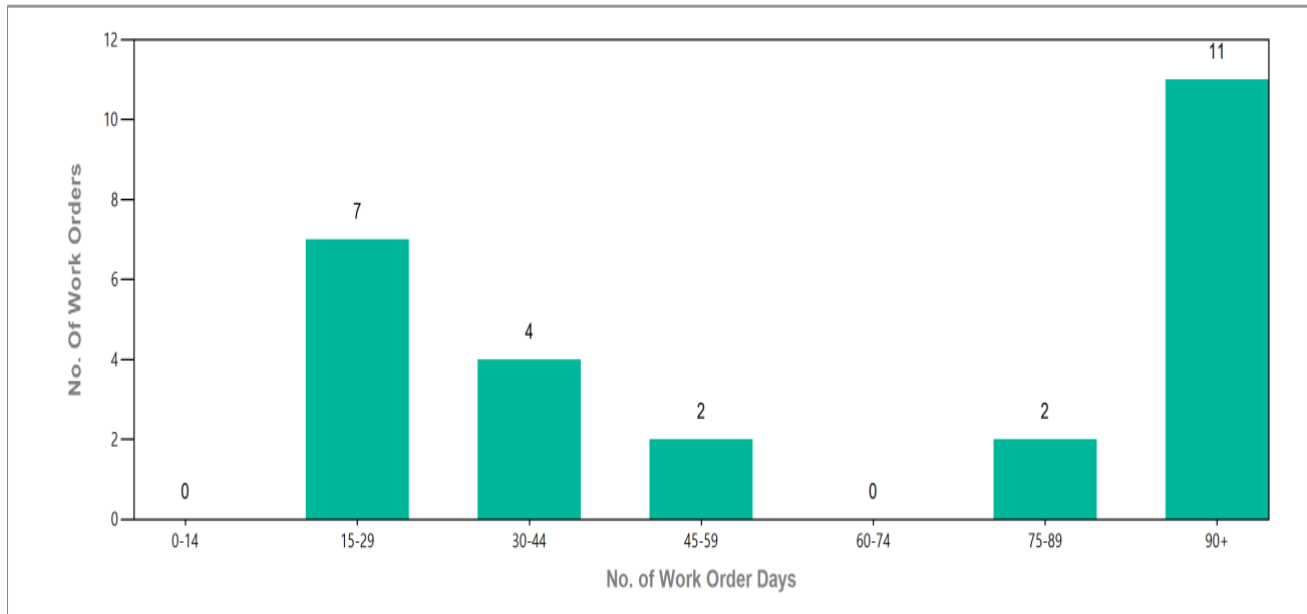
Group By: Department/Division | WO Date Range: 05/01/2025 to 05/31/2025 | Status: ALL | Department/Division: Recreation and Community Services | Craft: ALL | Type: Custodial,Corrective | Main Task: ALL | Cause: ALL | Supervisor: ALL | Lead: ALL | Role: ALL

DEPARTMENT/DIVISION	TOTAL WOs	%
Recreation and Community Services/Aquatics	5	16%
Recreation and Community Services/Community Centre	9	29%
Recreation and Community Services/Programming	17	55%
<b>TOTAL</b>	<b>31</b>	<b>100%</b>



## Corrective Work Order Aging Summary (Cumulative 2024-25)

Total Count: 26 | WO Date Range: ALL | Department/Division: Recreation and Community Services | Type: Corrective,Custodial | Main Task: ALL



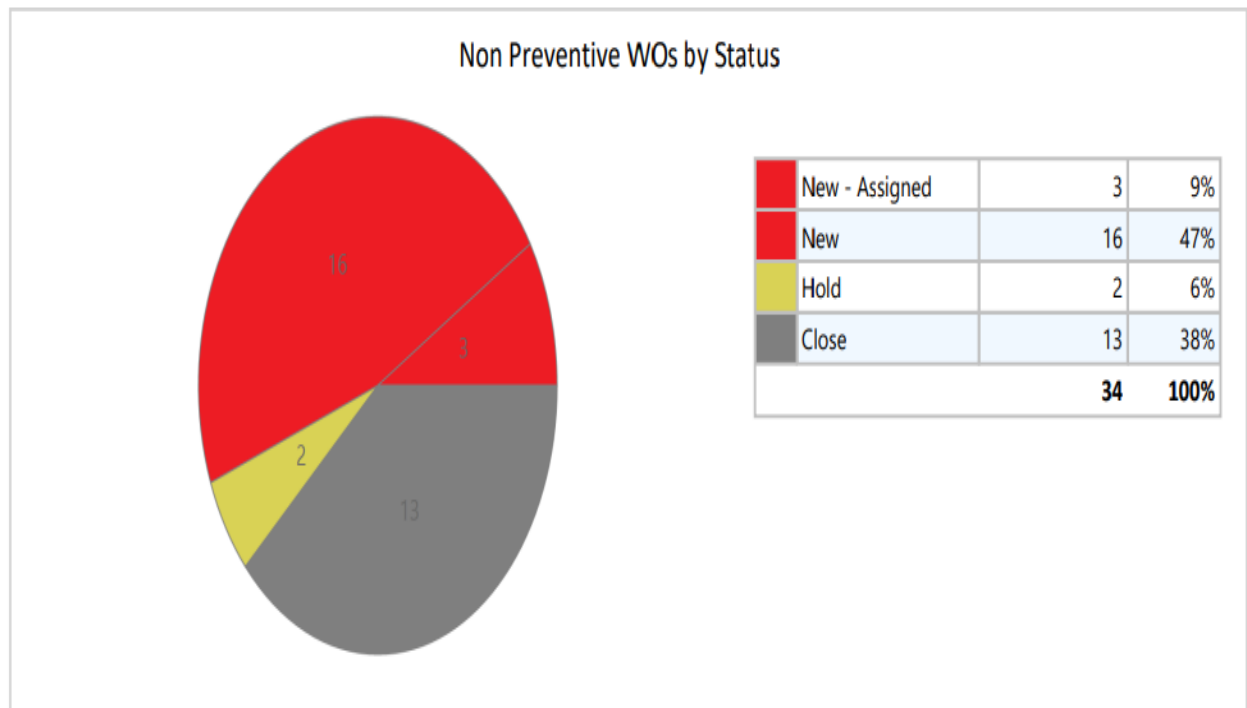
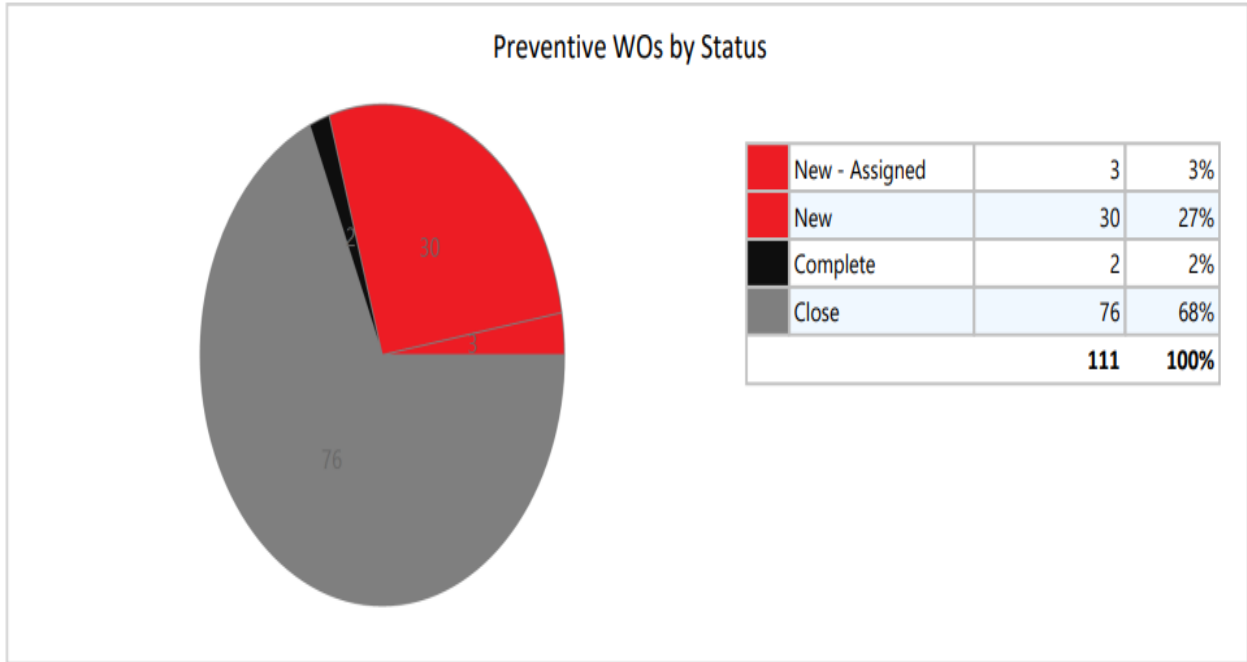


# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

**Maintenance Work Order Progress Reports** (June 2025)





# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

## Tourism Coordinator Activity Report

- The Town’s 2024-25 Community Tourism Coordinator (CTC) application was submitted. GNWT Department of ITI has stated that 11 applications were received this year.
- Fisherman’s Wharf Saturday Market opened June 14<sup>th</sup> and will operate until Sept 13<sup>th</sup>.
- THR Tourism promotion, advertising and event commitments:
  - The 2025/2026 Visitor Guide has launched;
  - Town of Hay River Map inserts, provided by Up Here, should arrive soon.
  - National Indigenous Peoples Day: Overwhelming success with approximately 450 people in attendance. Six local organizations partnered in the event.
  - Canada Day was also a huge success The Town of Hay River was the only host receiving sponsorship from Canadian Heritage. The parade was very well attended, and participation was amazing.
  - RCMP Musical Ride request for partners & sponsors has been promoted multiple times, with \$11,250.00 in partnership funds secured from local businesses.
  - Wayfinding project community of West Channel Home to Hay River’s Fishing Industry Sign also with 2 Day Use Area signs have been approved and ordered to install later this summer.
  - Webpage production with Smiling Fox Productions in the final stages of development, with minor edits remaining.

<u>Upcoming Special Events</u>	<u>Date(s)</u>	<u>Location</u>
<b><u>July</u></b>		
Hockey NWT & HR Golf Club Event	July 4-6 <sup>th</sup>	Hay River Golf Club
Territorial Fastpitch Championship	July 18-20 <sup>th</sup>	Keith Broadhead Park
Hay Days Music & Arts Festival	July 23-26 <sup>th</sup>	various locations
<b><u>August</u></b>		
RCMP Musical Ride	August 22-24 <sup>th</sup>	DJSS Soccer Field
Kole Crook Fiddling Camp	tbd	tbd
<b><u>September</u></b>		



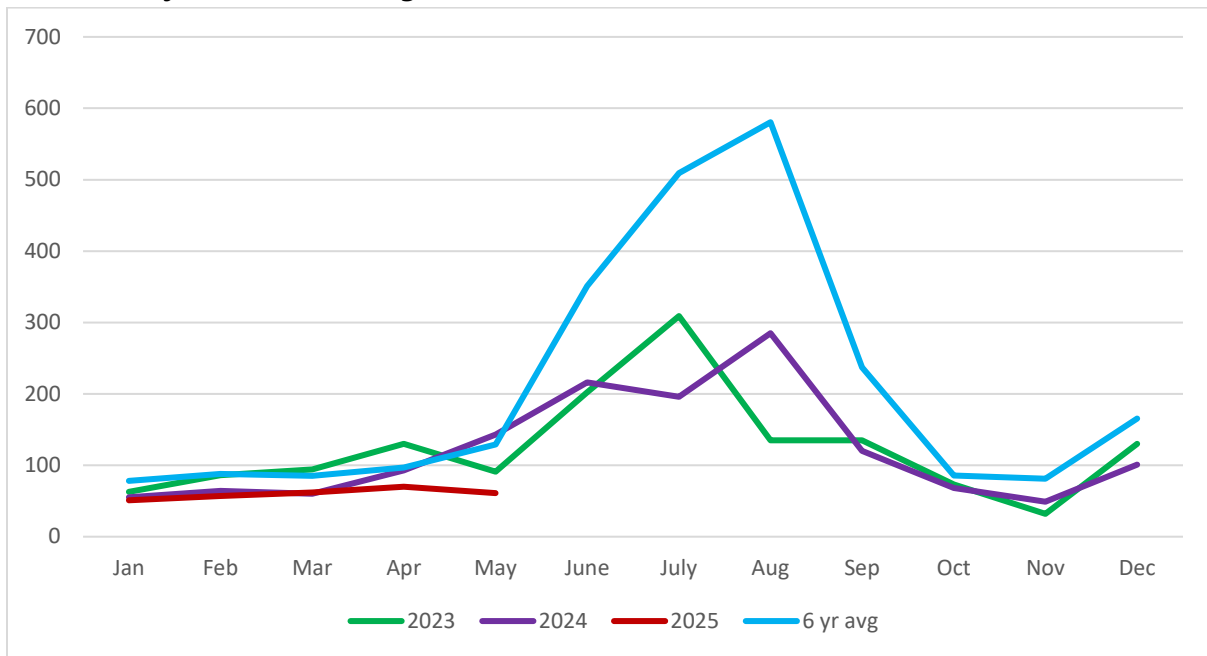
# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

Elks Soccer Tournament	September 19-21 <sup>st</sup>	DJSS and PA Schools
National Truth and Reconciliation Day	September 30 <sup>th</sup>	tbd

## VIC Monthly Visitors Tracking



*Note: 6-year average data do not exclude months with VIC closures due to exceptional events such as the COVID pandemic, community evacuation scenarios and staff shortages.*

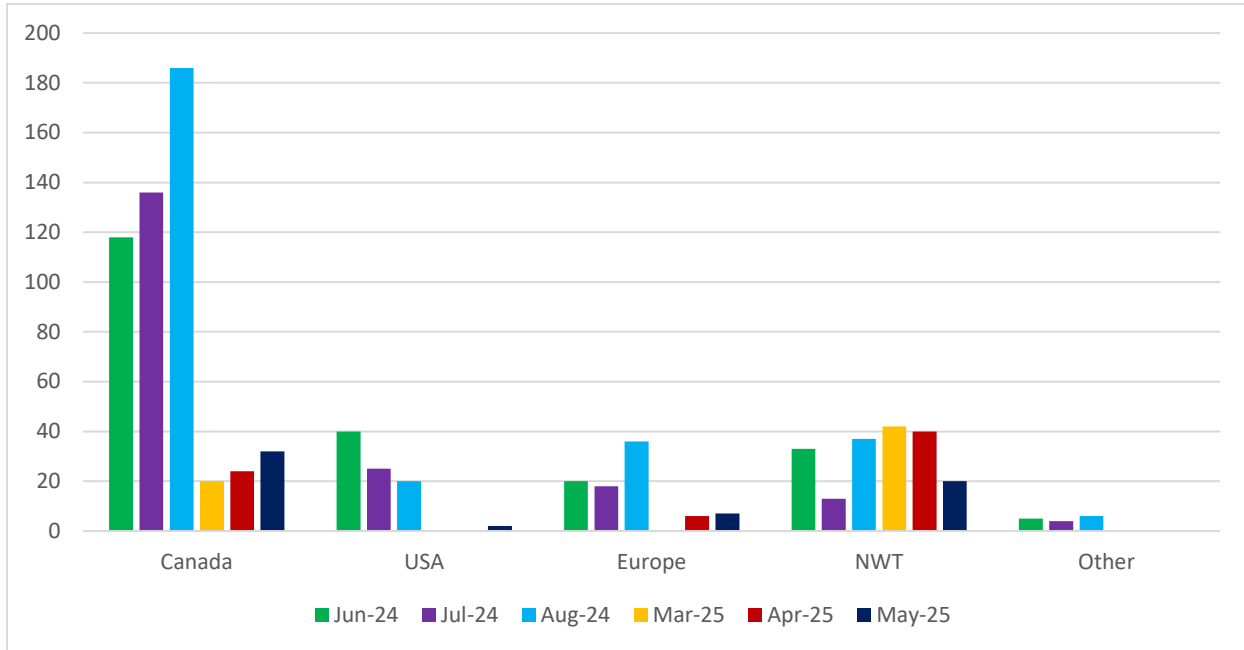
## VIC Visitors by Location



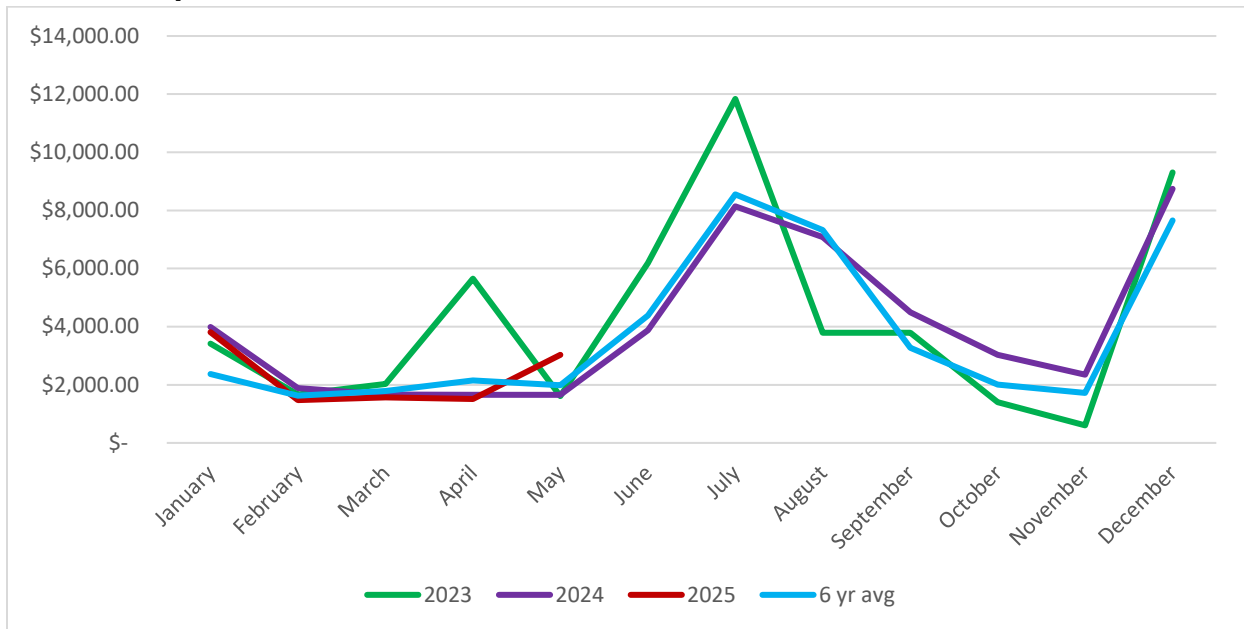
# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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



## VIC Gift Shop Sales



*Note: 6-year average data do not exclude months with VIC closures due to exceptional events such as the COVID pandemic, community evacuation scenarios and staff shortages.*

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



## REPORT TO COMMITTEE

---

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** July 8th, 2025

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

N/A

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**Prepared by:**  
Stephane Millette  
Director Recreation and Community Services  
Date: July 4<sup>th</sup>, 2025

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
Date: July 4<sup>th</sup>, 2025

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

## RECOMMENDATION:

MOVED BY: CLLR WILLOWS  
SECONDED BY: CLLR GAGNIER

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

## BACKGROUND:

Monthly Enforcement Priorities	
Priorities	Description
1. Unsightly Properties	Engagement and Enforcement
2. Animal Control	Patrols and Enforcement
3. Traffic Bylaw	Patrols, Engagement, and Enforcement

Monthly Stat Summary	
Unsightly	46
Traffic	72
Animal Control	18
Other	14

Unsightly engagement with residents continues into the summer months. Keeping yards clean and tidy to enhance the appearance and attractiveness of the community will reduce risks such as those tied to fires. Patrols have been conducted, and 17 houses will receive a letter with a clean-up notice and a date to meet compliance. 39 Letters were sent to homes and properties that had grass that was in contravention of the unsightly bylaw. Further engagement and follow-ups will continue to ensure that residents are taking care of their properties.

Animal activity has been slightly higher than last month. Residents have been more effective at reporting incidents through the proper channels, providing more details, which helps Protective Services identify the owners responsible for loose animals and engage with them sooner to prevent further occurrences. There have been a few animals that have been captured and turned over to the Animal Shelter because they were not claimed.

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: July 8<sup>th</sup>, 2025**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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The Protective Services Department continues to patrol the downtown core area to help enforce the Public Behaviour Bylaw and ensure traffic compliance. Protective Services continues to engage with individuals while on patrol, in conjunction with RCMP assistance and presence, which helps provide a safer downtown environment.

Vehicle parking has been a significant issue this month. We received complaints from the owners of private businesses and other town facilities about vehicles parked in front of or on their properties that were engaging in suspicious and unwanted activities. The PSS has been active in posting warnings for vehicles left parked for extended periods, as well as towing vehicles that are not moved within the allotted timeframe. We are prioritizing their removal to keep the public safe, ensure traffic lanes remain open for emergency traffic, and prevent witnessed loitering around the area. The PSS is also continuing ATV engagement to ensure ATV safety is maintained during the summer.

## **School Safety**

Protective Services will continue to monitor and patrol the school zones to ensure motorists drive carefully. Drivers are also reminded to drive with due care during summer hours when consistent warm weather brings higher playground activity with children. Active patrols continue to prove effective in ensuring drivers comply with speed limits.

## **Upcoming Goals and Priorities**

The Protective Services Specialist will continue to engage with property owners who have properties that are unsightly. This includes follow-up on unsightly notices and, in some cases, clean-up orders, as well as continued efforts to have lawns maintained according to the Unsightly Bylaw.

## **Emergency Services**

The Protective Services Specialist has begun mentoring with other officers as Incident Command during emergency calls for the Fire Department, to gain experience to work independently. This is the standard procedure for all new officers before they are placed on rotation by themselves.

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

*Goal:*

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: July 8<sup>th</sup>, 2025**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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

All applicable Bylaws and Territorial Legislation

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

# REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

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	8	3	1	2	2
Barking Dogs	3	1	2	0	0
Dog Attack	9	3	2	1	3
Dog Bites	3	0	0	0	3
Loose Cat/Dog	75	22	24	13	11
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	5	3	2	0	0
<b>Business License</b>					
No Business License	3	2	1	0	0
Operating business not as permitted	3	3	0	0	0
<b>Traffic Bylaw</b>					
Vehicle/Trailer Parking	58	6	23	16	13
ATV/Snow Machine	38	1	19	18	1
Fail to Stop (Sign or Light)	22	0	1	20	1
Distracted Driving	3	0	0	3	0
No Seat Belt	0	0	0	0	0
Fail to carry/No valid driver's licence	2	1	0	1	0
Suspended/Prohibited Driver	1	0	0	1	0
Fail to carry-No Insurance/Registration	20	0	1	18	1
Unsecure Load	0	0	0	0	0
Obstructed Windshield/Windows	1	0	1	0	0
Fail to drive to road conditions	0	0	0	0	0
Improper use of plate/ No Plate	3	0	1	1	1
Drive w/o lights during low visibility	0	0	0	0	0
Speeding	138	1	73	61	3
Speeding (School/Construct/Industrial)	2	0	1	1	0
Suspected Impaired Driver	3	3	0	0	0
Miscellaneous	7	1	3	4	0
<b>Unightly Bylaw</b>					
Overgrown Trees	1	0	1	0	0
Long Grass & Weeds	41	0	1	40	0
Garbage	29	18	6	5	0
Miscellaneous	111	3	77	31	0
<b>Noise Abatement Bylaw</b>					
Noise Complaint	4	4	0	0	0
<b>Fire Prevention Bylaw</b>					
Burning without permit	5	2	0	3	0
Miscellaneous	3	2	1	0	0
<b>Public Behavior Bylaw</b>					
Miscellaneous	0	0	0	0	0
Littering	3	0	1	1	1
Public Intoxication	10	0	5	5	0
Loitering	12	0	11	1	0
<b>TOTAL</b>	<b>632</b>	<b>80</b>	<b>262</b>	<b>246</b>	<b>40</b>

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: July 8<sup>th</sup>, 2025**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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**Prepared by:**

Brandon Scott  
Protective Services Specialist  
Date: July 3, 2025

**Reviewed By:**

Jonathan Wallington  
Assistant Director of Protective Services  
Date: July 3, 2025



# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

**RECOMMENDATION:**

MOVED BY: CLLR GAGNIER  
SECONDED BY: DM DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for June 2025 as presented.

**BACKGROUND:**

**Summary:**

Protective Services Monthly Priorities	
Priority	Description
1. 1001 Training	Live-fire training sessions are held in the burn tower to hone skills ahead of evaluations.
2. Identity Session and Officer Development	Members identified key shared departmental core values to inform an updated vision and mission statement, and officers underwent leadership training and development.
3. Public Event Support and Educational Outreach	Helping with Track and Field and hosting the Annual Bike Rodeo.

Monthly Stat Summary	
EMS Calls	59
False Alarms	4
Fires	10
Rescue	1

In June, the Protective Services Department saw a very busy month with 59 Ambulance Calls and an additional 15 Fire and Rescue calls. The Fire Department responded to a few significant fire calls. One isolated fire call was to a fully involved front-end loader that had caught fire in a gravel pit. This incident was extinguished without damage to other equipment, buildings or



# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: July 8<sup>th</sup>, 2025**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

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spreading to the forested area. The most significant fire incident that the department had to deal with this month was a house fire in Rows Trailer Court. Due to wind and heat factors, two other houses and a power pole received minor damage, but thanks to a quick response, the house fire was extinguished before it could spread to other exposures and get out of control.

The department was also involved in several Public Support, Outreach, and Education initiatives this month. The Fire Department supported Track and Field by helping water the track to prepare it for line painting and providing medical support during the event with EMS attendants on hand. The most recent outreach and education program was the Bike Rodeo, which was held in the parking lot of the Fire Department. This year, we saw 55 individuals participating in the Rodeo with their bikes, with an estimated 150 total participants (including kids and parents). As part of one of the Bike Rodeo's safety initiatives, 10 helmets were donated to children who needed proper-fitting head protection.

The Department held an Identity Session for the Fire Department and Leadership development for the Officers, led by David Brand, a professional coach with APEX Approach. The Identity Session, held with department members, identified the key shared values that will serve as the foundation for the updated Vision, Mission, Core Values, and Department Motto. This was an exciting opportunity for the department to grow together. Officers also had extra sessions with the presenter for leadership training and development to help strengthen the officer core group and determine starting points and end goals for Independent Development Plans.

Extra training sessions have been held and scheduled during evenings and weekends to prepare the 1001 students for their practical evaluations. The students have had another written test this month, along with more intensive physical training in preparation for practical testing at the end of the summer. The dedication and commitment to getting themselves ready continues to show in testing and training, where one weekend saw 127 hours of training over two days. This included most of the hot and exhausting training taking place at the burn tower facility.

Below is a new graph we have been working on. It represents our medical calls, which are categorized into several categories. Firstly, the calls are categorized as medical emergencies, requests for medical attention or assistance, and general medical responses. The second set of data that is also tracked is whether the calls are alcohol-related, drug-related, or mental health issues. This graph will be used to help track social issues in the community.



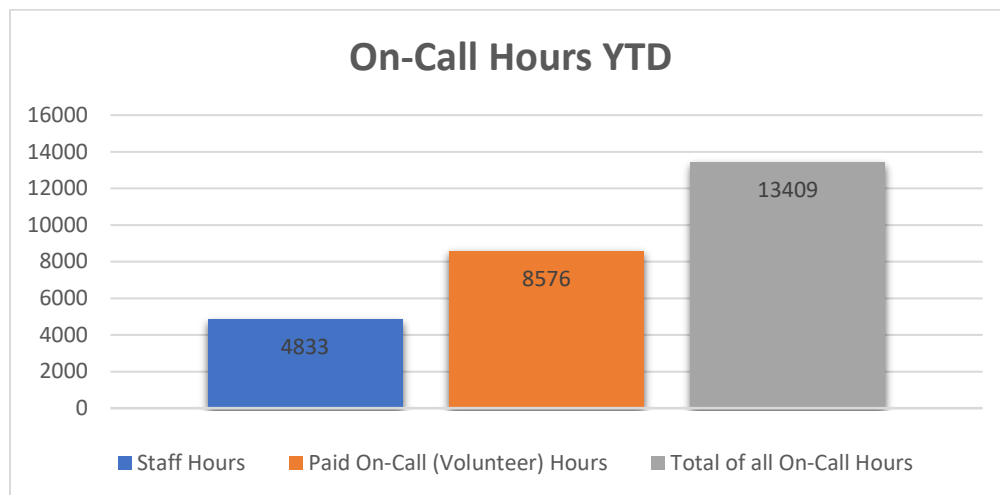
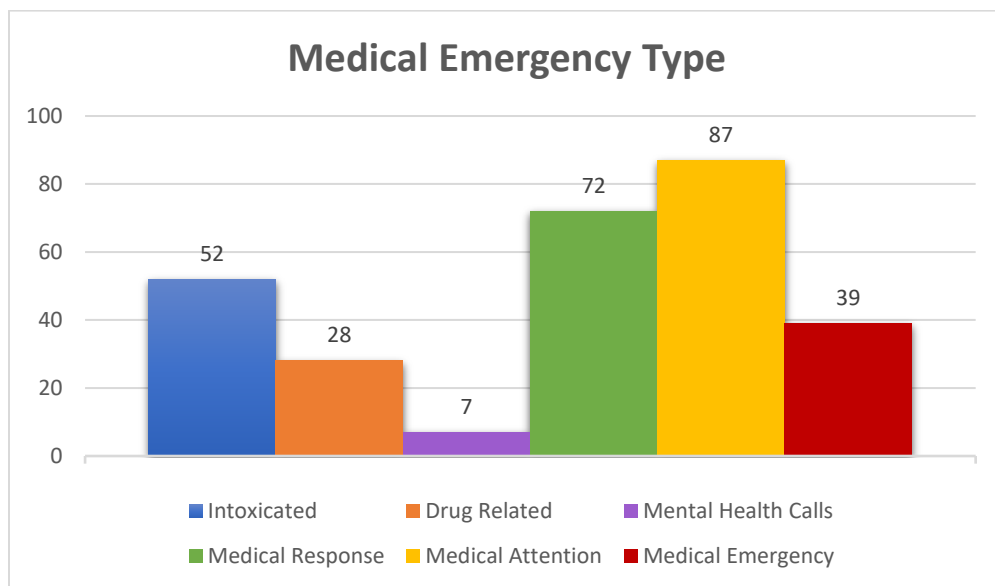
# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

## STATISTICS



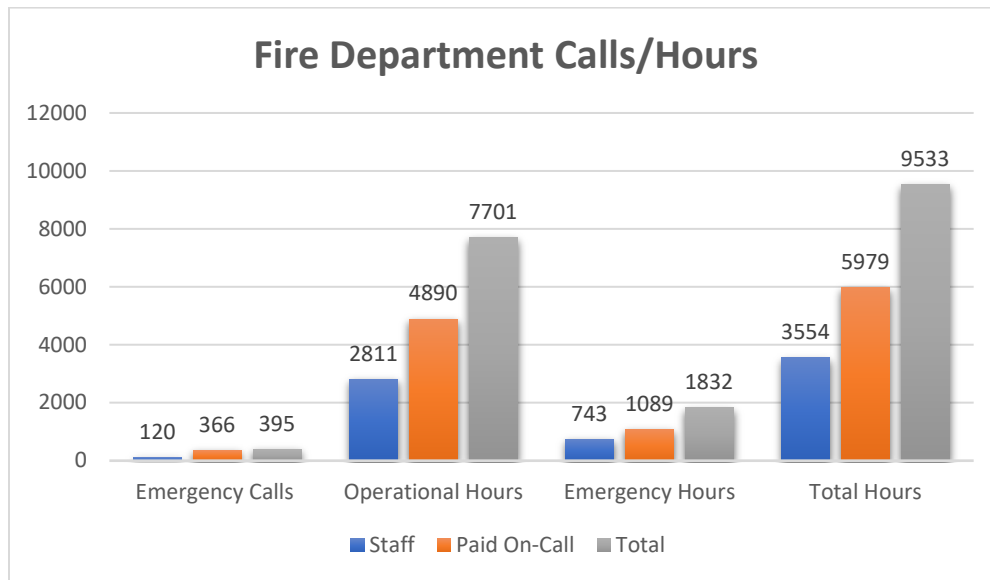


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



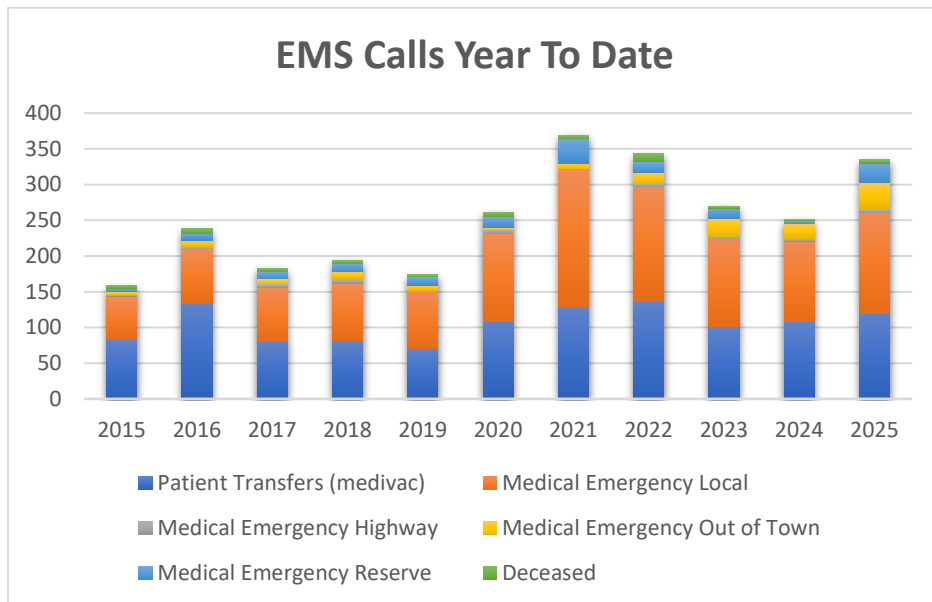


# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: July 8<sup>th</sup>, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT





# REPORT TO COMMITTEE

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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: July 8<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:**

N/A

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**Prepared by:**

Jonathan Wallington  
Assistant Director of Protective Services  
/ Deputy Fire Chief  
Date: July 3<sup>rd</sup>, 2025

**Reviewed By:**

Glenn Smith  
Senior Administrative Officer  
Date: July 3<sup>rd</sup>, 2025



# REPORT TO COMMITTEE

**DEPARTMENT:** ADMINISTRATION

**DATE:** July 8<sup>th</sup>, 2025

**SUBJECT:** EXCUSED ABSENCE

**RECOMMENDATION:**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllrs Squirrel, Wall and Bouchard from the Standing Committee of Council Tuesday, July 8<sup>th</sup>, 2025.**

**BACKGROUND:**

Cllr Squirrel, Wall and Bouchard has asked to be excused from the Standing Committee of Council Tuesday, July 8<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: July 4<sup>th</sup>, 2025

**Reviewed by:**



# REPORT TO COUNCIL

**COMMITTEE:** Finance Committee

**DATE:** July 22, 2025

**SUBJECT:** Update to Bylaw No. 2240A-22 - Management and Excluded Personnel Employment Bylaw

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER seek to adopt an update to Bylaw No. 2240A-22 – Management and Excluded Personnel Employment Bylaw with terms summarized in this Report to Council.**

## BACKGROUND:

Bylaw No. 2240A-22 defines compensation levels, benefits and various conditions of employment applicable to the Management and Excluded employee classes. These employee classes operate outside of the Collective Bargaining Agreement (CBA) that is applicable to unionized staff. However, most benefits and related employment conditions in Bylaw No. 2240A-22 are aligned with the CBA to demonstrate equity throughout the organization.

The latest update to Bylaw No. 2240A-22 was completed in 2020. Salary compensation tables defined in the 2020 update were for a five year period that concluded December 31<sup>st</sup>, 2024.

A new three year CBA agreement was negotiated between Management and the Union and approved by Council in July 2025. The agreement included economic increases to salaries equating to 9.5% over the 3 year period and some changes to benefits and employment terms. The financial impact of this agreement was in accordance with a mandate set by the Council of Hay River but did exceed the 2025 approved Operations and Maintenance budget for unionized salaries by 1% (~\$35,000). A 3% increase to management and excluded employees was included in the budget.

Economic increases and benefits agreed to in the new CBA are generally recommended to be applied to an amendment to Bylaw 2240A-22. A summary of the changes suggested in the amendment to Bylaw 2240A-22 are as follows:

1. Position titles update
2. Inclusion of conflict of interest declaration requirements
3. Allowance for flexible work arrangements (hours of work)
4. Reimbursement of fees for required sick notes



# REPORT TO COUNCIL

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**COMMITTEE:** Finance Committee

**DATE:** July 22, 2025

**SUBJECT:** Update to Bylaw No. 2240A-22 - Management and Excluded Personnel Employment Bylaw

5. Leave for First Nations, Metis, or Inuit for a maximum of 2 days paid leave per year to participate in traditional hunting, fishing or harvesting practices.
6. Increases to boot allowance up to \$285/year for the purchase of safety footwear.
7. No Northern Travel Allowance when employee is residing in staff housing
8. Economic Increases (align with CBA):

January 1st, 2025	4%
January 1st, 2026	2.75%
January 1st, 2027	2.75%

## ALTERNATIVES TO RECOMMENDATIONS:

- Align January 1<sup>st</sup>, 2025 economic increase to the 2025 O&M budget for excluded employees of 3%. Set 2026 to 3.75% and 2027 to 2.75%.
- Deletion or amendments to other recommended terms
- Addition/deletion of other terms

## ATTACHMENTS:

N/A

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**Prepared by:**

Glenn Smith

SAO

July 9, 2025



# REPORT TO COUNCIL

**COMMITTEE:** FINANCE

**DATE:** July 22, 2025

**SUBJECT:** DISPOSAL OF ASSETS

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the disposal, through auction, of various Town assets in accordance with the Town of Hay River's Procurement Bylaw 2388-CS-25, as recommended by the Finance Committee.

## BACKGROUND:

Administration has identified several assets that have reached the end of life, are beyond reasonable repair, are no longer safe for operation, or are no longer part of an equipment standard for the Town. Most of the assets are cluttering limited facilities.

Assets sent to local auction will be in accordance with Bylaw 2388-CS-25 Procurement Bylaw and will be removed with consideration of environmental, safety and operational regulations and risks.

## COUNCIL POLICY / STRATEGY OR GOAL:

N/A

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Bylaw 2388-CS-25 Procurement Bylaw

## FINANCIAL IMPLICATIONS:

Estimated revenue through auction to be less than \$2,000 in total

## ALTERNATIVES TO RECOMMENDATIONS:

Keep assets; donate assets.

## ATTACHMENTS:

Asset Disposal Listing

**Prepared by:**  
Crystal Walsh  
Supervisor of Finance and Administration  
July 18, 2025

**Reviewed by:**  
Glenn Smith  
SAO  
July 18, 2025

Infrastructure Assets for Disposal - July 8 2025

Item #	Quantity	Description	Manufacturer	Model #	Asset Tag #	Condition	Est Market Value
2	Public Works	F-150 2006	Ford			end of life	\$ 1,000.00
3	Public Works	F-150 2008	Ford			end of life	\$ 1,000.00
<b>Total Market Value</b>							<b>\$ 2,000.00</b>



# REPORT TO COUNCIL

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**COMMITTEE:** FINANCE

**DATE:** JULY 22, 2025

**SUBJECT:** 2025 Q1 CAPITAL REPORT

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**RECOMMENDATION:**

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the 2025 Q1 Capital Spend Report as recommended by the Finance Committee.**

**BACKGROUND:**

The 2025 Q1 capital report details the costs that the Town incurred from January 1 to March 31, 2025 (attached). As of March 31, 2025, the Town had spent \$274K on capital projects.

**COUNCIL POLICY / STRATEGY OR GOAL:**

Fiscal responsibility and transparency

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

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

**FINANCIAL IMPLICATIONS:**

Forecast revisions to projected capital expenditures for 2025

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

2025 Q1 Capital Expenditures Report

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**Prepared by:**  
Blair Porter  
Director of Corporate Services  
July 18, 2025

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
July 18, 2025

## 2025 Capital Expenditures - Q1

	CC1	CC2	2025 Budget	2025 Forecast	2025 Total Budget	2025 Expenditures	Variance Actual vs Budget	Percentage of Budget Used
<b>Administration</b>								
Asset Management System Implementation	AD2401	223C05	173,736		173,736	10,818	(162,918)	6%
Computer Equipment Replacement Program	A2201		44,000		44,000	34,943	(9,057)	79%
Debt Service Community Center - CPI and Donation Portion	A2002		836,000		836,000	173,000	(663,000)	21%
Online Payroll System	AD2402		20,000		20,000		(20,000)	0%
<b>Administration Total</b>			<b>1,073,736</b>		<b>1,073,736</b>	<b>218,761</b>	<b>(854,975)</b>	<b>20%</b>
<b>Land Development</b>								
Aspen Heights Subdivision Development	P2201	223C04	20,000		20,000		(20,000)	0%
		C1921						
Fraser Place Subdivision Development	P2001	223C15	40,000		40,000		(40,000)	0%
<b>Land Development Total</b>			<b>60,000</b>		<b>60,000</b>		<b>(60,000)</b>	<b>0%</b>
<b>Protective Services</b>								
Bunker Gear Washing Machine	P25C02		5,000		5,000		(5,000)	0%
Heavy Rescue Truck Replacement		223C17	570,000		570,000		(570,000)	0%
Protective Service Small Capital	PS2403		25,000		25,000		(25,000)	0%
Structural Protection Trailer				300,000	300,000		(300,000)	0%
<b>Protective Services Total</b>			<b>600,000</b>	<b>300,000</b>	<b>900,000</b>		<b>(900,000)</b>	<b>0%</b>
<b>Recreation</b>								
Bob McMeekin Park Enhancements		223C08	31,091		31,091		(31,091)	0%
Don Wright Park Revitalization	R2214		50,000		50,000		(50,000)	0%
		R2108						
Hay River Golf Course - Golf Green Replacements & Clubhouse enhancements	R25C03		962,000		962,000		(962,000)	0%
Inukshuk Park Upgrades Phase 1	R25C04		100,000		100,000		(100,000)	0%
Replace Playground Fall Zones	R2207	223C30	35,000		35,000		(35,000)	0%
Skating ice surface painting machine	RE2401		10,000		10,000		(10,000)	0%
Small Capital Program - Recreation	RSCAP		25,000		25,000		(25,000)	0%
Vale Island Multi-Use Recreation Area	R2104	223C40	300,000		300,000		(300,000)	0%
<b>Recreation Total</b>			<b>1,513,091</b>		<b>1,513,091</b>		<b>(1,513,091)</b>	<b>0%</b>
<b>Tourism</b>								
Small Capital Program - Tourism and Economic Development	T2001	2T2301	7,000		7,000		(7,000)	0%
Visitor Information Way finder Signage Development	T2102	223C45	7,809		7,809		(7,809)	0%
<b>Tourism Total</b>			<b>14,809</b>		<b>14,809</b>		<b>(14,809)</b>	<b>0%</b>
<b>Transportation and Public Works - Other</b>								
553 Fire hydrant replacements	I25C08		16,000		16,000		(16,000)	0%
Biomass District Heating System	P2205	223C07	565,941		565,941		(565,941)	0%
Cat Loader Replacement	I25C09		400,000		400,000		(400,000)	0%
Cemetery Expansion - Old Site	I25C10		100,000		100,000		(100,000)	0%
Community Climate Adaptation Study	I25C11		50,000		50,000	5,000	(45,000)	10%
Flusher Engine Replacement	PW2411			10,100	10,100	7,770	(2,330)	77%

Industrial Area Drainage	C1718	223C18	125,000		125,000		(125,000)	0%
	PW2408							
Industrial Area Expansion- preliminary design	I25C12		30,000		30,000		(30,000)	0%
Infrastructure Planning and Studies	P2107	223C20	30,000		30,000		(30,000)	0%
	I25C13							
Lift Station # 3 Replacement	PW2403		1,580,000		1,580,000	1,000	(1,579,000)	0%
Lift station 1 Repair & Mitigation	PW2405	223C22	3,000,000		3,000,000		(3,000,000)	0%
Miron Storm Outlets Improvements	P2109	223C23	300,000		300,000		(300,000)	0%
Miron/ John Mapes/ Riverbend Storm and Sewer Manhole Upgrades		223C24	93,500		93,500		(93,500)	0%
Municipal Solid Waste Facility (Phase I and II)		223C25	788,706		788,706		(788,706)	0%
New Town Hall	P2101	223C26	300,000		300,000		(300,000)	0%
NFTI Remediation (cleanup and removal of old structures)	I25C14		700,000	150,000	850,000	3,400	(846,600)	0%
Pickup Truck Replacements	I25C15		65,000		65,000		(65,000)	0%
Public Works Small Capital	PWSCAP		25,000		25,000		(25,000)	0%
Pumps and Generator Replacements at Lift Stations	P2203	223C28	50,000		50,000		(50,000)	0%
Sander Truck		223C33	300,000		300,000		(300,000)	0%
Shoreline Flood Mitigation	PW2410	P2110	647,288		647,288		(647,288)	0%
Tire Recycling Program	P2007	223C39	137,333		137,333		(137,333)	0%
Vale Island/West Channel Drainage		223C43	50,000		50,000		(50,000)	0%
Water Treatment Plant Feasibility Study and Preliminary Design	P2108	223C46	83,851		83,851	37,797	(46,054)	45%
<b>Transportation and Public Works - Other Total</b>			<b>9,437,619</b>	<b>160,100</b>	<b>9,597,719</b>	<b>54,967</b>	<b>(9,542,752)</b>	<b>1%</b>
<b>Transportation and Public Works - Roads</b>								
553 - Preliminary Drainage Plan		223C02	50,000	(15,000)	35,000		(35,000)	0%
Airport Road Repair and Upgrade		223C48	200,000		200,000		(200,000)	0%
Capital Drive Watermain, Sidewalk and Roadworks	P2005	223C10	22,577		22,577		(22,577)	0%
Paradise Access Road Erosion Assessment	I25C16		60,000		60,000		(60,000)	0%
Paradise Road Repair and Replacement	C1932	P2009	49,140		49,140		(49,140)	0%
Woodland Preliminary Drainage Plan	I25C18			65,000	65,000		(65,000)	0%
<b>Transportation and Public Works - Roads Total</b>			<b>381,717</b>	<b>50,000</b>	<b>431,717</b>		<b>(416,717)</b>	<b>0%</b>
<b>Grand Total</b>			<b>13,080,972</b>	<b>510,100</b>	<b>13,591,072</b>	<b>273,728</b>	<b>(13,317,344)</b>	<b>2%</b>



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JULY 22, 2025

COMMITTEE: FINANCE

SUBJECT: RESERVES ALLOCATION

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the adjustment of the Town's reserve balances as follows, effective December 31, 2024, based on actual available cash, as recommended by the Finance Committee:

Reserve	Current Balance	Adjustment	Adjusted Balance
Recreation	385,791	1,708	387,499
Municipal	1,646,304	170,230	1,816,534
Landfill	2,940,207	209,588	3,149,795
Utility	320,615	33,765	354,380
Land Development Fund	1,694,657	(1,337,408)	357,249

## BACKGROUND:

As part of the year-end review and reconciliation process, Administration has completed a comprehensive analysis of the Town's reserve balances and corresponding cash on hand. The proposed reserve adjustments are based on the following key factors:

### 1. 2022 Closing Balances as Starting Point

The 2022 Audited Financial Statements included a correcting entry to reserve balances. Accordingly, the base figures for this analysis are the corrected closing balances from December 31, 2022.

### 2. Spending Confirmed for 2023 and 2024

Actual expenditures drawn from the reserves in 2023 and 2024 were reviewed and reconciled against project spending, ensuring the proposed reserve adjustments reflect true activity over the two-year period.



# REPORT TO COUNCIL

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**DEPARTMENT: CORPORATE SERVICES**

**DATE: JULY 22, 2025**

**COMMITTEE: FINANCE**

**SUBJECT: RESERVES ALLOCATION**

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### **3. Fraser Place Development**

The Fraser Place project was funded through the Land Development Fund, in accordance with the Financial Administration Bylaw. This is reflected in the revised balance of that fund.

### **4. Cash-Based Calculation**

The reserve amounts are tied to actual bank balances and cash available. As such, they provide a conservative and accurate reflection of the Town's financial position.

### **5. Accounts Receivable**

It is important to note that as of December 31, 2024, the Town had outstanding receivables totaling approximately \$2.25 million, including:

- \$1.91 million for the General Fund
- \$266,543 for Utility operations
- \$69,190 for Land Development

As these funds are collected, additional allocations to reserves may be recommended to Council in the future.

### **6. Fund Structure**

The General Operating Fund encompasses the 3 Funds established by the Financial Administration bylaw – General, Utility, and Land Development. The Utility Reserve has a dedicated bank account, whereas the Recreation, Municipal, and Landfill Reserves are managed collectively through the General Reserve account.

### **7. Outstanding Cheques**

An adjustment of \$1,056,880 has been made to the General Operating Fund to account for outstanding cheques as per the 2024 Financial Statements.

### **8. Gas Tax Reporting Discrepancy**

During the reconciliation process, a discrepancy was discovered in the Gas Tax (Canada Community-Building Fund) reporting spreadsheet. Administration has reached out to MACA for clarification. Depending on the outcome, this may have a favorable impact on available funding and future reserve allocations.



# REPORT TO COUNCIL

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**DEPARTMENT:** CORPORATE SERVICES

**DATE:** JULY 22, 2025

**COMMITTEE:** FINANCE

**SUBJECT:** RESERVES ALLOCATION

---

**COUNCIL POLICY / STRATEGY OR GOAL:**

Fiscal responsibility and transparency

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

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

**FINANCIAL IMPLICATIONS:**

Allocations to Reserves impacting current and future Capital Plans

**ALTERNATIVES TO RECOMMENDATIONS:**

Adjusting allocations to reserves

**ATTACHMENTS:**

Capital Reserves Report

---

**Prepared by:**  
Blair Porter  
Director of Corporate Services  
July 22, 2025

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
July 22, 2025



# REPORT TO COUNCIL

**COMMITTEE:** FINANCE

**DATE:** July 22, 2025

**SUBJECT:** COMPACTOR REPLACEMENT

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER advance the \$600,000 funded through the Municipal Infrastructure Reserve for the Compactor Replacement on the approved Capital Plan from 2026 to 2025 to replace the existing 1990-96 Caterpillar 816B Compactor, as recommended by the Finance Committee.**

## BACKGROUND:

The existing Caterpillar 816B Compactor was purchased by the Town of Hay River in 2023 when the Town took over management of the Municipal Landfill from a private contractor. It is estimated to be 30 to 35 years old. It is believed the compactor has had a history of transmission issues and has had 2 transmission replacements in the past.

Recently, the Caterpillar 816B Compactor had a broken driveshaft and U Joints causing transmission breakdown. The compactor was not used for pushing materials to reduce the stress on the existing transmission and a separate dozer was rented (the town of Hay River does not own a dozer), to function for pushing materials in place of the compactor. A dozer is required to move heavier materials eg. metal, even with a newer compactor, but the rental costs would be reduced with a replacement of the current compactor.

The quoted cost from Finning to replace the transmission on the compactor with a new aftermarket one and effect the related repairs is \$81,326. Additionally, there is outstanding work required on the brakes, electrical system and the AC. It would be reasonable to anticipate a bill exceeding \$100,000 to make the compactor operational.

The current compactor has required a high level of maintenance given its age. In 2024;

- Support for an engine start in the field for \$812.00
- The parking brake was repaired at a cost of \$8,372.41
- Engine troubleshooting work was done by Finning for \$406.00
- Welding of Ice Lugs at a cost of \$6,109.92

To date, in 2025, Finning has responded to 2 separate engine overheat issues.

A dozer rental to support landfill operations in 2023 was \$80,090 and 2024 was \$76,802.50.

Given the age of the compactor and increasing recent costs of repair as well as added costs of dozer rentals, it is suggested that a replacement compactor that can reduce dozer usage should be purchased. At this stage, the intention would be to operate within the 2025 operational budget for Environmental Services by compacting with the rented dozer, albeit much less effectively and at the cost of landfill airspace until a replacement is in place. Environmental Services is currently

under budget so there is some capacity to affect any interim measures depending on how long it will take to tender a new compactor.

**COUNCIL POLICY/STRATEGY OR GOAL:**

To provide appropriate stewardship of Town assets and finances.

**APPLICABLE LEGISLATION, BYLAWS OR STUDIES:**

10 Year Capital Plan

**FINANCIAL IMPLICATIONS:**

No increase to overall budget for compactor replacement but budget moved from 2026 to 2025 of \$600,000.

**ALTERNATIVES TO RECOMMENDATIONS:**

Return to administration for alternative ideas.

**ATTACHMENTS:**

None

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**Prepared by:**

Patrick Bergen

Director of Infrastructure and Planning Services

Date: July 18, 2025

**Reviewed by:**

Glenn Smith

SAO

Date: July 18, 2025



# REPORT TO COUNCIL

DATE: July 22, 2025

COMMITTEE: FINANCE

SUBJECT: NEW CEMETERY BUDGET ADJUSTMENT

## SUMMARY:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to proceed with planning and development of a new cemetery at site #2 with an estimated total project cost of \$992,680, as recommended by the Finance Committee. The total project budget increased by \$692,680 and is funded by:

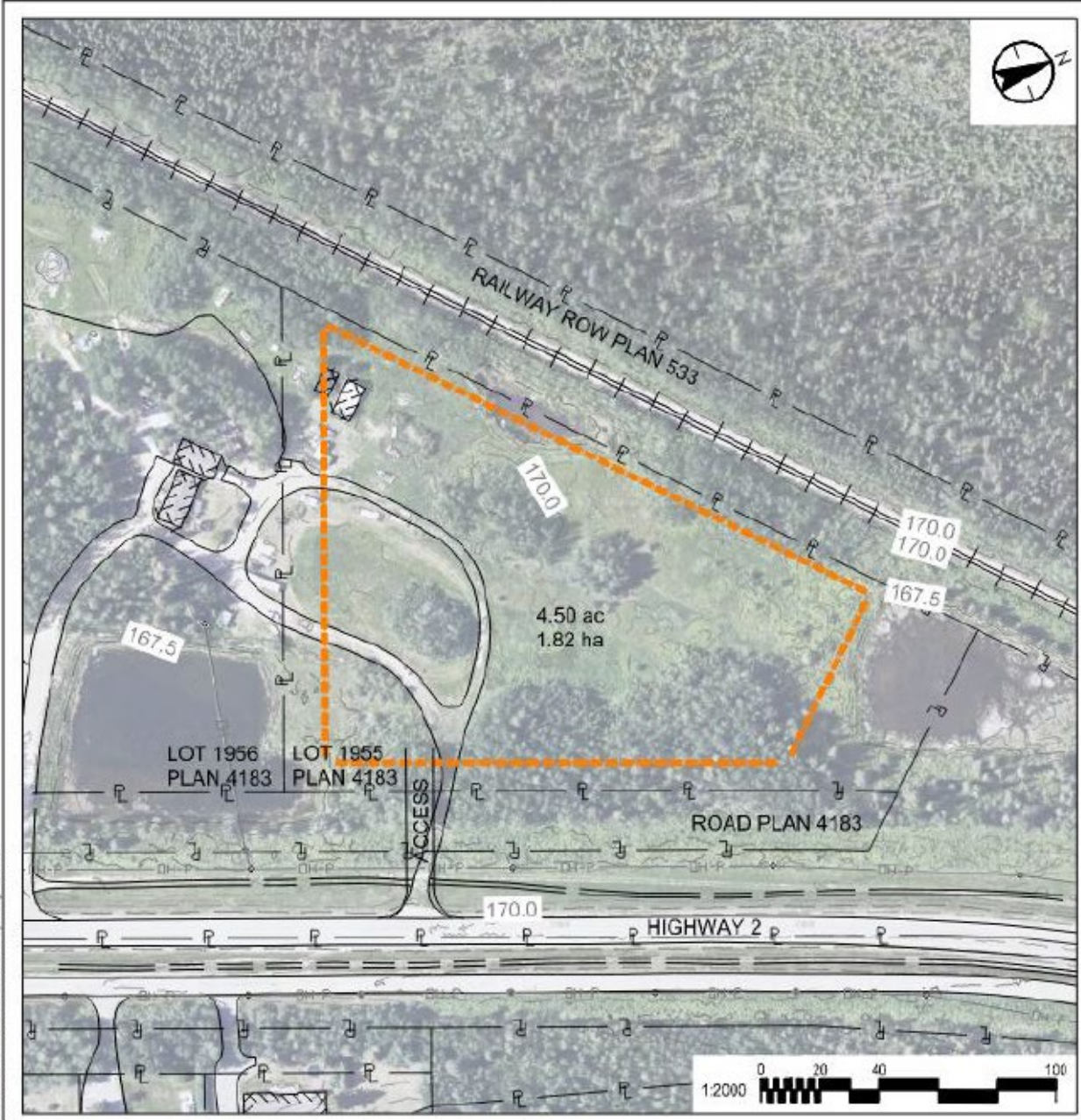
1. Deletion of Old Cemetery Site Expansion Project - \$100,000
2. An additional \$592,680 to be funded in the 2025/26 Capital Plan by the additions to Reserves identified.

## BACKGROUND:

At the February 24, 2025 Regular Meeting of Council, the following motion was passed “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.”

Stantec completed a Site Option Evaluation of **Site #1** at Lot 1955 Plan 4183 (2.5ha or 6.4ac) and **Site #2** at Lot 1957 Plan 4183 (7.2 ha or 17.83 acres).





LEGEND

# SITE #1



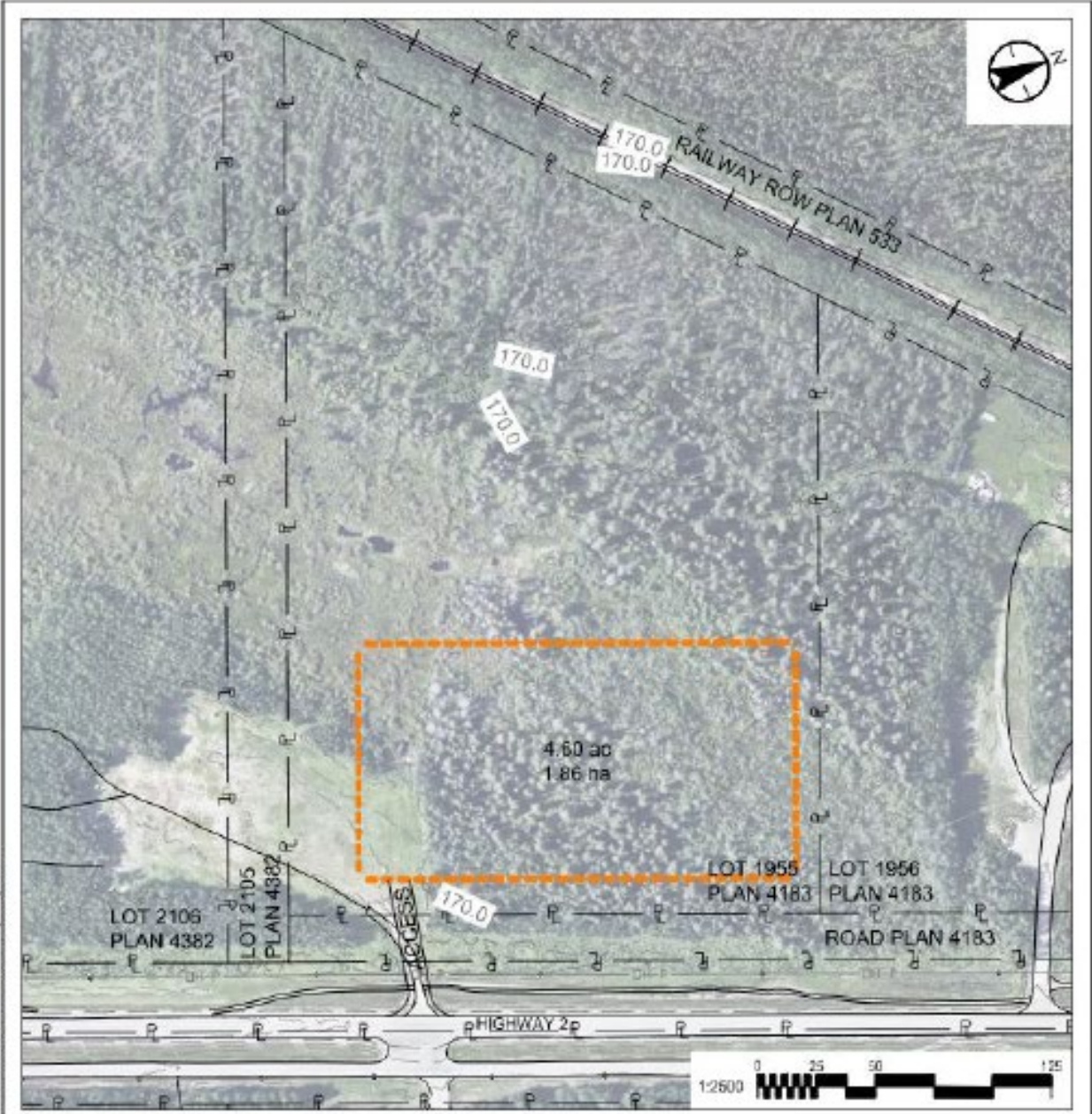
- Notes
1. Coordinate System: NAD83 CSRS UTM Zone 11N.
  2. Data Source: McEwenroy Ltd/Government of the Northwest Territories.
  3. Survey Data Collected: July 7, 2020.

Project Location: HAY RIVER, NT  
 Prepared by: Othen 202504 25  
 Reviewed by: J. on 202504 25

Client/Project: TOWN OF HAY RIVER  
 CEMETERY OPTIONS ASSESSMENT

Figure No: 01  
 Figure Title: OPTION 1 - LOT 1955 PLAN 4183

(ORIGINAL: 9'x11" - ANSI A)



LEGEND

# SITE #2



**Notes**

1. Coordinate System: NAD83-CR86 UTM Zone 18N
2. Data Source: M&E Heritage Ltd./Government of the Northwest Territories
3. Survey Date Collected: July 7, 2020

Project Location: HAY RIVER, NT  
 Prepared by: D.Hen 2025/11/25  
 Reviewed by: J.L on 2025/11/25

Client: Project  
 TOWN OF HAY RIVER  
 CEMETERY OPTIONS ASSESSMENT

Figure No.: 22  
 Figure Title: OPTION 2 - LOT 1957 PLAN 4183

JORGUN SWIFT - ANS1(A)

A summary comparison of the 2 sites is below.

Parameter	Site #1		Site #2	
	Pro	Con	Pro	Con
Land use	Changing land use will not negatively impact future growth.	Changes required to both Community Plan and Zoning Bylaw.	Changing land use will not negatively impact future growth.	Changes required to both Community Plan and Zoning Bylaw.
Site access & location	Established access point, centrally located.	Entry needs to be formalized and developed.	Established access point, centrally located.	Entry needs to be formalized and developed.
Site grade	Flat, minimal grading required.	Possible dumping and site clean up required.  Filled areas likely will not meet cemetery needs and may need to be excavated and refilled with appropriate material.	Site relatively flat.	Significant earthworks likely required to excavate and fill lower wet areas on north portion of site.
Wetlands and water	Primarily dry site.	Some lower areas and fill likely required.  Groundwater may be high, which will impact suitability.	Primarily dry site.	Some lower wet areas and ponds on perimeter of site parcel.  Center of larger site does have a wetland network moving from south to north. Groundwater may be high, which will impact suitability.
Trees	Partially cleared, limited tree removal required.	Tree and bush removal will be required.	Attractive stands lend to a more appealing site for a cemetery than Site#1.	Heavily treed site requiring significant clearing.
Site activity		Existing usage by adjacent landowner. Legal action may be required to have property cleared. Town may need to subdivide and sell part of the parcel to the landowner.	No adjacent activity and no activity on site.	

Ability for expansion		No possible future expansion.	Larger site allows for expansion in future.	
Utility requirements	Adjacent lot has an electrical service crossing the highway.  Surface pond could be used to draw water for irrigation and landscaping.	No piped water or sewer.	Lots across the highway have electrical servicing.	No piped water or sewer.  Will cost more to run new electrical service across the highway.
Aesthetics		Open to property on south, which will provide an unattractive site edge and will require screening.  Railway immediately adjacent to west.	Attractive site that can be developed with large groups of trees intact.  No perimeter distractions.  Larger area does allow for design flexibility for layout.	
Snow storage				Currently used for snow storage by the Town. This use could potentially still be accommodated on the site with some planning and design.
Costs		Cost estimates for this site are higher.	Costs estimates for this site are lower.	

The final summary of the report indicated;

***“Although both sites would be appropriate for a cemetery, the desktop assessment provided above indicates that Site #2 is preferable, the main reason being adjacent land usage in Site #1 creates significant issues due to the expansion of operations into half of the subject site, unknown cleanup requirements from fill activities, and potential legal issues with building removals, site cleanup, and expropriation. Site #2 does provide an aesthetically more attractive site and is more flexible for layout of the cemetery if there is a desire to avoid lower wet areas. There are also fewer unknowns so budgeting and timing for development work for Site #2 will have a higher level of certainty.”***



**Site #2 Suggested Layout**

**Draft High Level Schedule:**

- 2025 – Land Plan including Cemetery Layout
- 2026 – Tree Removal / Grubbing, Grading
- 2027 – Final Construction

**COUNCIL POLICY/STRATEGY OR GOAL:**

To provide appropriate stewardship of Town assets and finances.

**APPLICABLE LEGISLATION, BYLAWS OR STUDIES:**

None

**FINANCIAL IMPLICATIONS:**

Increase the to the 2025 Capital Plan.

**ALTERNATIVES TO RECOMMENDATIONS:**

Return to administration for alternative ideas.

**ATTACHMENTS:**

None

**Prepared by:**  
Patrick Bergen  
Director of Infrastructure and Planning Services  
Date: July 18, 2025

**Reviewed by:**  
Glenn Smith  
SAO  
Date: July 18, 2025



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JULY 22, 2025

COMMITTEE: FINANCE

SUBJECT: 2024 AUDITED FINANCIAL STATEMENTS

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER APPROVES THE 2024 AUDITED FINANCIAL STATEMENTS AS RECOMMENDED BY THE FINANCE COMMITTEE.

## BACKGROUND:

The 2024 Audited Financial Statements have been prepared in accordance with Public Sector Accounting Standards (PSAS), as well as the *Cities, Towns and Villages Act* and have been audited by Ashton's Chartered Accountants Business Advisors. The financial statements provide a comprehensive summary of the Municipality's financial position and financial performance for the fiscal year ending December 31, 2024.

The Town's 2024 Financial Statements have been audited by Ashton Chartered Professional Accountants. The audit resulted in a clean opinion with no qualifications. This report provides summary analysis and commentary on the statements, including significant year-over-year changes and budget variances, and was presented to the Finance Committee on July 17, 2025.

## MANAGEMENT DISCUSSION & ANALYSIS:

### 1. Surplus Position and Budget Variance

The 2024 budget anticipated a **\$2.29M Contribution to Capital** before capital transfers. The final audited contribution before the amortization was a **deficit of \$2.36M**. However, when amortization is removed (as it is a non-cash expense), the **adjusted Contribution to Capital** is calculated as:

**Contribution before the undernoted = (\$2,364,098)**

**Plus: Amortization Expense = \$3,905,024**

**Final Contribution to Capital = \$1,540,926**

This **\$1.54M adjusted O&M surplus** is substantially lower than the budgeted \$2.29M, resulting in a variance of approximately **\$750K**.

### Reasons for the Variance:

- **2024 – A Year of Cleanup**
  - This year was all about correcting historical items and setting a clean foundation moving forward.



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JULY 22, 2025

COMMITTEE: FINANCE

SUBJECT: 2024 AUDITED FINANCIAL STATEMENTS

- Over the past few years, our surpluses looked stronger than they really were. Much of that was due to deferred postings or unreconciled transactions, and 2024 was the year we tackled that head-on.
- These adjustments resulted in the Financial Statements for the year ended December 31, 2023 to be restated to reflect these costs.
- The result is the **cleanest set of financials we've had in years**. Our auditor explicitly noted that the statements reflect a more accurate picture of the Town's financial position and operations.
- **Pressures from Uncontrollable Events**
  - Despite those corrections, 2024 also brought **unexpected expenses** that were outside our control, such as additional **seniors' property tax exemptions** and unexpected **legal costs**, that totaled approximately **\$465K**.
- **Budgeting and Administrative Overages**
  - Some of our overages came down to **budgeting and timing issues** rather than unforeseen events:
    - For example, the **landfill accretion expense** of **\$94,000** wasn't included in the budget.
    - **Landfill maintenance costs** increased due to condition and usage.
    - Repairs at various **municipal facilities** went beyond what was anticipated.
    - We also saw **overtime overages**, especially in Public Works, due to increased service demand.
    - And finally, **road maintenance costs** exceeded budget due to a combination of higher materials and extended work periods.
    - Some of these cost overruns were mitigated by Administration through additional revenues or cost saving measures in other areas.
- **Lessons and Opportunities**



# REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: JULY 22, 2025

COMMITTEE: FINANCE

SUBJECT: 2024 AUDITED FINANCIAL STATEMENTS

- One of the most valuable takeaways from this year is the need for better **financial forecasting and reporting tools**:
- Our Q4 reports reflected what we *knew* at the time, but **year-end reconciliation** highlighted the costs that weren't visible during the year — especially those tied to commitments and accruals.
- We're now looking at ways to **spread budgets more accurately** and ensure quarterly reporting includes better predictive indicators.
- We were also catching up on **outstanding financial statements** from other years, all while managing **staff turnover and vacancies** that occurred in key financial positions.

## 2. Cash & Reserves

- **Cash balance** at year-end was \$17.73M, up from \$14.0M in 2023.
- **Internal reserves** increased by over \$2.2M to \$5.7M.
- Cash allocations are in alignment with the Financial Administration Bylaw. Fraser Place costs were charged to the Land Development Fund.

## 3. Debt and Capital

- **Long-term debt** declined from \$11.37M to \$10.59M, reflecting scheduled repayments for the Recreation Centre.
- **Capital additions** totaled **\$5.56M**, primarily for infrastructure projects funded through deferred contributions.
- **ParticipACTION and Ground Ambulance grants** were partly used for capital purposes but were budgeted as O&M revenue.

## 4. Deferred Revenue

- **Deferred contributions** increased by \$4.47M, reflecting timing differences in grant receipts and project delivery.

CONCLUSION:



# REPORT TO COUNCIL

**DEPARTMENT:** CORPORATE SERVICES

**DATE:** JULY 22, 2025

**COMMITTEE:** FINANCE

**SUBJECT:** 2024 AUDITED FINANCIAL STATEMENTS

While the final adjusted Contribution to Capital of \$1.54M fell short of the \$2.29M budgeted surplus, the Town maintained a stable financial position, improved reserves, reduced debt, and managed significant capital investments. The statements are now accurate, transparent, and well-positioned for improved decision-making going forward. A comprehensive review of internal allocations and expenditure trends is recommended for 2025 to improve budget alignment.

**COUNCIL POLICY / STRATEGY OR GOAL:**

Fiscal responsibility and transparency

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

*Cities, Towns and Villages Act SNWT 2003, c.22*  
*Financial Administration By-Law No. 2252*

**FINANCIAL IMPLICATIONS:**

Audited Financial Statements are approved by Council

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Draft 2024 Audited Financial Statements

**Prepared by:**  
Blair Porter  
Director of Corporate Services  
July 22, 2025

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
July 22, 2025

Financial Statements of

**TOWN OF HAY RIVER**

December 31, 2024

Approved on Behalf of the Council:

\_\_\_\_\_  
\_\_\_\_\_

Mayor

Senior Administrative Officer

# TOWN OF HAY RIVER

Financial Statements

Year Ended December 31, 2024

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\* Insert MD & A report



## MANAGEMENT RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The Town Council which is responsible for, among other things, the financial statements of the Town of Hay River, delegates to Administration the responsibility of the financial statements. The Town Council appoints independent auditors to examine and report directly to them on the financial statements. The financial statements were prepared by Administration. Accounting principles have been followed as recommended by the Department of Municipal and Community Affairs, based upon the requirements of the Cities, Towns and Villages Act of the Northwest Territories, and the Public Sector Accounting Board recommendations of the Canadian Institute of Chartered Professional Accountants.

Administration maintains a system of internal controls to ensure that transactions are accurately recorded on a timely basis, are properly approved and result in reliable financial statements. There are limits inherent in all systems based on the recognition that the cost of such systems should not exceed the benefits to be derived. Administration believes its system provides the appropriate balance in this respect.

The Town Council carries out its responsibility for review of the financial statements primarily through the Administration. The Administration reports regularly to Council on financial matters, including the results of the audit examination and any other matters necessary for its consideration in approving the financial statement issuance.

The financial statements have been reported on by Ashton Chartered Professional Accountants. The auditor's report outlines the scope of their audit and their opinion on the presentation of the information included in the financial statements.

Senior Administrative Officer  
Town of Hay River

Hay River, NT  
July 22, 2025

## INDEPENDENT AUDITOR'S REPORT

**To the Mayor and Council**

### Opinion

We have audited the financial statements of the Town of Hay River ("the Town"), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in accumulated surplus, operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

*Independent Auditor's Report to the Members of the Town of Hay River (continued)*

- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



ASHTON  
Chartered Professional Accountants  
Business Advisors

Hay River, NT  
July 22, 2025

**TOWN OF HAY RIVER**

## Statement of Financial Position

Statement I

December 31, 2024

	2024	2023
<b>Financial Assets</b>		
Cash, Note 2	\$ 17,732,301	\$ 14,036,200
Receivables		
Municipal taxes receivable, Note 3	1,582,471	1,449,251
Accounts receivable, Note 4	6,906,997	7,260,235
Land inventory for resale	588,000	346,285
<b>Total Financial Assets</b>	<b>26,809,769</b>	<b>23,091,971</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities, Note 6	3,126,167	3,549,105
School taxes payable, Note 7	436,282	633,683
Deferred contributions, Note 8	10,229,544	5,755,958
Deposits held	364,899	233,185
Landfill closure liability, Note 9	3,863,494	3,769,263
Long-term debt, Note 10	10,592,000	11,370,000
<b>Total Liabilities</b>	<b>28,612,386</b>	<b>25,311,194</b>
<b>Net Financial Assets (Debt)</b>	<b>\$ (1,802,617)</b>	<b>\$ (2,219,223)</b>
<b>Non-Financial Assets</b>		
Prepaid expenses	\$ 125,945	\$ 82,633
Inventory held for use	24,496	56,034
Tangible capital assets, Note 11		
General fund	52,510,390	50,236,323
Utility fund	44,109,485	46,006,202
<b>Total Non-Financial Assets</b>	<b>\$ 96,770,316</b>	<b>\$ 96,381,192</b>
<b>Accumulated Surplus, Note 12</b>	<b>\$ 94,967,699</b>	<b>\$ 94,161,969</b>

*Commitments and contingencies, Notes 14 and 15*

**TOWN OF HAY RIVER**

## Statement of Operations and Surplus

Statement II

For the year ended December 31, 2024

	Schedule	Budget (unaudited)	2024	2023
<b>Revenue</b>				
Property taxes	4	\$ 7,655,000	\$ 7,567,936	\$ 7,152,558
Sales of services	4	1,324,300	1,450,738	1,117,678
Other revenue from own sources	4	1,131,500	988,181	948,437
Government transfers for operating	5	2,549,670	2,985,932	3,836,177
Government transfers for water and sewer	2	1,089,000	1,163,000	1,089,000
Water and sewer revenues	2	2,185,000	2,135,242	2,098,152
Land sales, lease and development	3	1,934,000	573,599	688,286
<b>Total Revenue</b>		<b>17,868,470</b>	<b>16,864,628</b>	<b>16,930,288</b>
<b>Expenses</b>				
General government	6	2,749,150	2,833,713	2,094,547
Protective services	7	1,077,875	1,446,446	2,312,661
Transportation and public works	8	2,487,512	4,020,281	3,013,641
Environmental and public health services	9	621,200	935,980	718,100
Planning and development	10	550,000	616,275	507,318
Recreational and cultural	11	3,164,434	4,357,890	4,471,664
Fiscal and valuation	12	660,000	815,729	762,608
Water and sewer expenses	2	2,683,300	4,048,553	3,860,763
Land development	3	1,585,000	153,859	258,183
<b>Total Expenditures</b>		<b>15,578,471</b>	<b>19,228,726</b>	<b>17,999,485</b>
<b>Annual surplus (deficit), before the undernoted</b>		<b>2,289,999</b>	<b>(2,364,098)</b>	<b>(1,069,197)</b>
<b>Other revenue (expenditure)</b>				
Net government transfers for capital	5	-	3,169,828	2,390,934
Gain (loss) on disposal of capital assets		-	-	(187,172)
		-	<b>3,169,828</b>	<b>2,203,762</b>
<b>Annual Surplus (Deficit)</b>		<b>\$ 2,289,999</b>	<b>\$ 805,730</b>	<b>\$ 1,134,565</b>
Accumulated surplus, beginning of year		94,161,969	94,161,969	93,027,404
Accumulated surplus, end of year		\$ 96,451,968	\$ 94,967,699	\$ 94,161,969

# TOWN OF HAY RIVER

Statement of Changes in Net Financial Assets (Debt)

Statement III

For the year ended December 31, 2024

	Budget (unaudited)	2024	2023
Annual Surplus (Deficit)	\$ 2,289,999	\$ 805,730	\$ 1,134,565
Amortization expense	3,685,737	3,905,024	3,685,737
Acquisition of tangible capital assets	-	(5,561,699)	(3,657,459)
(Gain) loss on disposal of capital assets	-	1,279,325	188,084
Change in prepaid expenses	-	(43,312)	16,193
Change in inventory held for use	-	31,538	25,327
Increase (decrease) in net financial assets	5,975,736	416,606	1,392,447
Net financial assets (debt), beginning of year	(2,219,223)	(2,219,223)	(3,611,670)
Net financial assets (debt), end of year	\$ 3,756,513	\$ (1,802,617)	\$ (2,219,223)

**TOWN OF HAY RIVER**

## Statement of Cash Flows

Statement IV

For the year ended December 31, 2024

	2024	2023
<b>Operating Activities</b>		
Annual Surplus (Deficit)	\$ 805,730	\$ 1,134,565
Non-cash charges to operations:		
Amortization expense	3,905,024	3,685,737
(Gain) loss on disposal of capital assets	1,279,325	188,084
Provision for landfill closure	94,231	91,934
	<b>6,084,310</b>	5,100,320
Change in non-cash working capital balances:		
Municipal taxes receivable	(133,220)	(801,144)
Accounts receivable	353,238	5,077,497
Land inventory for resale	(241,715)	-
Accounts payable and accrued liabilities	(422,938)	(2,414,685)
School taxes payable	(197,401)	180,506
Deferred contributions	4,473,586	2,710,312
Deposits held	131,714	(357,495)
Prepaid expenses	(43,312)	16,193
Inventory held for use	31,538	25,327
Net change in cash from operations	<b>10,035,800</b>	9,536,831
<b>Financing Activities</b>		
Principal repayment of long-term debt	(778,000)	(761,000)
Net change in cash from financing activities	<b>(778,000)</b>	(761,000)
<b>Capital Activities</b>		
Purchase of tangible capital assets	(5,561,699)	(3,657,459)
Net change in cash from investing activities	<b>(5,561,699)</b>	(3,657,459)
Increase (decrease) in cash during the year	<b>3,696,101</b>	5,118,372
Bank accounts, opening	<b>14,036,200</b>	8,917,828
Bank accounts, closing	\$ <b>17,732,301</b>	\$ 14,036,200

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

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## Note 1. Significant Accounting Policies

The financial statements of the Town of Hay River are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Hay River are as follows:

### Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balance and change in financial position of the reporting entity.

The Town of Hay River receives significant funding from the Government of the Northwest Territories in the form of operating grants and capital grants. Administration is of the opinion that discontinuance of funding would significantly disrupt operations.

### Fund Accounting

The accounts of the Town are maintained in accordance with fund accounting procedures. The various operations of the Town are segregated into the following funds:

- General Operating Fund
- Utility Operating Fund
- Land Development Fund

### Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

### Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from a government for which the government making the transfer does not:

- receive any goods or services directly in return;
- expect to be repaid in future; or
- expect a direct financial return

Operating transfers are recognized as revenue in the period in which the events giving rise to the transaction occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

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## Note 1. **Significant Accounting Policies (continued)**

### **Government Transfers (continued)**

Capital transfers or transfers of tangible capital assets are initially recognized as deferred capital contributions and subsequently recognized as revenue when the related tangible capital assets are purchased, constructed or the eligible expense is incurred.

### **Financial Instruments**

Cash and receivables, and current liabilities are recorded at approximate fair market value due to their short term maturities.

### **Inventory for Resale**

Land inventory is stated at the lower of cost or net realizable value where cost is determined on an average basis. Cost includes purchase price, survey costs and all development costs but excludes debenture interest. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks and street lighting are recorded as tangible capital assets under the respective function.

### **Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets (debt) for the year.

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

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## Note 1. Significant Accounting Policies (continued)

### Tangible Capital Assets

Tangible capital assets are recorded at the net book value (cost less accumulated amortization) on the statement of financial position. Cost includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. The assets are amortized over their estimated useful lives at the following rates:

Asset	Method	Rate
Land held for town use	Not amortized	
Works of Art	Not amortized	
Buildings	Straight line	15-50 years
Linear Infrastructure	Straight line	10-75 years
Computer Equipment	Straight line	3 years
IT Infrastructure	Straight line	5 years
Furniture and Fixtures	Straight line	10 years
Operating Equipment	Straight line	10 years
Mobile Equipment	Declining balance	24%

The full amount of the annual amortization is charged in the year of acquisition and none in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Donated assets are capitalized and recorded at their estimated fair market value upon acquisition. Certain capital assets for which the historical cost information is not available have been recorded at current fair market value discounted by a relevant inflation factor.

### Work-in-Progress

Work-in-progress represents expenditures incurred on projects not complete at the end of the year.

### Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

### Investment in Tangible Capital Assets

Investment in Tangible Capital Assets represents the Town's net investment in its total capital assets, after deducting the portion financed by third parties through debenture, long-term capital borrowings and other capital liabilities.

### School Taxes

School taxes are collected by the Town on behalf of the Government of the Northwest Territories. These taxes are payable to the Government of the Northwest Territories upon collection from taxpayers.

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

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## Note 1. Significant Accounting Policies (continued)

### Deferred Revenue

Deferred revenue consists mainly of government transfers for which the events giving rise to the transfer have not yet occurred. The deferred revenue will be recognized in the financial statement as revenue in the period in which the related expenses are incurred.

### Liability for Landfill Closure and Post-Closure Costs

The Town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The liability is determined using the estimated total closure costs adjusted for the remaining capacity of the site and the estimated remaining landfill life.

### Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

### Segmented Information

The Town of Hay River segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Schedule 6 through Schedule 12.

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

## Note 2. Cash

	2024	2023
<i>Unrestricted</i>		
Operating account	\$ 4,632,701	\$ 1,146,806
<i>Internally restricted</i>		
General fund reserve account	1,040,241	988,112
Utility fund reserve account	1,277,460	1,214,168
<i>Externally restricted</i>		
Gas tax account	5,794,115	6,937,652
Community Public Infrastructure account	4,987,784	3,749,462
	\$ 17,732,301	\$ 14,036,200

## Note 3. Municipal Taxes Receivable

	2024	2023
Current taxes and grant in lieu receivable	\$ 1,174,382	\$ 1,070,612
Arrears taxes	550,406	509,552
	1,724,788	1,580,164
Allowance for doubtful collection	(142,317)	(130,913)
	\$ 1,582,471	\$ 1,449,251

## Note 4. Accounts Receivable

	Balance	Allowance	2024	2023
<i>Accounts receivable</i>				
General accounts receivable	\$ 544,210	\$ 13,973	\$ 530,237	\$ 1,587,795
Utility system receivable	277,376	10,833	266,543	282,891
Ambulance receivable	381,725	295,615	86,110	120,263
Lease fees receivable	220,090	150,900	69,190	391,917
Northland Utilities trust account	1,294,793	-	1,294,793	1,133,834
<i>Capital funding</i>				
Gas Tax	1,560,000	-	1,560,000	-
Investing in Canada Infra. Pgm.	2,050,664	-	2,050,664	2,570,956
Biomass Feasibility Study	86,100	-	86,100	86,100
FCM Asset Management Grant	37,440	-	37,440	37,440
Curbside Waste Reduction	12,500	-	12,500	-
Healthy Living Initiative	25,000	-	25,000	-
EV Rebate - Infrastructure	5,000	-	5,000	-
Hay River Golf Club - CANNOR	566,318	-	566,318	-
Ambulance grant	-	-	-	74,000
Flood recovery	49,992	-	49,992	49,992
<i>Goods and service tax</i>				
Goods and services tax refundable	267,110	-	267,110	925,047
	\$ 7,378,318	\$ 471,321	\$ 6,906,997	\$ 7,260,235

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

## Note 5. Supplementary Information

Amounts owed to the Town which are considered doubtful of collection have been recorded as bad debts. The provision for (recovery of) bad debts is comprised of:

	2024		2023
General Operating Fund:			
General sundry	\$ 142,056	\$	16,584
Utility system	362		6,227
Ambulance	24,138		75,025
Property taxes	11,404		1,512
	\$ 177,960	\$	99,348

## Note 6. Accounts Payable and Accrued Liabilities

	2024		2023
Trade accounts payable	\$ 2,841,033	\$	3,315,246
Government remittances payable	59,969		2,500
Accrued vacation pay and banked time	225,165		231,359
	\$ 3,126,167	\$	3,549,105

## Note 7. School Tax Payable

	2024		2023
Balance consists of:			
Current year levy	\$ 32,785	\$	210,502
Prior year's levy	403,497		423,181
	\$ 436,282	\$	633,683

School tax levies are recorded as payable in the year they are assessed and are to be remitted to the GNWT as they are collected.

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

## Note 8. Deferred Contributions

	2024	2023
Gas Tax Funding, Schedule 16	\$ 5,629,672	\$ 3,954,943
Community Public Infrastructure Funding, Schedule 17	2,398,798	1,371,434
Ambulance Grant	-	37,000
Biomass Feasibility Study	105,000	105,000
Community trail improvements	48,654	48,654
Community Access - Porritt Landing	58,222	58,222
Spirit Awards	-	14,000
GNWT-MACA-Fort Smith	161,705	161,705
Wharf Pavilion Power Upgrades - ITI	6,436	-
EV Rebate - Infrastructure	5,000	-
Upgrades to Hay River Golf Club - CANNOR	566,318	-
Lift Station 1 Repairs	1,244,739	-
Other	5,000	5,000
	\$ 10,229,544	\$ 5,755,958

## Note 9. Landfill Closure Liability

The Town is required to estimate future closure and post-closure costs for its landfill site. The estimated liability is based on the sum of discounted future cash flows for closure and post-closure activities for 25 years after closure using an inflation of 2.50%.

The accrued liability portion is based on the capacity used at year end compared to the estimated total capacity. The landfill is near the end of its useful life with the total capacity approximately 100% used.

	2024	2023
Estimated closure costs	\$ 3,609,105	\$ 3,609,105
Estimated post-closure costs	347,665	347,665
Estimated total liability	3,956,770	3,956,770
Estimated capacity used	97.6%	95.3%
Accrued liability	\$ 3,863,494	\$ 3,769,263

## Note 10. Long-Term Debt

Description	Principal Balance 2024	Principal Balance 2023
Loan agreement facility for the Hay River Recreation Centre	10,592,000	11,370,000
	\$ 10,592,000	\$ 11,370,000

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

## Note 10. Long-Term Debt (continued)

As at December 31, 2024, the Town has a bankers' acceptance ["BA"] facility of \$10,592,000 for the Hay River Recreation Centre bearing interest at the treasury rate plus a BA fee of 1.34% per annum. To reduce the interest rate risk on the facility, the Town entered into an interest rate swap contract that entitled the Town to receive interest at floating rates on the principal amount and obliged it to pay interest at a fixed rate of 2.30% per annum plus the BA fee of 0.40%.

The total estimated principal repayments of long-term debt due are as follows:

	Principal
2025	799,000
2026	820,000
2027	840,000
2028	8,133,000
	<b>\$ 10,592,000</b>

## Note 11. Tangible Capital Assets

	Cost	Accumulated Amortization	Net Book Value	
			2024	2023
<b>General Fund:</b>				
Linear Structures	\$ 27,075,753	\$ 13,989,890	\$ 13,085,863	\$ 11,554,965
Buildings	49,133,798	11,798,033	37,335,765	35,829,981
Machinery and Equipment	9,261,194	9,245,969	15,225	387,596
Work in progress	52,266	-	52,266	52,266
Land held for town use	1,950,072	-	1,950,072	2,340,316
Works of Art	71,199	-	71,199	71,199
	<b>\$ 87,544,282</b>	<b>\$ 35,033,892</b>	<b>\$ 52,510,390</b>	<b>\$ 50,236,323</b>
<b>Utility Fund:</b>				
Water and Sewer System	\$ 33,963,874	\$ 9,171,474	\$ 24,792,400	\$ 25,284,397
Buildings	16,202,567	4,600,904	11,601,663	12,047,137
Land	1,000	-	1,000	1,000
Vehicles	288,962	132,178	156,784	157,815
Heavy Equipment	2,033,320	788,540	1,244,780	1,313,914
Furniture & Equipment	762	648	114	114
Work in progress	6,312,744	-	6,312,744	7,201,825
	<b>\$ 58,803,229</b>	<b>\$ 14,693,744</b>	<b>\$ 44,109,485</b>	<b>\$ 46,006,202</b>
<b>Total</b>	<b>\$ 146,347,511</b>	<b>\$ 49,727,636</b>	<b>\$ 96,619,875</b>	<b>\$ 96,242,525</b>

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

## Note 12. Accumulated Surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2024	2023
Accumulated Surplus per Statement of Financial Position	\$ 94,967,699	\$ 94,522,077
<b>Invested in Tangible Capital Assets</b>		
General Fund	48,147,314	41,148,668
Utility Fund	37,880,561	44,083,965
	<b>86,027,875</b>	<b>85,232,633</b>
<b>Internally restricted reserves</b>		
Reserve for Recreation Infrastructure	387,499	395,838
Reserve for Municipal Infrastructure	1,816,534	1,296,438
Reserve for Landfill	3,149,795	1,747,793
Reserve for Utility Infrastructure	354,380	21,775
	<b>5,708,208</b>	<b>3,461,844</b>
<b>Unappropriated surplus (deficit)</b>		
General Fund	1,785,637	3,608,378
Utility Fund	1,088,730	524,565
Land Development Fund	357,249	1,694,657
	<b>3,231,616</b>	<b>5,827,600</b>
	<b>\$ 94,967,699</b>	<b>\$ 94,522,077</b>

# TOWN OF HAY RIVER

Notes to the Financial Statements

December 31, 2024

**Note 13. Reserves and Deferred Contributions**

The Financial Administration By-law requires that funds accumulated in reserves are deposited into the General reserve bank account. Interest earned on the account is credited to the appropriate reserve.

	<b>Account Balance</b>		<b>Cash Balance</b>	<b>Receivable</b>	<b>Excess (Shortfall)</b>
<b>Reserves</b>					
Recreation Infrastructure	\$ 387,499	\$			
Municipal Infrastructure	1,816,534				
Landfill	3,149,795				
	<u>5,353,828</u>		1,040,241	-	(4,313,587)
Utility Infrastructure	354,380		1,277,460	-	923,080
	<u>\$ 5,708,208</u>	\$	<u>\$ 2,317,701</u>	\$	<u>-\$ (3,390,507)</u>
<b>Deferred Contributions, Note 8</b>					
Gas Tax Funding	5,629,672		5,794,115	-	164,443
Community Public Infrastructure	2,398,798		4,987,784	-	2,588,986
	<u>8,028,470</u>		<u>10,781,899</u>	-	<u>2,753,429</u>
	<u>\$ 13,736,678</u>	\$	<u>\$ 13,099,600</u>	\$	<u>-\$ (1,560,158)</u>

**Note 14. Commitments**

The Town has entered into agreements extending beyond one year for the use of equipment and various service contracts which require periodic payments. The minimum payments under existing agreements are as follows:

For the year ending December 31:

2025	\$ 1,893,845
2026	1,793,844
2027	1,738,990
2028	1,574,426
2029	1,466,534
Thereafter	<u>\$ 2,778,936</u>

**Note 15. Contingent Liabilities**

**Insurance**

The Town participates in the Northern Communities Insurance Program. Under this program the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

# TOWN OF HAY RIVER

## Notes to the Financial Statements

December 31, 2024

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### Note 15. **Contingent Liabilities (continued)**

#### **Legal claims**

In the normal course of operations, the Town is subject to various legal claims. At the date of the audit report, it is not possible to determine the outcomes of the claims and the amount of the potential liability cannot be reasonably determined. Management has indicated that it is unlikely there will be a material adverse effect on the financial position of the Town.

### Note 16. **Retirement Benefits**

Employees of the Town can participate in the RBC Group Advantage retirement savings plan. Union employees make contributions at 5% and management makes contributions at 6.6%. The Town of Hay River makes matching contributions to these amounts. Total contributions by the Town to the program in 2024 were \$193,979 (2023 - \$135,984), which were expensed as incurred.

### Note 17. **Financial Instruments**

The Town's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

### Note 18. **Budget**

The budgeted figures are those approved by Council on December 11, 2023 and are unaudited.

### Note 19. **Reclassification**

Certain prior year figures have been reclassified to agree with current year presentation.

### Note 20. **Prior period adjustment**

During the current fiscal year, management identified that certain amounts recorded in land inventory and capital asset work in progress in prior years, related to projects that are no longer expected to proceed. As these balances relate to prior period projects, they have been adjusted retrospectively.

As a result, the financial statements for the year ended December 31st, 2023 have been restated to reflect these costs. The restatement resulted in a decrease to land inventory and a decrease to accumulated surplus of \$306,108.

# TOWN OF HAY RIVER

Schedule 1

General Fund  
Schedule of Operations and Surplus

For the year ended December 31, 2024

	Schedule	2024 Budget	2024 Actual	2023 Actual
<b>Revenue</b>				
Property taxes	4	\$ 7,655,000	\$ 7,567,936	\$ 7,152,558
Sales of services	4	1,324,300	1,450,738	1,117,678
Other revenue from own sources	4	1,131,500	988,181	948,437
Government transfers for operating	5	2,549,670	2,985,932	3,836,177
<b>Total Revenue</b>		<b>12,660,470</b>	<b>12,992,787</b>	<b>13,054,850</b>
<b>Expenditure</b>				
General government	6	2,749,150	2,833,713	\$ 2,094,547
Protective services	7	1,077,875	1,446,446	2,312,661
Transportation and public works	8	2,487,512	4,020,281	3,013,641
Environmental and public health services	9	621,200	935,980	718,100
Planning and development	10	550,000	616,275	507,318
Recreational and cultural	11	3,164,434	4,357,890	4,471,664
Fiscal and valuation	12	660,000	815,729	762,608
<b>Total Expenditure</b>		<b>11,310,171</b>	<b>15,026,314</b>	<b>13,880,539</b>
<b>Excess revenues over expenditures before the undernoted</b>		<b>1,350,299</b>	<b>(2,033,527)</b>	<b>(825,689)</b>
<b>Other revenue (expenditure)</b>				
Government transfers for capital	5	-	3,169,828	\$ 2,390,934
Gain (loss) on disposal of capital assets		-	-	(187,172)
		-	3,169,828	2,203,762
<b>Excess (Deficiency) of revenues over expenditures</b>		<b>\$ 1,350,299</b>	<b>\$ 1,136,301</b>	<b>\$ 1,378,073</b>

**TOWN OF HAY RIVER**

Schedule 2

Utility Fund

Schedule of Operations and Surplus

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
<b>Revenue</b>			
Water and sewer billings	\$ 2,177,000	\$ 2,052,345	\$ 1,959,558
Government transfers for water and sewer operations	1,089,000	1,163,000	1,089,000
Interest on reserves	-	63,292	59,883
Utilities receivable penalties	-	12,965	11,443
Maintenance service	8,000	6,640	7,568
Other	-	-	59,700
	<b>3,274,000</b>	<b>3,298,242</b>	<b>3,187,152</b>
<b>Expenditure</b>			
Administration	298,600	264,228	216,445
Purification & treatment	68,000	127,901	33,424
Transmission and distribution	1,788,000	1,730,311	1,589,119
Distribution maintenance	316,700	343,200	372,156
Sewage system maintenance	12,000	5,145	74,500
Overhead charges (to) from General Fund	200,000	200,000	200,004
	<b>2,683,300</b>	<b>2,670,785</b>	<b>2,485,648</b>
Surplus, before the undernoted	590,700	627,457	701,504
<b>Other items:</b>			
Amortization of tangible capital assets	-	1,377,768	1,375,115
<b>(Deficiency) of revenues over expenditures</b>	<b>\$ 590,700</b>	<b>\$ (750,311)</b>	<b>\$ (673,611)</b>

**TOWN OF HAY RIVER**

Schedule 3

Land Development Fund  
Schedule of Operations and Surplus

For the year ended December 31, 2024

	2024 Budget		2024 Actual		2023 Actual
<b>Revenue</b>					
Land sales	\$ 1,445,000	\$	<b>78,523</b>	\$	212,836
Land leases	489,000		<b>449,063</b>		453,342
Legal and transfer fees recovered	-		<b>17,632</b>		3,490
Interest and penalties	-		<b>28,381</b>		18,618
	1,934,000		<b>573,599</b>		688,286
<b>Expenditures</b>					
Administration	-		<b>11,712</b>		138,410
Overhead charge (to) from General Fund	75,000		<b>75,000</b>		75,000
Land leases	65,000		<b>37,760</b>		38,773
Cost of land sold	1,445,000		<b>29,387</b>		6,000
	1,585,000		<b>153,859</b>		258,183
<b>Excess of revenues over expenditures</b>	\$ 349,000	\$	<b>419,740</b>	\$	430,103

# TOWN OF HAY RIVER

Schedule 4

General Fund  
Schedule of Revenue

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
Property taxes	\$ 5,807,000	\$ 5,570,515	\$ 5,286,826
Grants in lieu of taxes			
Federal	146,000	150,910	146,065
Territorial	2,449,000	2,595,141	2,449,241
NWT Power Corporation	43,000	49,741	41,194
Less school taxes			
Discounts allowed on school tax	(790,000)	(798,371)	(770,768)
	<b>\$ 7,655,000</b>	<b>\$ 7,567,936</b>	<b>\$ 7,152,558</b>
<b>Sales of Services</b>			
Recreation			
- Pool	\$ 62,000	\$ 80,298	\$ 63,333
- Community center	269,000	304,098	269,720
- Curling club rental	36,000	48,000	36,000
- Ballpark rental	5,000	5,086	6,362
- Other	10,000	32,037	57,623
Collection fee school taxes	5,000	-	5,000
Dump tipping fees	220,000	266,652	181,601
Ambulance	686,300	691,732	473,052
Fire calls, inspections, and training	-	1,780	7,001
Fire hall rental	20,000	-	-
Tourism revenue	8,000	16,215	6,680
Other	3,000	4,840	11,306
	<b>\$ 1,324,300</b>	<b>\$ 1,450,738</b>	<b>\$ 1,117,678</b>
<b>Other Revenue from Own Sources</b>			
Franchise fee	\$ 300,000	\$ 322,099	\$ 325,919
Licenses and permits	134,500	120,530	129,369
Grants/Donations	270,000	-	1,056
Economic Development	150,000	-	-
Aurora Ford - recreation center donation	-	100,000	100,000
Fines and dog pound fees	20,000	2,648	2,383
Interest and penalties	257,000	442,904	348,250
Loss prevention	-	-	41,460
	<b>\$ 1,131,500</b>	<b>\$ 988,181</b>	<b>\$ 948,437</b>

# TOWN OF HAY RIVER

Schedule 5

General Fund  
Schedule of Revenue

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
<b>Government Transfers</b>			
General - GNWT			
Operating and Maintenance Block Funding	\$ 2,319,000	\$ 2,485,000	\$ 2,319,000
Sport and Recreation	57,670	156,290	79,164
Children Youth Resiliency	-	13,636	13,636
Ground Ambulance	37,000	136,726	37,000
Community Tourism Coordinator	33,000	40,000	40,000
NWT Housing Corporation	-	-	100,000
Social Issues Committee	-	-	50,000
NWT Workers Training Program	-	-	61,000
Summer Employment	61,000	-	14,172
Fire reimbursement	-	-	936,830
Other Grants	42,000	54,280	12,487
General			
Participation Community Challenge Grant	-	100,000	172,888
	2,549,670	2,985,932	3,836,177
Transfers (to) from deferred revenues	-	-	-
	\$ 2,549,670	\$ 2,985,932	\$ 3,836,177
<b>Utility - GNWT</b>			
Water and Sewer Block Funding	\$ 1,089,000	\$ 1,163,000	\$ 1,089,000
<b>Capital funding</b>			
Community Public Infrastructure Funding	\$ 2,775,703	\$ 2,100,000	\$ 1,833,000
Gas Tax	574,221	1,560,000	1,560,000
Investing in Canada Infrastructure Program	-	520,291	1,279,281
CanNor	-	630,424	-
Canada NWT Infrastructure funding	-	350,000	-
Vale Island Mutli Use Rec Area Project	-	175,000	-
Federation Of Canadian Municipalities	-	34,420	-
Asset Management Programs	-	50,000	-
CMHC Haf Agreement	-	508,543	-
Shoreline Flood Mitigation Enhacment For Vale Island	-	1,000	-
Climate change	-	9,500	-
	3,349,924	5,939,178	4,672,281
<b>Interest earned on deferred contributions</b>			
Community Public Infrastructure Funding	-	196,572	160,772
Gas Tax	-	256,463	204,927
	-	453,035	365,699
<b>Transfers (to) from deferred contributions</b>			
Community Public Infrastructure Funding	(2,775,703)	(1,027,365)	(888,619)
Gas Tax	(574,221)	(1,674,729)	(1,758,427)
Other	-	(520,291)	-
	(3,349,924)	(3,222,385)	(2,647,046)
	\$ -	\$ 3,169,828	\$ 2,390,934

**TOWN OF HAY RIVER**

Schedule 6

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
<b>General Government</b>			
Mayor's indemnity	\$ 53,500	\$ 52,564	\$ 48,570
Councilors' indemnity	84,850	88,464	79,817
Administration - salaries and benefits	1,527,300	1,465,484	1,151,792
Administration - other	784,000	804,442	584,284
Materials and supplies	10,500	17,570	4,914
Professional services	82,000	158,462	14,536
Insurance	302,000	284,997	273,696
Town hall lease	160,000	157,527	157,763
Town hall operations and maintenance	-	13,935	7,266
Conventions, delegations and public relations	20,000	12,000	-
Overhead charge to Utility Fund	(200,000)	(200,000)	(200,004)
Overhead charge to Land Fund	(75,000)	(75,000)	(75,000)
	2,749,150	2,780,445	2,047,634
<b>Other items:</b>			
Amortization of tangible capital assets	-	53,268	46,913
	\$ 2,749,150	\$ 2,833,713	\$ 2,094,547

# TOWN OF HAY RIVER

Schedule 7

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
Protective Services			
Insurance	\$ -	\$ -	-
Bylaw enforcement	150,505	21,725	23,039
Fire protection	766,200	929,779	923,660
Fire department vehicle maintenance	15,000	27,644	39,057
Civil emergency	46,260	43,300	955,246
Ambulance	35,765	73,025	48,125
Hay River Animal Shelter contribution	54,000	51,428	50,552
Animal and pest control	10,145	10,862	10,713
	1,077,875	1,157,763	2,050,392
Other items:			
Amortization of tangible capital assets	-	288,683	262,269
	\$ 1,077,875	\$ 1,446,446	\$ 2,312,661

**TOWN OF HAY RIVER**

Schedule 8

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget		2024 Actual		2023 Actual
<b>Transportation and Public Works</b>					
Public works					
Administration	\$ 500,612	\$	<b>832,610</b>	\$	624,757
Vehicle operations & maintenance	180,000		<b>370,266</b>		284,420
Town garage					
Yards	278,600		<b>125,582</b>		121,712
Carpenter shop					
Operating costs	149,400		<b>415</b>		34,097
Roads					
Summer roads	698,900		<b>1,058,520</b>		446,706
Drainage	-		-		-
Winter roads	364,000		<b>115,138</b>		116,950
Street lighting	309,000		<b>391,273</b>		352,897
Road safety	7,000		<b>4,913</b>		50,699
	2,487,512		<b>2,898,717</b>		2,032,238
<b>Other items:</b>					
Amortization of tangible capital assets	-		<b>1,121,564</b>		981,403
	\$ 2,487,512	\$	<b>4,020,281</b>	\$	3,013,641

**TOWN OF HAY RIVER**

Schedule 9

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget		2024 Actual		2023 Actual
Environmental and Public Health Services					
Sanitation operations	\$ 350,000	\$	\$ 393,515	\$	416,800
Landfill					
Maintenance	271,200		423,276		201,982
Landfill accretion expense	-		94,231		91,933
Cemetery maintenance	-		21,421		3,753
	621,200		932,443		714,468
Other items:					
Amortization of tangible capital assets	-		3,537		3,632
	\$ 621,200	\$	\$ 935,980	\$	718,100

**TOWN OF HAY RIVER**

Schedule 10

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget		2024 Actual		2023 Actual
Planning and Development					
Planning and zoning	\$ 161,600	\$	\$ 305,427	\$	263,235
Tourism					
Programs	388,400		301,987		235,222
Amortization of tangible capital assets	-		8,861		8,861
	\$ 550,000	\$	\$ 616,275	\$	507,318

**TOWN OF HAY RIVER**

Schedule 11

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
Recreational and Cultural			
Recreation administration	\$ 224,650	\$ 278,418	\$ 221,615
Vehicle maintenance	-	-	-
Recreation center operations	1,024,700	1,118,710	1,058,538
Recreation Center building maintenance	200,500	196,410	281,606
Swimming pool operations	825,976	923,245	830,696
Curling club operations	115,000	33,028	127,526
Sports fields	74,350	450	162,941
Annual town clean-up	28,508	-	27,150
Library	179,000	179,000	179,000
Community television and other services	-	-	-
Northern Arts and Culture Centre	5,000	5,000	5,000
Beautification committee	5,000	-	-
Other economic community development initiatives	7,000	15,890	6,000
Recreation programs	474,750	556,397	564,049
	\$ 3,164,434	\$ 3,306,548	\$ 3,464,121
Other items:			
Amortization of tangible capital assets	-	1,051,342	1,007,543
	\$ 3,164,434	\$ 4,357,890	\$ 4,471,664

**TOWN OF HAY RIVER**

Schedule 12

General Fund  
Schedule of Expenditure

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
Fiscal and Valuation			
Debenture interest	\$ 300,000	\$ 288,025	\$ 349,002
Bank charges	60,000	12,306	6,105
Interest charges (recovery)	-	1,298	2,423
Senior/disabled tax exemptions	260,000	336,140	305,730
Provision for (recovery of) bad debts, Note 5	40,000	177,960	99,348
	\$ 660,000	\$ 815,729	\$ 762,608

**TOWN OF HAY RIVER**

## Schedule of Expenditures by Object

Schedule 13

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
Amortization of tangible capital assets	\$ -	\$ <b>3,905,024</b>	\$ 3,685,737
Interest on long-term debt	300,000	<b>288,025</b>	349,002
Bank charges and interest	60,000	<b>13,749</b>	8,500
Contracted and general services	2,898,473	<b>1,634,425</b>	2,144,548
Insurance	302,000	<b>285,733</b>	319,973
Materials and supplies	4,531,503	<b>5,435,603</b>	4,616,061
Mayor and council expenses	141,350	<b>141,028</b>	(56,605)
Provision for bad debts	40,000	<b>177,960</b>	99,347
Salaries, wages and benefits	5,492,200	<b>5,498,205</b>	5,169,244
Utilities - electricity	1,007,000	<b>1,050,012</b>	1,013,358
Utilities - fuel	805,945	<b>718,971</b>	650,318
	<b>\$ 15,578,471</b>	<b>\$ 19,148,735</b>	<b>\$ 17,999,483</b>

**TOWN OF HAY RIVER**

Schedule of Changes in Accumulated Surplus

Schedule 14

December 31, 2024

	General Operating	Utility	Land Development	Reserves	Investment in Tangible Capital Assets	2024	2023 Restated (Note 20)
Annual surplus (deficit)	\$ 1,136,301	\$ (750,311)	\$ 419,740	\$ -	\$ -	\$ 805,730	\$ 1,134,565
Net interfund transfers							
Amortization	2,527,256	1,377,768	-	-	(3,905,024)	-	-
Disposals of tangible capital assets	390,244	889,081	-	-	(1,279,325)	-	-
Additions to tangible capital assets	(5,191,567)	(370,132)	-	-	5,561,699	-	-
Capital funding used for utility infrastructure	518,949	(518,949)	-	-	-	-	-
Long-term debt (repayment)	(778,000)	-	-	-	778,000	-	-
Allocations to Reserves	(425,924)	(63,292)	(1,757,148)	2,246,364	-	-	-
Changes in fund balances	(1,822,741)	564,165	(1,337,408)	2,246,364	1,155,350	805,730	1,134,565
Accumulated Surplus (Deficit), beginning of year	3,608,378	524,565	1,694,657	3,461,844	84,872,525	94,161,969	93,027,404
Accumulated Surplus (Deficit), end of year	\$ 1,785,637	\$ 1,088,730	\$ 357,249	\$ 5,708,208	\$ 86,027,875	\$ 94,967,699	\$ 94,161,969

Reserves	2023	Increase	Decrease	2024
General operating fund	\$ 3,440,069	\$ 1,909,656	\$ -	5,349,725
Utility infrastructure reserve	21,775	336,708	-	358,483
	\$ 3,461,844	\$ 2,246,364	\$ -	5,708,208

**TOWN OF HAY RIVER**  
Schedule of Tangible Capital Assets  
December 31, 2024

Schedule 15

	Opening Balance	Additions	Disposals	Closing Balance	Accumulated Amortization Beginning of Year	Net Carrying Amount Beginning of year	Deletions	Amortization	Accumulated Amortization End of Year	Net Carrying Amount
<b>General Fund</b>										
Land	\$ 422,625	\$ -	\$ -	\$ 422,625	\$ -	\$ 422,625	\$ -	\$ -	\$ -	\$ 422,625
Land in development	1,917,691	-	390,244	1,527,447	-	1,917,691	-	-	-	1,527,447
Linear Structures	24,668,266	2,407,487	-	27,075,753	13,113,301	11,554,965	-	876,589	13,989,890	13,085,863
Buildings	46,857,464	2,276,334	-	49,133,798	11,027,483	35,829,981	-	770,550	11,798,033	37,335,765
Machinery and Equipment	8,753,448	507,746	-	9,261,194	8,365,852	387,596	-	880,117	9,245,969	15,225
Work in progress	52,266	-	-	52,266	-	52,266	-	-	-	52,266
Art Work	71,199	-	-	71,199	-	71,199	-	-	-	71,199
<b>Tangible Capital Assets - General Fund</b>	<b>\$ 82,742,959</b>	<b>\$ 5,191,567</b>	<b>\$ 390,244</b>	<b>\$ 87,544,282</b>	<b>\$ 32,506,636</b>	<b>\$ 50,236,323</b>	<b>\$ -</b>	<b>\$ 2,527,256</b>	<b>\$ 35,033,892</b>	<b>\$ 52,510,390</b>
<b>Utility Fund</b>										
Water and Sewer System	\$ 33,593,742	\$ 370,132	\$ -	\$ 33,963,874	\$ 8,309,345	\$ 25,284,397	\$ -	\$ 862,129	\$ 9,171,474	\$ 24,792,400
Land	1,000	-	-	1,000	-	1,000	-	-	-	1,000
Buildings	16,202,567	-	-	16,202,567	4,155,430	12,047,137	-	445,474	4,600,904	11,601,663
Vehicles	288,962	-	-	288,962	131,147	157,815	-	1,031	132,178	156,784
Heavy Equipment	2,033,320	-	-	2,033,320	719,406	1,313,914	-	69,134	788,540	1,244,780
Furniture & Equipment	762	-	-	762	648	114	-	-	648	114
Work in progress	7,201,825	-	889,081	6,312,744	-	7,201,825	-	-	-	6,312,744
<b>Tangible Capital Assets - Utility Fund</b>	<b>\$ 59,322,178</b>	<b>\$ 370,132</b>	<b>\$ 889,081</b>	<b>\$ 58,803,229</b>	<b>\$ 13,315,976</b>	<b>\$ 46,006,202</b>	<b>\$ -</b>	<b>\$ 1,377,768</b>	<b>\$ 14,693,744</b>	<b>\$ 44,109,485</b>
<b>Total Tangible Capital Assets</b>	<b>\$ 142,065,137</b>	<b>\$ 5,561,699</b>	<b>\$ 1,279,325</b>	<b>\$ 146,347,511</b>	<b>\$ 45,822,612</b>	<b>\$ 96,242,525</b>	<b>\$ -</b>	<b>\$ 3,905,024</b>	<b>\$ 49,727,636</b>	<b>\$ 96,619,875</b>

**TOWN OF HAY RIVER**

Gas Tax Agreement  
Statement of Revenue, Expenditure and Deferred Contribution

Schedule 16

For the year ended December 31, 2024

	2018	2019	2020	2021	2022	2023	2024	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Cumulative
<b>Funding</b>								
Deferred contribution balance, opening	\$ 556,372	\$ 517,905	\$ 1,957,422	\$ 2,122,016	\$ 3,335,661	\$ 2,196,516	\$ <b>3,954,943</b>	\$ 556,372
Annual Gas Tax allocation	1,397,000	2,794,000	1,397,000	2,875,000	1,478,000	1,560,000	<b>1,560,000</b>	13,061,000
Interest earned	24,533	37,397	39,867	17,699	81,797	204,927	<b>256,463</b>	662,683
	<b>1,977,905</b>	<b>3,349,302</b>	<b>3,394,289</b>	<b>5,014,715</b>	<b>4,895,458</b>	<b>3,961,443</b>	<b>5,771,406</b>	<b>14,280,055</b>
<b>Funds Spent</b>								
Sewer Flushing Equipment	-	-	-	123,859	-	-	-	123,859
Break up equipment	-	-	7,729	-	-	-	-	7,729
Capital Drive Watermain	-	-	-	19,800	1,027,000	-	-	1,046,800
Treatment Plant Intake Inspection	-	-	16,615	39,109	-	-	-	55,724
Water Treatment Plant	-	86,820	154,474	15,710	-	-	-	257,004
Reservoir Electrical/Mechanical/Roof Upgrades	-	87,109	-	-	-	-	-	87,109
Paradise Road Realignment	-	680	128	-	-	-	-	808
Fraser Place Subdivision Development	-	-	-	-	1,178,933	-	-	1,178,933
Grader Replacement	-	314,464	-	-	-	-	-	314,464
Aquatic Facility Boilers	-	49,769	-	-	-	-	-	49,769
Fisherman's Wharf Pavilion	-	50,000	182,760	-	-	-	-	232,760
Public Beach Upgrades	-	30,000	-	-	-	-	-	30,000
Miron/ John Mapes/ Riverbend Storm and Sewer	-	-	-	-	-	6,500	-	6,500
Arena front lot paving	60,000	-	-	-	-	-	-	60,000
Industrial Drive Base Upgrade, Paving and Unde	-	-	-	-	493,009	-	-	493,009
Mansell, Dessy, Morin W&S upgrade	100,000	773,038	-	-	-	-	-	873,038
Courtoreille St. water/sewer/streets/sidewalks	1,300,000	-	-	-	-	-	-	1,300,000
Caribou Cres. Water, Sewer and Drainage	-	-	898,086	29,400	-	-	-	927,486
Beaver Cres. Water, Sewer and Drainage	-	-	8,106	1,244,692	-	-	<b>27,149</b>	1,279,947
Riverview Road Upgrades	-	-	4,375	206,484	-	-	<b>114,585</b>	325,444
	<b>1,460,000</b>	<b>1,391,880</b>	<b>1,272,273</b>	<b>1,679,054</b>	<b>2,698,942</b>	<b>6,500</b>	<b>141,734</b>	<b>8,650,383</b>
Deferred contribution balance, closing	\$ 517,905	\$ 1,957,422	\$ 2,122,016	\$ 3,335,661	\$ 2,196,516	\$ 3,954,943	\$ <b>5,629,672</b>	\$ 5,629,672

**TOWN OF HAY RIVER**

Community Public Infrastructure Agreement  
Statement of Revenue, Expenditure and Deferred Contribution

Schedule 17

For the year ended December 31, 2024

	2018	2019	2020	2021	2022	2023	2024	Cumulative
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
<b>Funding</b>								
Deferred contribution balance, opening	\$ 519,199	\$ 485,900	\$ 777,137	\$ 1,478,691	\$ 1,652,171	\$ 482,814	\$ 1,371,434	\$ 519,199
Annual CPI allocation	1,260,000	1,510,000	1,833,000	2,132,000	1,833,000	1,833,000	2,100,000	12,501,000
Interest earned	23,912	32,078	22,529	19,218	106,319	160,772	196,572	561,400
	<b>1,803,111</b>	<b>2,027,978</b>	<b>2,632,666</b>	<b>3,629,909</b>	<b>3,591,490</b>	<b>2,476,586</b>	<b>3,668,006</b>	<b>13,581,599</b>
<b>Funds Spent</b>								
Lift Station System Upgrade	-	29,950	439,536	757,812	1,969,415	-	-	3,196,713
Caribou Cres. Water and Sewer and Drainage	-	7,875	203,000	164,168	-	-	-	375,043
Community Centre Security Cameras	-	-	-	-	-	-	-	-
Biomass District Heating System	-	-	-	-	-	-	4,059	4,059
Bob McMeekin Park Enhancements	-	-	-	-	-	-	17,225	17,225
Bylaw Truck Replacement	-	-	-	-	-	-	60,000	60,000
Beaver Cres. Water, Sewer and Drainage	-	-	-	77,197	-	-	-	77,197
Riverview Drive Upgrades	-	-	-	225,871	-	-	-	225,871
Ambulance (2020)	-	-	-	156,359	-	-	-	156,359
Computer Equipment Replacement Program	-	-	-	17,564	42,516	-	28,276	88,356
Vale Island Multi-Use Recreation Area	-	-	-	18,755	12,300	-	-	31,055
New Water Licence Requirements	-	-	-	84,880	-	-	-	84,880
Pine Crescent Upgrades	-	-	-	-	-	37,370	-	37,370
Multiplexer	-	-	-	10,270	-	-	-	10,270
Fire Hall/Town Hall Demolition	-	-	-	-	-	218,377	25,000	243,377
Auto-Pulse	-	-	-	14,862	-	-	-	14,862
Commercial Water Meter Upgrade	-	-	19,239	-	-	-	-	19,239
Industrial Drive Base Upgrade, Paving and Underg	-	-	-	-	257,000	138,683	503,949	899,632
Hazardous Waste Removal	-	-	-	-	50,000	-	-	50,000
Dispatch Equipment	-	-	16,935	-	-	-	-	16,935
Small Capital Recreation Programming	-	14,294	-	-	-	-	25,000	39,294
Day Shelter and Playground Equipment	-	23,668	-	-	-	-	-	23,668
Snow Blower - Heavy Duty	-	118,419	-	-	-	-	-	118,419
Trenchless Sewer Line Relining	-	478,655	-	-	352,445	-	-	831,100
Water Treatment Plant Roof Replacement	-	7,427	-	-	-	-	-	7,427
Sewage Lagoon Upgrade	-	72,000	-	-	-	-	-	72,000
Wright Crescent water & sewer upgrades	107,393	-	-	-	-	-	-	107,393
New arena facility concession	30,714	-	-	-	-	-	-	30,714
Mansell, Dessy, Morin water and sewer upgrade	600,000	-	-	-	-	-	-	600,000
Capital Drive Watermain, Sidewalk and Roadwork	-	-	-	-	-	26,793	2,227	29,020
Grader Repair	-	-	-	-	-	-	45,423	45,423
Heavy Rescue Truck Replacement	-	-	-	-	-	-	13,383	13,383
Downtown Beautification	64,804	-	-	-	-	-	-	64,804
Municipal Solid Waste Facility (Phase I and II)	-	-	-	-	-	-	14,250	14,250
Paradise Road Repair and Replacement	-	-	-	-	-	-	15,000	15,000
Vehicle extrication tools	-	-	-	-	-	-	33,577	33,577
Generator Replacement - WT Plant	121	-	-	-	-	-	-	121
Online Payroll System	-	-	-	-	-	-	6,049	6,049
New Town Hall	-	-	-	-	-	106,485	-	106,485
Tire Recycling Program	-	-	-	-	-	53,385	-	53,385
Water Treatment Plant Feasibility Study and Prelin	-	-	-	-	-	-	60,790	60,790
Water Treatment Plant Upgrades	-	12,997	-	-	-	-	-	12,997
Debt servicing	452,143	452,143	450,000	450,000	425,000	500,000	415,000	3,144,286
Computer Replacement Program	62,036	33,413	25,265	-	-	24,059	-	144,773
	<b>1,317,211</b>	<b>1,250,841</b>	<b>1,153,975</b>	<b>1,977,738</b>	<b>3,108,676</b>	<b>1,105,152</b>	<b>1,269,208</b>	<b>11,182,801</b>
Deferred contribution balance, closing	\$ 485,900	\$ 777,137	\$ 1,478,691	\$ 1,652,171	\$ 482,814	\$ 1,371,434	\$ 2,398,798	\$ 2,398,798

**TOWN OF HAY RIVER**

Investing in Canada Infrastructure Program  
Statement of Revenue and Expenditure

Schedule 18

For the year ended December 31, 2024

	2020	2021	2022	2023	2024	Cumulative
<b>Revenue</b>						
Investing in Canada Infrastructure Program	\$ 1,456,243	\$ 6,297,509	\$ 4,310,166	\$ 680,257	\$ 1,739	\$ 12,745,914
<b>Eligible expenditures</b>						
<b>Roads #1</b>						
Caribou Cres. Water, Sewer replacement	254,940	439,733	22,272	-	-	716,945
Riverview Drive Upgrades	37,442	3,922,474	953,164	-	-	4,913,080
	292,382	4,362,207	975,436	-	-	5,630,025
<b>Roads #2</b>						
Capital Drive	-	-	1,221,525	60,241	-	1,281,766
Industrial Dr. Drainage	-	-	269,322	537,882	-	807,204
	-	-	1,490,847	598,123	-	2,088,970
<b>Other</b>						
Solid Waste Management Project	-	-	308,874	2,003	-	310,877
Water Treatment Plant Feasibility Study & Design	-	-	27,297	80,131	1,739	109,167
Wastewater Lift Station Project	1,163,861	1,935,302	1,507,712	-	-	4,606,875
	1,163,861	1,935,302	1,843,883	82,134	1,739	5,026,919
	1,456,243	6,297,509	4,310,166	680,257	1,739	12,745,914
Surplus / deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**TOWN OF HAY RIVER**

Schedule 19

Schedule of Salaries, Honoraria, and Travel

For the year ended December 31, 2024

	Salaries	Honoraria	Travel
Mayor			
Kandis Jameson	\$ 48,507	\$ -	-
Deputy Mayor			
Keith Dohey	13,727	-	-
Councillors			
Linda Duford	10,977	-	-
Jeff Groenewegen	10,062	-	-
Robert Bouchard	10,977	-	-
Brian Willows	10,977	-	-
Emily Chambers	10,062	-	-
Corinna Gagnier	915	-	-
Tom Lakusta	915	-	-
Rena Squirrel	915	-	-
Karen Wall	10,977	-	-
	\$ 129,011	\$ -	-



# REPORT TO COUNCIL

DEPARTMENT: Office of the SAO

DATE: July 22, 2025

SUBJECT: Release of Property Tax Liens

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY approves the release of lien and transfers delinquent amounts outstanding on July 22, 2025 to certificates of taxes on the following property:

35-61 Woodland Drive

## BACKGROUND:

The administration has been approached by Rowes.ca Realty to release the lien on the above property as they have obtained permission to remove the derelict mobile home.

The administration agrees that we should move forward with this proposal, allowing the landowner to remove the abandoned unit and replace it with habitable housing. The property is deemed to be derelict and have no salvage value.

Using the Certificates of Taxes allows the Town to transfer the taxes from the mobile home to a legal process and continue pursuit of the delinquent amounts as part of our on-going collection process.

The administration is not recommending forgiveness of the delinquent amounts at this time.

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property Assessment and Taxation Act R.S.N.W.T. 1988,c.P-10, Section 95(1)

## FINANCIAL IMPLICATIONS:

N/A

## ALTERNATIVES:

Refuse Rowes.ca request.

### Prepared by:

Glenn Smith  
Senior Administrative Officer  
July 17, 2025

### Reviewed by:



# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** July 22, 2025

**SUBJECT:** Zoning and Building Bylaw Amendment

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report on an amendment to Bylaw 2469-IPS-25 as presented.**

## BACKGROUND:

This report provides background information for the Application for Amendment to Bylaw 2469-IPS-25 Zoning and Building Bylaw amending Lot 69 and 70, Plan 38 as well as Lot 1368 Plan 1021 to rezone the lots from T – Transportation to M1 – Restricted Industrial.

Through an Application for Amendment to Bylaw 2469-IPS-25 Zoning and Building Bylaw and by submitting the required fee, the applicant has requested the Development Officer submit the application for consideration by Council. The application is deemed complete by the Development Officer.

During a recent major update to the Zoning and Building Bylaw, the topic of merging Transportation and Industrial type zones was explored by the working team given some similarities in development allowances and a changing transportation (rail and marine) industry demand in the community. It was thought that while amalgamation of the zones should be considered by Council, the working team decided to not recommend it at the time and instead include in a more fulsome discussion as part of a pending update to the Town's Community Plan.

It is in the opinion of the Development Officer, that the requested spot zoning amendment of Lot 69 and 70, Plan 38 from Transportation to Restricted Industrial aligns with recent zoning discussion and interests in the Transportation zone.

In addition, there are currently existing M2 – General Industrial, C3 – Mixed Use Commercial, C2 – Highway / Service Commercial as well as C4 – Convenience Commercial zoned properties within the same block as the applicant indicating similar uses to M1 – Restricted Industrial already exist within the same area.

The M1 - Restricted Industrial zone is defined:



# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** July 22, 2025

**SUBJECT:** Zoning and Building Bylaw Amendment

*To establish a Zone for industrial uses where there will be minimal nuisance and such that the Zone is compatible with any adjacent non-industrial Zone.*

## **2. Permitted Uses**

- a) Cold Storage Lockers
- b) Caretaker Units
- c) Community Garden
- d) Household Repair Services
- e) Industry, Light
- f) Land Treatment Facility
- g) Modular/Manufactured Home and Trailer Construction
- h) Outdoor Storage
- i) Receiving and Distributing Depots
- j) Warehouse Sales
- k) Warehouse, Personal Storage
- l) Workshops
- m) Vehicle Sales and Service
- n) Accessory Buildings and Uses

## **3. Discretionary Uses**

- a) Auctioneering Establishment
- b) Correctional Facilities
- c) Eating and Drinking Establishments
- d) Gas Bar
- e) Public Use, Commercial, Manufacturing and Recreation uses that are unlikely to restrict the use of the zone for industry.
- f) Public Utility Service
- g) Temporary Work Camps
- h) Accessory buildings and uses to the above
- i) Those uses which, in the opinion of the Development Officer, are similar to the permitted or discretionary uses, and which conform to the general purpose and intent of the Zone.

The applicant is intending to use an empty building, the former NorthwesTel building for a small scale convenience foods production facility. Specifically, the facility would process smoked fish and grow vegetables through aeroponic and hydroponic methods.



# REPORT TO COMMITTEE

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**DEPARTMENT:** Infrastructure and Planning Services

**DATE:** July 22, 2025

**SUBJECT:** Zoning and Building Bylaw Amendment

A separate Development Permit application will need to be filed after the completion of the Zoning Bylaw Amendment. If the intended uses defined in the development permit are discretionary, the development permit application would be brought to Council for consideration. If the intended uses are permitted uses, the development officer can approve the application.

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Application for Zoning and Building Bylaw Amendment

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**Prepared by:**

Randy Froese  
Development Officer, Town of Hay River

July 22, 2025

**Reviewed by:**

Patrick Bergen  
Director of Infrastructure and Planning  
Services

July 22, 2025

**The Town of Hay River**

**Northwest Territories**



**Bylaw No. 2240-GEN-25**

**Management and Excluded Personnel Employment Bylaw**

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**

**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER  
IN THE NORTHWEST TERRITORIES**

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A Bylaw of the Municipal Corporation of the Town of Hay River in the Northwest Territories to provide conditions of employment for management and excluded personnel pursuant to the provisions of the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, s.48.

WHEREAS the Municipal Corporation of the Town of Hay River deems it necessary to establish conditions of employment for management personnel.

NOW THEREFORE the Council of the Town of Hay River is session duly assembled enacts as follows:

**1. SHORT TITLE**

This By-law may be cited as the MANAGEMENT and EXCLUDED PERSONNEL EMPLOYMENT BYLAW.

**PURPOSE:**

This bylaw applies to all management and excluded employees of the Town except where the Town and an employee have a written agreement that certain provisions will not apply. In the case of any inconsistency between this bylaw any written agreement between the Town and an employee, the written agreement shall apply.

**2. INTERPRETATION**

In this Bylaw:

- (a) "COUNCIL" means the Council of the Town of Hay River.
- (b) "TOWN" means the Town of Hay River.
- (c) "SENIOR ADMINISTRATIVE OFFICER" means the Senior Administrative Officer of the Town of Hay River or designate

**3. DEFINITIONS**

- (a) "DAY" means working day between the hours of 8:00 AM and 5:00 PM totalling (7 1/2 hours).

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**

**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER  
IN THE NORTHWEST TERRITORIES**

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- (b) "DAY OF REST" means a day on which the employee is not ordinarily required to perform the duties of their position. Such days do not include a holiday or days that the employee is absent on approved leave.
- (c) "EMPLOYEE" means a person employed by the Town in a managerial or excluded function as included in Appendix "A" to this By-Law.
- (d) "HALF DAY" means the A.M. or P.M. of a normal working day.
- (e) "HOLIDAY" means the twenty-four-hour period commencing at 12:01 AM of a day designated as a paid holiday in this By-law.
- (f) "IMMEDIATE FAMILY" means father, mother, brother, sister, spouse (including common-law), child or ward, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law of an employee, or a relative permanently residing in the employee's household or with whom the employee permanently resides.
- (g) "MANAGEMENT PERSONNEL" means employees of the Town outlined in Appendix "A" of this By-law.
- (h) "POSITION" means an aggregation of duties, tasks, and responsibilities requiring the services of one employee.
- (i) "PROBATION" means a period of six (6) months from the day upon which an employee is first appointed to a permanent position, or a period of six (6) months after an employee has been transferred or promoted to another position within the Town, except for the Senior Administrative Officer position which is one (1) year.
- (j) "PROMOTION" means the appointment of an employee to a position, which has a higher maximum rate of pay than their present position.
- (k) "VACATION YEAR" means January 1 to December 31 of any year.

**4. RATES OF PAY**

The Senior Administrative Officer shall provide rates of pay for management and excluded employees, in accordance with Appendix "B" attached to and forming part of this bylaw.

**5. DISCRIMINATION**

The Town and the employees agree that there shall be no discrimination, interference,

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**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**  
**IN THE NORTHWEST TERRITORIES**

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restriction or coercion exercised or practised in respect to any employee, by reason of race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family affiliation, political belief, political association, social condition, conviction for which a pardon has been granted, union membership or activity, or for exercising their rights under this bylaw.

**6. SAFETY AND HEALTH**

The Town will continue to make every reasonable effort to maintain all equipment and facilities directly relating to the occupational health and safety of its employees in a good state of repair.

**7. CONFLICT OF INTEREST**

Employees must disclose all outside business, employment, and volunteer work to the Town.

No employee may undertake any business, employment, or volunteer work during or outside their regularly scheduled hours of duty, if:

- (a) there is a conflict between the duties the employee is required to perform in that business, employment or volunteer work and the duties the employee is required to perform for the Town; and/or
- (b) the employee exploits, either directly or indirectly, any confidential information acquired in the course of their employment with the Town; and/or
- (c) the performance of the employee's duties in the outside business, employment or volunteer work impacts adversely on the performance of the duties the employee is required to fulfil for the Town.

Upon the Town notifying the employee in writing that the employee must cease their outside business, employment or volunteer work for any of the reasons cited above, the employee must take immediate steps to abide by that direction. If the employee does not cease their outside activities within thirty (30) calendar days, or any longer period of time as mutually agreed to between the Town and the employee, the employee may be disciplined or discharged for cause.

**8. PROFESSIONAL ASSOCIATIONS**

- (a) The Town will support the involvement of members of its managerial staff in professional associations, where benefit will be derived to both the Town and the employee. The Town subject to approval of the Senior Administrative Officer will pay annual membership to such associations.

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**  
**IN THE NORTHWEST TERRITORIES**

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- (b) Subject to the approval of the Mayor and the Senior Administrative Officer, and only when operational requirements permit, the Town will pay travel costs and expenses of a managerial employee who is duly elected by their peers to attend an association executive meeting. Such expenses will only be paid in the instance where such expenses are not paid by the association.

**9. GRIEVANCE PROCEDURE**

- (a) A management employee who feels aggrieved by the interpretation or application of this By-law, or by disciplinary action, shall have the right to present a formal written grievance to the Senior Administrative Officer within ten (10) calendar days of the incident.
- (b) Upon receipt of a grievance, the Senior Administrative Officer shall investigate the grievance and render a decision within thirty (30) calendar days. A decision made by the Senior Administrative Officer shall be final.

**10. PROBATION**

An employee who is hired, promoted, or transferred to a different position shall be subject to a probationary period as outlined below:

Senior Administrative Officer - One (1) Year  
Group 3, 4, 5, 6, 7, 8 - 975 hours worked

The term of probation may be extended at the recommendation of the SAO and/or Human Resources. A probationary period shall not be extended by more than six (6) months.

All new employees shall have a performance evaluation at the following frequency:

Group 3, 4, 5, 6, 7, 8 - 3 Months, and 2 Weeks prior to the end of the probationary period

These performance reviews and any disciplinary actions during the probationary period will form the basis for any recommendation with respect to the ongoing status of the probationary employee.

If, during such probationary period, where the employee has been transferred or promoted, the Town decides that the employee does not satisfactorily perform the duties of the position, or is otherwise unsuitable for the position, the employee may

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**  
**IN THE NORTHWEST TERRITORIES**

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be reinstated in their former position, or an equivalent classification, or shall be terminated.

Where the employee is new employee and the Town decides that the employee does not satisfactorily perform the duties of the position, or is otherwise unsuitable for the position, the employee shall be terminated.

The employee shall be advised of whether they have been successful in their probation, in writing prior to expiry of the probationary period.

**12. JOB DESCRIPTIONS**

When an employee is first engaged or when an employee is re-assigned to another position, the Town shall, before the employee is assigned to that position, provide the employee with the job description of the position to which the employee is assigned.

**13. EMPLOYEE PERFORMANCE AND EMPLOYEE FILES**

(a) When a formal employee performance appraisal is made, the employee concerned must be given the opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read.

(b) Upon request of an employee, the personnel file of the employee will be made available for examination in the presence of the Senior Administrative Officer or designate.

**14. HOURS OF WORK**

(a) The normal workweek for the following administrative employees shall be thirty-seven and one half (37 1/2) hours, Monday to Friday inclusive and the hours of work shall be scheduled so that employees work seven and one half (7 1/2) hours per working day, exclusive of lunch periods:

Senior Administrative Officer  
Director of Public Works & Planning  
Director of Finance & Administration  
Director of Protective Services  
Director of Recreation & Community Services  
Manager, Human Resources  
Council Administrator

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**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment  
Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER  
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- (b) Notwithstanding the hours of work set out in (a), the hours of work may be varied due to operational requirements, or as a result of a flexible work arrangement.

**15. PAY ADMINISTRATION**

**15.1 Regular Pay**

- (a) Employees are entitled to be paid for services rendered at the rate of pay specified in Appendix "B" for the classification of the position to which they have been appointed.
- (b) Employees shall be paid on a bi-weekly basis with paydays being every second Friday. In the event that a payday Friday is a paid Statutory Holiday, then the payday will be the Thursday immediately before the Statutory Holiday.

**15.2 Acting Pay**

- (a) Employees required to perform the duties of a higher classification level on an acting basis shall be paid acting pay from the date upon which the employee commenced to act. The employee required to act in a higher classification shall be paid for all hours worked the greater of the rate of pay equal to the minimum level of pay for the position being filled or a flat rate of \$3.00 per hour.
- (b) At no time shall an employee who is serving in another position on an acting basis, receive less than their own current pay rate.

**15.3 Performance Pay Increases**

- (a) Performance Pay Step increases will occur on the anniversary date at the discretion of the Employer, through the Senior Administrative Officer, and will be based on annual performance review whereby the Employee receives a satisfactory or better performance evaluation.

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
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**15.4 Lieu Time**

Management Personnel shall receive fifteen (15) days of paid leave, in lieu of overtime, call-out pay or stand-by pay in each fiscal year. Any lieu time balance remaining by an employee at the end of the fiscal year will be liquidated in cash and not carried over.

**16. TERMINATION**

(a) Rejection on Probation

Where an employee has been employed for less than ninety (90) days, the employee may be terminated for any lawful reason without pay and without notice. Where an employee has been employed for ninety (90) days or more, and the employee is still within the probationary period, the Town may terminate the employee upon providing the employee with two (2) weeks' notice of termination, or pay in lieu thereof.

(b) Termination Without Cause

Following successful completion of the probationary period, an employee's employment may be terminated without cause, by providing the employee with the following, up to a maximum of twenty-eight (28) weeks' notice:

- (i) two (2) weeks of notice for the first completed year of employment, plus
- (ii) two (2) weeks of notice for the second completed consecutive year of employment, plus
- (iii) one (1) additional week of notice for each succeeding completed year of continuous employment.

The Town may, at its discretion, choose to provide the employee with pay in lieu of notice in an amount equal to the amount of Salary and benefits which the Employee would be entitled to receive as notice under this section, for some or all of the notice period, again to a maximum payment equal to twenty-eight (28) weeks' Salary and benefits. This amount shall be paid to the Employee as a lump sum.

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**IN THE NORTHWEST TERRITORIES**

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(c) Termination for Just Cause

The Town may terminate the employee's employment at any time, without notice, for just cause.

(d) Resignation

An employee may terminate their employment with the Town, at any time by providing the Employer with at least three (3) months' written notice of the resignation. Following receipt of the notice of resignation, the Town may choose not to require the employee to attend work for some or all the notice period.

**17. DESIGNATED PAID HOLIDAYS**

- (a) The following days shall be designated paid holidays for employees:
- (i) New Year's Day
  - (ii) Good Friday
  - (iii) Easter Monday
  - (iv) The day fixed by the Governor General for observance of the birthday of the reigning sovereign
  - (v) National Indigenous Peoples Day
  - (vi) Canada Day
  - (vii) The first Monday in August
  - (viii) Labour Day
  - (ix) The National Day for Truth and Reconciliation
  - (x) Thanksgiving Day
  - (xi) Remembrance Day
  - (xii) Christmas Day
  - (xiii) Boxing Day and
  - (xiv) Any day declared a Civic Holiday by the Town
- (b) Where a day that is a designated paid holiday for an employee falls within a period of leave with pay, the designated paid holiday shall not count as a day of leave.
- (c) When a paid statutory holiday occurs on a Saturday or a Sunday, the
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**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**  
**IN THE NORTHWEST TERRITORIES**

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holiday shall be observed on the first working day following the Saturday or Sunday.

**18. VACATION LEAVE**

- (a) For each calendar month in which an employee receives at least ten (10) days' pay the employee shall earn vacation leave at the following rates:
    - (i) One and one quarter ( $1 \frac{1}{4}$ ) days per calendar month, if the employee has completed less than five (5) years of continuous employment. (15 days per year).
    - (ii) One and two thirds ( $1 \frac{2}{3}$ ) days per calendar month, upon completion of five (5) years and less than ten (10) years of continuous employment. (20 days per year).
    - (iii) Two and one twelfth ( $2 \frac{1}{12}$ ) days per calendar month upon completion of ten (10) years and less than fifteen (15) years of continuous employment. (25 days per year).
    - (iv) Two and one-half days ( $2 \frac{1}{2}$ ) per calendar month upon completion of fifteen (15) years and less than twenty (20) years of continuous employment. (30 days per year).
    - (v) Two and eleven twelfths ( $2 \frac{11}{12}$ ) days per calendar month upon completion of twenty (20) years of continuous employment (35 days per year).
  
  - (b) Where in any vacation year an employee has not taken all of their vacation leave, carry-over may be allowed, but only with the approval of the Senior Administrative Officer. The Senior Administrative Officer shall seek approval from the Mayor for any carry-over of their vacation leave. Annual leave credits which have been carried over and which exceed one (1) year entitlement shall be liquidated in cash at the end of that subsequent vacation year.
  
  - (c) Applications for annual vacation leave must be approved by the employee's supervisor; the Mayor's approval being required for the Senior Administrative Officer's annual leave.
  
  - (d) Applications for annual vacation leave must be on the basis of leave credits earned up to the time of the period applied for. Vacation leave may be advanced, at the discretion of the Town, to a maximum of the anticipated vacation leave entitlement for the current year.
-

**Bylaw No. 2240-GEN-25 (Management and Excluded Personnel Employment Bylaw)**  
**THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**  
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- (e) Where an employee's employment terminates, the employee shall be required to repay the Town for any advanced vacation that has not been earned. The Town is entitled to deduct the amount owing from any monies owing to the employee at the time of termination.
- (f) Consideration for approving applications for annual vacation leave will be based on length of service of the employee and will be at the discretion of the employee's supervisor and operational requirements.
- (g) When an employee is called back to work while on annual leave, the employee shall be compensated for any penalties the employee must pay because of changes to travel arrangements as well as costs associated with returning to work and then, back to the location where the employee was when the call-back was initiated.
- (h) No annual leave credits shall be liquidated during the time an employee is on duty due to call-back or travelling because of a call-back.
- (i) An employee shall be granted two (2) days leave with pay once each vacation year for the purpose of travel when taking annual vacation, provided the employee liquidates at least five (5) days of vacation leave. Travel days are not accumulated from year to year, unless the employee is prohibited by the Town from taking vacation in any vacation year.
- (j) If an employee is granted a leave of absence of more than four (4) weeks, vacation entitlement shall be reduced in the proportion that the number of weeks of leave bears to fifty-two (52) weeks.

Example:

$$\frac{6 \text{ weeks' leave} \times 15 \text{ days}}{52 \text{ Vacation}} = 2 \text{ days reduction}$$

**19. SICK LEAVE**

- (a) Employees shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days per month in which the employee has earned pay for at least ten (10) days.
  - (b) Sick leave earned and not used by an employee shall be accumulated from
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year to year, to a maximum of one hundred and twenty (120) days.

- (c) Sick leave payments or credits shall not be given to employees during leaves of absence, lay-offs, disciplinary suspensions, days on which the employee is otherwise paid by the Town, maternity or parental leave.
- (d) The employee shall inform the Senior Administrative Officer or designate as soon as possible of their inability to report to work because of injury, illness and/or sickness. The employee shall make every reasonable effort to inform the Town of their return to duty in advance of that date.
  - (i) Unless otherwise informed by the Town, a statement signed by an employee, describing that because of injury, sickness and/or illness the employee was unable to perform their duties, shall be considered as meeting the Town's requirements, provided that the period of the absence does not exceed three (3) days.
- (e) An employee must provide a medical certificate in the following situations:
  - (i) The employee has been absent from work for reasons of injury, sickness and/or illness for more than three (3) consecutive days.
  - (ii) The employee has been absent from work for reasons of injury, sickness and/or illness for a total of more than ten (10) intermittent days during any twelve (12) month period, in which case all subsequent absences must be supported by a medical certificate;

Failure to furnish a medical certificate upon request may void the employee's claim for benefits (pay) and may, in addition, result in disciplinary penalties.

In the event that the employee is charged a fee by a medical professional for a medical certificate required under this article, the Town shall reimburse the employee for such fee, upon the presentation of a receipt.

- (f) Sick leave payments or credits shall be given to employees during annual vacation leave only if the employee submits a medical certificate from a qualified medical practitioner outlining the nature of injury, sickness and/or illness suffered by the employee, the date of their visit to the medical
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practitioner, and the actual dates during which the employee was injured, sick and/or ill. Such certificate must be submitted to the Senior Administrative Officer within three (3) days of the employee's return to work from their vacation.

- (g) In a case where an employee has insufficient or no sick leave credits to cover the granting of sick leave with pay, at the discretion of the Town, the employee may be granted sick leave credits in advance, to a maximum of fifteen (15) days, which shall be charged against future credits earned. An employee is required to use accrued vacation leave before sick leave credits will be advanced.
- (h) In the event that an employee is granted advance sick leave credits and then their employment is terminated for any reason before the employee earns and pays back their sick leave advance, or any portion of it, then the outstanding amount of the advanced sick leave represents a debt owing by the employee to the Town. The Town is entitled to deduct the debt from any monies owing to the employee at the time of the termination of employment.
- (i) In circumstances where an employee is entitled to receive benefits from any other source as a result of their injury, sickness and/or illness, the employee is entitled to draw on their accrued sick leave benefits only to the extent required to ensure that the total amount of the benefit received from all sources equals their normal earnings.

**20. SPECIAL AND OTHER LEAVE**

**20.1 Bereavement Leave**

In the case of bereavement in the immediate family, an employee who is either actively employed or on paid vacation shall be entitled to bereavement leave at their regular rate of pay for their normal hours of work, for six (6) working days following the day of the death. Such days of bereavement leave need not be either consecutive or in the same week to facilitate funerals that are delayed.

An employee on vacation leave at the time of bereavement shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.

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**20.2 Paid Personal Leaves of Absence**

An employee while employed by the Town and not on annual vacation, sick leave, or other approved leaves of absence including parental or maternity leave, may be granted up eight (8) cumulative paid days for personal leaves of absence during each year of this bylaw. Such leaves of absence are intended to permit the employee to attend to the following:

- (i) serious domestic emergencies, such as family illness or a requirement to accompany a family member (spouse, child, or parent of employee who resides with the employee, or a child who does not reside with the employee, but who is 23 years old or younger and is in full-time attendance at a post-secondary institution), urgent or unexpected care of a child or parent residing with the employee or a requirement to accompany a family member to a medical or dental appointment;
- (ii) Attending a funeral as pallbearer or mourner in the case of a death that is not in the employee's immediate family.
- (iii) Where an employee is required to travel to a Medical Centre outside Hay River to secure medical treatment, or to act as a non-medical escort for a member of their immediate family

The employee will endeavour to provide the Town with as much advance notice as possible.

Employees shall be granted up to two (2) hours of leave with pay to attend to an appointment during working hours with a doctor, dentist, or school. Employees shall be granted up to four (4) hours of leave with pay per calendar year to attend to an appointment during working hours with a lawyer or bank official.

**20.3 Leave for Birth or Adoption of a Child**

An employee shall be granted special leave with pay up to a maximum of three (3) working days on the occasion of the birth or adoption of a child. This leave does not need to be taken consecutively.

**20.4 Marriage Leave**

After the completion of one year's continuous employment, an employee who gives

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the Town at least twenty (20) days' notice shall be granted special leave with pay for a period of up to five (5) days for the purpose of getting married.

**20.5 Leave for Court Appearance**

- (a) The Town shall grant paid leave to employees other than employees on leave without pay who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An employee in receipt of their regular earnings while serving at court shall remit to the Town all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Town.
- (d) Time spent at court by an employee in their official capacity shall be at their regular rate of pay.

**20.6 Elections**

An employee eligible to vote in a Federal or Territorial election or referendum is entitled to four (4) consecutive hours to vote during the hours that the polling stations are open. Any employee eligible to vote in a Municipal election or referendum shall be granted sufficient time off from work in which to cast their ballot.

**20.7 General Leave**

Notwithstanding any other provision for leave in this Agreement, the Town may grant leave of absence without pay to any employee requesting such leave for an emergency or unusual situation. Such request is to be in writing and approved by the Town.

**20.9 Educational Leave**

- (a) Educational leave with full financial assistance may be granted to employees to attend courses relevant to their job requirements to a maximum of ten (10) days per year. Requests for educational leave shall be in writing and approved by the Senior Administrative Officer.
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- (b) The Town and an employee may agree to a return of service commitment and full or partial financial assistance where the Town chooses to grant leave for education purposes that is greater than the period set out under (a).

20.10 Injury-on-Duty Leave

An employee shall be granted injury-on-duty leave with pay for such reasonable periods as may be determined by the Town, but no longer than thirty (30) days, where it is determined by the Workers' Compensation Board that the employee is unable to perform their duties because of:

- (a) personal injury accidentally received in the performance of their duties and not caused by the employee's wilful misconduct; or
- (b) sickness resulting from the nature of their employment.

If the employee agrees to pay the Town any amount received by them for loss of wages in settlement of any claim the employee may have in respect of such injury or sickness

20.11 Compassionate Care Leave

The Town shall grant an employee compassionate care leave without pay to allow for the employee to provide care for a critically ill member of the employee's immediate family, in accordance with the provisions of the Northwest Territories *Employment Standards Act*.

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20.12 Maternity Leave and Parental Leave

- (a) Every employee who has completed six (6) months of continuous service with the Employer is entitled to maternity leave without pay up to seventeen (17) weeks, provided the employee provides the Employer with a certificate of a qualified medical practitioner certifying that the employee is pregnant. Maternity leave can commence not earlier than eleven (11) weeks prior to the estimated termination date of pregnancy and end not later than seventeen (17) weeks following the actual termination date of pregnancy.
- (b) After completion of six (6) months continuous employment, with the Employer, an employee who provides the Employer with proof that she has applied for and is in receipt of employment insurance benefits pursuant to the maternity benefit portion of the Employment Insurance Act, shall be paid a maternity leave allowance in accordance with this Section.
  - (i) An applicant under Section 20.12 (b) shall sign an agreement with the Employer providing:
    - A. That she will return to work and remain in the Employer's employ for a period of at least six (6) continuous months after her return to work.
    - B. That she will return to work on the date of the expiry of her maternity leave, unless this date is modified with the Employer's consent.
  - (ii) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Section 20.12(b)(i), the employee recognizes that she is indebted to the Employer for the amount received as Maternity allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a pro-rated basis.
- (c) In respect of the period of maternity leave, maternity leave allowance payments made will consist of the following:

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- (i) For the first week, payments equivalent to 93% of her weekly rate of pay in effect on the day immediately preceding the commencement of the maternity leave. For up to a maximum of an additional 15 weeks' pay, payments equivalent to the difference between the employment insurance benefits she is eligible to receive and 93% of her weekly rate of pay. Where an employee has received the full fifteen (15) weeks of maternity benefit under Employee Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week, ninety-three percent (93%) of her weekly rate of pay for each week, less any other monies earned during this period.
  - (ii) (A) for a full-time employee the weekly rate of pay referred to in Section 20.12(c)(i) shall be the weekly rate of pay in effect immediately preceding the commencement of the maternity leave.  
  
(B) for part-time employees the weekly rate of pay referred to in Section 20.12(c)(i) shall be the prorated weekly rate of pay in effect immediately preceding the commencement of the maternity leave and averaged over the six-month period of continuous service.
  - (iii) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Section 20.12(c)(i), the payments shall be adjusted on the effective date.
- (d) Every employee who has completed six (6) months of continuous service with the Employer is entitled to either Standard or Extended parental leave without pay where the employee has or will have actual care and custody of a new born child, commences legal proceedings to adopt a child or obtains an order for the adoption of a child. The parental leave options are:
- (i) Standard Parental Leave: for a single period of up to thirty-seven (37) consecutive weeks, to be taken during the fifty-two (52) week period immediately following the day the child is born, or in the case
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of adoption, within the fifty-two (52) week period from the date the child comes into the employee's care and custody; or

- (ii) Extended Parental Leave: for a single period of up to sixty-three (63) consecutive weeks, to be taken during the seventy-eight (78) week period immediately following the day the child is born, or in the case of adoption, within the seventy-eight (78) week period from the date the child comes into the employee's care and custody.

(e) Where an employee is taking both maternity and parental leave, the employee must commence parental leave immediately on the expiration of maternity leave, and the total amount of maternity and parental leave cannot exceed fifty-two (52) weeks for Standard Parental Leave, and seventy-eight (78) weeks of leave for Extended Parental leave.

(f) Parental leave utilized by an employee-couple shall not exceed a total of thirty-seven (37) weeks for Standard Parental Leave, and sixty-three (63) weeks for Extended Parental Leave, for both employees combined. Where the employee-couple is eligible for the Employment Insurance (EI) Sharing Benefit, the total for Standard Parental Leave shall be forty-two (42) weeks and the total for Extended Parental Leave shall be seventy-one (71) weeks for both employees combined.

(g) Parental leave utilized by an employee-couple in conjunction with maternity leave shall not exceed a total of fifty-two (52) weeks for Standard Parental Leave, and seventy-eight (78) weeks for Extended Parental Leave, for both employees combined. Where the employees are eligible for the EI Sharing Benefit, the total for Standard Parental Leave shall be fifty-seven (57) weeks and the total for Extended Parental Leave shall be eighty-six (86) weeks for both employees combined.

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- (h) After completion of 6 months continuous employment with the Employer, an employee who provides the Employer with proof that they have applied for and are in receipt of employment insurance benefits pursuant to the parental benefit portion of the Employment Insurance Act, shall be paid a parental leave allowance in accordance with this Article.
  - (i) An applicant under Section 20.12(h) shall sign an agreement with the Employer providing:
    - (i) that they will return to work and remain in the Employer's employ for a period of at least six (6) continuous months after their return to work; and
    - (ii) that they will return to work on the date of the expiry of their parental leave, unless this date is modified with the Employer's consent.
  - (j) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Section 20.12(h)(i), the employee recognizes that they are indebted to the Employer for the amount received as Parental allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a prorated basis.
  - (k) In respect of the period of parental leave, parental leave allowance payments made will consist of the following:
    - (i) Where there is a waiting period under Employment Insurance benefits for the first week, a payment equivalent to 80% of their weekly rate of pay. For a period of up to an additional ten (10) weeks during which the employee is in receipt of Employment Insurance Parental Benefits, payments equivalent to the difference between 80% of their weekly rate of pay, and the amount of Employment Insurance benefits that the Employee is entitled to receive under Standard Parental Benefits.
    - (ii) Where the employee has received Employment Insurance benefits for the full ten (10) weeks and thereafter remains on leave without pay, a payment equivalent to eighty percent (80%) of the employee's weekly rate of pay for a final week, less any monies
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earned during this period, unless the employee has already received the one (1) week of allowance in Section 20.12(c)(i) for the same child.

- (iii) Where there is no waiting period under Employment Insurance benefits, the employee will receive for up to twelve (12) weeks, a payment equal to the difference between eighty (80%) percent of the employee's weekly rate of pay and the amount of Employment Insurance benefits the employee is entitled to under Standard Parental Benefits.
- (iv) The for the purposes of determining the Parental Leave Allowance in this Article:
  - A. for a full-time employee the weekly rate of pay referred to in Section 20.12(k) shall be the weekly rate of pay in effect immediately preceding the commencement of the parental leave.
  - B. for part-time employees the weekly rate of pay referred to in Section 20.12(k) shall be the prorated weekly rate of pay in effect immediately preceding the commencement of the parental leave and averaged over the six-month period of continuous service.
- (v) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Clause Section 20.12(k), the payments shall be adjusted on the effective date.
- (vi) Where the employee elects to receive Extended Parental Employment Insurance Benefits over a period of up to sixty-three (63) weeks, there shall be no increase in the amount of parental leave allowance payments. The employee shall be entitled to the same parental leave allowance payments that the employee would be entitled to have the employee received Standard Parental Employment Insurance Benefits over a period of up to thirty-seven (37) weeks.

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- (l) An employee who intends to take leave without pay under paragraphs (a) or (d) shall provide the Employer with at least four (4) weeks' notice in writing unless there is a valid reason why such notice cannot be given, and inform the Employer of the length of the leave intended to be taken.
- (m) With the consent of the Employer, an employee may return to work prior to the completion of pregnancy or parental leave.
- (n) A pregnant employee who is unable to perform an essential element of the employee's job, and for whom no appropriate alternative job is available may be required by the Employer to take a leave of absence without pay from employment for such time as the employee is unable to perform that essential element. The burden of proving that the employee is unable to perform an essential element of the job rests with the Employer.
- (o) When a pregnant employee produces a statement from the employee's physician that the employees' working condition may be detrimental to the employee's health or that of the foetus, the Employer will either: change those conditions; temporarily transfer the employee to another position with equal pay; or allow the employee to take a leave of absence without pay for the duration of the pregnancy.
- (p) An employee who takes parental leave and/or pregnancy leave without pay is entitled to be reinstated in the position that the employee occupied when the leave commenced. Where for any valid reason the Employer cannot reinstate an employee into the same position, the employer shall reinstate the employee into a comparable position with the same wages and benefits.
- (q) An employee who takes parental and/or pregnancy leave shall continue to accrue seniority during the period of the leave. Any period of leave shall be considered for pay increment purposes.
- (r) An employee who takes parental and/or pregnancy leave shall continue to be entitled to health and disability benefits, provided that, for the period of the leave, the employee continues to pay the employee's portion of benefits for the period of leave.

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An employee who is experiencing family violence or who has a dependent child experiencing family violence shall be granted leave with pay up to five (5) days per fiscal year to attend appointments with professionals, legal proceedings, and engage in any other necessary activities to support their health, safety and security. Such leave shall generally be taken in full days, however, leave may be taken in half-days, with prior approval from the Employer.

Upon exhausting the five (5) days of paid leave, an employee shall be entitled to unpaid Family Violence Leave as set out under the *Employment Standards Act*.

An employee shall not be entitled to Family Violence Leave if the family violence is committed by the employee.

20.14 Hunting, Fishing and Harvesting Leave

Subject to operational requirements, employees who are First Nations, Métis or Inuit shall be granted a maximum of two (2) days of paid leave per year to participate in traditional hunting, fishing or harvesting practices, on short notice to the Town.

**21. LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT AND LONG-TERM DISABILITY INSURANCE PLANS**

Employees shall participate in the Group Life, Accidental Death and Dismemberment and Short- and Long-Term Disability Insurance Plans as arranged for by the Town of Hay River.

All benefit plan matters, including coverage, claims, terms, conditions and specific eligibility requirements shall at all times be subject to and be governed by the terms and conditions of the plans or policies provided or underwritten by the respective carriers,

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22. GROUP BENEFIT PLAN

22.1 Dental Plan and Extended Health Benefits

- (a) The Town agrees to continue to provide the employees with coverage for benefits under the Dental Plan, the Extended Health Benefits, the Group Life Plan, the Weekly Indemnity (Short Term Disability) plan and the Long-Term Disability Plan.

22.2 Employer and Employee Contributions to Benefit Plan Premiums

- (b) The Town and the employees will share the costs of the premium contributions on a 50/50 basis for the maintenance of the Extended Health Benefits Plan and the Dental Plan
- (c) The Town pay the costs of the premium contributions for the maintenance of the Group Life Plan and Accidental Death and Dismemberment
- (d) During the term of this agreement, the Employee pays the costs of the premium contributions for the maintenance of the Long- and Short-Term Disability Plans
- (e) Notwithstanding Section 22.2(a), 22.2(b), and 22.2(c), the Town will pay the costs of premium contributions for the following benefit plans for the Senior Administrative Officer:
  - Group Life Plan and Accidental Death and Dismemberment
  - Extended Health Benefits
  - Dental Plan

22.3 Pension

- (a) The Town shall participate in an RRSP matching program with management and excluded employees. The Town shall withhold an amount equal to 6.6% of the employee's biweekly salary to be deposited in the employee's RRSP. The Town shall equally contribute an amount equal to 6.6% of the employee's biweekly Salary towards the employee's RRSP.

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(b) An employee may request, in writing, at least thirty (30) days in advance, that the Town's contribution be deposited to a Tax-Free Savings Account established by the employee instead of the employee's RRSP. If the employee chooses to have the Town's contribution deposited in a Tax-Free Savings Account, the Town will cease to withhold the employee's portion of the contribution from the employee's Salary.

**23. USE OF EMPLOYEE OWNED MOTOR-VEHICLES**

Where an employee is required to use their own motor vehicle on any Town business, the employee shall be entitled to a car allowance as set out and maintained by the Government of the Northwest Territories (GNWT).

**24. ALLOWANCES**

24.1 Northern Travel

\$15,000 of the employee's pay shall be designated as travel allowance.

24.2 Northern Living Allowance

All permanent Excluded and Management employees shall receive a monthly Northern Living Allowance of \$500.00 for each calendar month for which the employee earns pay for at least ten (10) days. The Northern Living Allowance shall be paid on a bi-weekly basis.

24.3 Cellular Telephone Allowance:

The Employer shall in its discretion provided management and excluded employees with a cellular telephone allowance. The employer will reimburse the employee for a monthly cost up to \$120.00 upon submission of cellular telephone bill receipt. Alternatively, the employer will provide the employee with a cellular telephone.

24.4 Internet Allowance:

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The Employer shall with in its discretion provide management and excluded employees with Internet access at the employee's residence through the Towns' wireless network at no cost. This service will commence as soon as possible upon installation of the equipment necessary to provide the Internet access.

Should the Town's wireless network be unavailable to an employee because of the location of the employee's residence, the Employer will reimburse the employee for the monthly cost of employee's home Internet access up to \$120.00 per month, upon submission of a copy of the employee's Internet access bill.

**24.5 Duty Travel**

- (a) Employees shall be entitled to reimbursement of expenses for meals, incidentals and vehicle travel (where travel by vehicle is the most economical means) incurred while carrying out duties on behalf of the Town of Hay River in the amounts set out and maintained by the GNWT.
- (b) A claim for reimbursement shall be accompanied by receipts for the expenditures claimed excluding receipts for meals, incidentals, private accommodation and kilometre rate where a privately owned vehicle is used.

**25. LEGAL AID**

The Town will indemnify and save harmless any employee for any action, claim, cause or demand whatever that may be made or arise out of the employee carrying out their official duties.

**26. VARY TERMS OF EMPLOYMENT**

- (a) Notwithstanding any other provision of this bylaw, Council may negotiate a contract for terms of employment with the Senior Administrative Officer that varies from the provision of this bylaw, and where there are any discrepancies between the contract and this bylaw, the contract shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated contract.
  - (b) Notwithstanding any other provision of this bylaw, the Senior Administrative Officer may negotiate terms of employment with Excluded and Management
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Personnel that vary from the provisions of this bylaw and where there are any discrepancies between the negotiated terms of employment and this bylaw the negotiated terms of employment shall prevail. However, the provisions of this bylaw shall apply to all matters set out in this bylaw which are not dealt within the negotiated terms of employment.

**27. DURATION OF CONTRACT**

The provisions of this By-law shall remain in force and effect until such time that a new By-law is enacted.

**28. REPEALED**

Bylaw No 2240A-22 is hereby amended.

**29. FORCE AND EFFECT**

This Bylaw shall take force and effect upon the date of its final passage.

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**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Mayor

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
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, s48 and the bylaws of the Municipal Corporation of the Town of Hay River on this \_\_\_\_ day of \_\_\_\_\_

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

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APPENDIX "A"

Management and Excluded Personnel Employee Position Titles

GROUP

- 9 DIRECTOR OF INFRASTRUCTURE AND PLANNING SERVICES
- 8 DIRECTOR OF CORPORATE SERVICES
- 8 DIRECTOR OF PROTECTIVE SERVICES
- 8 DIRECTOR OF RECREATION & COMMUNITY SERVICES
- 7 MANAGER, HUMAN RESOURCES
- 6 ASSISTANT DIRECTOR OF PROTECTIVE SERVICES
- 5 COUNCIL ADMINISTRATOR

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**APPENDIX "B"**

Annual Salary Group	2025 Step 1	4.00% Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
9 (Mgmt)	140,229.27	149,137.12	158,046.47	166,955.07	175,863.67	184,772.27	193,680.86
8 (Mgmt)	132,059.79	139,260.36	145,713.44	154,022.51	161,105.05	169,004.49	175,978.29
7 (Mgmt)	102,215.53	107,589.54	113,247.54	119,211.39	125,481.08	132,078.45	139,047.19
6 (Mgmt)	92,896.93	97,239.49	101,805.36	108,342.92	113,458.42	118,828.47	123,544.76
5 (Mgmt)	84,868.42	89,054.23	92,987.29	97,296.19	101,833.14	106,611.92	112,106.94
4 (Mgmt)	64,802.80	68,382.84	71,846.01	75,313.80	78,776.97	82,243.61	85,705.59
3 (Mgmt)	59,484.82	62,591.61	65,698.39	68,801.70	71,910.80	75,015.27	78,122.05

Annual Salary Group	2026 Step 1	2.75% Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
9 (Mgmt)	144,085.58	153,238.39	162,392.75	171,546.33	180,699.92	189,853.50	199,007.09
8 (Mgmt)	135,691.44	143,090.02	149,720.56	158,258.13	165,535.44	173,652.12	180,817.69
7 (Mgmt)	105,026.45	110,548.25	116,361.85	122,489.71	128,931.80	135,710.61	142,870.99
6 (Mgmt)	95,451.59	99,913.58	104,605.01	111,322.35	116,578.52	122,096.25	126,942.24
5 (Mgmt)	87,202.30	91,503.22	95,544.44	99,971.84	104,633.55	109,543.75	115,189.88
4 (Mgmt)	66,584.87	70,263.37	73,821.77	77,384.93	80,943.34	84,505.30	88,062.49
3 (Mgmt)	61,120.65	64,312.88	67,505.10	70,693.75	73,888.35	77,078.19	80,270.41

Annual Salary Group	2027 Step 1	2.75% Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
9 (Mgmt)	148,047.93	157,452.45	166,858.55	176,263.86	185,669.17	195,074.47	204,479.78
8 (Mgmt)	139,422.95	147,024.99	153,837.88	162,610.23	170,087.66	178,427.55	185,790.17
7 (Mgmt)	107,914.68	113,588.33	119,561.80	125,858.17	132,477.43	139,442.65	146,799.94
6 (Mgmt)	98,076.51	102,661.20	107,481.65	114,383.71	119,784.43	125,453.90	130,433.15
5 (Mgmt)	89,600.36	94,019.56	98,171.92	102,721.06	107,510.97	112,556.20	118,357.60
4 (Mgmt)	68,415.96	72,195.61	75,851.87	79,513.02	83,169.28	86,829.20	90,484.21
3 (Mgmt)	62,801.47	66,081.48	69,361.49	72,637.82	75,920.28	79,197.84	82,477.85

**ByLaw 2469-IPS-25A Amend Zoning and Building Bylaw  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

---

**A BY-LAW** of the Council of the Municipal Corporation of the Town of Hay River in the Northwest Territories, authorizing the Municipal Corporation of the Town Hay River to amend the Town of Hay River Zoning and Building Bylaw 2469-IPS-25.

**PURSUANT TO**

- a) Section 25 to 29 inclusive of the COMMUNITY PLANNING AND DEVELOPMENT ACT SNWT 2011,c.22 In force October 1, 2013 and further amended by SNWT 2013,c.9 SNWT 2022,c.14 In force April 1, 2024;

**WHEREAS** the Municipal Corporation of the Town of Hay River has enacted Zoning and Building Bylaw 2469-IPS-25;

**AND WHEREAS** the Council of the Municipal Corporation of the Town of Hay River intends to amend Zoning and Building Bylaw 2469-IPS-25;

**NOW THEREFORE**, The Council of the Municipal Corporation of the Town of Hay River, in a regular session duly assembled, hereby enacts as follows:

1. That Schedule “A” of this Bylaw is declared to form part of this Bylaw
2. Amending the Zoning Map 7 of 32 of the Zoning and Building Bylaw 2469-IPS-25, as amended in accordance with Schedule “A” of this bylaw; amending Lot 69 and 70, Plan 38 as well as Lot 1368 Plan 1021 from T – Transportation to M1 – Restricted Industrial.
3. That this Bylaw shall come into effect upon receiving third and final reading.

READ A FIRST TIME this 22nd day of July 2025.

\_\_\_\_\_  
Mayor

AFTER A PUBLIC HEARING HELD ON THE     day of     2025.

**ByLaw 2469-IPS-25A Amend Zoning and Building Bylaw  
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

READ A SECOND TIME this      day of      2025.

\_\_\_\_\_  
Mayor

READ A THIRD AND FINAL this      day of      2025.

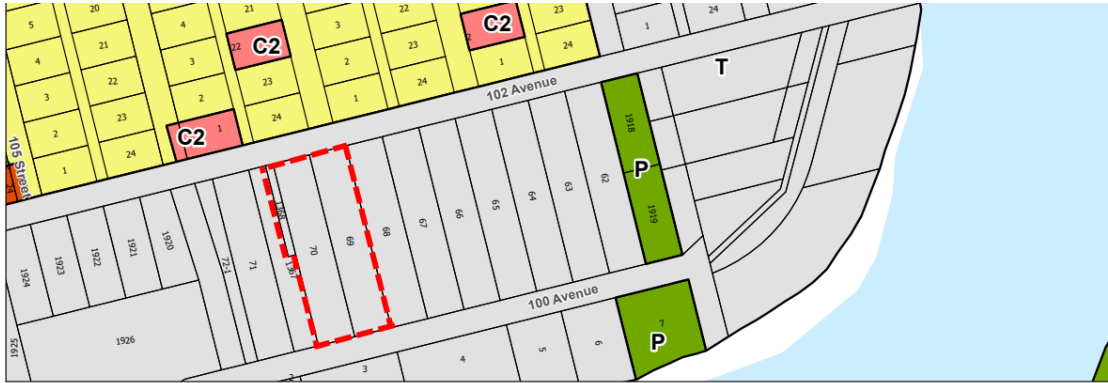
\_\_\_\_\_  
Mayor

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 this      day of \_\_\_\_\_, 2025.

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

# ByLaw 2469-IPS-25A Amend Zoning and Building Bylaw MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

## Schedule "A"



**Notes**  
 1. Coordinate System: NAD 1983 CSRS UTM Zone 11N  
 2. Data Sources: Canvec, Government of Northwest Territories, Stantec  
 3. 'x' indicates a lot subject to a Special Modification, refer to Hay River Zoning and Building Bylaw

Current Zone	
[Yellow Box]	Single Family Residential (Class A) (R1A)
[Light Yellow Box]	Single Family Residential (Class B) (R1B)
[Light Green Box]	Single Family Residential (Class C) (R1C)
[Orange Box]	Mile 5 Residential (R2/R2x <sup>2</sup> )
[Light Orange Box]	West Channel Village Residential (R3)
[Light Brown Box]	Multi-Family Residential (R4)
[Brown Box]	Mobile Home Park (RM)
[Dark Brown Box]	Country Residential (RC/RCx <sup>2</sup> )
[Pink Box]	Core Area Commercial (C1)
[Red Box]	Highway / Service Commercial (C2)
[Dark Red Box]	Mixed Use Commercial (C3)
[Dark Orange Box]	Convenience Commercial (C4)
[Purple Box]	Restricted Industrial (M1,M1x)
[Light Purple Box]	General Industrial (M2)
[Grey Box]	Transportation District (T)
[Light Grey Box]	Utility District (U/Ux <sup>2</sup> )
[Blue Box]	Institutional (I)
[Green Box]	Parks and Open Space (P)
[Light Green Box]	Market Gardening (MG/MGx <sup>2</sup> )
[Light Blue Box]	Urban Reserve (UR)
[Light Green Box]	Rural Resource (RR)
[Dark Green Box]	West Point First Nation (WPFN)

0 50 100 m  
 (At original document size of 8.5x11)  
 1:5,000

**Stantec**

Project Location: Town of Hay River, Northwest Territories  
 Prepared by MA on 5/23/2025  
 Checked by ZM on 5/23/2025  
 Client/Project: 115825006

Client: Town of Hay River  
 Project: Zoning Bylaw  
 Figure No.: **Map 7**  
 Title: **Hay River Zoning Bylaw Map**