



AGENDA

PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
 - o Director of Child, Family and Community Wellness – Jo-Anne Henderson White
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
 - a. Regular Meeting of Council – August 19th, 2025 – page 2-6
 - b. Rezone Public Consultation Meeting – September 9th, 2025 – page 7
6. **INFORMATION ONLY**
 - a. Finance Committee Meeting Minutes – September 16th, 2025 – page 8
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
 - a. Infrastructure and Planning Services Monthly Report for August– page 9-17
 - b. Recreation and Community Services Monthly Report for August – page 18-30
 - c. Emergency Services Monthly Report for August – page 31-36
 - d. Excused Absence – page 37
9. **NEW BUSINESS**
 - a. 2026 Budget Schedule – page 38-40
 - b. Bylaw 2471/CS/25 – Council Indemnities Bylaw – page 41-43
 - c. Increase to Credit Card Limit – page 44-45
 - d. Municipal Enforcement Monthly Report for August – page 46-49
 - e. Development Permit D25-085 Approval – page 50-61
 - f. Exceptional Pay Report – page 62
 - g. Excused Absence – page 63-
10. **NOTICE OF MOTIONS**
 - a. Bylaw 2471-CS-25 – Council Indemnities Bylaw – First and Second Reading – page 64-67
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**



REGULAR MEETING MINUTES August 19th, 2025

The Regular Meeting of Council was held on Tuesday, August 19th, 2025 at 6:30pm

Present: DM Dohey, Councillors Duford, Bouchard, Lakusta, Willows, and Gagnier

Staff: Director of Infrastructure and Planning Services – Patrick Bergen, Director of Corporate Services – Blair Porter and Council Administrator – Stacey Barnes

1. CALL TO ORDER:

This Meeting was called to order at 6:30pm with DM Dohey presiding.

2. ADOPTION OF AGENDA

#25-198

MOVED BY CLLR WILLOWS

SECONDED BY: CLLR DUFORD

Add 9f) – Excused Absence

3. DECLARATION OF INTEREST

There were no declarations of interest

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

Cllr Bouchard – Thank you for all that participated in Wally Schumann Show ‘n’ Shine this past weekend

Cllr Duford – Great to see the fair back in town

DM Dohey – Congrats to Hay River Heat for winning the tournament in Dawson City

Cllr Bouchard – RCMP musical ride in town this Saturday

5. ADOPTION OF MINUTES

a. Regular Meeting of Council – June 24th, 2025 **#25-199**

b. Special Meeting of Council – July 8th, 2025 **#25-200**

c. Special Meeting of Council – July 15th, 2025 **#25-201**

d. Regular Meeting of Council – July 22nd, 2025 **#25-202**

e. Special Meeting of Council – August 5th, 2025 **#25-203**

MOVED BY: CLLR WILLOWS

SECONDED BY: CLLR BOUCHARD

CARRIED

6. INFORMATION ONLY – N/A

7. ADMINISTRATIVE ENQUIRIES

Verbal Reports were given by Director of Infrastructure and Planning Services – Patrick Bergen, Director of Corporate Services – Blair Porter



REGULAR MEETING MINUTES August 19th, 2025

Certified Correct as Recorded on the 19th Day of August 2025

These minutes were accepted by motion # _____

A consultation for the Rezone was held on Tuesday, the 19th day of September 2025, at 5:15pm in the Council Chambers

Present: Mayor Kandis Jameson
Senior Administrative Officer: Glenn Smith
Recording Secretary: Stacey Barnes
Development Officer: Randy Froese
Members of the Public: There were none in attendance

1. Call to Order:

This consultation was called to order at 5:15pm PM with Mayor Jameson presiding.

2. Old Town Rezone Amendment

- Presented by SAO Glenn Smith
- There were no submissions by email
- There were no questions from the public

3. Adjournment

**Mayor Jameson announced that the Public Consultation be adjourned at 5:30 PM.
Certified Correct as Recorded on the 9th day of September 2025.**

These minutes were accepted by motion #_____.

Mayor

Senior Administrative Officer



MINUTES

Call to order at 10:04pm

1. 2026 Budget Schedule

- Survey to be released on September 26th
- Budget Book is new to this year's budget
- Agreed to carry forward to the Regular Meeting of Council

2. Bylaw 2471/CS/25 Council Indemnities

- Cllr Bouchard – review of having a full-time mayor for next term – put in a survey for future Council
- Compensate with CPI increase?
- Agreed to carry forward to the Regular Meeting of Council

3. Credit Card limit increase

- Cllr Gagnier – interest on 75k would be more if missed payment
- Blair – it will be paid several times a month
- Cllr Gagnier – where would you track the cash back payments? Show up on balance sheet, then add expenses
- Blair – you get back points, and can capture what was paid with visa
- Cllr Lakusta – no interest and expense points if used as conditions?
- Agreed to carry forward to the Regular Meeting of Council

Adjourned @ 10:43am



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025
SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

RECOMMENDATION:

MOVED BY: DM DOHEY
SECONDED BY: CLLR LAKUSTA

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

BACKGROUND:

Engineering and Capital Projects:

All capital projects are detailed in the 2025 Project Status sheet. Some project progress of note include:

Lift Station #1

- Work continues with the steel, stairs and railings nearly complete. A temporary bypass remains in place and being monitored by the contractor.



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services

DATE: September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025



DEPARTMENT: Infrastructure and Planning Services

DATE: September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

Golf Course Updates

- Work to do the golf course green updates has begun. This work will be completed this year. Procurement is complete on the upgrades to the golf clubhouse.

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REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

Compactor Replacement

- Pre-tendering work is now underway to research options for a Vendor 4 year warranty rebuild of the existing compactor, new and used options. Additionally, options are being considered for a short term compactor while the tendering process is completed.

Former NFTI Site Project

Work continues on the former NFTI Site with \$117,115 of the \$850,000 provided through the United Way grant having been spent. Work includes the following;

- The lower section has now been completely cleared of burnt trees.
- Soil samples have been taken and found the lower section to be fertile. This work is being completed by the Territorial Agrifood Association through their own funding in conjunction with a few universities.
- The metal cleanup of the site is underway. This work is combined with a number of other metal cleanup work and is at no cost to the town.
- The planner that will be working on the area development plan will be on site the week of September 22nd.
- There has been significant interest in the project by local farmers which IPS will continue to follow up on during further consultation.



Image showing complete clearing of lower level



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

Water License Activities:

Ongoing monitoring in support of regular reporting.

Public Works and Maintenance – Completed in August

Roads and Ditches

- The shoulder adjacent to the Service Road had additional aggregate added to prevent the asphalt from further degradation.
- Manhole height adjustment completed on Miron Drive.
- Ditching work in the Industrial Drive Area and Vale Island has begun.
- The salt and sand required for the upcoming snow clearing season has been ordered.
- The sander, dump truck and blade have been ordered and it is anticipated that the sander will arrive in time for the snow clearing season.

Equipment Maintenance

- Less work this period due to holidays.
- Rec Department tractor front differential repair.

Solid Waste

- Compacting activities are currently being done by a dozer which is less efficient and a short term option.
- The crushing and bailing of vehicles and metal at the landfill was paused but has now returned. The focus is now to finish collecting metal in the town from the former NFTI site and other areas to complete the work.
- The lower landfill road was rebuilt

Water and Wastewater

- Restoration work at the reservoir from a water feed line break repair is completed.

DEPARTMENT: Infrastructure and Planning Services

DATE: September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025



- MTS water line repair completed

Facilities Management / Miscellaneous

- The exhaust fan for the dog pound was repaired.
- The electrical upgrades and new stainless steel counter tops have been completed at Fisherman's Wharf.



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025

SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

Planning and Development

Planning and Land Management

- The updated development permit applications have now been added to the town website and are available at the front desk for those wishing to apply.
- The Director of IPS attended initial planning meeting with Stantec to begin the work of integrating the recently completed flood mapping into the Zoning and Building Bylaw.

Enforcement

- There are 2 active files that are being followed up by Protective Services that IPS has been assisting with. Both involve uses not consistent with the zoning.

Permitting

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

August 5, 2025	DH25-061	Development Permit	43 Woodland Drive	Home Occupation Office
August 8, 2025	D25-060	Development Permit - Demolition	Mackenzie Highrise, 3 Capital Drive	Demolish of all Interior Items (furniture, appliances etc.), Abatement of all Hazardous Building Materials and repair leaks in roof
August 8, 2025	D25-062	Development Permit	33 Balsam Drive	New 18' x 40' Garage
August 8, 2025	D25-063	Development Permit	33 Balsam Drive	New Fence
August 8, 2025	D25-065	Development Permit	8 and 10 Industrial Drive	Chain Link Fence
August 14, 2025	D25-067	Development Permit	11 Swallow Drive	New Side Yard Fence
August 21, 2025	D25-068	Development Permit	47031-A Mackenzie Highway	New Manufactured Home



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025

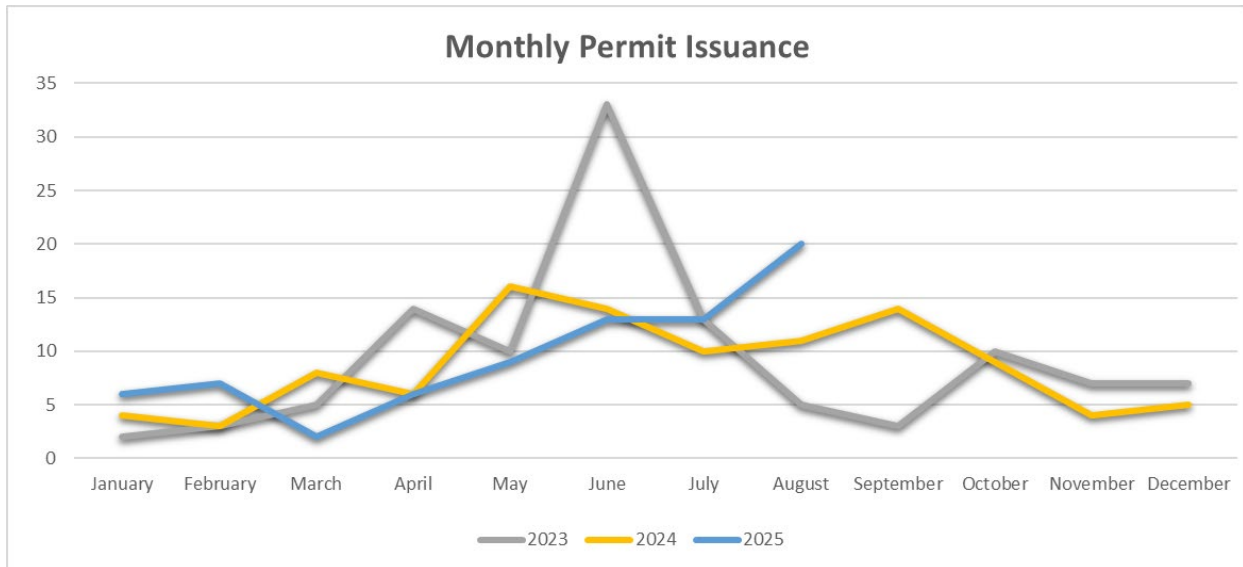
SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025

August 21, 2025	D25-069	Development Permit	47031-E Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-070	Development Permit	47031-F Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-071	Development Permit	47031-G Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-072	Development Permit	47031-H Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-073	Development Permit	47031-I Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-074	Development Permit	47031-J Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-075	Development Permit	47031-K Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-076	Development Permit	47031-L Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-077	Development Permit	47031-M Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-078	Development Permit	47031-N Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-079	Development Permit	47031-O Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-080	Development Permit	47031-P Mackenzie Highway	New Manufactured Home
August 21, 2025	D25-081	Development Permit	48031- Back Road	New Manufactured Home



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** September 9, 2025
SUBJECT: Infrastructure and Planning Services Monthly Report for August 2025



COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- Mackenzie Valley Land and Water Board Town of Hay River License #MV2009L3-0005

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Prepared by:
 Patrick Bergen
Director of Infrastructure and Planning Services
 September 9, 2025

Reviewed by:
 Glenn Smith
SAO
 September 9, 2025



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

MOVED BY: CLLR SQUIRREL
SECONDED BY: DM DOHEY

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

BACKGROUND:

Recreational Programming

Department of Recreation programs and services have been interrupted since August 31st as the Community Centre has been hosting wildfire evacuees from Fort Providence.

Approximately 590 evacuees registered at the evacuation center in the initial days of the emergency. Best estimates indicate that approximately 175 evacuees were being accommodated on cots at the Community Centre. Meals and food services were being provided at the Community Centre. Food service peaked at approximately 525 servings for one meal but has averaged approximately 275 servings per meal.

Most Town delivered recreation programs have been interrupted, postponed and/or cancelled to ensure adequate care, comfort, and recreation activities at no cost to evacuees. That said, the Don Stewart Aquatic Centre remains open to the public, and the After School Club was moved to an alternate location.

Evacuee support services included:

- Information desk: THR Department of Recreation - Programming team
- Custodial and building maintenance: THR Recreation Maintenance team
- Evacuee registration + care and comfort support: HRHSSA staff
- Medical assessments and services: Dehcho Regional Health Services
- Transportation: KFN and Hay River Metis Government Council
- Food services: local restaurant, Hay River Seniors Society, local volunteers
- Pet kennels: Hay River Animal Shelter + 2 privately owned kennels
- Financial support:
 - o GNWT Department of Finance: GNWT evacuee financial support
 - o GNWT Department of ECE: income assistance programs
- Building security: local contractor
- Donations: Thrift Store and Soaring Eagle Friendship Centre
- Programming and activities coordinated and delivered by multiple community partners:
 - o THR Department of Recreation
 - o Soaring Eagle Friendship Centre



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Hay River Youth Centre
- Hay River Centennial Library

Youth Programming

Summer Heat: Summer Heat continued this month with a total of 30 campers registered for the full summer program and 4 full time play leaders. This month, Summer Heat visited the Hay River Golf Club and the Hay River Museum.

Summer Heat also enjoyed weekly visits to the library, a visit and educational session with volunteers from the Hay River Community Garden, visits to local beaches and enjoyed craft sessions with a local contracted instructor. Summer Heat is fully funded by Municipal and Community Affairs Children and Youth Resiliency Program funding.

Adventure Afternoons: Adventure Afternoons continued this month. The program is available to youth ages 9 – 13 and features a weekly themed activity and movie. This month, youth participated in two Adventure Afternoons, with a total of 29 youth in attendance. This program is fully funded by Canadian Tire Jumpstart, as a part of the Department of Recreation's Spring and Summer Sports Series.

NWT Judo Clinic: The Town of Hay River Department of Recreation partnered with NWT Judo to offer a Judo Clinic and tournament from August 5 - 9. This clinic was offered to youth ages 6 – 13 and was facilitated by an instructor from NWT Judo. Eighteen (18) youth registered for the clinic, which was fully funded by Canadian Tire Jumpstart as a part of the Department of Recreation's Spring and Summer Sports Series.

Fitness Programming

Regular fitness programming continued this month, with 5 instructor-led fitness classes and 2 self-led, supervised fitness classes for older adults. Fit Girls, Fit Girls Jr, Fit Guys and Fit Guys Jr, facilitated by the Recreation Programmer, continued this month. These learn to lift programs target youth between the ages of 10 – 18 and have been popular with this demographic.

Attendance at instructor-led fitness programming increased with a total of 205 participants attending programming. In comparison, 113 participants attended instructor-led fitness programming in July. This increase is due to the Fit Girls and Fit Guys programs run by the Recreation Programmer.

New Horizons for Seniors Grant

Seniors Coffee: The Seniors Coffee program resumed this month, occurring weekly on Tuesdays at the Hay River Community Centre. Attendance at Seniors Coffee has remained strong with a total of 31 seniors attending the program in August.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Seniors Golf: The Seniors Golf program, offered in partnership with the Hay River Golf Club, continued this month. Attendance at Seniors Golf increased this month with a total of 34 seniors participating in the program. This is up from 31 participants in July.

Community Programming

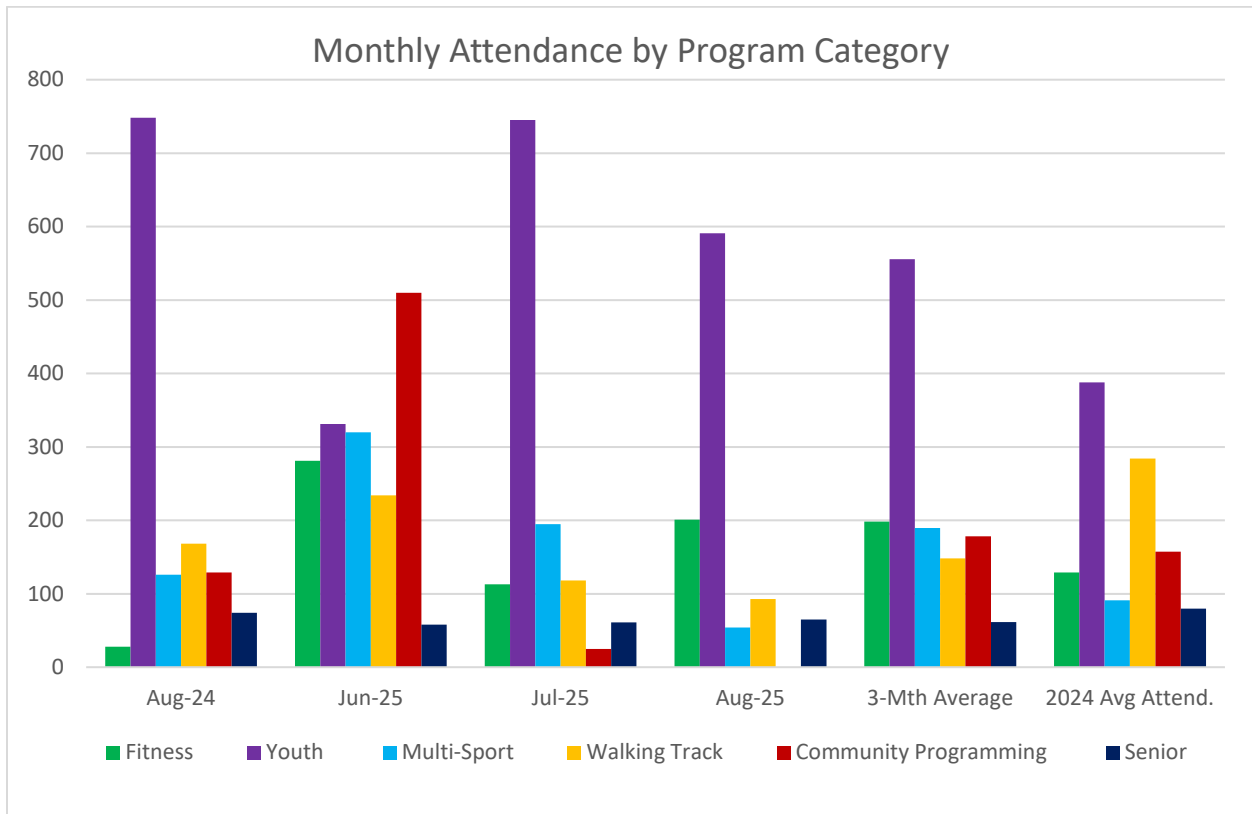
Multi-Sport Programming: Multi-Sport Drop-In activities continued at the Hay River Community Centre. Indoor soccer, basketball, floor hockey, badminton and pickleball are offered daily.

Grant Applications:

CPRA Reaching Each & Every One Grant: THR Recreation applied for \$18,000 from the Canadian Parks & Recreation Association in August. This funding, if awarded, will be used to support youth sports programming from September 2025 – March 2026.

New Horizons for Seniors Program: THR Recreation applied for \$25,000 from Service Canada through the New Horizons for Seniors Program. This funding, if awarded, will be used to support seniors programming from October 2025 – September 2026.

Recreation Programming Statistics

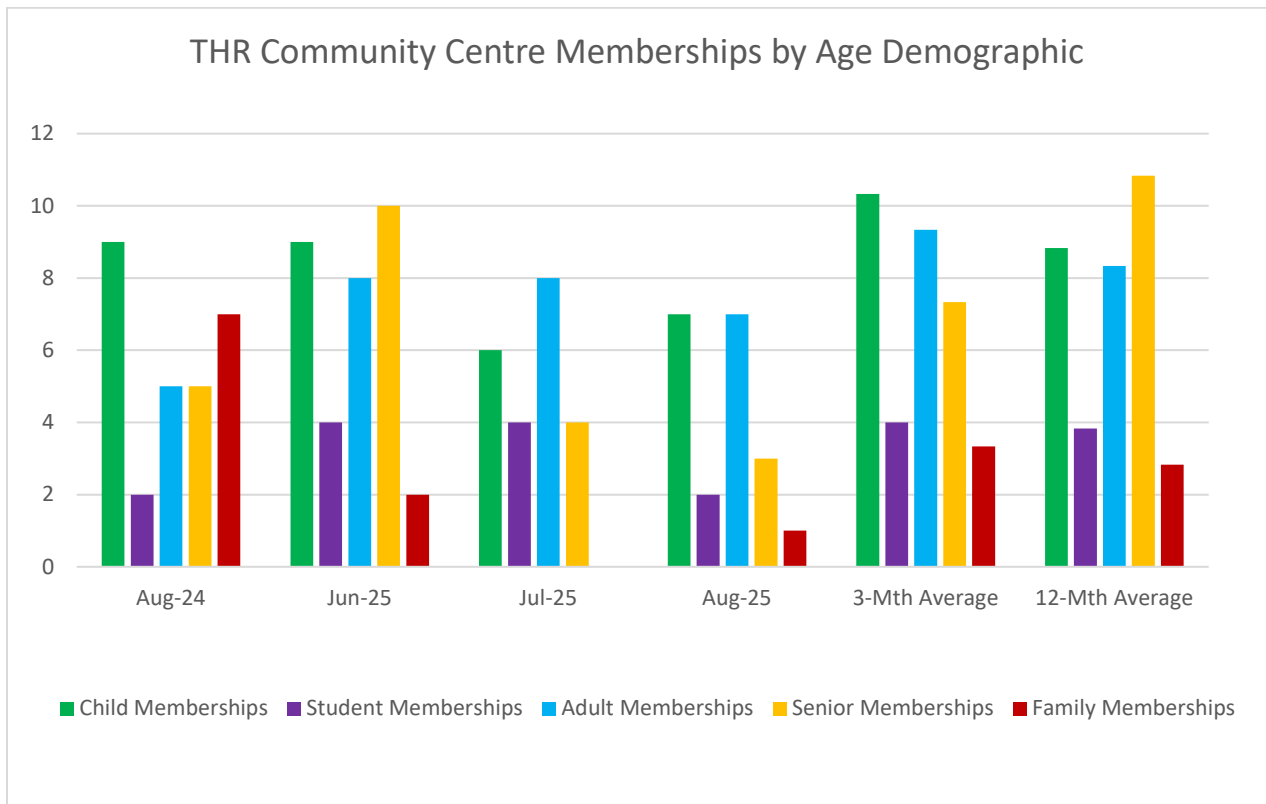
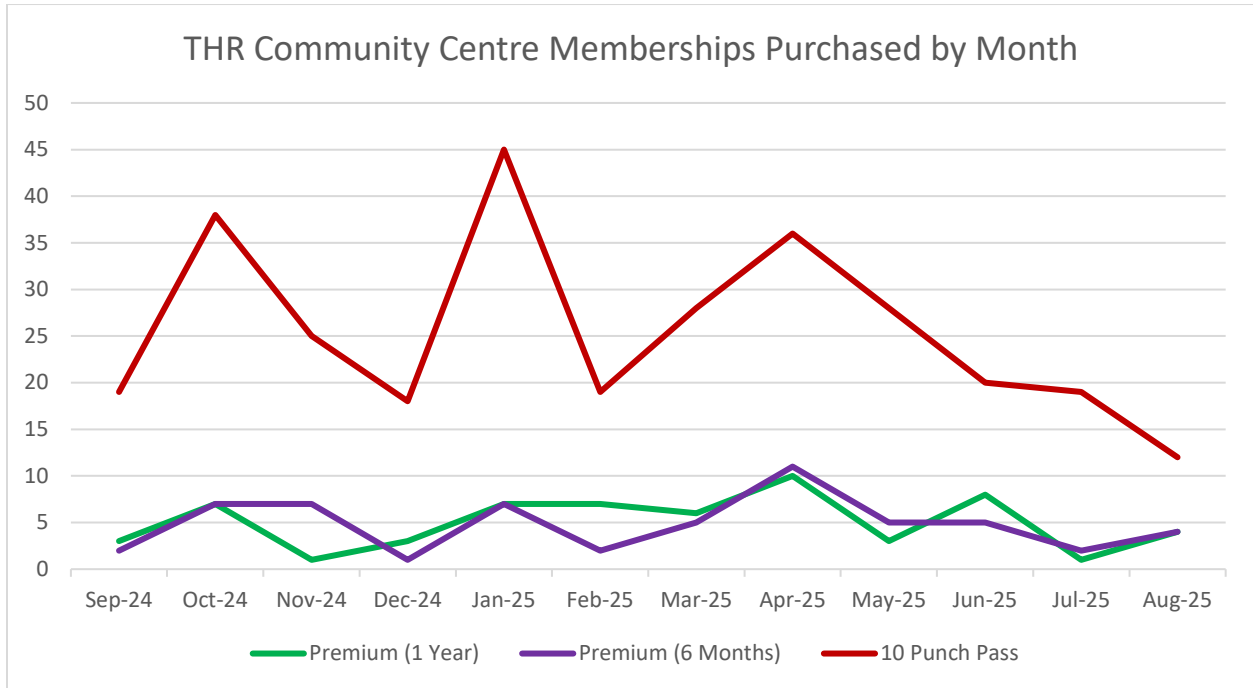




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025




















SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Aquatics

General

The pool continued to operate well during the month of August. Due to lower staffing levels during the summer, the pool remained closed on Sundays. The aquatic centre remained open through preparation and operation of the evacuation centre supporting Fort Providence wildfire evacuees.

Don Stewart Aquatic Centre operational hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early Bird (6am – 8am)						
Morning Swim (8am-12pm)						
Afternoon Swim (12pm-6pm)						
Evening Swim (6pm-8:30pm)						

Staffing

The Don Stewart Aquatic Centre is currently staffed with 2 Senior Lifeguards, 4 Casual Lifeguards, and 1 Junior Lifeguard. One of the Senior Lifeguards has chosen to move to a casual position in October. Interviews were held the last week of August, and job offer letters are being issued to candidates to fill vacant positions. Due to lower staffing levels during the summer, the pool remained closed on Sundays.

Attendance

August attendance was 1,184. This was lower than July (1,764). It is also lower than the same period in 2024 (1,692) and 2022 (1,391). The pool was closed on Sundays due to low staffing levels which attributed to lower attendance numbers. However, multiple day camps including our own Summer Heat program contributed to total attendance.



REPORT TO COMMITTEE

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Groups that used the pool in August included:

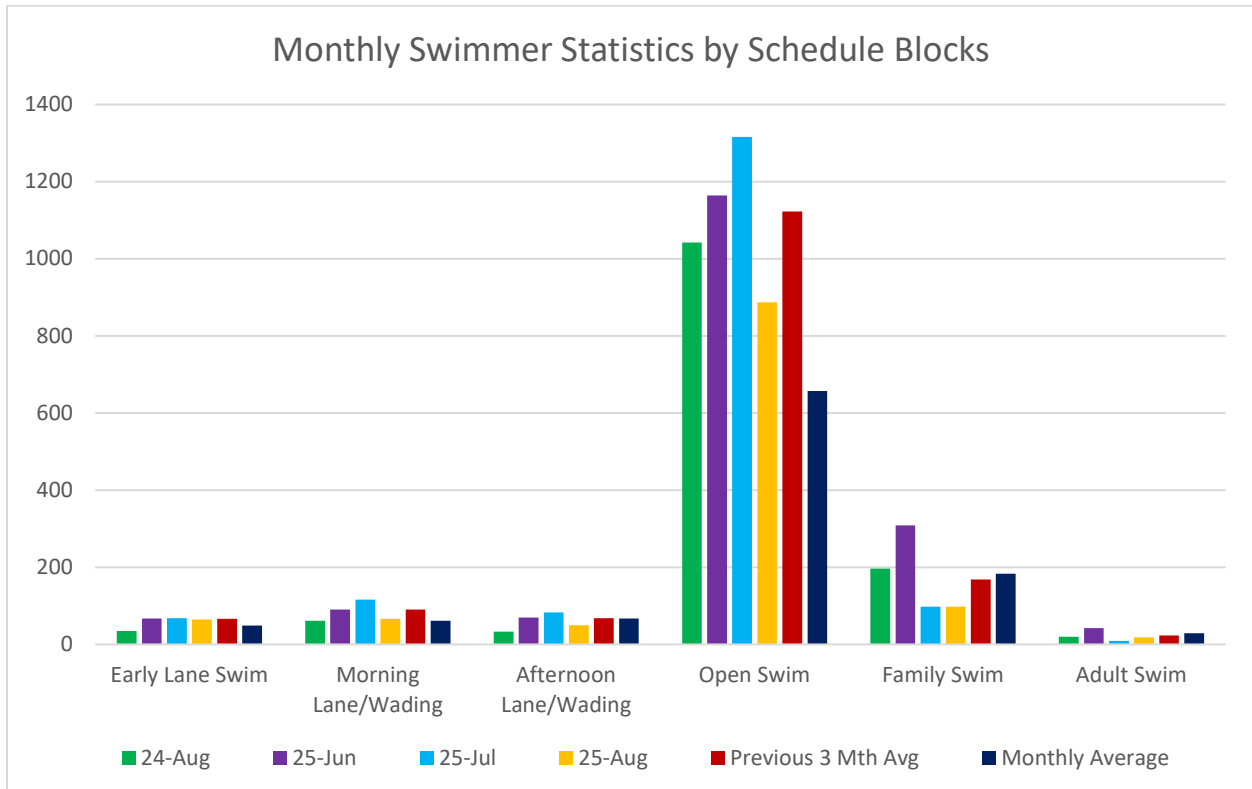
<u>Group</u>	<u># of Occurrences</u>
Setsi Frederick Daycare	8
French Assoc. Day Camp	5
Summer Heat	20
Growing Together	3
Birthday Parties	1

Swimming Lessons and Special Programming

There were no swimming lessons offered during the summer.

The Aquatic Supervisor travelled to Fort Smith on Aug 18-21 to teach Intermediate First Aid and Bronze Medallion courses to support the Town of Fort Smith’s aquatic team and programs.

Don Stewart Aquatic Centre Statistics

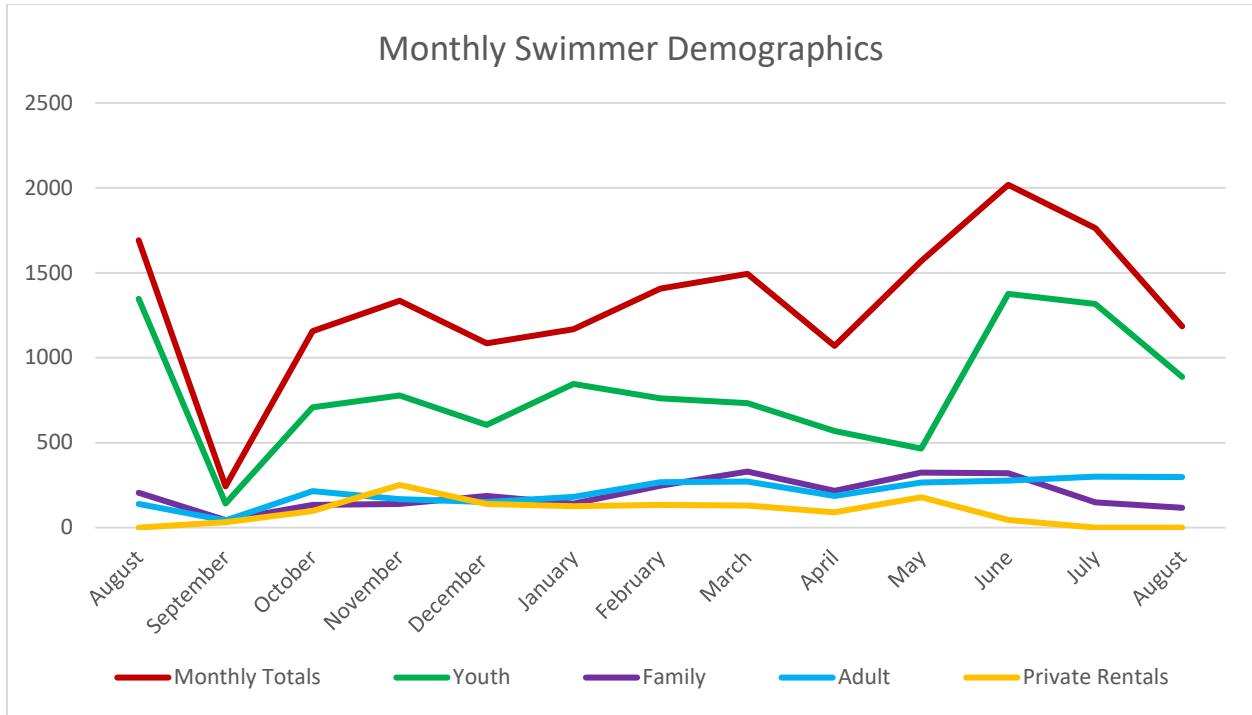




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SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Facilities and Maintenance

Other Community Centre Maintenance Items:

- Community Centre used as an evacuation centre as of August 31st.
- All Community Centre rooms and common areas adapted and occupied to support evacuee support services.
- 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 programming and community events/rentals.
- Weekly and monthly staff safety training and tailboard meetings.

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



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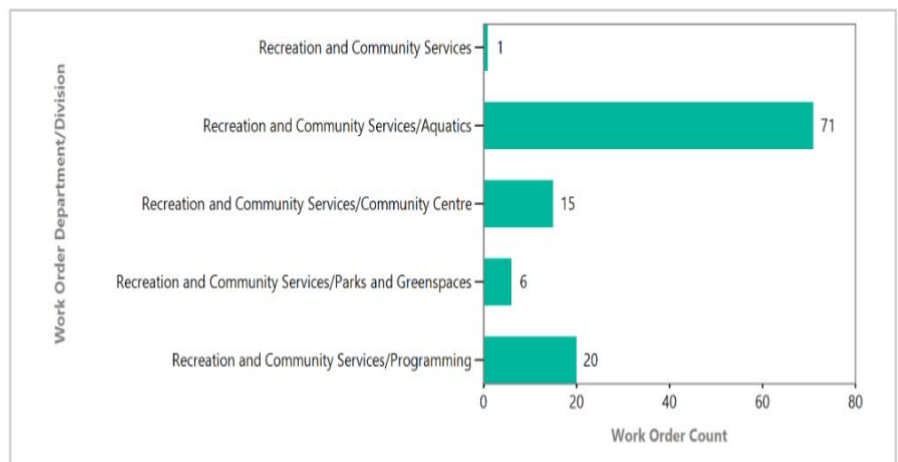
Parks and Greenspaces:

- 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 ongoing at THR managed greenspaces.
- Deployment of offset tilting ditch mower attachment for Rec Department tractor.
- Watering, mowing and lawn care at Town of Hay River downtown facilities.
- Regular ball diamond maintenance routines at Keith Broadhead Park.
- Daily watering of trees at Fishermen’s Wharf Pavilion and Bob McMeekin Park
- Weekly watering of trees at Tri Service Park, McMeekin Park and Community Centre
- General cleanup, inventory and organization of Rec Department shop and shop yard.
- Regular safety inspections and clean up of playgrounds and greenspaces.
- Fencing installation completed by local contractor for off leash dog runs :
 - Keith Broadhead Park
 - Vale Island Multi-Use Rec Area
- Further seasonal shutdown and winterization expected in September and October:
 - Winterization of Fishermen’s Wharf Pavilion
 - Installation of temporary walls at Fishermen’s Wharf Pavilion
 - Removal of porta potties at greenspace and sports fields
 - Removal of docks at Porritt Landing Marina

Corrective/Custodial Work Order Department/Division Summary (August 2025)

Group By: Department/Division | WO Date Range: 08/01/2025 to 08/31/2025 | Status: ALL | Department/Division: Recreation and Community Services | Craft: ALL | Type: Corrective,Custodial,Predictive,Preventive | Main Task: ALL | Cause: ALL | Supervisor: ALL | Lead: ALL | Role: ALL

DEPARTMENT/DIVISION	TOTAL WOs	%
Recreation and Community Services	1	1%
Recreation and Community Services/Aquatics	71	63%
Recreation and Community Services/Community Centre	15	13%
Recreation and Community Services/Parks and Greenspaces	6	5%
Recreation and Community Services/Programming	20	18%
TOTAL	113	100%



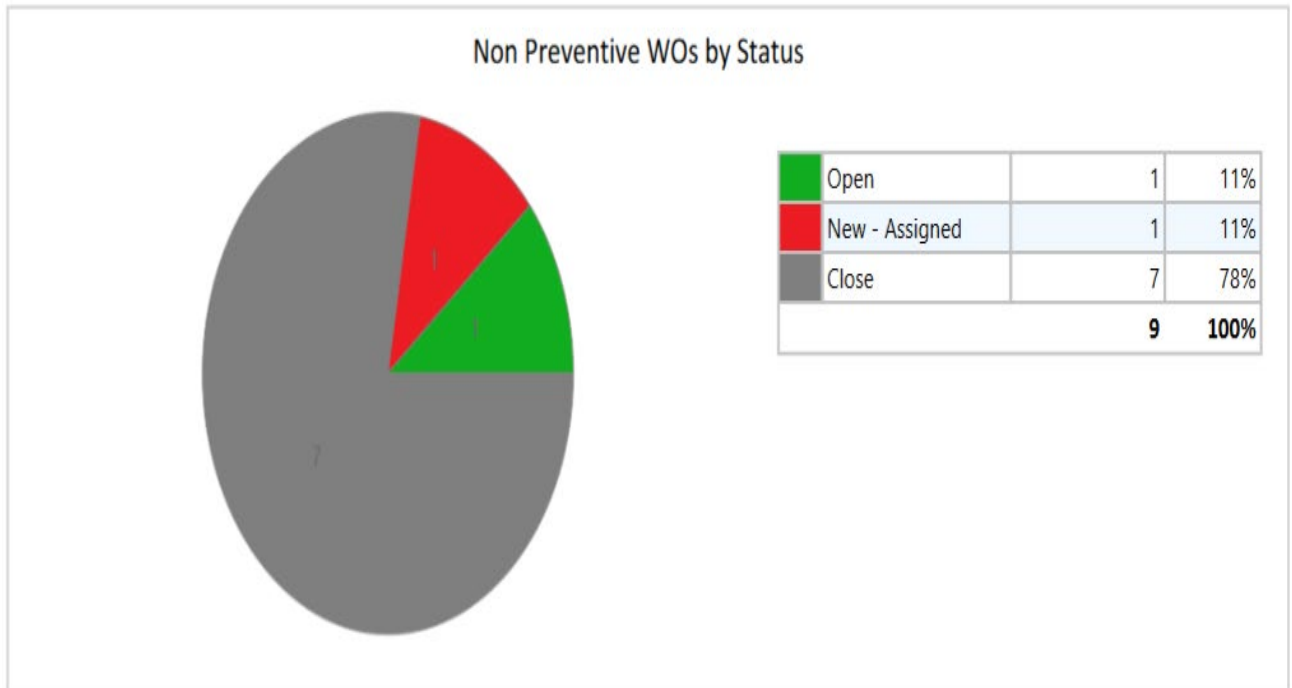
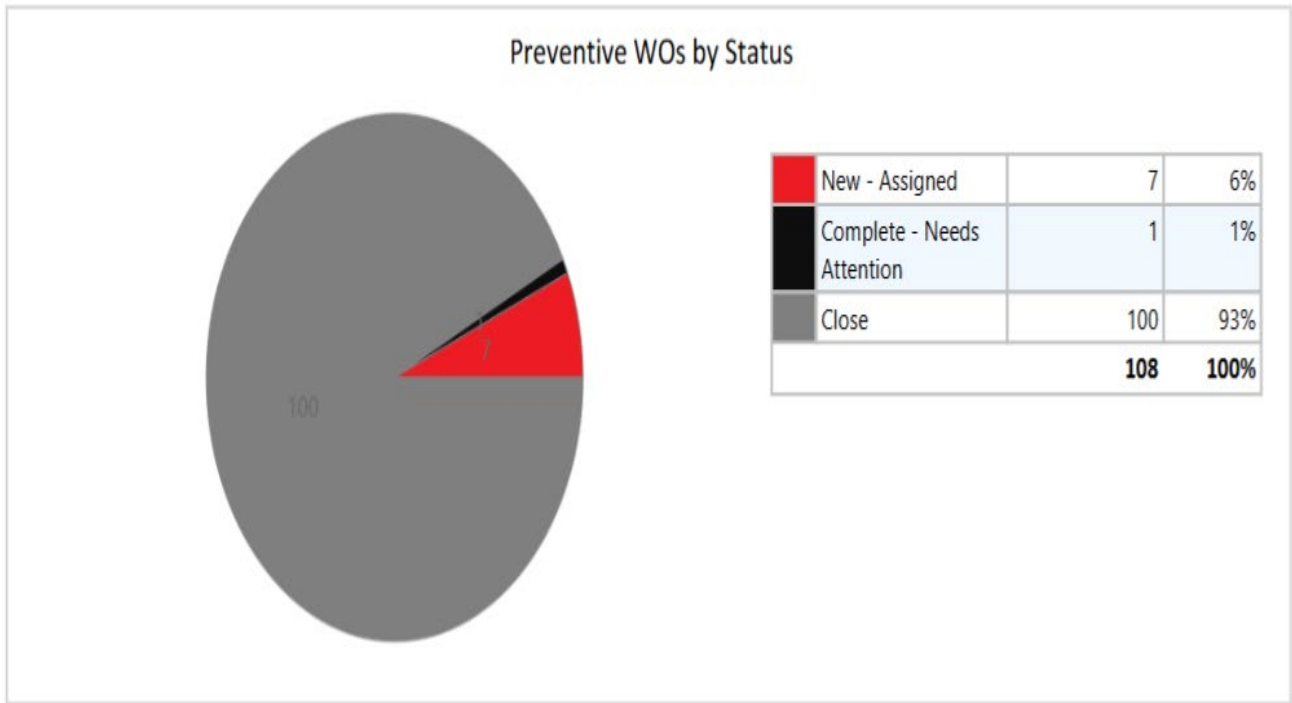


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Maintenance Work Order Progress Reports (July 2025)





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Tourism Coordinator Activity Report

- July VIC guest book sign-ins remained high in August (335), slightly lower than July 2025 (368). Below are other comparable months:

Total VIC guest book sign ins:

	May	June	July	August	September
2024	143	216	196	285	120
2025	61	309	368	335	Tbd

- VIC guests point of origin data for August 2025:
 - Canada (non-NWT): 67%
 - United States: 13%
 - NWT: 14%
 - Other: 6%
- Visitor numbers particularly increased for Canadian travellers. Staff expect North American trade negotiations and impending tariffs are travel within the country and abroad.

Percentage of total visitors from Canadian (non-NWT)

	May	June	July	August	September
2024	39%	55%	69%	65%	54%
2025	52%	71%	78%	67%	Tbd



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Visitor Centre store front sales have increased significantly compared to previous peak seasons. This year’s peak season sales can only be compared somewhat to 2018-19.

Peak season VIC Sales (excluding COVID, flood and wildfire seasons)

	May	June	July	August	September
2018-19 avg	n/a	\$592	\$1,012	\$1,213	\$376
2025	\$3,035	\$6,193	\$10,285	\$2,250	tbd

- THR Tourism promotion, advertising and event commitments:
 - The RCMP Musical Ride was a huge success, with approximately 500 people in attendance. RCMP Musical Ride partners & sponsors went above and beyond and have sponsored \$18,987.00 in partnership funds from our local businesses to assist in housing the 20 horses. The event also included local craft and food vendors, as well as local service groups like the Hay River Youth Centre.
 - VIC building operations have returned to offseason hours (M-F 8:30-5:00) because summer staff have returned to postsecondary studies.
 - Staff have added an information board in front of the building over the weekends to provide information to visitors outside of building hours.
 - THR Tourism Coordinator has been collaborating with the Town of Fort Smith Tourism Coordinator and Economic Development officer to submit a nomination for a South Slave representative on Spectacular NWT’s board.
 - THR Tourism Coordinator will attend the Hay River Heritage Centre & Museum Walking Fish Tour dry run on September 17th.
 - THR Tourism Coordinator will meet Hay River Agrifood’s new employee in September to discuss potential agrifood and culinary tourism initiatives.
 - The 2025 Spectacular NWT Tourism Conference annual general meeting is taking place in Inuvik, November 4-6th the Tourism coordinator has until October 14th to register and purchase early bird tickets.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Upcoming Special Events

Date(s)

Location

August

RCMP Musical Ride

August 22-24th

DJSS Soccer Field

Kole Crook Fiddling Camp

tbd

tbd

September

Elks Soccer Tournament

September 19-21st

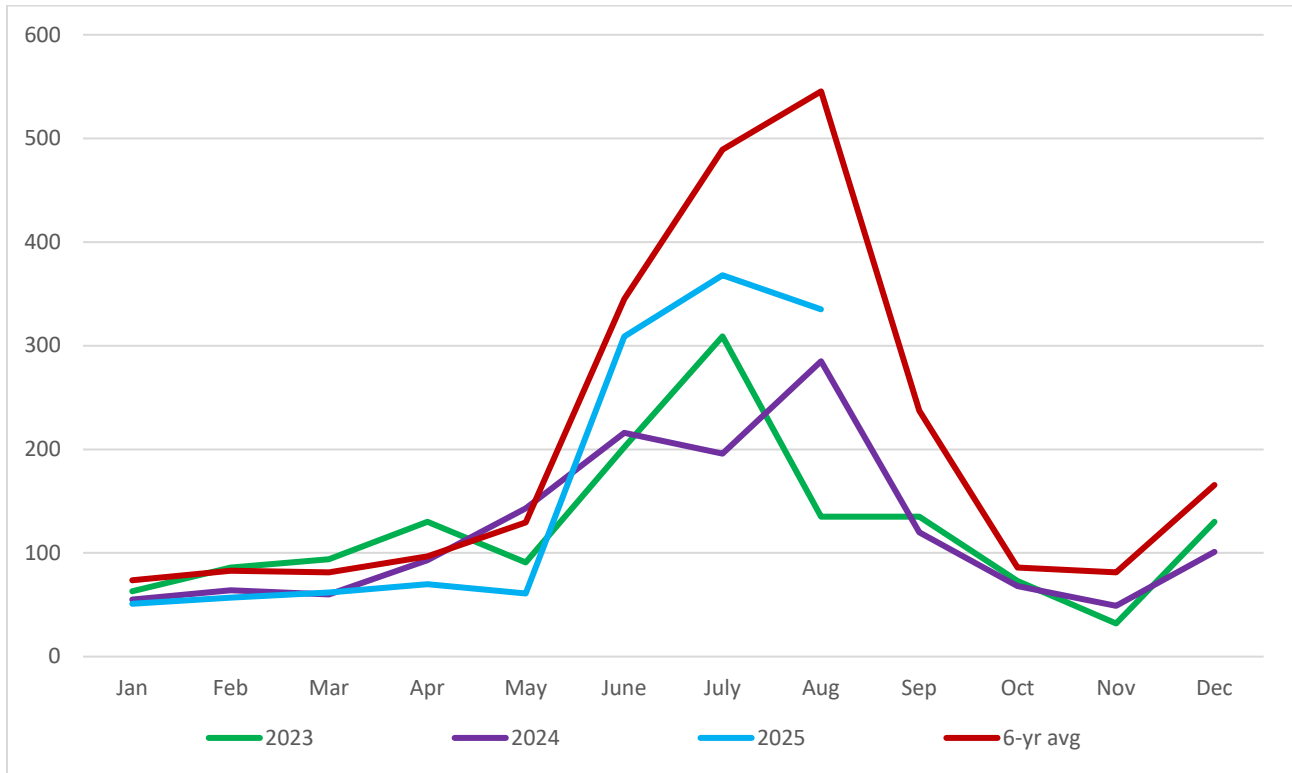
DJSS and PA Schools

National Truth and Reconciliation Day

September 30th

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.

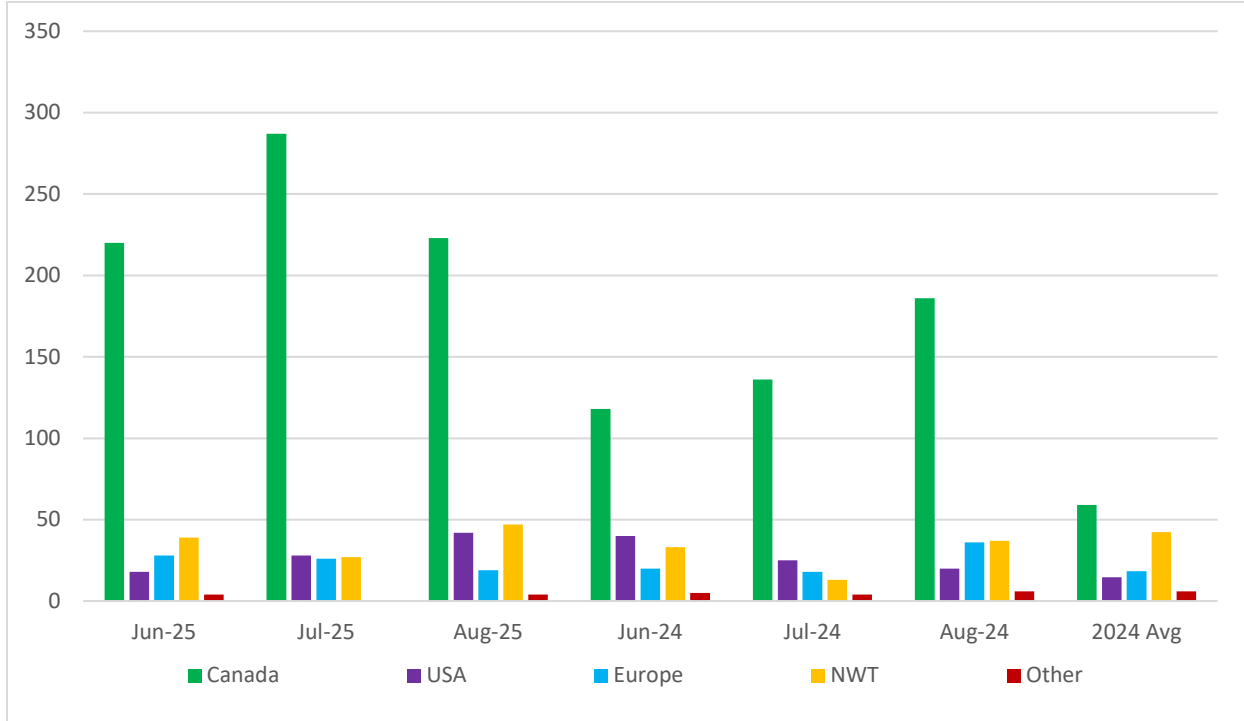


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** September 9th, 2025

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

VIC Visitors by Location



APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
 Stephane Millette
 Director Recreation and Community Services
 Date: September 5th, 2025

Reviewed by:
 Glenn Smith
 Senior Administrative Officer
 Date: September 5th, 2025



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

MOVED BY: DM DOHEY
SECONDED BY: CLLR LAKUSTA

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

BACKGROUND:

Summary:

Protective Services Monthly Priorities	
Priority	Description
1. 1001 Training	Live-fire and vehicle extrication training sessions are held at the training grounds to hone skills ahead of evaluations.
2. Officer Development	Members continued their shadowing and training as officers during emergency responses and during regular training nights.
3. Emergency Response	Short-staffed during another busy vacation month and emergency deployment, the priority was on maintaining an effective response.

Monthly Stat Summary	
EMS Calls	41
False Alarms	2
Fires	2
Rescue	2

In the month of August, the Protective Services Department responded to a total of 47 emergency calls, the majority of which were medical in nature. This consistent call volume highlights the continued reliance of our community on the prompt and professional services



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

provided by our department. Despite the challenges presented by the summer holiday season and the resulting temporary reduction in manpower due to deployment, our dedicated membership rose to the occasion, maintaining strong response capabilities.

Notably, at the end of August, six members of our department were deployed to Fort Providence to assist the community in wildfire mitigation and protection efforts. With a significant wildfire approaching the area, our team worked in coordination with territorial and local authorities to help protect homes and critical infrastructure. This deployment not only underscores our commitment to mutual aid and inter-agency cooperation but also demonstrates the practical value of the Wildland Urban Interface (WUI) training our members have undertaken in recent years. The skills and knowledge acquired through WUI training were instrumental in enabling our team to operate safely and effectively in this high-risk environment.

Two members of the department were selected to participate in the WUI Boss-level training program held south of the border. This initiative represents a Beta course, meaning it is currently in its early stages of development and implementation. This training aims to equip participants with essential tools and strategies to enhance their leadership capabilities. Engaging in this training not only provided the two members with a unique opportunity for personal and professional growth but also enabled them to contribute to the development of the program itself.

In addition to emergency response, the department remains committed to professional development and officer leadership training. Our officer core continues to grow and evolve, with all officers participating in a coordinated Individual Development Plan (IDP) process. This initiative has allowed us to align individual goals with departmental needs, creating a strategic roadmap for officer development. These efforts are complemented by continued mentorship opportunities and leadership shadowing, which foster not only personal growth but also stronger team cohesion and leadership capacity within the department. Several officers are still progressing through their NFPA 1021 Fire Officer training. This critical certification supports the department's goal of maintaining a well-trained, competent officer leadership capable of supporting both operational readiness and the ongoing development of our membership. These officers also play an active role in planning and leading both regular training nights and specialized training events, ensuring the department continues to benefit from their experience and leadership.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

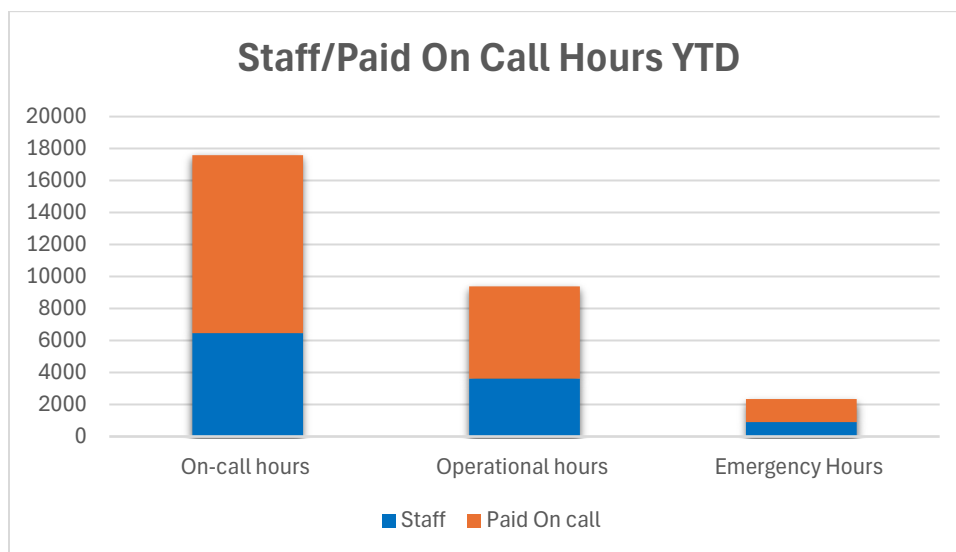
DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

This month, our department also focused heavily on preparing our 1001 students for their upcoming final evaluations in September. Training efforts in August centred around advanced practical skill development, with a strong focus on vehicle extrication techniques and response scenarios. Students completed an additional written knowledge test, achieving high scores across the board, which reflects both their commitment and the quality of instruction being delivered by our training officers.

Additionally, students completed their practical testing for the vehicle extrication component of their program. As the date of their final evaluation approaches, students have been participating in additional evening training sessions to ensure they are well-prepared for all components of their practical assessments. The department remains committed to supporting these future firefighters as they progress toward full certification and operational preparedness.

STATISTICS



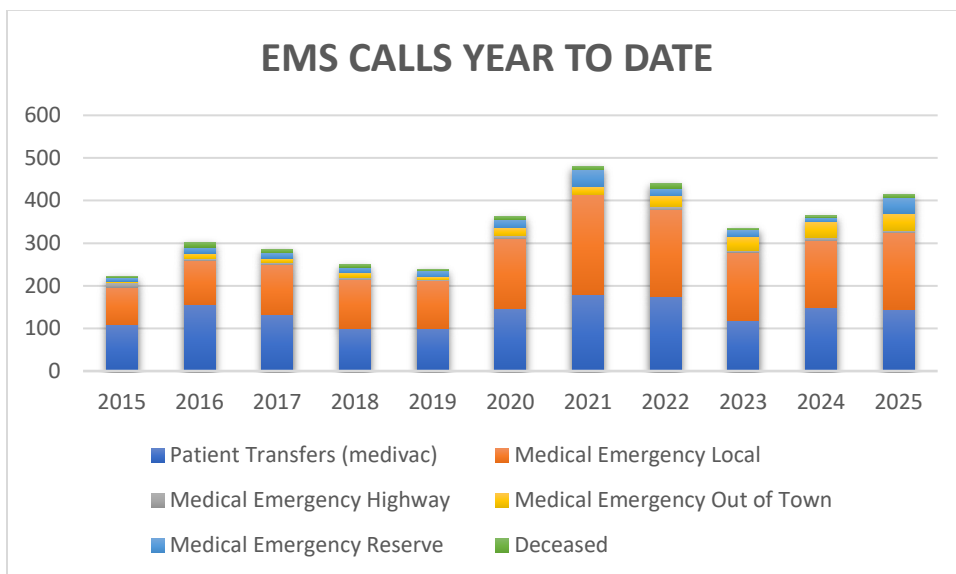
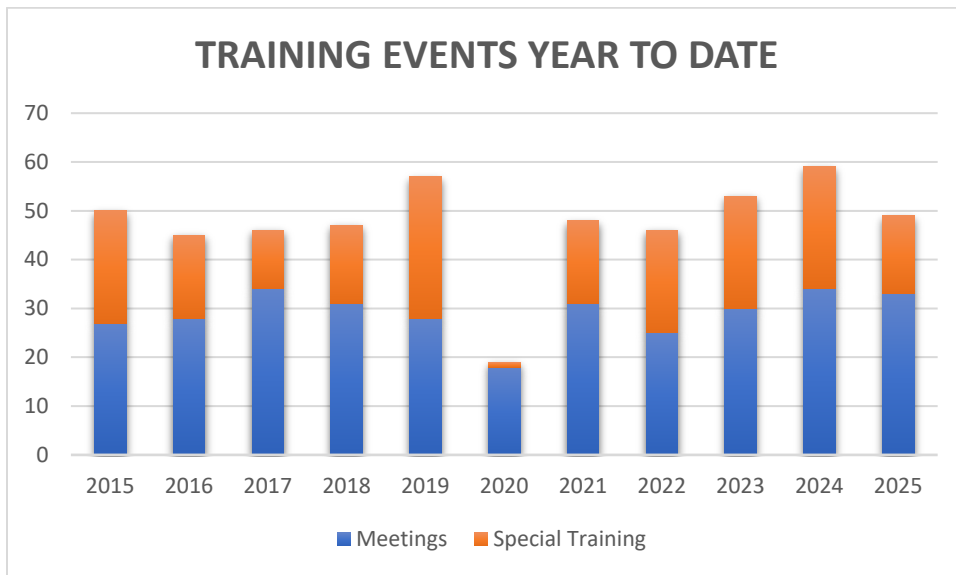


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



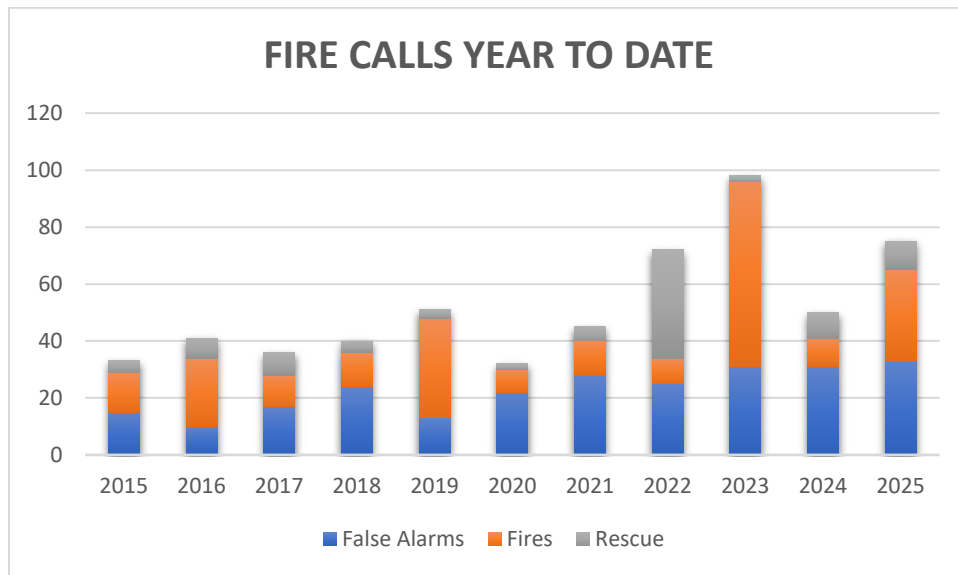


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: September 9th, 2025

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Jonathan Wallington
Assistant Director of Protective Services
/Deputy Fire Chief
Date: September 5th, 2025

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: September 5th, 2025



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: September 9th, 2025

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: DM DOHEY
SECONDED BY: CLLR SQUIRREL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllrs Willows and Gagnier from the Standing Committee of Council Tuesday, September 9th, 2025.

BACKGROUND:

Cllrs Willows and Gagnier have asked to be excused from the Standing Committee of Council Tuesday, September 9th 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: September 5th, 2025

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: 2026 BUDGET SCHEDULE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2026 Budget Schedule as presented and recommended by the Finance Committee.

BACKGROUND:

Each year, Administration prepares a schedule to guide preparation of the Operation & Maintenance (O&M) and Capital Budgets. The schedule coordinates internal drafting, committee reviews, and Council decision points to ensure statutory and policy timelines are met and that adequate time is provided for public input.

The proposed schedule includes multiple working milestones; however, the following key presentation and approval dates are highlighted for Council's attention:

- **October 28, 2025** — 2026 Capital Plan Approval
- **December 1, 2025** — Draft 2026 Capital & O&M Budgets to Standing Committee
- **December 15, 2025** — Final Budgets to Council for Approval

New Budget Book Initiative

Administration is also preparing a **new Budget Book** to accompany the 2026 budget process. This will be the Town's first comprehensive budget presentation of this kind, which will:

- Provide residents with a clear, accessible overview of revenues, expenditures, and service priorities.
- Highlight capital and operating projects in a visually engaging format.
- Include introductory messages from Council and Administration, key financial charts, and departmental service summaries.
- Improve transparency and public understanding of how tax dollars are allocated, supporting Council's ongoing commitment to accountability.

This new communication tool is expected to enhance budget deliberations and provide a long-term template for future financial reporting.



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: 2026 BUDGET SCHEDULE

Communications & Engagement

- Publish the approved schedule, budget drafts, and the new Budget Book on the Town website and budget page.
- Include highlights in social media and community notices.
- Provide opportunities for public input through a budget survey.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

FINANCIAL IMPLICATIONS:

No immediate financial impact from adopting the schedule. Budget direction and approvals arising from this schedule will guide 2026 revenue, taxation, and expenditure plans.

ALTERNATIVES TO RECOMMENDATIONS:

1. Approve the schedule as presented.
2. Refer the schedule back to Administration for revisions.

ATTACHMENTS:

2026 Budget Schedule

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

Reviewed by:
Glenn Smith
Senior Administrative Officer
September 18, 2025

2026 BUDGET SCHEDULE

Item	Responsibility	Stage	Committee	Due Date	Comment
Draft Budget Schedule	CS Director	Draft	Finance Committee	16-Sep	
Budget Schedule	CS Director & SAO	Final	Council	23-Sep	
Departmental Business Plans	Directors	Final		26-Sep	Complete 2026 departmental business plans;
Public Budget Survey	CS Director	Draft		26-Sep	Launch budget survey for public input
2026 Capital Project Proposals	Directors	Draft		10-Oct	For new projects over \$50K - 2026 spend
10 Year Capital Plan Review Meetings	Directors	Draft		week of Oct 13	Meet with Directors to update 10-year Capital Plan
Draft 10 Year Capital Plan	CS Director	Draft		17-Oct	Update the 10 Year Capital Plan
10 Year Capital Plan Review	CS Director & SAO	Draft	Finance Committee	22-Oct	Draft 10 Year Capital Plan to Finance Committee
Rate reviews	Directors	Draft		24-Oct	Directors have rate review ready for inclusion in draft 2026 O&M budget
2026 Capital Plan Approval	CS Director	Final	Council	28-Oct	Present 10 Year Capital Plan to Council for approval
Draft 2026 O&M Budget	CS Director	Draft		31-Oct	Prepare draft 2026 O&M Budget
Directors' Review of O&M Budget	CS Director & Directors	Draft		week of Nov 3	Review draft 2026 O&M Budget with Directors
Draft 2026 O&M Budget Review	CS Director & SAO	Draft	Finance Committee	26-Nov	Present draft 2026 O&M Budget to Finance Committee (w/BPS and Draft Budget Book)
Draft 2026 Capital & O&M Budgets to Council	CS Director	Draft	Standing Committee	1-Dec	Present Finance Committee recommended Capital & O&M Budgets (w/BPs and Draft Budget Book)
Revisions (Committee & Council Feedback)	CS Director & SAO	Draft		12-Dec	Update budgets following feedback
Final Budgets to Council for Approval	CS Director & SAO	Final	Council	15-Dec	Present Final Capital & O&M Budgets to Council for approval (w/ Final Draft Budget Book)



REPORT TO COMMITTEE

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: BYLAW 2471/CS/25 COUNCIL INDEMNITIES

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve a 3% increase to the Mayor and Councillors' indemnities, honorariums and allowances, effective January 1, 2025, in alignment with the 2025 operating budget with retroactive adjustments processed as required, as recommended by the Finance Committee.

BACKGROUND:

Under the Cities, Towns and Villages Act, remuneration for Council members must be set by bylaw. Any change requires amendment to the current bylaw and subsequent public disclosure. The bylaw establishes indemnities, honorariums, and allowances for Council members. Schedule "A" of the bylaw provides specific rates for the Mayor, Deputy Mayor, Acting Mayor, and Councillors, as well as per-meeting honorariums and travel allowances.

Current rates are as follows:

- Mayor: \$48,507
- Deputy Mayor: \$13,727
- Acting Mayor: \$10,977
- Councillors: \$10,977
- Honorarium: \$188.56

The 2025 operating budget already includes a **3% increase** for Council remuneration.

- The ratified Collective Agreement similarly provides a 3% general economic increase effective 2025.
- The last increase to Mayor and Council indemnities, honorariums and allowances was in 2019.

DISCUSSION

Internal Equity and Transparency

Council remuneration is directly linked to the public perception of fairness. Aligning adjustments with employee increases reinforces that elected officials are not receiving preferential treatment but are maintaining parity with the workforce. This transparent approach reduces subjectivity and enhances public trust.

Inflation and Cost of Living

The 3% increase reflects general cost-of-living pressures in the Northwest Territories over prior year. Without adjustment, Council members' compensation risks erosion in real terms, making it less equitable and potentially discouraging community members from serving in elected roles.



REPORT TO COMMITTEE

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: BYLAW 2471/CS/25 COUNCIL INDEMNITIES

Budgetary Readiness

Because the increase was already included in the 2025 operating budget, there is no need for reallocation of funds or use of reserves. This proactive planning ensures fiscal stability while implementing the adjustment.

Legislative and Policy Considerations

By-Law No. 2471/CS/25 is required to formalize the updated rates. This ensures compliance with legislative requirements and provides clarity for both Council members and the public. Updates will also be incorporated into payroll systems and disclosed in financial statements and the MD&A.

Public Perception and Communication

While increases to Council remuneration can be sensitive, linking them to inflationary cost increases and employee agreements provides a clear and defensible rationale. Communication should emphasize that the adjustment is modest, budgeted, and consistent with inflationary trends.

COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Financial Administration By-Law No. 2252/FIN/11
Council Indemnities and Allowances By-Law No. 2471/CS/25

FINANCIAL IMPLICATIONS:

A 3% increase results in:

- Mayor: \$49,962
- Deputy Mayor: \$14,139
- Acting Mayor: \$11,306
- Councillors: \$11,306
- Honorarium: \$194.22

The incremental cost is fully accommodated within the approved 2025 budget.



REPORT TO COMMITTEE

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: BYLAW 2471/CS/25 COUNCIL INDEMNITIES

ALTERNATIVES TO RECOMMENDATIONS:

1. **Approve a different percentage increase.** Council may choose a lower or higher rate than 3%, though this may not align with the approved budget.
2. **Defer adjustment to 2026 budget deliberations.** This option delays implementation but could create equity issues and negative optics.
3. **Maintain status quo (no increase).** Council rates remain at 2024 levels, though this conflicts with the approved 2025 budget.

ATTACHMENTS:

Draft Council Indemnities and Allowances By-Law No. 2471/CS/25

Prepared by:

Blair Porter
Director of Corporate Services
September 18, 2025

Reviewed by:

Glenn Smith
Senior Administrative Officer
September 18, 2025



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: INCREASE TO CREDIT CARD LIMIT

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve increasing the credit card limit for the Director of Corporate Services to the maximum amount permitted under the Procurement Bylaw, to facilitate the payment of utility invoices and to maximize financial benefits through the corporate credit card program, as recommended by the Finance Committee.

BACKGROUND:

The Town of Hay River currently issues corporate credit cards to designated employees, including the Director of Corporate Services, to streamline operational purchases and payments.

Utility providers (e.g., power, internet, heating fuel) increasingly accept credit card payments. However, the Director's current credit card limit is below the maximum authorized in the Town's Procurement Bylaw. This lower threshold restricts the ability to process high-value recurring utility invoices, requiring either partial payments or reliance on traditional cheque/ACH transactions.

COUNCIL POLICY / STRATEGY OR GOAL:

This request aligns with the Town's goals of **fiscal responsibility and transparency**, ensuring efficient financial management and maximizing available financial benefits.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

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

Procurement By-law No. 2388/CS/25

FINANCIAL IMPLICATIONS:

Cash Back Rebates: Increasing the limit will allow more utility invoices to be processed by credit card, which will increase annual cash back rebates under the Town's credit card program. These rebates provide direct financial benefit, offsetting administrative costs and contributing to general revenues.

Operational Efficiency: Reduced reliance on manual cheque/ACH processes will save staff time, improve timeliness of payments, and reduce the risk of late fees.



REPORT TO COUNCIL

DEPARTMENT: CORPORATE SERVICES

DATE: SEPTEMBER 23, 2025

COMMITTEE: FINANCE

SUBJECT: INCREASE TO CREDIT CARD LIMIT

No Additional Cost: Raising the limit does not create new expenses for the Town, and existing approval, reconciliation, and audit controls remain in place.

ALTERNATIVES TO RECOMMENDATIONS:

Maintain the existing credit card limit, which would continue to restrict the ability to process larger utility invoices efficiently and would reduce potential cash back benefits.

ATTACHMENTS:

None.

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

Reviewed by:
Glenn Smith
Senior Administrative Officer
September 18, 2025

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 23rd, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

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

BACKGROUND:

Monthly Enforcement Priorities	
Priorities	Description
1. Unsightly Properties	Engagement and Enforcement
2. Animal Control	Patrols and Enforcement
3. Public Behaviour	Engagement and Enforcement

Monthly Stat Summary	
Unsightly	17
Animal Control	31
Traffic Bylaw	38
Public Behaviour	11
Other	3

Unsightly engagement with residents remains a top priority for Protective Services. Out of the 9 clean-up orders issued, 5 properties were still in non-compliance. These properties were issued multiple documents along with the final clean-up order, which was taped to the front door, along with a copy of the order being sent to the homeowner's mailbox through registered mail.

Protective Services cleaned up these properties. This was done through the use of a local contractor. All the items removed from the affected properties were stored for a period of 2 weeks, allowing the residents to come pick up the items they wish to keep. Protective Services is committed to setting a precedent moving forward, as these clean-up orders are essential in giving us the ability to clean up and ensure our community remains clean and tidy as per our municipal enforcement priorities set forward by council.

Animal activity has increased in the last month. A significant portion of these calls resulted from a loose dog that we had difficulty apprehending on 103rd Street. Residents are still encouraged to document dog complaints with pictures whenever possible and to report as soon as possible with all known details via phone or email, which helps Protective Services catch loose animals

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 23rd, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

or engage with the owners. Animal welfare and public safety are always a priority during the warm summer months. The public turned in several animals, and other animals have been caught at large but returned to their owner. The Animal shelter is near full capacity, so the majority of animals caught have been returned to their owners to avoid straining the shelter's resources. Loose animals continue to be a problem, and owners are reminded that there are specific areas approved for off-leash animals and that most walking trails around town are not off-leash areas.

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

School Safety

Although school starts at the end of the month, Protective Services continues to monitor and patrol the school zones and park areas to ensure motorists drive carefully. Drivers are also reminded to drive with due care, as there is higher playground activity with children. Active patrols continue to prove helpful in keeping drivers compliant with speed limits.

Upcoming Goals and Priorities

Finishing up with unsightly and clean-up orders and helping prepare for fire prevention week activities. Traffic enforcement within the School zone, as school has started. Working on a plan to clean up the current impounded vehicles that have not been claimed.

Emergency Services

Protective Services continues to respond to any fire, ambulance, and rescue calls as required.

COUNCIL POLICY / STRATEGY OR GOAL:	
---	--

Strategy:

Goal:

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:
--

All applicable Bylaws and Territorial Legislation

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 23rd, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
Animal Control Bylaw					
Animal Abuse/Welfare	9	4	1	2	2
Barking Dogs	11	3	7	0	1
Dog Attack	10	4	2	1	3
Dog Bites	4	1	0	0	3
Loose Cat/Dog	109	31	28	33	13
Sled Dog Complaints	0	0	0	0	0
Miscellaneous	5	3	2	0	0
Business License					
No Business License	7	3	2	2	0
Operating business not as permitted	3	3	0	0	0
Traffic Bylaw					
Vehicle/Trailer Parking	62	8	24	16	14
ATV/Snow Machine	57	1	24	32	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	3	1	0	2	0
Suspended/Prohibited Driver	3	0	0	3	0
Fail to carry-No Insurance/Registration	30	0	1	27	2
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	190	2	99	86	3
Speeding (School/Construct/Industrial)	2	0	1	1	0
Suspected Impaired Driver	4	4	0	0	0
Miscellaneous	12	1	3	9	0
Unightly Bylaw					
Overgrown Trees	1	0	1	0	0
Long Grass & Weeds	55	0	2	49	4
Garbage	45	18	7	15	5
Miscellaneous	124	3	77	43	0
Noise Abatement Bylaw					
Noise Complaint	5	4	2	1	0
Fire Prevention Bylaw					
Burning without permit	5	2	0	3	0
Miscellaneous	4	3	1	0	0
Public Behavior Bylaw					
Miscellaneous	2	0	0	2	0
Littering	6	0	1	3	2
Public Intoxication	16	0	5	9	2
Loitering	23	0	16	6	1
TOTAL	842	100	313	369	58

REPORT TO COMMITTEE



DEPARTMENT: PROTECTIVE SERVICES

DATE: Sept 23rd, 2025

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Prepared by:

Brandon Scott
Protective Services Specialist
Date: September 17, 2025

Reviewed By:

Jonathan Wallington
Assistant Director Protective Services
Date: September 17, 2025



REPORT TO COUNCIL

COUNCIL:

Date: September 23, 2025

DEPARTMENT: PUBLIC WORKS

SUBJECT: DEVELOPMENT PERMIT APPLICATION D25-085, JASON AND SARAH FROESE OWNERS OF CUSTOM CONTRACTING HAVE APPLIED TO STICK BUILD A RANCH STYLE 5 UNIT MULTI FAMILY APARTMENT AT 29 FRAZER PLACE, LOT 2229, PLAN 4804.

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER Review and Approve at their Discretion, Development Permit Application No. D25-085, to allow the Construction of a Multiple Unit Residential Apartment

- That all requirements of the Zoning and Building Bylaw 2469/IPS/25 are met.
- All National Building and Fire Codes are met.
- The applicant undertakes to conform to all relevant Municipal, Territorial, and Federal policies and regulations.

BACKGROUND:

The Town of Hay River has received an application from Jason and Sarah Froese of Custom Contracting To build a Multiple Unit Residential Apartment.

The Lot is in the **7.2 R1B – Lower Density Residential (Class B)**

- 3) b) **Housing, Multiple Family** is directly listed under **Discretionary Uses**.

3.8 CONDITIONS OF APPROVAL FOR DEVELOPMENT PERMITS

2. Council will review all Discretionary Use applications and may impose conditions that are deemed appropriate to ensure complete compliance with the regulations of this bylaw and the provisions of the Community Plan.

COUNCIL POLICY / STRATEGY OR GOAL:



REPORT TO COUNCIL

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Town of Hay River Community Plan Bylaw No.1811/18
Zoning & Building Bylaw No. 2469/IPS/25.
2020 National Building Code and the 2020 National Fire Code.

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

- Application for Development #D25-085
- Front Elevation, Lot and Servicing Plan
- Professional Planner's Report

Prepared by:

Randy Froese
Development Officer

Date: September 19, 2025,

Reviewed by:

Glen Smith
Senior Administrative Officer

Date: September 19, 2025

R# 275967

D25-85



Town of Hay River
Zoning and Building Bylaw 2469/IPS/25
APPLICATION FOR A DEVELOPMENT PERMIT

FORM A

I hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant: CUSTOM CONTRACTING Ph. Res. 874-6678 Bus: 876-2626

Address: 2 FORREST DRIVE, HAY RIVER, NT, X0E 0R2

Registered Owner: JASON & SARAH FROESE Ph. Res. 874-6678 Bus. 876-2626

Address: 2 FORREST DRIVE, HAY RIVER, NT, X0E 0R2

Legal Description of Property to be developed: 29 FRASER PLACE, LOT 2229
PLAN 4804

Proposed Use of Site: (use reverse side if necessary) STICK BUILD RANCH STYLE

5 UNIT MULTI FAMILY APARTMENT

Existing Use of Site: EMPTY RIB LOT.

Adjacent to Highway Yes No

Area Required for Proposed Use: 1717 SQ.FT.

Estimated Cost of Development: #

Proposed Setback from Property Lines: Front Yard 725 Side Yard 75 Rear Yard 725

Estimated Date of Commencement: 2025 SEASON

Estimated Date of Completion: 2026 SEASON

Date of Application: JULY 17, 2025

Application Fee: \$ 75.00

NOTE: THE DEVELOPMENT PERMIT APPLICATION WILL NOT BE ACCEPTED UNLESS IT CONFORMS TO THE REQUIREMENTS OF THE ZONING AND BUILDING BYLAW AND THE APPROPRIATE FEE IS SUBMITTED WITH THE APPLICATION.

Signature of Applicant or Agent:

Please Print Signature: Jason Froese

Custom Contracting
Multi Family Ranch Style with 5 units.





Reference: 144902487

3 Applicable Legislation, Policies and Plans

Community Plan (2018)

The subject lot is zoned *R – Residential* in the Community Plan. The table below shows that developing a multi-unit building on the subject lot is supported by the policies of the Community Plan.

Number	Policy	Notes
Section 3.5 – Strategic Options		
Policy 3.5.1	A combination of the following strategies can be used to meet the Development Goals and target population of this Community Plan, by: <ol style="list-style-type: none"> a. directing and concentrating growth to existing serviced urbanized areas, b. promoting opportunities for infill, redevelopment and adaptive reuse to the extent possible, c. providing more opportunities for the development of multi-unit housing, d. enabling more compact urban development, either greenfield and infill sites, by modifying development standards such as minimum lot widths or minimum floor areas, and by e. planning for urban expansion of greenfield sites in suitable locations and at higher densities and more compact form than has previously been the practice. 	<ul style="list-style-type: none"> • Policy supports this application as it will provide needed multi-unit housing.
Section 4 – General Policies		
Policy 4.2.2	Higher density development will be encouraged in areas of the community that are more extensively serviced by existing infrastructure and where such development would not significantly impact the character of the existing neighbourhood.	<ul style="list-style-type: none"> • Policy supports this application. • Development design and form is compatible with single-family neighbourhood.
Policy 4.2.3	Higher density residential development will be supported in areas where there is sufficient provision and access to community amenities such as schools, parks and commercial facilities.	<ul style="list-style-type: none"> • Policy supports this application. • Subject lot is close to existing community amenities.
Policy 4.4.1	The town shall provide for a wide variety and mix of housing types and sizes, including single detached, semi-detached, and duplex housing, and attached housing including row housing and apartments and	<ul style="list-style-type: none"> • Policy supports this application. • Development will provide needed type of housing.

Reference: 144902487

	manufactured homes to provide affordable options for different income groups, family types, and lifestyle needs.	
Policy 4.4.2	In order to diversify housing options, the Town will permit multi-unit residential development as part of mixed-use development on lands designated commercial, and on any land designated 'Residential' where: a. there is good access to and from collector streets, b. there is minimal effect on the traffic levels and the character of neighbouring lower-density residential areas, c. community amenities and services are readily available, and d. adequate servicing capacity exists.	<ul style="list-style-type: none"> • Policy supports this application. • Subject lot is close to community amenities. • Five units will have minimal impact on traffic and local streets have the capacity to handle increased traffic.
Policy 4.5.1	The Town shall protect existing land uses by ensuring that new development, redevelopment, and/or infill development does not significantly compromise the existing quality and character of the neighbourhood.	<ul style="list-style-type: none"> • Development form is compatible with single-family neighbourhood.
Section 5 – New Town Policies		
Policy 5.3.1	The character of established neighbourhoods will be respected whenever future development proposals are considered, using public consultation and establishing design guidelines.	<ul style="list-style-type: none"> • Policy supports this application. • Development design and form is compatible with single-family neighbourhood.

Zoning Bylaw (2025)

The subject lot is within the *R1B – Lower Density Residential* zone. The general purpose of this this zone is to establish areas of single detached housing comprised of standard lots and dwellings.

The development regulations for this lot in this zone are provided below. A basic site plan was submitted with the application and the application form states that the front and rear yard setbacks will be more than 25 ft and the side yard setback will be more than 5 ft.

Development Regulations for <i>R1B – Residential (Class B)</i>	
Building Dimensions	
Lot Coverage Maximum	50%
Building Height Maximum	10 m (33 ft) or 2.5 storeys.

Reference: 144902487

Yard Setbacks		
Front Yard Minimum	Regular shaped lots	7.5 m (25 ft)
Rear Yard Minimum	Interior lots	7.5 m (25 ft)
Side Yard Minimum	Single-storey dwellings	1.5 m (5 ft)
	Two-story dwellings	2 m (6.5 ft)
	Lot without a rear lane, <i>except where an attached garage or carport is provided</i>	3 m (10 ft) for one side yard

For multiple unit housing, one off-street parking stall is required per dwelling unit. An additional stall for every four dwelling units is required for guests; but this can be reduced to one stall per six units at the discretion of the Development Officer. The parking spaces should be shown in the final site plan.

According to Section 5.3 Landscaping Requirements, landscaping should be required for this development. The planting area should be calculated based on the property frontage and shown in the final site plan.

Hay River Strategic Housing Plan (2023)

The Hay River Strategic Housing Plan acknowledges that most of the private dwellings in Hay River are single detached homes and that higher density units and different housing forms are needed to meet the community’s needs. Specifically, the following goal and policy support the proposed five-unit.

Goal #2: Governments and the private sector to collaborate to diversify and increase Hay River housing stock.

Objective 2A: The Town of Hay River encouraged collaboration with multi-family housing developers to align projects with community housing needs.

Hay River Housing Needs Assessment (2022)

The purpose of the Housing Needs Assessment is to present an overview of the current housing situation in Hay River to understand how best to meet the specific housing needs of the community. A priority coming out of this planning work is a more diversified housing supply that is affordable and meets the needs of renters and buyers. Specifically, Section 8.2 speaks to the need to increase the options for rental housing to support working professionals such as teachers, health care workers and other service providers.

It is assumed that the application will provide five new small rental units for use by existing residents or people moving to the community. In this way, the application is in line with the goals of the Housing Needs Assessment.

Reference: 144902487

4 Considerations

In the Zoning Bylaw, *Section 3.11 Decisions on Applications* sets out how the Town will make a decision on discretionary use applications. A list of criteria to consider is provided to provide a framework for how these applications should be considered. The table below provides an evaluation of the application for each of the considerations.

Consideration	Evaluation
Design and character	<ul style="list-style-type: none"> The photo provided with the development application shows a home that would be compatible with single-detached homes in a quiet residential neighbourhood.
Parking and traffic	<ul style="list-style-type: none"> Given that the proposed development will only have five units, traffic impacts on surrounding streets will be minimal. According to the Zoning Bylaw, six off-street parking spaces should be provided, one for each unit and one for guests.
Impact on surrounding properties	<ul style="list-style-type: none"> The subject lot is only directly adjacent to one other lot, directly to the south. This lot has not yet been sold and is also large enough to accommodate a multi-unit development. Appropriate landscaping and off-street parking will work to minimize impacts on surrounding properties.
Mitigation of impacts	<ul style="list-style-type: none"> Appropriate landscaping and off-street parking will work to minimize impacts on surrounding properties. These items, along with the building footprint and setback, need to be included on the final site plan.
Plans and policies	<ul style="list-style-type: none"> As noted in Section 3 of this report, the proposed development is aligned with the Community Plan, Zoning Bylaw, Housing Needs Assessment and Strategic Housing Plan.

5 Recommendations

It is recommended that this discretionary use be approved, as long as the final site plan for this development is provided and that the developer can demonstrate that the dwelling, landscaping and parking can be accommodated on the lot in a way that meets the requirements of the *R1B – Lower Density Residential zone*.

In addition, given the direct relationship between the Development Officer and the developer, it is recommended that all decisions associated with this application be reviewed by the Senior Administrative Officer.

Reference: 144902487

Respectfully,

Stantec Consulting Ltd.



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REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: September 23, 2025

SUBJECT: Compensation for Exceptional Circumstance

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves compensation for any billable hours worked by Management or Excluded Personnel, excluding the Senior Administrative Officer, beyond regular hours of work in supporting the 2025 Fort Providence evacuee hosting and wildfire response. Overtime hours are to be paid out at a rate in accordance with Employment Standards legislation.

BACKGROUND:

The Town of Hay River, in consultation with Partner Agencies of the Local Emergency Management Organization, agreed to act as an official host community during the 2025 Fort Providence wildfire evacuation. The evacuation hosting spanned 12 days between August 31st and September 11th 2025. The Town of Hay River also provided structural protection and Wildland Urban Interface support to Fort Providence for a similar period through the Hay River Fire Department.

Through both extraordinary support activities, Town of Hay River management worked additional hours outside of their regular hours and typical duties. Town Management and Excluded employees do not regularly receive paid overtime – they do receive a bank of leave in lieu of expected overtime associated with their regular duties (ie. Attendance at Council meetings).

Any overtime associated with the Fort Providence evacuee hosting and firefighting, unionized or otherwise, can be billed to the GNWT.

ALTERNATIVES TO RECOMMENDATIONS:

- Do not pay overtime to Management/Excluded employees

ATTACHMENTS:

Prepared by:
Glenn Smith
SAO
September 19, 2025



REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: September 23rd, 2025

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Willows from the Regular Meeting of Council Tuesday, September 23rd, 2025.

BACKGROUND:

Cllr Willows has asked to be excused from the Regular Meeting of Council Tuesday, September 23rd, 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: September 19th, 2025

Reviewed by:

**TOWN OF HAY RIVER
BY-LAW NO. 2471/CS/25**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES TO PROVIDE INDEMNITIES AND ALLOWANCES TO MEMBERS OF COUNCIL.

WHEREAS pursuant to Section 102 and Section 165 of the *Cities, Towns and Villages Act S.N.W.T. 2003, c. 22.*

AND WHEREAS Council deems it desirable and appropriate to establish indemnities for Council Members attending meetings of council and committee and allowances for Council Members conducting Council approved business in and away from the community.

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

1. Title

This By-law may be referred to as the Town of Hay River Indemnities and Allowances By-law.

2. Annual Indemnity

- a) A Council Member shall receive an annual indemnity for attending meetings of council and committee in the amount provided in Schedule "A" entitled "Rates for Annual Indemnities and Allowances.
- b) The annual indemnity shall be prorated and paid to a Council Member on a monthly basis.
- c) One third ($\frac{1}{3}$) of the annual indemnity for attending meetings of council and committee shall be deemed an allowance for incidental expenses.
- d) Where a Council Member is absent from a regularly scheduled meeting of council or committee and does not have permission from Council for the absence Council may by motion withhold all or part of the annual indemnity monthly payment for the months in which the Council Member missed regularly scheduled meetings.
- e) A motion to withhold all or part of a Council Members annual indemnity shall be put at the first regular meeting of council that the named Council Member is in attendance. The named Council Member shall have an opportunity to speak and vote on the motion. The motion to withhold all or part of a Council Members annual indemnity must be supported by not less than two thirds ($\frac{2}{3}$) majority of all the members of council. The two thirds ($\frac{2}{3}$) majority rule shall include the named Council Member.
- f) In the event that the two third ($\frac{2}{3}$) majority rule cannot not be met the motion shall be dealt with at the first meeting of council where the two third ($\frac{2}{3}$) majority rule is met.
- g) If due to the passage of time all or part of the annual indemnity monthly payment for the time in question has been paid and a motion to withhold all or part of the

**TOWN OF HAY RIVER
BY-LAW NO. 2471/CS/25**

annual indemnity is approved the amount withheld shall be deducted from the next scheduled payment.

- h) A Council Member who is unable to attend a regularly scheduled meeting of council or committee because they are conducting Town business at Council's request shall not be considered absent without permission and the absence shall be recorded in the minutes that the Council Member is not in attendance because they are conducting Town business at Council's request.

3. Allowances

- a) A Council Member shall be entitled to reimbursement of expenses incurred while carrying out duties on behalf of the Town of Hay River, provided that a brief written report, acceptable to Council is submitted that outlines the details of the duty performed, including the names of anyone on whom public relations expenditures were incurred, the matters discussed, and agreements reached in respect of the duty being performed.
- b) A claim for reimbursement shall be accompanied by receipts for the expenditures claimed excluding receipts for meals, incidentals, private accommodation and kilometer rate where a privately owned vehicle is used.
- c) A Council Member while conducting business away from the community inside Canada shall be entitled to receive compensation for meals, incidentals, private accommodation and kilometer rate where a privately owned vehicle is used in the amounts provided in Schedule "A" entitled "Rates for Annual Indemnities and Allowances.
- d) A Council Member while conducting business away from the community inside Canada shall be entitled to receive an honorarium in the amount provided in Schedule "A" entitled "Rates for Annual Indemnities and Allowances.
- e) Rates for expenses and honorarium for a Council Member conducting business on behalf of the Town outside Canada shall be established as required by motion of Council.

4. Repeal

- a) By-Law No. 2391 is hereby repealed in its entirety.

5. Effect

- a) This by-law shall take effect on the date that this by-law receives third and final reading.

READ A FIRST TIME this ___ day of _____, 2025.

Mayor

**TOWN OF HAY RIVER
BY-LAW NO. 2471/CS/25**

READ A SECOND TIME this ___ day of _____, 2025.

Mayor

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

Mayor

CERTIFIED that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act S.N.W.T. 2003, c.22. s.102 and s.165 and the by-law of the Municipal Corporation of the Town of Hay River.

This ___ day of _____, 2025.

Senior Administrative Officer

**TOWN OF HAY RIVER
BY-LAW NO. 2471/CS/25**

Schedule "A"
Rates Annual Indemnities and Allowances

Annual Indemnity		2025
Mayor	\$	49,962
Deputy Mayor	\$	14,139
Acting Mayor	\$	11,306
Councillors	\$	11,306
Honorarium		2025
	\$	194.22

Duty Travel Rates

Duty Travel Rates for Council shall be based on the Government of the Northwest Territories Duty Travel Rates which are reviewed four times a year January 1st, April 1st, July 1st and October 1st.