



AGENDA

PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
 - a. Regular Meeting of Council – December 15th – page 2-5
 - b. Special Meeting of Council – January 12th – page 6--8
6. **INFORMATION ONLY**
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
 - a. Excused Absence – page 9
 - b. Infrastructure and Planning Services Monthly Report for December– page 10-15
 - c. Recreation and Community Services Monthly Report for December – page 16-33
 - d. Emergency Services Monthly Report for December (Amended) – page 34-40
 - e. Municipal Enforcement Monthly Report for December – page 41-45
 - f. Property, Assessment, and Taxation Act Review Update – page 46-48
 - g. Winter Bylaw Enforcement Priorities Report – page 49
 - h. Metis 51 Cultural Space – page 50-51
 - i. 2022-2025 Strategic Plan Summary - page 52-
9. **NEW BUSINESS**
 - a. Canadian Housing Infrastructure Fund – NWT Stream – Application Approval – page 53-56
 - b. Housing NWT Engagement – page 57-58
10. **NOTICE OF MOTIONS**
11. **BYLAWS**
 - a. Bylaw 2472/CS/26 – Fees and Charges Bylaw – Third and Final Reading – page 59-96
 - b. Bylaw 2473/IPS/26 – Water and Sewer Services Bylaw – Third and Final Reading – page 97-144
 - c. Bylaw 2474/CS/26 – Corporate Seal Bylaw - First and Second Reading – page 145-147
 - d. Bylaw 2475/CS/26 – Half Day Civic Holiday for Kamba – First and Second Reading – page 148-149
12. **IN CAMERA**
 - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)
 - NWT Agrifood Association Proposal
13. **ADJOURNMENT**



REGULAR MEETING MINUTES December 15th, 2025

The Regular Meeting of Council was held on Tuesday, November 17th, 2025 at 6:30pm

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

Senior Administrative Officer – Glenn Smith, Director of Corporate Services – Blair Porter, Director of Recreation and Community Services – Stephane Millette, Director of Protective Services – Travis Wright and Council Administrator – Stacey Barnes

1. CALL TO ORDER:

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

2. ADOPTION OF AGENDA

#25-260

MOVED BY CLLR WALL

SECONDED BY: CLLR LAKUSTSA

3. DECLARATION OF INTEREST

There were no declarations of interest

4. ANNOUNCEMENTS, AWARDS & PRESENTATIONS

There were no announcements, awards or presentations

5. ADOPTION OF MINUTES

a. Regular Meeting of Council – November 17th, 2025

#25-261

MOVED BY: CLLR DUFORD

SECONDED BY: CLLR WALL

CARRIED

6. INFORMATION ONLY

- N/A

7. ADMINISTRATIVE ENQUIRIES

Verbal updates given by SAO Smith, Director of Corporate Services – Blair Porter, Director of Recreation and Community Services – Stephane Millette, Director of Protective Services – Travis Wright



REGULAR MEETING MINUTES December 15th, 2025

f. RECOMMENDATION:

#25-267 **MOVED BY: CLLR DUFORD**
 SECONDED BY: CLLR GAGNIER

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

CARRIED

g. RECOMMENDATION:

#25-268 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: CLLR SQUIRREL

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

CARRIED

9. NEW BUSINESS

a. RECOMMENDATION:

#25-269 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints Cllr Keith Dohey as Deputy Mayor as per the Council Procedure Bylaw# 2420.

CARRIED

b. RECOMMENDATION:

#25-270 **MOVED BY: CLLR WILLOWS**
 SECONDED BY: CLLR GAGNIER

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2025 Q3 unaudited consolidated Statement of Operations as presented, as recommended by the Finance Committee.

CARRIED

c. RECOMMENDATION:

#25-171 **MOVED BY: CLLR GAGNIER**
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the 2025 Q3 Capital Report as presented, as recommended by the Finance Committee.

CARRIED



REGULAR MEETING MINUTES December 15th, 2025

d. RECOMMENDATION:

#25-272

**MOVED BY: CLLR SQUIREL
SECONDED BY: CLR DUFORD**

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts this 2025 Q3 Aging Receivables Report as information, as recommended by the Finance Committee.

CARRIED

e. RECOMMENDATION:

#25-273

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER awards the contract for External Audit Services for fiscal years 2025–2027 with two optional one-year extensions, to Ashton Chartered Professional Accountants, as the highest-scoring proponent from the Town’s 2025 RFP for audit services, as recommended by the Finance Committee.

CARRIED

10. NOTICE OF MOTIONS

There were no notice of motions for the Regular Meeting of Council – Monday, December 15th, 2025

**11. IN CAMERA
N/A**

12. ADJOURNMENT

#25-274

MOVED BY: CLLR WILLOWS

That the Regular Meeting of Council be adjourned at 7:23pm.

CARRIED

Certified Correct as Recorded on the 15th Day of December 2025

These minutes were accepted by motion #_____



SPECIAL MEETING MINUTES January 12th, 2026

b) RECOMMENDATION:

#26-004

MOVED BY: CLLR SQUIRREL
SECONDED BY: CLLR GAGNIER

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accept the report on the update to the Water and Sewer Bylaw as information.

CARRIED

c) RECOMMENDATION:

#26-005

MOVED BY: CLLR WALL
SECONDED BY: DM DOHEY

THAT THE COUNCIL OF THE TOWN OF HAY RIVER submit resolutions to the NWT Association of Communities for consideration at their 2026 AGM to:

1. Request that the GNWT return to regional hosting of Arctic Winter Games Trials
2. Request that the GNWT conduct a review and improve the current 911 dispatch system

CARRIED

d) RECOMMENDATION:

#26-006

MOVED BY: CLLR GAGNIER
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Lakusta from the Special Meeting of Council Monday, January 12th, 2026.

CARRIED

6. BYLAWS

a) Bylaw 2472/CS/26 – Fees and Charges Bylaw – First and Second Reading

1ST READING

#26-007

MOVED BY: DM DOHEY
SECONDED BY: CLLR WALL

CARRIED

Bylaw 2472/CS/26 – Fees and Charges Bylaw – First and Second Reading

2ND READING

#26-008

MOVED BY: DM DOHEY
SECONDED BY: CLLR WALL

CARRIED



SPECIAL MEETING MINUTES January 12th, 2026

b) Bylaw 2473/IPS/26 – Water and Sewer Services Bylaw – First and Second Reading

1ST READING
#26-009

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR GAGNIER

CARRIED

Bylaw 2473/IPS/26 – Water and Sewer Services Bylaw – First and Second Reading

2nd READING
#26-010

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR WALL

CARRIED

7. ADJOURNMENT

#26-011 MOVED BY: CLLR WILLOWS

That the Special Meeting of Council be adjourned at 7:28pm.

CARRIED

Certified Correct as Recorded on the 12th Day of January 2026

These minutes were accepted by motion # _____



REPORT TO COMMITTEE

DEPARTMENT: ADMINISTRATION

DATE: January 12th, 2026

SUBJECT: EXCUSED ABSENCE

RECOMMENDATION:

MOVED BY: CLLR BOUCHARD
SECONDED BY: CLLR GAGNIER

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Lakusta from the Standing Committee of Council Monday, January 12th, 2026.

BACKGROUND:

Cllrs Lakusta have asked to be excused from the Standing Committee of Council Monday, January 12th, 2026.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by:
Stacey Barnes
Council Administrator
Date: January 8th, 2026

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** January 12, 2026

SUBJECT: Infrastructure and Planning Services Monthly Report for December 2025

RECOMMENDATION:

MOVED BY: CLLR GAGNIER
SECONDED BY: CLLR SQUIRREL

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

BACKGROUND:

Engineering and Capital Projects:

The IPS department was busy supporting the 2026 Capital Budget process. Project proposals for all new IPS projects suggested to start implementation in 2026 and are over \$50,000 were submitted to the Finance Committee and Council for consideration in the 2026 Budget.

All capital projects are detailed in the attached 2025 Project Status sheet. Some project progress to note from prior month include:

Lift Station #1

- Second floor lighting and power completed
- Gas line installed and tested (passed)
- Unit heater installed
- First floor painting completed
- Mass Air Handling Unit ducting installation
- Doors primed
- Main power wiring pulled

DEPARTMENT: **Infrastructure and Planning Services**

DATE: January 12, 2026

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

Site Photos



Meter and disconnect



Junction boxes and connections



PLC terminations



Fuel Fill



EF-2



Ducting first floor

Woodland Drive Drainage Plan

- Draft Servicing report and preliminary engineering for utilities completed
- IPS will be reviewing and finalizing reporting in January
- The report serves to guide the optimal order of operations for utility and road replacement work for the north end of Woodland Drive area of the town. Some adjustments to the 10 Year Capital Plan will likely be required.

Industrial Area Expansion

- A preliminary design has been completed for future expansion of the Industrial Area west of Dean Drive.
- IPS will be reviewing the design and exploring options for a phased approach to development. This information with probable costing will be presented to Council for direction by March 2026
- The expansion is not currently budgeted in the 10 Year Capital Plan



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** January 12, 2026

SUBJECT: Infrastructure and Planning Services Monthly Report for December 2025

Water License and Environmental Activities:

- Progressing investigation into nitrogen spike at landfill downgradient sentinel well 5d.

Public Works and Maintenance

Roads and Ditches

- Snow removal completed for entire community with larger snowfalls near end of December
- Site preparation for Festival at the Forks
- Site preparation for Pavilion event
- Street sanding services continue to be completed through a combination of contracted and non-specialized in house equipment while waiting on delivery of new sanding truck scheduled for January

Equipment Maintenance

- Repairs to Rec John Deere tractor differential
- Repairs and servicing to backup snowblower
- General repairs and maintenance to fleet

Solid Waste

- Regular maintenance and monitoring activities
- Compacting continues to be completed through use of contracted dozer while waiting on delivery of replacement compactor scheduled for receipt by March 2026

Water and Wastewater

- Community remains under Public Health Water Advisory for elevated THM levels
- Sample results from the week of December 15th have shown improvements with THM levels continuing to drop. The Underground Reservoir sample had a result of 87.5 ug/L down from November's 98 ug/L result. Other test locations on the distribution system were under 64 ug/L.



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** January 12, 2026

SUBJECT: Infrastructure and Planning Services Monthly Report for December 2025

- The current locational running annual average remains at 105.75 ug/L (as of November 2025) and as such the THM Advisory remains in place. The next update to the annual average will occur in January 2026.
- A short-term treatment adjustment plan has been developed between Town, Health, and MACA staff. PWS staff will be executing additional adjustments per the plan in January
- IPS investigating installation of a second hatch at underground reservoir to accommodate safe access for dive crew. Due to baffled vertical walls, divers have not been able to reach southern section of reservoir.
- Ongoing discussions with dive crew to schedule reservoir cleaning in summer of 2026.
- Ongoing discussions with consultants and dive crew to schedule water treatment plant intake investigation in 2026.
- Awaiting fee letter for water treatment plant final detailed design.

Facilities Management / Miscellaneous

- Garage Bay Door Repair
- Planning for safety improvements to landfill scale / deck
- General maintenance and repairs to buildings

Planning and Development

Planning and Land Management

- Climate Adaptation Plan kickoff rescheduled to beginning of January.
- Draft recommendations for flood policy changes received. IPS is reviewing ahead of presentation to Policy and Bylaw Committee in January.
- Planning and preparation work underway for New Cemetery. Public consultation meeting scheduled for January. Presentation to Policy and Bylaw Committee in January.
- Agreement for engineering services to support old NFTI area development plan executed.

Enforcement

- There are 2 active files. Both involve uses not consistent with zoning regulations

Permitting

- 5 Development Permits and 1 Building Permit have been approved for December 2025.



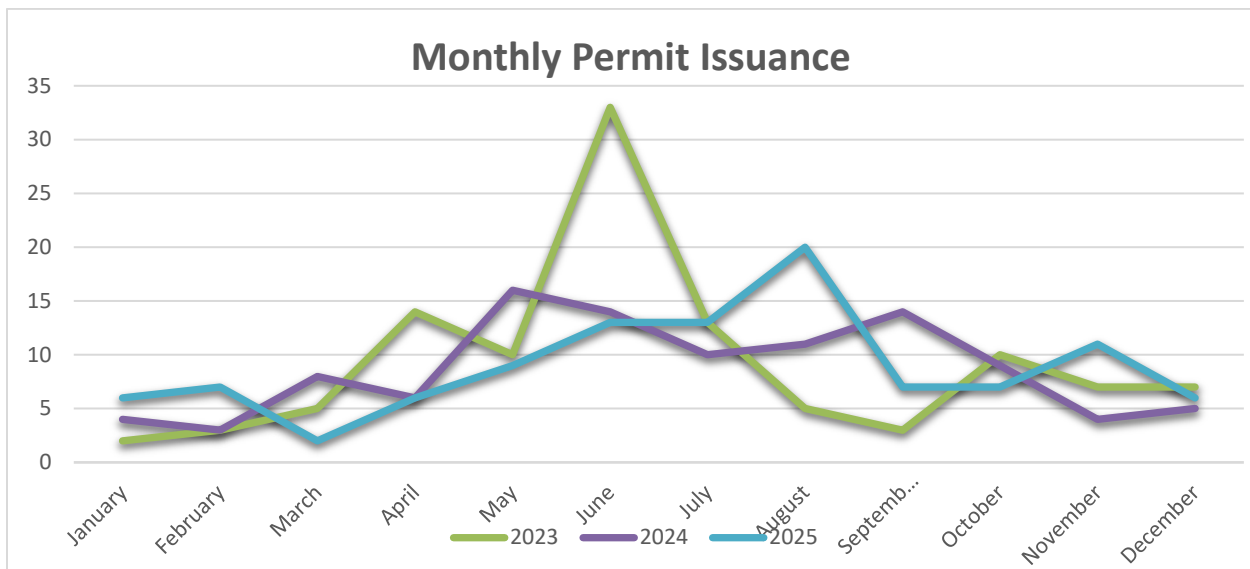
REPORT TO COMMITTEE

DEPARTMENT: **Infrastructure and Planning Services** **DATE:** January 12, 2026

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

In the month of December 2024, the Town had 3 Development Permits and 1 Building Permit signed out.

| DATE | DEV & BP | CIVIC ADDRESS | DESC. OF WORK |
|-------------------|------------------|------------------------|---|
| December 05,2025 | DH25-104 | 47 B Studney Drive | Home Occupation Wild Spirt Contracting (Carpentry Contracting) |
| December 08, 2025 | DH25-105 | 15 McRorie Road | Home Occupation Aurora North (Engineering Consulting and Construction) |
| December 08, 2025 | DH25-106 | 2 F Neville Place | Home Occupation Mary Woledge (Janitorial Contracting) |
| December 18, 2025 | D25-107, B25-039 | 24 Dean Drive | 40' X 60' Hobby Shop Accessory Building |
| December 30,2025 | DH25-108 | 23 John Mapes Crescent | Home Occupation Spic and Span Janitorial Services (Janitorial Services) |



COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:



REPORT TO COMMITTEE

DEPARTMENT: Infrastructure and Planning Services **DATE:** January 12, 2026

SUBJECT: Infrastructure and Planning Services Monthly Report for December 2025

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

| |
|--------------------------------|
| FINANCIAL IMPLICATIONS: |
|--------------------------------|

N/A

| |
|---|
| ALTERNATIVES TO RECOMMENDATIONS: |
|---|

N/A

| |
|---------------------|
| ATTACHMENTS: |
|---------------------|

- | |
|--|
| - December Capital Project Status Report |
|--|
-
-
-

Prepared by:
Glenn Smith
SAO & Acting Director of IPS
January 8, 2026

Reviewed by:



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

RECOMMENDATION:

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

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

BACKGROUND:

Recreational Programming

Youth Programming

After School Club:

Regular After School Club programming continued throughout December. The program ran at 72% capacity on a weekly basis, down from 90% in November. In addition, Full Day PD Day Programming ran at 70% capacity over the holidays.

After School Club Attendance by Month

| Jan | Feb | March | April | May | June | Sept | Oct | Nov | Dec |
|------|-----|-------|-------|------|------|------|-----|-----|-----|
| 100% | 98% | 100% | 100% | 100% | 100% | 85% | 77% | 90% | 72% |

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

Fitness Programming

Regular fitness programming continued this month, with 9 instructor-led fitness classes and 2 self-led, supervised fitness classes for older adults.

Attendance at instructor-led fitness programming decreased with a total of 135 participants attending programming due to the break in programming over the holiday season, as well as the decrease in instructor-led fitness programming offered. In comparison, 270 participants attended instructor-led fitness programming in November.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Fitness Programming Attendance by Month

| Jan | Feb | March | April | May | June | Sept | Oct | Nov | Dec |
|-----|-----|-------|-------|-----|------|------|-----|-----|-----|
| 273 | 242 | 321 | 194 | 164 | 281 | 104 | 361 | 270 | 135 |

New Horizons for Seniors Grant

Seniors programming has increased drastically over the past 3 years, resulting in a significant increase in the number of seniors engaged in recreation programming.

| | 2022 | 2023 | 2024 | 2025 |
|--|------|------|------|------|
| Seniors Programming Attendance by Year | 45 | 170 | 955 | 927 |

| | Seniors Coffee | Walking Challenge | Art Program | Movie Matinee | Stick Curling |
|----------------|----------------|-------------------|-------------|---------------|---------------|
| | Weekly | Weekly | Weekly | 2 weeks | Weekly |
| December 2025 | 38 | 27 | 17 | 39 | 8 |
| November 2025 | 38 | 33 | 17 | 30 | n/a |
| October 2025 | 37 | 36 | 17 | 18 | 6 |
| September 2025 | 6 | 11 | n/a | n/a | n/a |

Community Programming

Public Skating and Shinny: Public Skating and Shinny times continue to be popular, particularly amongst youth with high attendance at daily shinny times. School groups have continued booking public skating times for their classes. After School Club also makes use of public skating times on a weekly basis.

Holiday Season Programs and Events:

- Festival of Trees: The annual partnership with school Parent Action Committees has become a holiday tradition at the Hay River Community Centre.
- Skate with Santa: Approximately 175 community members attended the 2-hour skate.



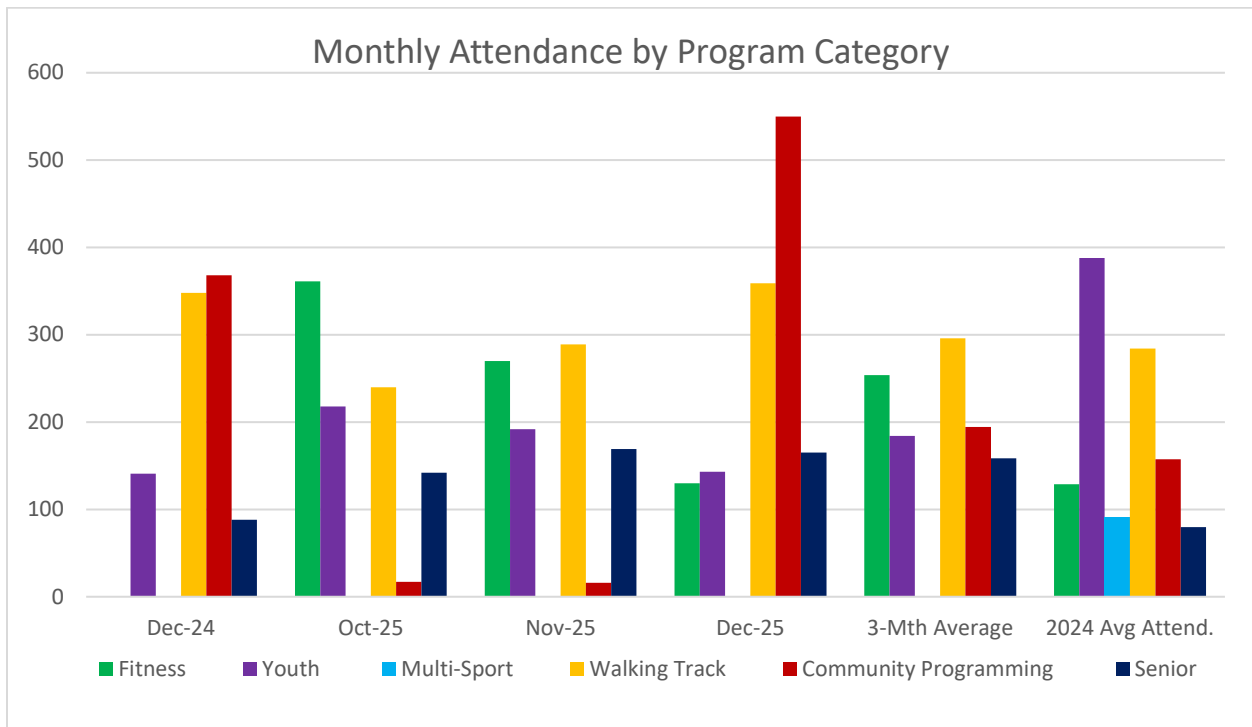
REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Candy Cane Lane: Approximately 160 community members participated in a variety of Christmas activities, including letters to Santa and Christmas ornament decorating.
- Gingerbread House Building Contest: In total, 14 teams participated. Winners were determined in 3 categories: Most Traditional, Most Creative and Fan Favorite.
- North Pole Walking Challenge: A total of 27 participants walked a total of 4,330 laps of the walking track for this challenge. Gift cards to local businesses were awarded to the top 3 competitors.
- Sponsored Swims and Skates: Local businesses sponsored 89 hours of public programming, as compared to 65 hours in 2023 and 74 hours in 2024. A total of 432 community members attended public ice programming times in the month of December, up from 132 participants in November.
- Festival at the Forks: New Years Eve celebrations included fireworks, a bonfire, free hot chocolate, and music. The event was well received, with approximately 215 community members attending. This was a partnership between the Department of Recreation, Hay River Fire Department and Hay River Ski Club.

Recreation Programming Statistics

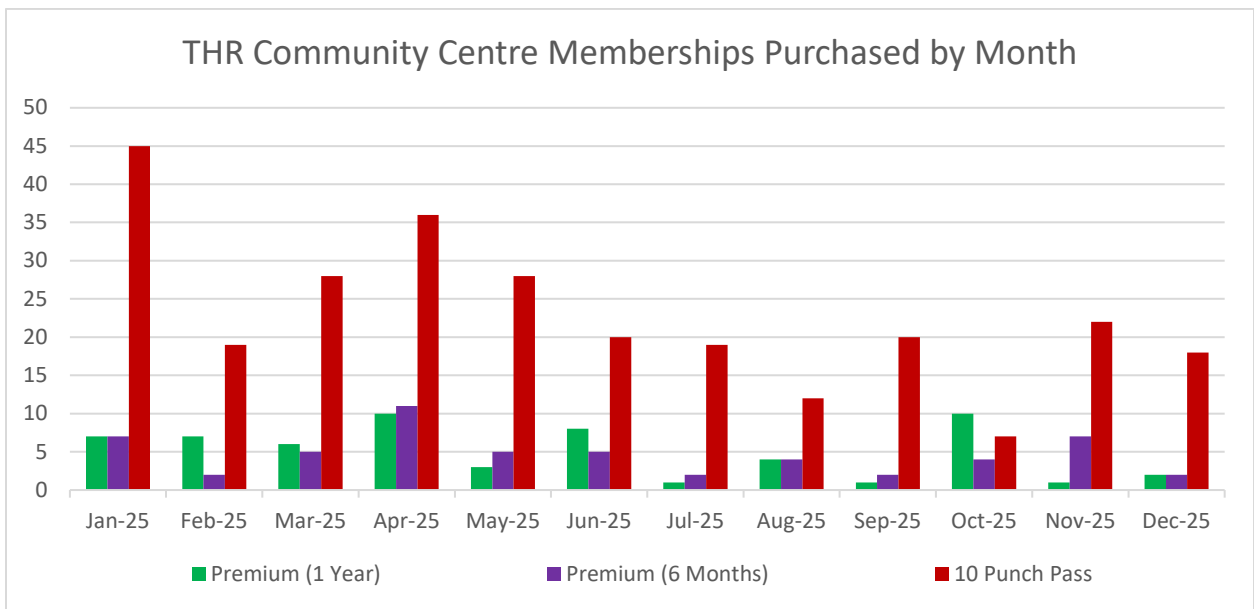
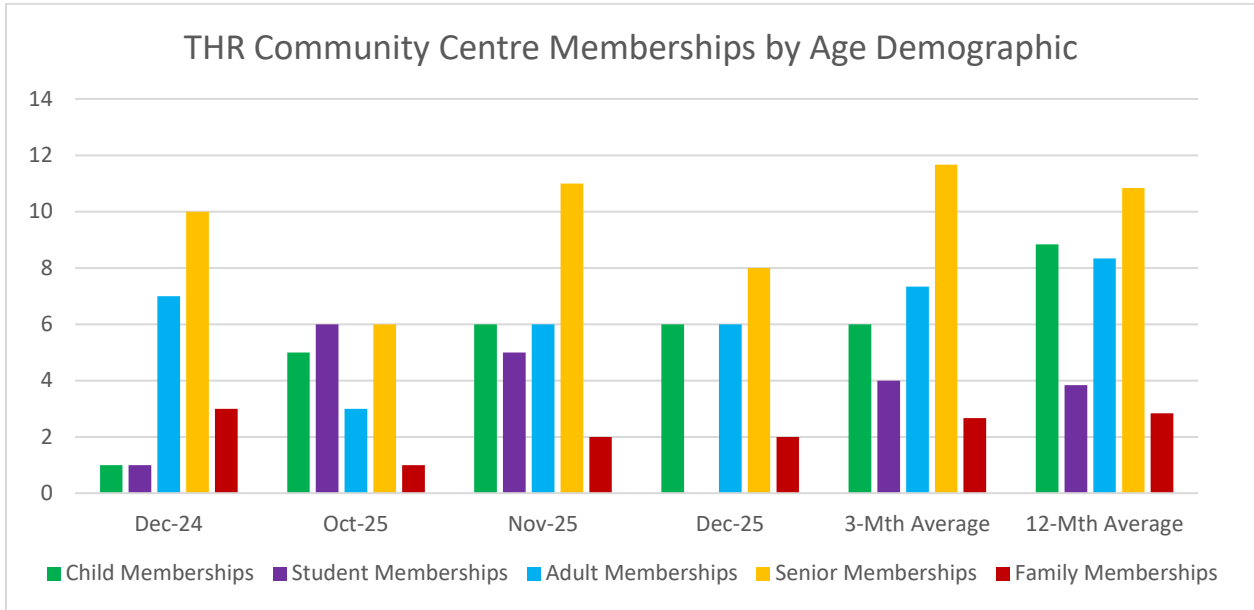




REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



Aquatics



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT




















General

The Don Stewart Aquatic Centre operated on a regular schedule in early December. All programming was reduced to holiday hours (12pm to 6pm) between December 24th and January 4th. Two unrelated issues affected operations of secondary equipment and services:

- The steam room has been closed since November 3rd, following a Public Health Advisory (PHA) issued by the Chief Environmental Health Officer (CEHO) of the GNWT.
 - o The PHA recommends limiting activities that generate steam in enclosed spaces.
 - o The Don Stewart Aquatic Centre steam room remains closed until further notice.
 - o The steam room is otherwise in excellent working condition.

- The hot tub is closed until further notice, due to critical failure of the circulation pump.
 - o This pump was original to the Don Stewart Aquatic Centre build in 2004-05.
 - o The pump was assessed as part of mechanical retrofits in 2019, at which time a local contractor determined the pump was in good condition.
 - o A replacement pump was ordered before Christmas, and the latest delivery estimate is 12 weeks.

Don Stewart Aquatic Centre operational hours:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|-------------------------------------|---|---|---|--|---|---|
| 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 and 6 Casual Lifeguards. A 3rd Full-time Lifeguard position remains vacant.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Attendance

December attendance was 822. This was lower than November (1,082), as well as December 2024 (1,085) and December 2023 (1,443). Thanks to local corporate sponsors, all Open Swims (30 hours) were free to the public over the holidays. There were also 8 hours of free Family Swims. The busiest swims were on Dec 26th & 27th with 42 and 35 swimmers respectively.

Groups that used the pool in December included:

| <u>Group</u> | <u># of Occurrences</u> |
|----------------------|-------------------------|
| Swim Team | 9 |
| After School Club | 3 |
| PA School | 3 |
| Chief Sunrise School | 1 |
| Girl Guides | 1 |
| Birthday Parties | 2 |

Swimming Lessons and Special Programming

Swimming lessons ran from November 3rd until December 18th. There were 48 swimmers enrolled.

| Level | # Enrolled | # Completed | % Completed |
|-------------------|-------------------|--------------------|--------------------|
| Preschool Classes | 23 | 14 | 61% |
| Swimmer Classes | 25 | 12 | 48% |
| Total | 48 | 26 | 54% |

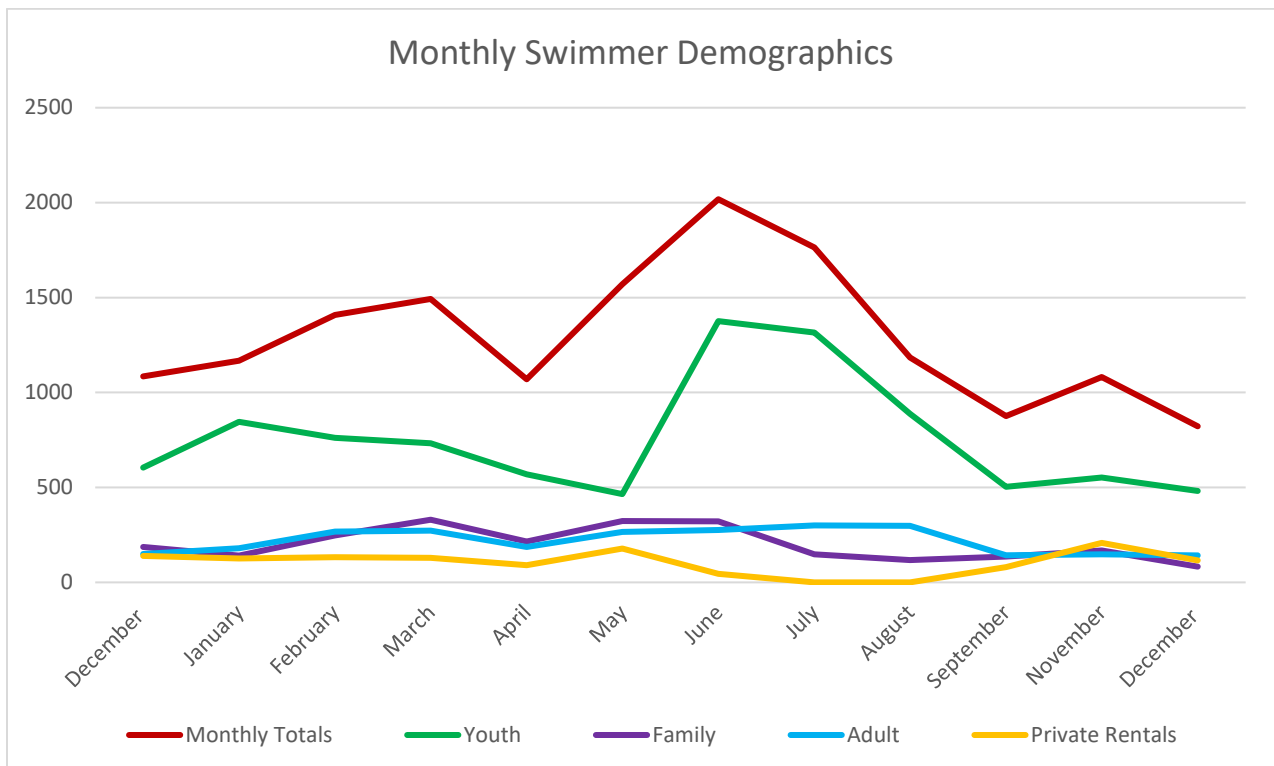
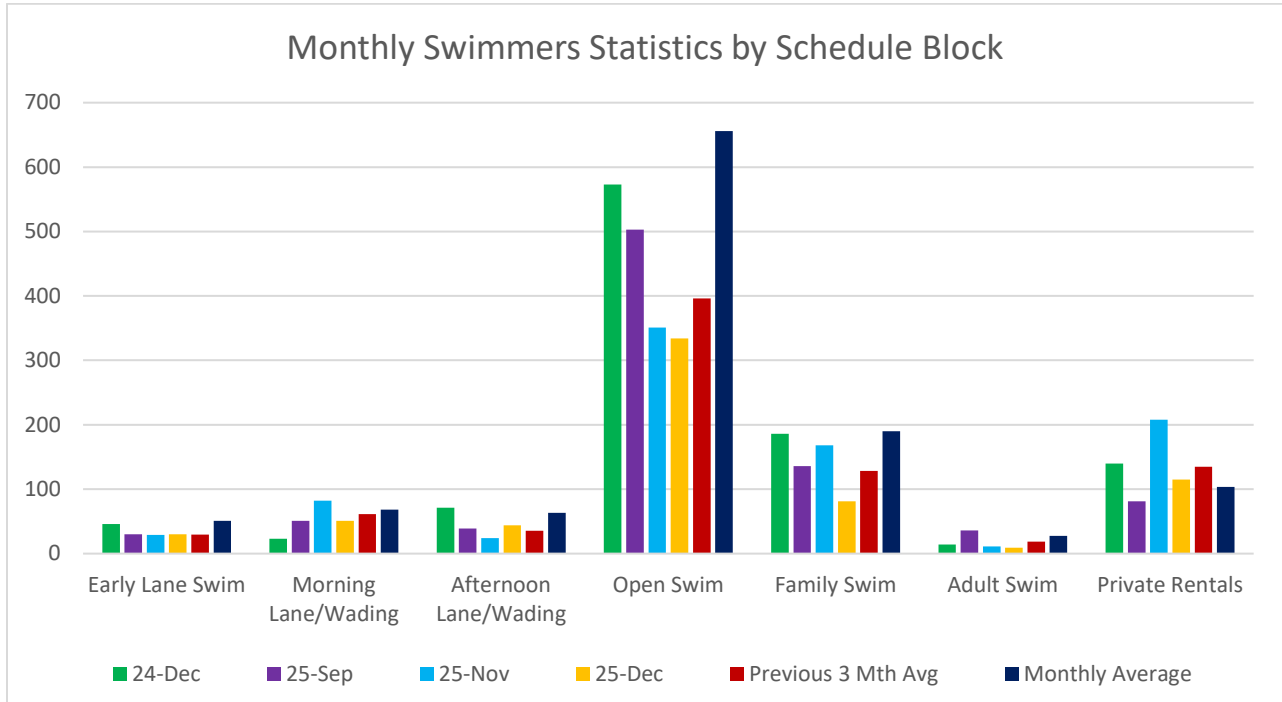
The next session will start the week of January 19th and run until the week of March 9th.



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Facilities and Maintenance

Don Stewart Aquatic Centre:

- Weekly walkthrough of aquatic centre with Maintenance and Aquatics staff.
- Weekly vacuuming of pool and hot tub.
- Work with local contractor to source and order replacement hot tub circulation pump.
- Coordinate repair of hot tub jet pump with Alberta supplier.
- Increase pool water temperature slightly due to hot tub closure.

Aurora Ford Arena:

- Routine daily ice maintenance and weekly measurements of ice depth.
- Daily ice plant and controls system checks.
- Regular Zamboni checks and maintenance.
- Host 2 hockey tournaments.
- Contacted Alberta contractor to schedule mid season inspection of ice plant in January.
- Ice plant entry and ammonia management in service training.

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 programming and community events/rentals.
- Weekly and monthly staff safety training and tailboard meetings.
- Snow removal as and when needed around the building.
- Support hockey tournaments and weekend special event rentals.
- Support provided to Festival of Trees, Santa Claus Parade and other holiday traditions.
- Inventory and reorganization of storage areas throughout building.

Parks and Greenspaces:

- Garbage containers emptied weekly in downtown core and at greenspaces and trails.
- Regular litter pickup and weekly checks of Town sites and assets in the downtown core.
- Monthly inspections of THR managed greenspaces and offsite locations.



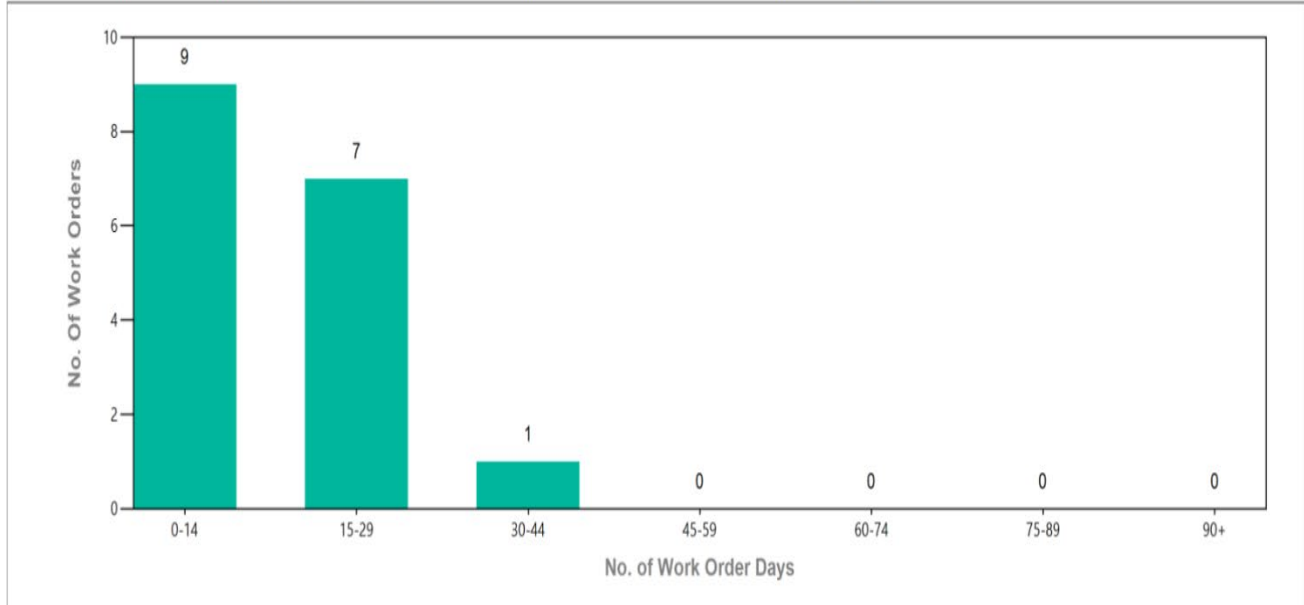
REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Corrective/Custodial Work Order Aging Summary (December 2025)

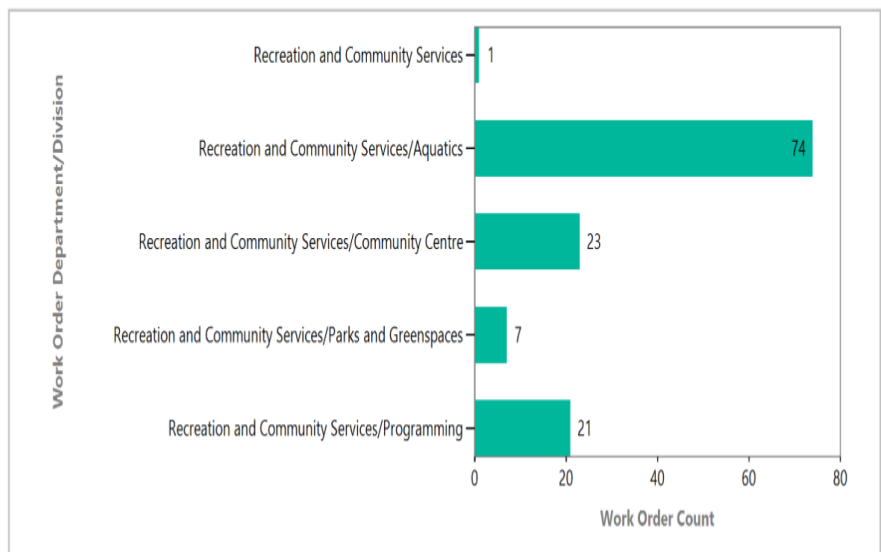
Total Count: 17 | WO Date Range: 12/01/2025 to 12/31/2025 | Department/Division: Recreation and Community Services | Type: Corrective,Custodial,Predictive,Preventive | Main Task: ALL



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

Group By: Department/Division | WO Date Range: 12/01/2025 to 12/31/2025 | 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 | 74 | 59% |
| Recreation and Community Services/Community Centre | 23 | 18% |
| Recreation and Community Services/Parks and Greenspaces | 7 | 6% |
| Recreation and Community Services/Programming | 21 | 17% |
| TOTAL | 126 | 100% |



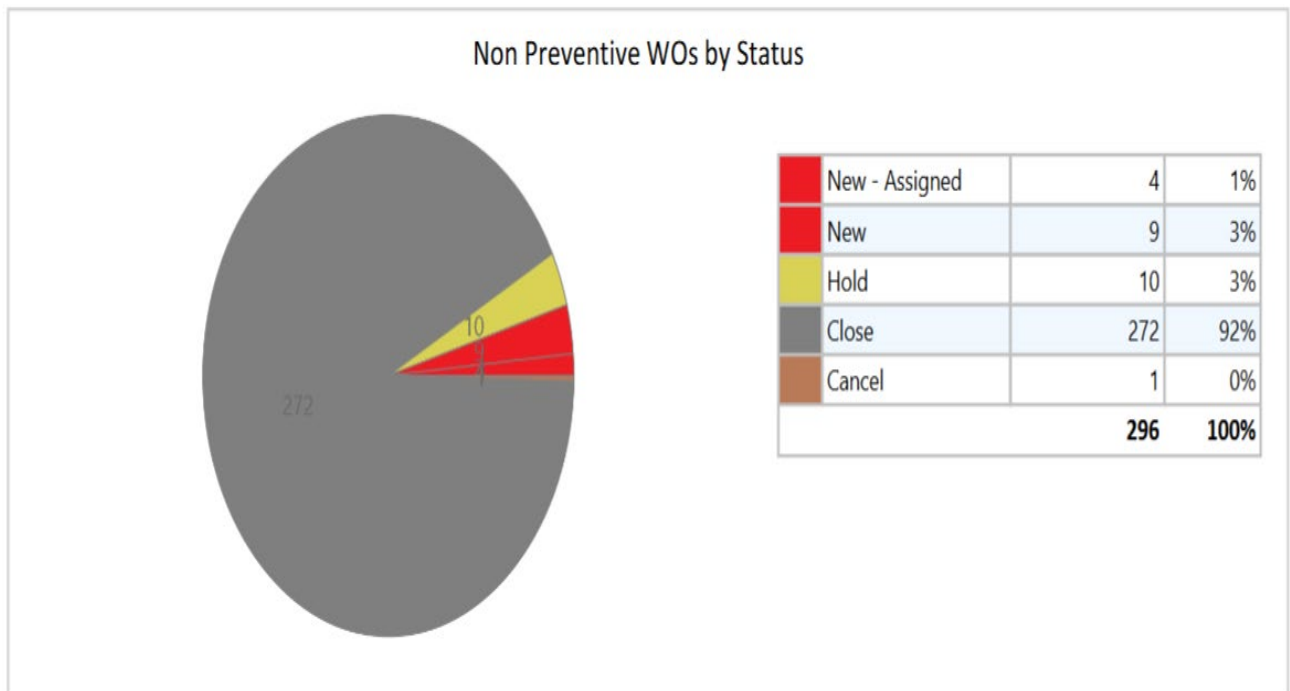
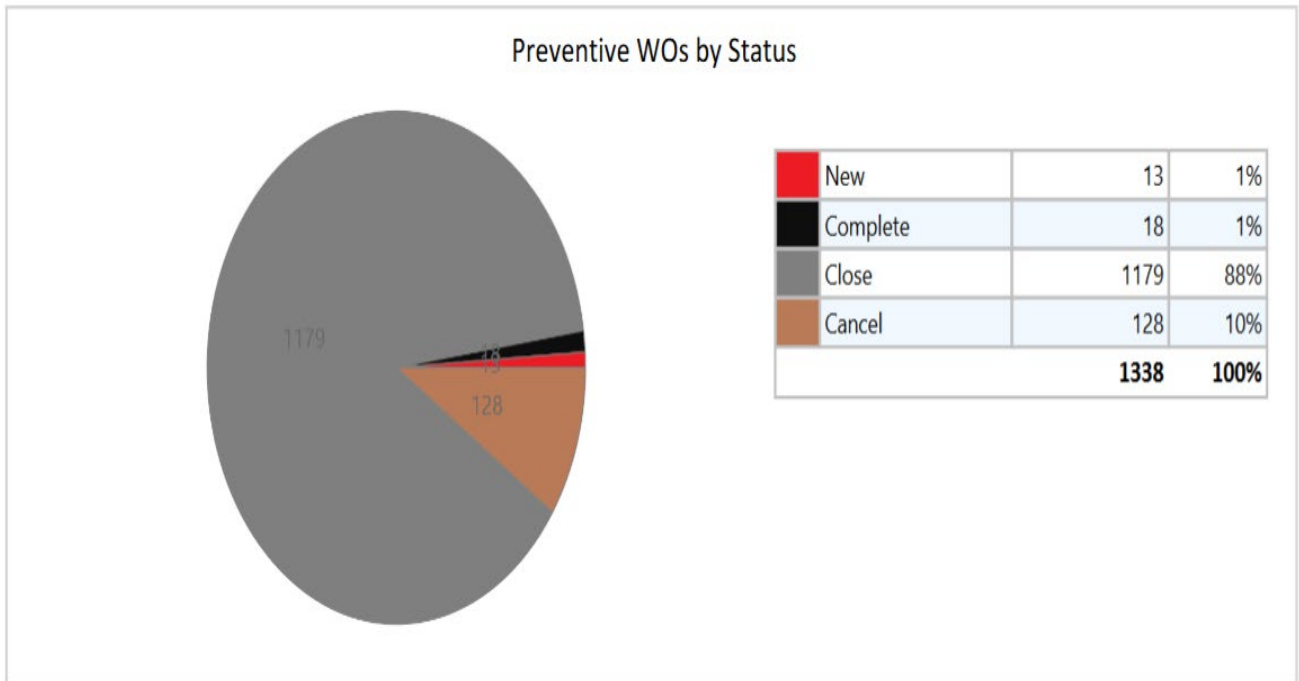


REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Maintenance Work Order Progress Reports (cumulative 2025)





REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Tourism Coordinator Activity Report

VIC Monthly Visitors Tracking

- December 2025 VIC guest book sign-ins (141) is 34% higher than December 2024. Visitation across the board has been significantly higher for most months from 2024 to 2025.

Total VIC guest book sign

| | June | July | August | Sept | Oct | Nov | Dec |
|------|------|------|--------|------|-----|-----|-----|
| 2024 | 216 | 196 | 285 | 120 | 68 | 49 | 101 |
| 2025 | 309 | 368 | 335 | 171 | 92 | 58 | 141 |

- VIC guests point of origin data for December 2025:
 - Canada (non-NWT): 15%
 - Europe: 0%
 - NWT: 85%
 - Other: 0%
- Spring and summer visitor numbers particularly increased for Canadian travellers. This increase may be related to North American trade negotiations and reaction to American tariffs on Canadian goods.

Percentage of total visitors from Canada (non-NWT)

| | June | July | August | Sept | Oct | Nov | Dec |
|------|------|------|--------|------|-----|-----|-----|
| 2024 | 55% | 69% | 65% | 54% | 40% | 24% | 17% |
| 2025 | 71% | 78% | 67% | 54% | 37% | 19% | 15% |



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

- Town of Hay River Recreation Committee Members
- Local Indigenous Governments
- Metis local 51 has agreed to meet in the new year to discuss the 2026 Fishermen’s Wharf market contract. The Tourism Coordinator looks forward to connecting with the organizers of Metis Local 51 concerning the Fishermen’s Wharf programming.
- Year end vendor payouts for the Visitor Information Centre vendors retail sales are being processed and will be completed by the end of January.
- The Tourism Coordinator has been revising the safety protocols for the TOL (Tourism Operator Licence) renewal, with a cost of \$182 annually. To be submitted no later than January 23, 2026.
- Hay River Tourism has secured a booth at the March 21-22nd, 2026 Calgary Outdoor Adventure Show, with the support of Spectacular NWT.
- Local school Parent Action Committee (PAC) groups have agreed to coordinate the 2026 Hay River Community Spirit Awards (May 2026) as a means of revitalizing the annual PAC *Auction for Education* fundraiser. The Town’s Tourism Coordinator will support the event, including coordination of the Spirit Awards nominations and voting process.

Upcoming Special Events

Date(s)

Location

December

| | | |
|--------------------------------------|-------------------------------|----------------------------|
| Campground Christmas | December 5-7th | HR Territorial Campground |
| Festival of Trees | Dec 7th – Jan 4 th | Hay River Community Centre |
| Candy Cane Lane and Skate with Santa | December 14 th | Hay River Community Centre |
| Festival at the Forks | December 31 st | KFN Ice Crossing |

January

| | | |
|---------------------------------|-----------------------------|-------------------|
| Arctic Winter Games Tryouts | January 7-11 th | Yellowknife |
| NWT Figure Skating Territorials | January 9-11 th | Aurora Ford Arena |
| HRMHA U13 Hockey Tournament | January 16-18 th | Aurora Ford Arena |
| HRMHA U7/U9 Hockey Tournament | January 23-25 th | Aurora Ford Arena |



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

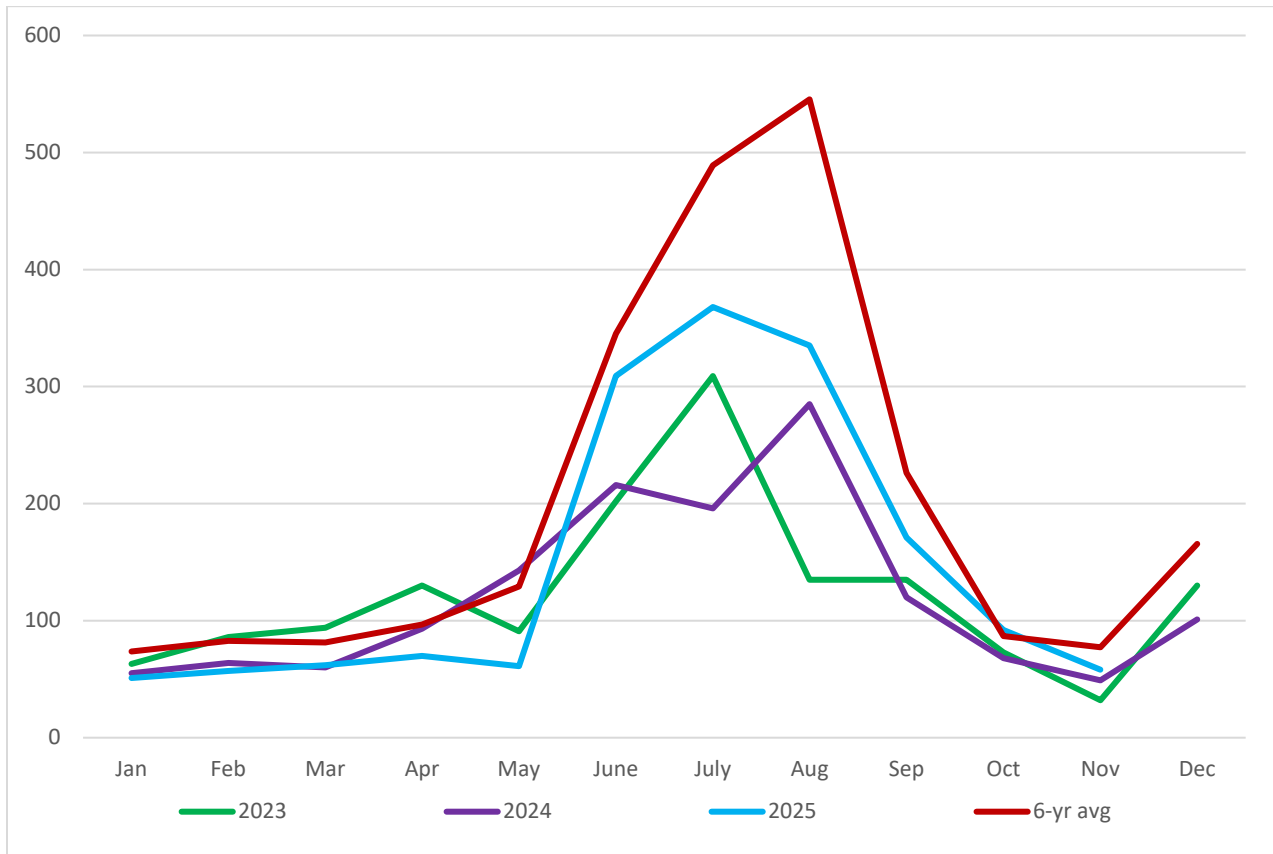
February

| | | |
|--------------------------------|--|-------------------|
| HRMHA U13 Hockey Tournament | February 6-8 th | Aurora Ford Arena |
| Rusty Blades Hockey Tournament | February 13-15 th | Aurora Ford Arena |
| Hazard Hockey Tournament) | Feb 27 th - Mar 1 st | Aurora Ford Arena |

March

| | | |
|------------------------------|---------------------------|----------------------------|
| Arctic Winter Games | March 8-15 th | Whitehorse |
| HR Figure Skating Carnival | March 20-22 nd | Aurora Ford Arena |
| Polar Pond Hockey Tournament | March 20-22 nd | Fishermen's Wharf Pavilion |

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.

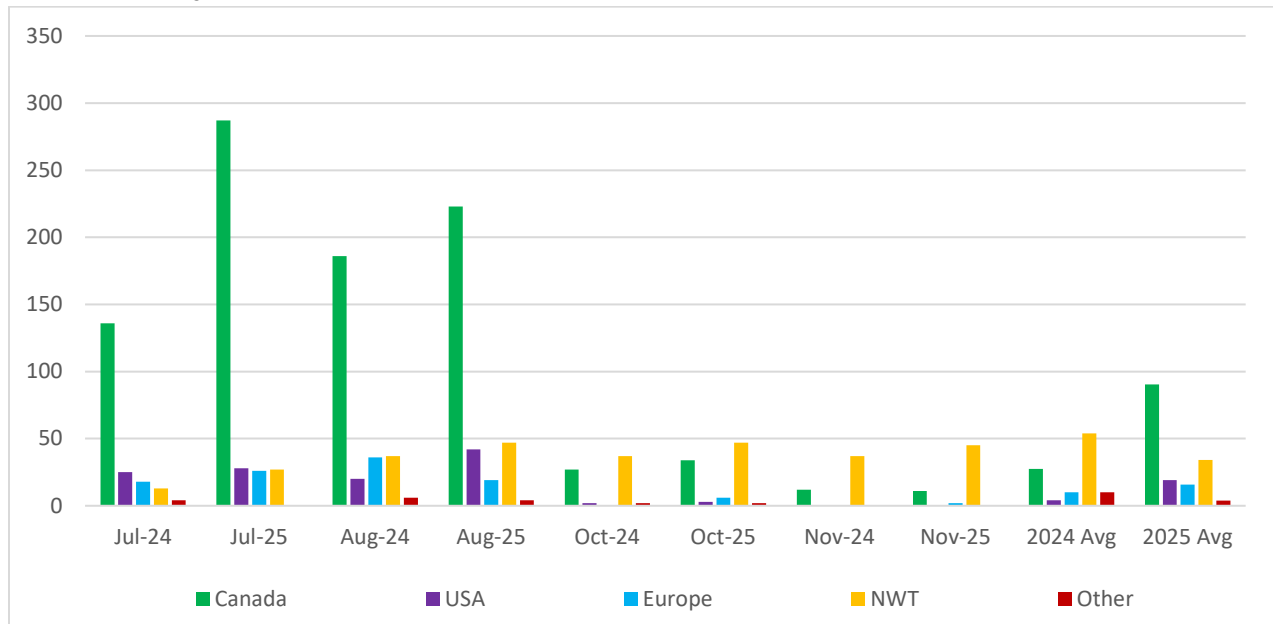


REPORT TO COMMITTEE

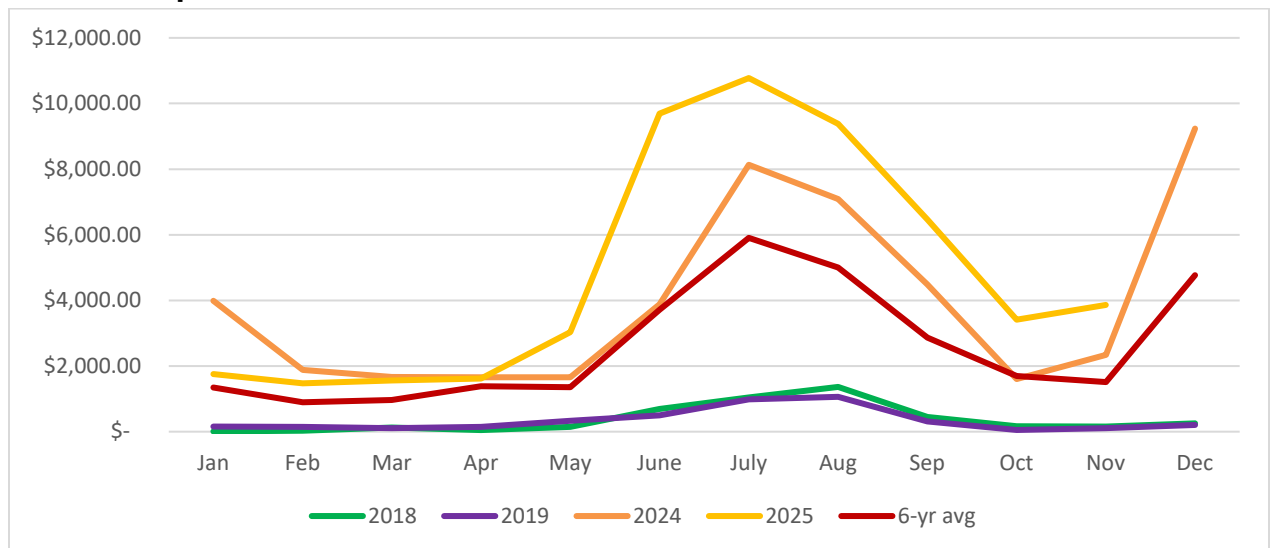
DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

VIC Visitors by Location



VIC Gift Shop Sales



Notes:

1. VIC Sales have increased significantly, surpassing previous highs from 2018 and 2019.
2. 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:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

Department of Recreation 2025 Year-In-Review

| | 2025 | 2024 | 2023 | 2022 |
|--|--------------------------------|------------------|---------------|-------------|
| <u>Don Stewart Aquatic Centre</u> | | | | |
| Attendance total | 14,403 | 16,428 | 15,499 | 13,657 |
| Swim Lesson sets | 3 | 5 | 6 | 5 |
| Staff Roster | Full at year end minus 1 FT | Full at year end | Fully staffed | Recruitment |
| Swim Club and Aquafit | Weekly | weekly | weekly | n/a |
| Special Event Rentals | 5 | 6 | 1 | 1 |

Youth Programming

| | | | | |
|----------------------------|--------------|-----------|-----------|-----------|
| Afterschool Program | 70% full | 94% full | 84% full | 78% full |
| Summer Heat | Full | Full | Full | Full |
| Sport Camps | 6 | 6 | 4 | 1 |
| Programming grants secured | \$133,027.80 | \$264,136 | \$185,472 | \$327,818 |

Fitness Programming

| | | | | |
|--|---|---|---|---|
| Local Fitness Instructors (certified) | 8 | 7 | 6 | 3 |
|--|---|---|---|---|



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

| | | | | |
|------------------------|-----|-----|-----|-----|
| Total Membership Sales | 456 | 544 | 491 | 292 |
|------------------------|-----|-----|-----|-----|

Partnerships & Special Events

| | | | | |
|--|-------------------------------|--------------------------|--------------------|-----------|
| Festival of Trees | Y | Y | Y | Y |
| Full Moon Snowshoe | Y | Y | Y | Y |
| Candy Cane Lane | Y | Y | Y | N |
| Festival at the Forks | Y | Y | Y | Y |
| Spirit Awards | Y | Y | N | N |
| Arctic Winter Games Trials | 0 | 0 | 3 | 0 |
| Evacuation Centre Management | Ft Providence fire evacuation | ICS training | 2 fires | 1 flood |
| Hay River Golf Course | 4 months, 3 events | 4 months + 3 events | 3 months | 1 day |
| Hay River Ski Club | 3 programs | 2 programs | 2 programs | 1 program |
| Seniors Programming | Weekly programs | wkly programs + 2 events | weekly programs | n/a |
| Territorial or National Conferences Hosted | 2 | 2 | 2 | 0 |
| ParticipACTION Community Challenge | Territorial Winner | National Winner | Territorial Winner | n/a |

Capital & Construction Projects

| | | | | |
|--------------------------------|----------------------------------|-----------------------|-------------------------|--------------|
| Bob McMeekin Park | complete | 95% complete | 80% complete | 25% complete |
| Porritt Landing Marina | dredging to occur in spring 2026 | water license renewal | dredging & dock repairs | 80% complete |
| Vale Island Multi-Use Rec Area | 50% complete | 30% complete | postponed | 25% complete |



REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES **DATE:** January 12th, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

| | | | | |
|-----------------------------------|------------------------------|----------------------|------------------------|-----|
| Golf Course Enhancements | 50% complete | \$730K secured | \$1M grant application | n/a |
| Dog Parks | 3 created | | | |
| Playground Fall Zones Replacement | 7 of 8 fall zones remediated | Tender awarded (x4) | n/a | n/a |
| Skatepark Upgrades | Pump track purchahsed | procurement underway | postponed | n/a |

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: January 9th, 2026

Reviewed by:
 Glenn Smith
 Senior Administrative Officer
 Date: January 9th, 2026



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

RECOMMENDATION:

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

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

BACKGROUND:

| Monthly Stat Summary | |
|----------------------|-----------|
| EMS Calls | 50 |
| False Alarms | 1 |
| Fires | 3 |
| Rescue | 0 |

****AMENDED TO UPDATE STATS****

The Protective Services Department has navigated a particularly challenging year. The fire department received its second-highest number of emergency calls ever, totaling 765. When factoring in the 14 days spent on Wildland Urban Interface (WUI) deployments, our emergency response efforts reached a new record of 779 events for the year. This surpasses the previous record of 772 events set during the peak of the pandemic in 2021. In terms of service hours, the department logged 11,350 hours in 2024, and this figure has risen to 12,920 hours in 2025, averaging 35 hours of service each day. Notably, 3,744 hours were specifically allocated to emergency responses, which equates to an average of 10 hours daily dedicated to handling emergency situations.

This year, our department has been actively engaged in several key projects outlined in our 2025 business plan. We successfully recruited and welcomed a new protective services specialist to our team, and we filled three vacant captain positions with new officers, enhancing our leadership capabilities.

In our commitment to improving operational response, we've revamped our medical schedule to include coverage on weekday evenings and weekends. This ensures that a dedicated medical crew is available around the clock, 365 days a year. Additionally, we implemented a rotating incident command on-call schedule among our officers, guaranteeing that a qualified incident



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

commander is always ready to effectively manage fire scenes at any time while reducing requirements for off-hour supervision by paid staff.

Furthermore, we've established minimum standards for all department members, outlining essential functions and required hours. These standards will be reviewed and evaluated quarterly by the officers to maintain our commitment to excellence.

This year our department engaged in an enlightening identity session to better understand our purpose and what defines us. Through this collaborative effort, we established core values and crafted a mission and vision statement designed to guide our future endeavours. Our Mission is clear: "We safeguard and serve the community". Our Vision statement that guides us is to be "An emergency agency that models excellence, and sustains a reputation for dedication to service." Our core values are Preparedness, Honour, Accountability, and Respect. From those core values, we created a slogan for the HRFD: To Serve, Go P.H.A.R., which represents our core values in an acronym.

This year, we deployed to two communities facing the threat of wildfires, drawing upon our valuable experiences from previous years and the specialized training we received to operate effectively in the wildland-urban interface and provide structural protection. Our responsibilities during the Incident varied significantly, encompassing tactical patrols, the establishment of structural protection systems, impingement defence strategies, and active wildland firefighting operations. Over the course of 14 days, our dedicated team of six members collectively logged an impressive 778 hours on the incidents, working tirelessly to safeguard both people and property. The HRFD generated an additional \$191,000 of unbudgeted revenue for the Town.

This year, we had a productive training season with five members from our department successfully completing their NFPA 1001 Professional Firefighter and NFPA 472 Hazmat Operations Training. Additionally, three members embarked on their EMR Train-the-Trainer program, positioning us to teach this valuable program in-house in the future and reduce related costs of delivery. Our officers received specialized training in leadership principles and fire scene management, enhancing our operational effectiveness. Furthermore, several members participated in advanced training sessions, including NFPA 1041 Live Fire Lead Instructor in Charge, WUI Crew Boss, Rapid Response to Leadership, and Pipeline Response/Municipal Firefighting in Industrial Facilities. These efforts reflect our commitment to continuous learning and professional development within our team.



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

The Director has made significant strides in developing the town's Health and Safety Management System (HSMS) in collaboration with a contractor. Earlier this year, we conducted comprehensive training sessions for all employees on the HSMS framework and initiated monthly inspections across all work sites to ensure compliance and safety. We have established a Joint Occupational Health and Safety Committee (JOHSC) for the town, which plays a crucial role in fostering a safety-conscious culture. To date, we have developed and vetted 26 safe work practices through collaboration with managers directly involved in these operations. In addition, we have created a specialized ammonia management element and training program tailored specifically for our facility operations, addressing associated risks effectively. We have also completed job safety analyses for every position within the town, which will serve as a foundational tool for prioritizing the development of job procedures for the more hazardous roles within the organization.

2025 SUMMARY STATISTICS

| 2024/2025 Response Summary | | | | |
|----------------------------|----------------------------|----------------------------|------------------|------------------|
| Type | 2024 Total calls/functions | 2025 Total calls/functions | 2024 Total hours | 2025 Total hours |
| EMS | 577 | 656 | 1,588 | 1915 |
| Fire/Rescue | 78 | 123 | 747 | 1828 |
| Training | 79 | 75 | 3,276 | 3271 |
| Maintenance | 45 | 51 | 365 | 489 |
| Special Function | 23 | 17 | 421 | 439 |
| Total | 802 | 908 | 6,397 | 7,942 |

| 2024/2025 Staff & POC Calls/Hours | | | | | | |
|-----------------------------------|--------------|--------------|--------------|--------------|---------------|---------------|
| Type | Staff | Staff | Paid-On Call | Paid-On Call | Total | Total |
| Year | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 |
| Emergency Calls | 341 | 513 | 636 | 722 | 656 | 765 |
| Operational Hours | 3,874 | 5,392 | 3,886 | 3,784 | 7,759 | 9,176 |
| Emergency Hours | 890 | 925 | 2,046 | 2,819 | 2,936 | 3,744 |
| Total | 4,763 | 6,317 | 5,932 | 6,603 | 10,695 | 12,920 |

| 2025 Top 5 Paid On Call Responders | | |
|------------------------------------|-----------------|-------------|
| Responder | Total Functions | Total Hours |



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

| | | |
|-------------------|-----|-----|
| 1. Brandon Scott | 304 | 609 |
| 2. Crystal Potter | 279 | 665 |
| 3. Ralph Sanguiez | 226 | 499 |
| 4. Ray Levesque | 214 | 441 |
| 5. Allie Buhler | 186 | 287 |

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

| 2025 Town Staff Responders | | |
|----------------------------|-----------------|-------------|
| Responder | Total Functions | Total Hours |
| 1. Jonathan Wallington | 404 | 576 |
| 2. Travis Wright | 335 | 680 |
| 3. Brandon Scott | 155 | 136 |
| 4. Stacey Barnes | 43 | 35 |
| 5. Krista Gardiner | 12 | 19 |

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

11-YEAR COMPARISON STATISTICS

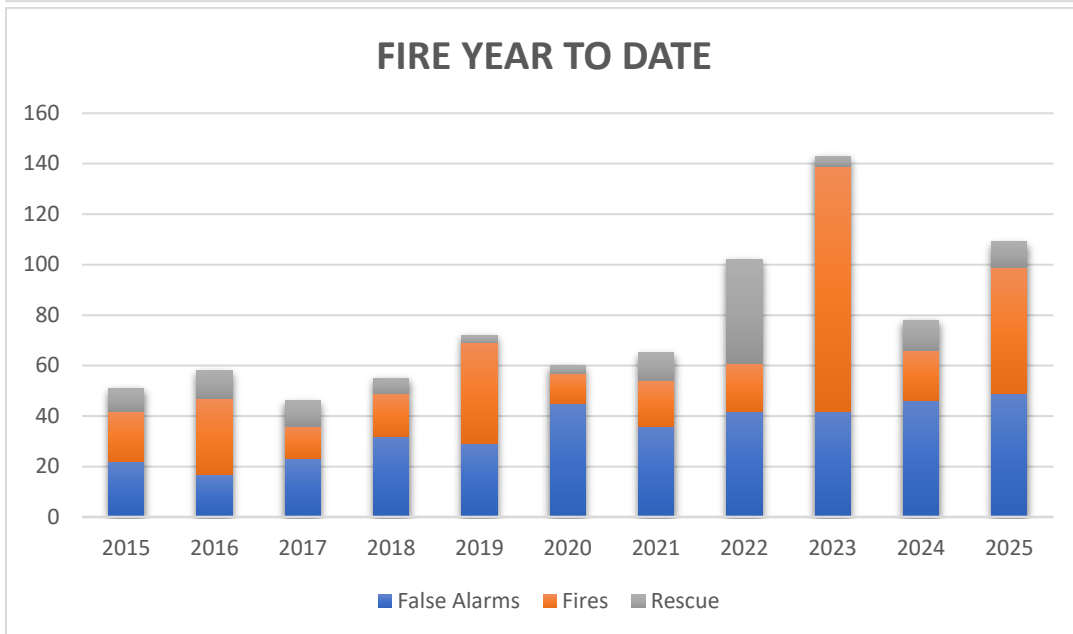
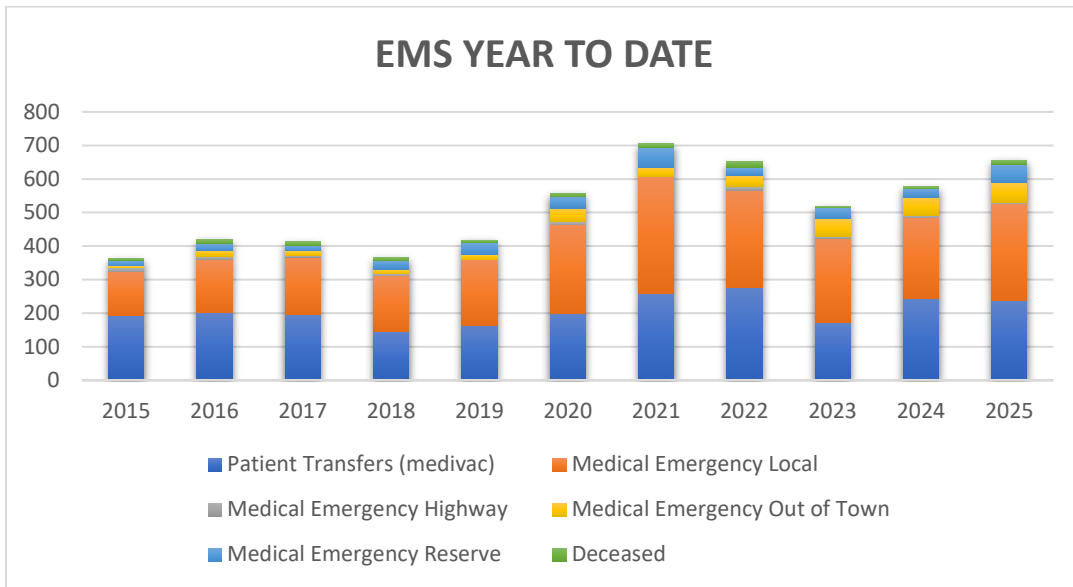


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



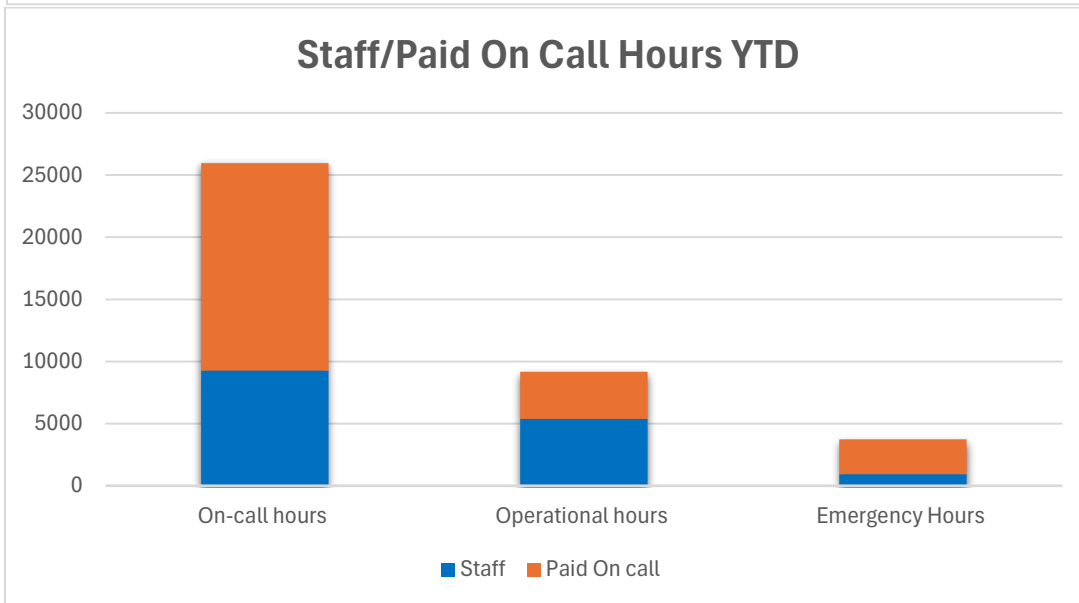
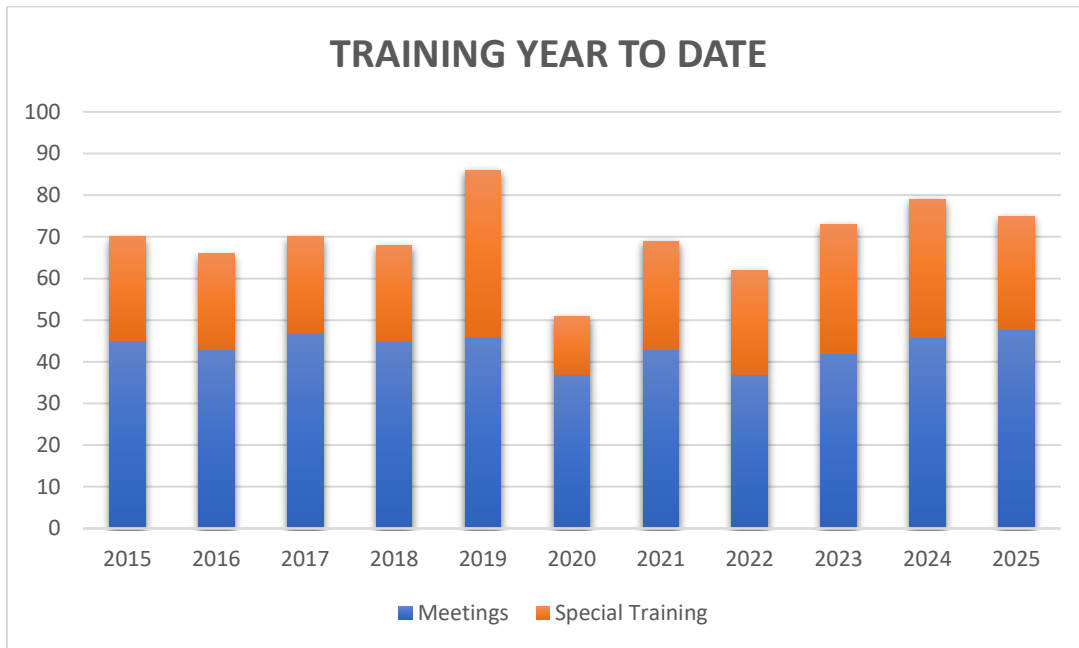


REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT



MAINTENANCE



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 13th, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

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

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Fire Prevention Bylaw

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:

Travis Wright
Director Protective Services/Fire Chief
Date: January 8th, 2026

Reviewed By:

Glenn Smith
Senior Administrative Officer
Date: January 8th, 2026



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

RECOMMENDATION:

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

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

BACKGROUND:

| Monthly Stat Summary | |
|-------------------------|-----------|
| Animal Control | 16 |
| Traffic | 32 |
| Public Behaviour | 6 |
| Snow Removal | 8 |

This month, the number of animal incidents was average. Residents were advised to keep their animals under control and ensure their welfare, as cold weather can be dangerous for animals left outside for prolonged periods. Several loose dogs were brought to the shelter. A few snow-clearing incidents were addressed, and residents were reminded of and educated about the Snow Removal bylaw. Protective Services will continue to follow up on incidents throughout the winter. Traffic-related offences remained steady, and the presence in the school zone increased. All 6 stop sign offences happened in the school zone. Drivers received warnings and were reminded about defensive driving and school zone expectations. School zone safety remains a top priority during the school year. Enforcement of street parking remains a priority to facilitate effective snow clearing by Public Works.

| Yearly Stats Summary | |
|-------------------------|--------------------|
| Bylaw | Inquires/Incidents |
| Animal Control | 213 |
| Business License | 13 |
| Traffic | 539 |
| Unsightly | 233 |
| Taxi | 2 |
| Noise | 7 |
| Fire Prevention | 23 |
| Public Behavior | 90 |
| Snow Removal | 22 |
| TOTAL | 1142 |

Yearly Summary:



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

The Public Behaviour Bylaw has helped us and the RCMP effectively address individuals who loiter and cause disturbances in public areas, especially around high-traffic areas designed for children. Protective Services and the RCMP have also been conducting foot patrols in the downtown core, which has helped address issues promptly and effectively. Collaboration and communication with the RCMP and the Healthy Community Committee will continue to drive positive changes to the bylaw, supporting a safer, more positive atmosphere in the downtown area.

Vehicle Safety and Traffic Compliance, especially in and around school zones, remains a focus for Protective Services. Active patrols and monitoring in school zones, along with RCMP assistance, are being conducted to ensure pedestrian safety and traffic compliance. Individuals are being engaged about vehicle parking on roadways and on Town Property throughout the year. We're actively addressing this ongoing issue to prioritize the safety of our Town workers as they clear snow in winter. By ensuring safe traffic flow on our streets and enhancing the town's beauty by removing abandoned vehicles, we're committed to making our community a safer and more welcoming place for everyone.

During the spring, we proactively addressed unsightly properties in the community before the Town Cleanup program was completed. We issued 75 letters to property owners who were in contravention of the Unsightly Bylaw. Of these letters, 40 issues were resolved without follow-up. Follow-up letters were sent to 35 properties that were still noncompliant. Of the 35 follow-up letters sent, only 9 properties did not take action to bring them into compliance. The remaining properties were issued formal cleanup orders by mail, and public signposts were posted on the properties indicating the actions required to achieve compliance, along with a timeline. Four of the nine properties issued orders cleaned up their properties on time, while five others did not. Those who did not clean up their property within the timeline given had the cleanup order enforced against them, and the Town hired a contractor to clean the property on their behalf. This tool has proven effective in cleaning up and beautifying our town and will continue to be used as needed.

Tall grass issues were also dealt with this summer under the unsightly bylaw. 39 letters were posted on the front doors of properties whose grass had clearly exceeded the maximum allowed growth under Bylaw requirements. After 1 week, properties that still hadn't mowed their lawns were issued a second letter with a compliance date. If properties were found to remain in violation after the date specified in the 2nd warning, formal cleanup orders were issued, giving



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

property owners two weeks to have the grass cut; otherwise, town staff or contractors would cut it and issue an invoice for the services. Nine formal cleanup orders were issued, but only three properties required the town to mow the grass. Protective Services continues to work to improve the language and requirements in the Unsightly Bylaw to be fair to residents while enabling the Town to ensure timely beautification.

Animal Control issues continue to vary with changes in weather, new residents moving into or around the Town of Hay River, and residents' unawareness of the bylaw requirements. Of the 213 inquiries reported last year, many submitted via voicemail or email lacked essential information or contact details, preventing us from following up on the complaint or obtaining additional details to respond. Providing photos with the complaint greatly increases the likelihood that Protective Services can identify the dog and owner responsible for the complaints we are addressing. 75 percent of the total complaints and inquiries this last year involved loose animals. Public posts and education will continue to keep residents aware of reporting procedures and bylaw requirements in the new year. Many animal incidents resulted in an animal, and in some cases, multiple animals, being picked up and dropped off at the shelter, and the owner being fined. Multiple incidents involving dog attacks and bites resulted in owners being charged and scheduled for court dates, with a judge ruling on fines and penalties. Judges have the authority under our Municipal Bylaw and the Territorial Dog Act to issue fines and, in certain extreme circumstances, destruction orders for animals. Protective Services is committed to keeping our community safe and will continue to hold residents accountable for dogs that are loose, problematic, or aggressive.

At Protective Services, we strive to ensure the safety of the residents and the beautification of Hay River. One of our missions is to promote a community where everyone follows local bylaws. We believe in encouraging compliance before resorting to fines, as residents may not always be aware of regulations. If a violation occurs, we start with a friendly verbal warning, followed by a written warning, and apply fines only if necessary. This approach has been effective in court, as judges value fairness and consistency. We always encourage everyone to report any issues via email or voicemail with as much detail as possible, including your contact information for follow-up. This cooperation enables us to address concerns more effectively and improve our community living experience. Protective Services continues to assess the effectiveness of current bylaws and ensure that public input is considered.

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



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

ATTACHMENTS:

| OFFENCE | INQUIRY | INVESTIGATED NO SUBSTANTIATION | VERBAL OR VISUAL WARNING | WRITTEN WARNING ENFORCEMENT | FINES ENFORCEMENT |
|--|-------------|--------------------------------------|--------------------------------|-----------------------------------|----------------------|
| Animal Control Bylaw | | | | | |
| Animal Abuse/Welfare | 16 | 10 | 2 | 2 | 2 |
| Barking Dogs | 14 | 6 | 7 | 0 | 1 |
| Dog Attack | 13 | 5 | 2 | 3 | 3 |
| Dog Bites | 9 | 2 | 0 | 0 | 7 |
| Loose Cat/Dog | 153 | 54 | 43 | 36 | 18 |
| Sled Dog Complaints | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 8 | 3 | 2 | 2 | 1 |
| Business License | | | | | |
| No Business License | 10 | 6 | 2 | 2 | 0 |
| Operating business not as permitted | 3 | 3 | 0 | 0 | 0 |
| Traffic Bylaw | | | | | |
| Vehicle/Trailer Parking | 75 | 13 | 32 | 16 | 14 |
| ATV/Snow Machine | 70 | 1 | 31 | 37 | 2 |
| Fail to Stop (Sign or Light) | 39 | 0 | 7 | 31 | 1 |
| Distracted Driving | 4 | 0 | 1 | 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 | 5 | 0 | 0 | 5 | 0 |
| Fail to carry-No Insurance/Registration | 39 | 0 | 1 | 36 | 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 | 15 | 0 | 4 | 11 | 0 |
| Speeding | 262 | 2 | 137 | 119 | 4 |
| Speeding (School/Construct/Industrial) | 5 | 0 | 1 | 2 | 0 |
| Suspected Impaired Driver | 5 | 5 | 0 | 0 | 0 |
| Miscellaneous | 13 | 1 | 3 | 10 | 0 |
| Unightly Bylaw | | | | | |
| Overgrown Trees | 1 | 0 | 1 | 0 | 0 |
| Long Grass & Weeds | 55 | 0 | 2 | 49 | 4 |
| Garbage | 47 | 20 | 7 | 15 | 5 |
| Miscellaneous | 130 | 3 | 81 | 45 | 0 |
| Taxi Bylaw | | | | | |
| Taxi Not Available | 0 | 0 | 0 | 0 | 0 |
| No Brokerage/ Business Licence | 2 | 0 | 0 | 2 | 0 |
| Fail to carry/No Taxi/Chauffer Permit | 0 | 0 | 0 | 0 | 0 |
| Noise Abatement Bylaw | | | | | |
| Noise Complaint | 5 | 4 | 2 | 1 | 0 |
| Fire Prevention Bylaw | | | | | |
| Burning without permit | 15 | 5 | 2 | 8 | 0 |
| Miscellaneous | 8 | 5 | 1 | 2 | 0 |
| Public Behavior Bylaw | | | | | |
| Miscellaneous | 2 | 0 | 0 | 2 | 0 |
| Littering | 10 | 0 | 2 | 6 | 2 |
| Public Intoxication | 33 | 0 | 9 | 15 | 9 |
| Loitering | 45 | 3 | 32 | 9 | 1 |
| Snow Removal Bylaw | | | | | |
| Sidewalks not cleared | 1 | 1 | 0 | 0 | 0 |
| Driveway cleared on to street / sidewalk | 14 | 3 | 8 | 3 | 0 |
| Snow being put on private property | 4 | 0 | 2 | 2 | 0 |
| Miscellaneous | 3 | 1 | 2 | 0 | 0 |
| TOTAL | 1140 | 156 | 428 | 477 | 77 |



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

Prepared by:

Brandon Scott
Protective Services Specialist
Date: January 9, 2026

Reviewed By:

Jonathan Wallington
Assistant Director Protective Services
Date: January 9, 2026



REPORT TO COMMITTEE

DEPARTMENT: CORPORATE SERVICES

DATE: JANUARY 12, 2026

SUBJECT: PATA – PROPOSED LEGISLATIVE AMENDMENTS

RECOMMENDATION:

MOVED BY: DM DOHEY
SECONDED BY: CLLR SQUIRREL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER receive this report for information and endorse Administration's support for the proposed PATA II legislative amendments as presented by the Government of the Northwest Territories (GNWT), with particular emphasis on amendments related to the public auction process for properties with tax arrears.

BACKGROUND:

The Government of the Northwest Territories (GNWT), in collaboration with Municipal Taxation Authorities (MTAs), has been undertaking a review of the *Property Assessment and Taxation Act* (PATA) to address identified operational challenges and inefficiencies.

A consolidated **PATA II Amendment List** was developed following discussions with MTAs and outlines:

- Proposed legislative amendments recommended for advancement; and
- Issues raised where amendments were not considered necessary or were deemed better addressed through policy, regulation, or enforcement.

The Town of Hay River participated in these discussions and was represented at the November 6, 2025 meeting between GNWT and MTAs, where the proposed amendments and a related discussion paper on public auction processes were reviewed.

DISCUSSION

Overview of Proposed Amendments

The proposed PATA II amendments focus on three primary areas:

1. Property Taxes and Arrears
2. Assessment Administration
3. Public Auction of Properties with Tax Arrears

A detailed list of proposed amendments and related considerations is provided in the attached *PATA II Amendment List*.

Key Amendments of Interest to the Town of Hay River



REPORT TO COMMITTEE

1. Public Auction Process Reform

Several amendments are proposed to address longstanding challenges with properties that repeatedly fail to sell at public auction, resulting in:

- Ongoing accumulation of tax arrears and interest;
- No incentive for delinquent owners to resolve arrears; and
- Increased administrative burden and public safety risks.

Key proposed changes include:

- Allowing a taxing authority to apply to the Supreme Court to acquire title to a property after a failed auction;
- Removing the 30-day post-sale redemption period once a property is successfully sold; and
- Eliminating the ability to challenge a completed sale after the auction date.

These changes are intended to “break the cycle” of unsold properties repeatedly returning to the Tax Arrears List, as outlined in the GNWT discussion paper on strengthening public auction processes.

Also discussed was the current requirement that properties offered at public auction must sell for no less than 50% of assessed value. This is established through regulation, not the *Property Assessment and Taxation Act*, and is therefore outside the scope of the proposed PATA II legislative amendments. Administration notes that this threshold can limit the successful sale of distressed or high-risk properties where assessed value does not reflect market conditions. The Town of Hay River intends to advocate concurrently, or as soon as practicable, for regulatory changes to provide greater flexibility in setting minimum sale prices, in order to support the effectiveness of the proposed public auction reforms and improve tax arrears recovery.

The Town of Hay River has previously identified the lack of meaningful consequences for prolonged tax arrears as a significant issue, and Administration is supportive of these proposed amendments in principle.

2. Electronic Notices

Amendments are proposed to permit electronic delivery of assessment notices and auction notices on an opt-in basis, while retaining mail as the default method. This would improve administrative efficiency while preserving accessibility for all ratepayers.

3. Tax Relief for Damage or Destruction

The proposed amendment would allow Council to approve tax reductions or rebates by motion, rather than by bylaw, in cases where a property is rendered unfit for use due to significant damage or destruction. This change would streamline response times while maintaining Council oversight.

NEXT STEPS

The GNWT has indicated that public engagement on the proposed amendments is anticipated,



REPORT TO COMMITTEE

with a “What We Heard” report to follow. Administration will continue to participate in the process and will report back to Council as further information becomes available.

If the amendments proceed, Administration may return to Council with recommendations for updates to related municipal policies, procedures, and internal practices to ensure alignment with the revised legislation.

COUNCIL POLICY / STRATEGY OR GOAL:

This report supports the Town’s objectives identified in the 2025-28 Strategic Plan related to:

- Sound financial management;
- Efficient revenue collection; and
- Responsible stewardship of municipal resources

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Property Assessment and Taxation Act

FINANCIAL IMPLICATIONS:

There are no immediate financial implications associated with receiving this report. Over the longer term, the proposed public auction amendments may improve the Town’s ability to recover tax arrears and reduce administrative and legal costs associated with repeated unsuccessful auctions.

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

None

Prepared by:
Blair Porter
Director of Corporate Services
January 8, 2026

Reviewed by:
Glenn Smith
Senior Administrative Officer
January 8, 2026



REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: January 12th, 2026

SUBJECT: MUNICIPAL ENFORCEMENT PLAN

RECOMMENDATION:

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves and supports the Winter 2026 Municipal Enforcement Plan as presented.

BACKGROUND:

The attached Municipal Enforcement Plan illustrates the areas that Administration thinks are important and was prepared with thoughts of past issues in mind.

It is important that Administration and Mayor and Council are in alignment on the priorities of the Protective Services Department Bylaw enforcement efforts to alleviate any issues in the future.

COUNCIL POLICY / STRATEGY OR GOAL:

N/A

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

Assorted Bylaws

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

Municipal Enforcement Plan

Prepared by:
Travis Wright
Director Protective Services/Fire Chief
Date: January 9th, 2026

Reviewed By:
Glenn Smith
Senior Administrative Officer
Date: January 9th, 2026



REPORT TO COMMITTEE

DEPARTMENT: Office of the SAO

DATE: January 12, 2026

SUBJECT: Memorandum of Understanding with Metis Local 51

RECOMMENDATION:

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

THAT THE COUNCIL OF THE TOWN OF HAY RIVER direct Administration to progress with a memorandum of understanding between Hay River and Area Metis Local 51 and the Town of Hay River to support the retrofit of the West Channel Firehall and establishment of a heritage site.

WHEREAS the site will commemorate the birthplace of Hay River's fishing industry and be used as a gathering place ;

WHEREAS the Metis Local 51 would be responsible for costs and undertaking of repairs, construction, and maintenance to the building and property;

WHEREAS community engagement will be completed for input and identification of development concerns;

WHEREAS a lease agreement for the property will be established and any required rezoning undertaken.

BACKGROUND:

At the November 17, 2025 Regular Meeting of Council, representatives from the Hay River & Area Metis Local 51 outlined their interest in retrofitting the decommissioned West Channel Firehall and establishing a heritage site. It was indicated that the building and site would commemorate the history of the fishing industry in the area and be used as a gathering space.

The Firehall is owned by the Town of Hay River. It is located on a registered public Road easement administered and controlled by the GNWT. Adjoining land of interest for the heritage site, is Commissioner's land which the Town leases.

The Firehall building has not been actively maintained in recent years and needs attention. It has suffered some slight flood damage most recently in 2022. Most recently the building, and area, had been used by the West Channel Heritage Society who do not appear to be an active society. The Society is believed to have some equipment and supplies in the Firehall.

The Town has been maintaining the grounds surrounding the sites of interest through regular mowing and landscaping activities.



REPORT TO COMMITTEE

DEPARTMENT: Office of the SAO

DATE: January 12, 2026

SUBJECT: Memorandum of Understanding with Metis Local 51

Administration is recommending that Council proceed with giving direction to Administration to work with the Metis 51 on establishing an MOU inclusive but not limited to the terms in the above recommendation that will commit both parties to working together to progress the proposal and interest further. The MOU and any final agreements will require approval by Council to execute.

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

N/A

FINANCIAL IMPLICATIONS:

ALTERNATIVES TO RECOMMENDATIONS:

Not to accept the recommendations.

ATTACHMENTS:

Submitted by:

Reviewed by:

Glenn Smith
Senior Administrative Officer
January 9, 2026



REPORT TO COMMITTEE

DEPARTMENT: Office of the SAO

DATE: January 12, 2026

SUBJECT: 2022-2025 Strategic Plan Status Update for December 2025

RECOMMENDATION:

MOVED BY: CLLE GAGNIER
SECONDED BY: CLLR BOUCHARD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the 2022-25 Strategic Plan Status Update for December 2025 as presented.

BACKGROUND:

Town Council's key planning document that guided the organization's strategic direction since 2022 has been the 2022-25 Strategic Plan. The Plan identifies Goals and Tactics for achievement through the completion of prioritized activities.

The attached report outlines progress made on Tactics for activities that were identified for 2025. The Percent Complete signifies the consolidated progress on the Tactics since 2022.

In August 2025, Council approved a new 2025-2028 Strategic Plan. Summarized progress updates for this plan will be provided quarterly to Council starting in April 2026.

COUNCIL POLICY / STRATEGY OR GOAL:

2022-2025 Strategic Plan

APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

- 2022-2025 Strategic Plan

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES TO RECOMMENDATIONS:

N/A

ATTACHMENTS:

2022-25 Strategic Plan Update for March 2025

Prepared by:

Glenn Smith

SAO

January 5, 2026

Reviewed by:



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26, 2026

SUBJECT: Canadian Housing Infrastructure Fund – NWT Stream – Application Approval

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER directs Administration to submit funding applications to the Canadian Housing Infrastructure Fund – NWT Stream to support the execution of the following projects identified in the Council approved 10 Year Capital Plan:

- 1) New Water Treatment Plant – Detailed Design and Phase 1 Construction
- 2) New Solid Waste Facility – Detailed Design and Full Construction
- 3) Woodland Drive North and Surrounding Area Piped Infrastructure Replacement – Detailed Design

BACKGROUND:

The governments of Canada and the Northwest Territories finalized an agreement under the Canadian Housing Infrastructure Fund (CHIF) program in March 2025, allocating over \$74 million for eventual disbursement to NWT community governments approved projects.

This program is designed to support critical infrastructure projects that enable the development of new housing or help preserve existing housing in communities across the NWT.

Eligible Projects Include:

- Drinking water infrastructure - water treatment plants, piped distribution, intakes, pumphouses
- Wastewater systems - sewage treatment plants, sewage lagoons, piped infrastructure, lift stations
- Solid waste management projects - solid waste sites, organic waste processing, waste collection and sorting systems.

To qualify, projects must demonstrate a clear link to housing outcomes—either by enabling additional housing development or by maintaining the viability of existing housing stock in the community.



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26, 2026

SUBJECT: Canadian Housing Infrastructure Fund – NWT Stream – Application Approval

The deadline to apply for projects forecasted to start in 2026 is February 28, 2026. The deadline to apply for projects starting in 2027 and onwards is June 30, 2026.

Town Administration is recommending that three applications be submitted to support projects that meet the CHIF fund's criteria and that are identified within the Town's approved 10 Year Capital Plan. Given limited funds available to community governments, it is not expected that the Town will receive approval on all projects so a prioritization in consideration of Council's strategic plans is also recommended.

Priority 1 Application - Design and Construction of a New Water Treatment Plant

The replacement of the Town's Water Treatment Plant is considered the highest priority infrastructure replacement project for the Town of Hay River due to the asset's age and the importance of a safe and reliable water supply. Equipment failures and inflated maintenance and operating costs associated with a 50 year old facility are major contributors to the need for replacement. Recent public health advisories have highlighted some of the challenges associated with water treatment through continued use of the aging plant and dated technologies. Its replacement is needed to support future housing growth.

A Class C estimate from 2024 has suggested the cost for a new water treatment plant would be over \$25 Million. The Town of Hay River will not have the internal financial capacity to fund the construction and will need to rely on partnerships with external funding agencies. In early 2025, the Town applied to the CHIF direct to Canada stream for 75% of the full construction cost. To date, the Town has not received a formal response to its application. The direct to Canada CHIF is thought to be the only major infrastructure fund available to the Town at this time to support the project's budget.

The NWT CHIF fund, while limited in size, is thought to be a strong fit for funding a portion of the new water treatment plant's costs. Administration is recommending that the detailed design, site work, and envelope construction phases of the project be included in an application for approximately \$8M. 25% of any funds awarded would be the responsibility of



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26, 2026

SUBJECT: Canadian Housing Infrastructure Fund – NWT Stream – Application Approval

the Town. These funds would require the deferral of some funded projects on the Town's capital plan or the identification of additional, stackable third party funds.

Priority 2 Application - Design and Construction of a New Solid Waste Facility

Another high priority infrastructure replacement project facing the Town is the construction of a new solid waste facility. The current facility, despite significant waste diversion activities, is at end of life and is elevating risks to the Town of Hay River. Its current state is severely limiting any major economic opportunity and housing development in the community and region that would require waste disposal.

For decades the Town has studied and prepared itself for the construction of a new solid waste facility. Selecting a site has been a challenge. The most recent planning work was completed in 2023 through a desktop study that considered historical data and Town titled land. A probable cost estimate included in the Town's 10 Year Capital Plan for a new facility construction is approximately \$5M. In 2025 Council approved further studying and consultation of the site with a goal of proceeding with construction pending securement of third party funding.

The Town submitted an application to the Investing in Canada Infrastructure Program (ICIP) fund administered by MACA for \$2.6M (at 75% dollars) for engineering and site development. The Town has not received an official indication that the funding will be approved.

It is recommended that the Town apply to the NWT CHIF for the outstanding design and full construction costs estimated at \$5M for the new solid waste facility.

Priority 3 Application – Detailed Design for Woodland Drive North and Surrounding Area Piped Infrastructure Replacement

Council has included the replacement of piped infrastructure and road resurfacing for the Woodland Drive North and surrounding area in its 10 Year Capital Plan. Collectively this work will take over 5 years to complete and could cost over \$40M to complete. For the most part, the work is funded in the Town's Plan but it will be challenging for Council to



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26, 2026

SUBJECT: Canadian Housing Infrastructure Fund – NWT Stream – Application Approval

justify completing the work ahead of securing funding for a new water treatment plant and solid waste facility. The water and sewer portion of the project are eligible costs under the NWT CHIF and from that perspective make it a decent candidate for consideration. However, the entire project cost would not be approved given the high amount. It is suggested that the Town apply for just the detailed design portion of the costs which is estimated to be under \$1M with hopes that it will be considered in addition to one of the other two higher priority projects submitted for consideration.

ALTERNATIVES TO RECOMMENDATIONS:

- Remove projects from the proposed NWT CHIF application
- Change prioritization of projects within the proposed CHIF application

ATTACHMENTS:

Prepared by:
Glenn Smith
SAO
January 22, 2026



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26th, 2026

SUBJECT: Housing NWT Engagement

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER submit a letter to Housing NWT outlining Council's concerns with a lack of community government consultation and planning associated with the construction of a new "Singles" multiunit residential housing building in Hay River

WHEREAS

The Town is the leaseholder of the properties for which the development is situated;

WHEREAS

No consultation has occurred with Council on the planning prior to development of the new building;

WHEREAS

Council has concerns that the new development may not align with community based housing goals and opportunities identified in the Hay River Strategic Housing Plan and other Town planning documents.

BACKGROUND:

According to a December 9th, 2025 media release Housing NWT will be planning and constructing a replacement "singles" multiunit residential housing building in Hay River. The construction appears to be planned for 2026. Tendering for construction was scheduled to be completed in January although at least 16 amendments have been issued to the initial tender package. The new facility is thought to replace the existing 28 unit building with a 30 unit (including caretaker) building.

Town Administration is not aware of any prior Housing NWT or GNWT planning documents that refer to the scheduled construction of the facility in 2026. Administration is not aware of any preplanning consultation with Council or Town planning authorities to discuss alignment with the goals and objectives of the Hay River Strategic Housing Plan or general community planning strategies.

As a public housing developer, that is the largest housing developer in the community, Housing NT can be a significant contributor to the achievement of established community housing goals. As such it is important that Housing NT and the Council of the Town of Hay River actively collaborate in housing planning discussions. The Housing Plan stresses this importance while recognizing the opportunities to build a healthier community are achieved through collaboration and consideration of community based needs. One example could be an exploration of



REPORT TO COUNCIL

DEPARTMENT: OFFICE OF THE SAO

DATE: January 26th, 2026

SUBJECT: Housing NWT Engagement

opportunities surrounding the retrofit of existing vacant, privately owned multifamily buildings in that community that could address a community issue and while opening up new housing options.

The Town currently holds the headlease on the two lots that the current Singles apartment and the new development is planned for. The sublease with Housing NWT expired in 2015. Conversations should occur between the two parties on planned tenure of the lands ahead of construction of the new facility.

ALTERNATIVES TO RECOMMENDATIONS:

- Do not write a letter of concern

ATTACHMENTS:

- NA
-

Prepared by:

Glenn Smith

SAO

January 23, 2026

**The Town of Hay River
Northwest Territories**



Bylaw No. 2472/CS/26

Fees and Charges Bylaw

A BYLAW OF THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER IN THE NORTHWEST TERRITORIES, TO CONSOLIDATE AND OTHERWISE ESTABLISH THE FEES AND CHARGES PAYABLE FOR THE TOWN'S PRODUCTS, PROGRAMS, SERVICES, PUBLIC UTILITIES, INFRASTRUCTURE, AND FACILITIES.

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

AND WHEREAS Council deems it expedient and wishes to both consolidate and update the various fees and charges to be collected by the Town of Hay River;

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

SHORT TITLE

1. This Bylaw may be cited as the Fees and Charges Bylaw.

INTERPRETATION

DEFINITIONS

2. In this bylaw:

| | |
|--------------------------|--|
| "Town" | means the Municipal Corporation of the Town of Hay River in the Northwest Territories established pursuant to the <i>Cities, Towns and Villages Act</i> ; |
| "Cost of Service" | means the dollar value equivalent for the direct and indirect costs of providing a program or service as calculated by the Senior Administrative Officer; |
| "Payment Plan" | means a plan for the payment of a fee or charge as set out in the Town's Financial Administration Bylaw; |
| "Person" | means an individual human being or a corporation and includes a partnership, society, and an association or a group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires; and |
| "Program and/or Service" | in this bylaw with respect to fees or other charges includes fees or other charges for products, programs, services, public utilities, infrastructure and facilities provided by the Town and for the use of property under the ownership, direction, management or control of the municipality. |

3. In this Bylaw all other terms, phrases and their derivatives as set out in the attached

schedules shall have the meanings given in the bylaw (including any amended or successor bylaw) referenced in the individual Part of the Schedule.

4. If or when the terms, phrases or their derivatives are not consistent with the context, words in the present tense shall include the future, words in the plural context include the singular, and words in the singular number include the plural. The word "shall" is always mandatory and not merely directory. Words not defined shall be interpreted in accordance with the *Interpretation Act*, R.S.N.W.T. 1988, c. I-8 and the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c. 22 and if not defined in either of these Acts, they are to be given their common and ordinary meaning.
5. The marginal notes and headings in this Bylaw are for reference purposes only.
6. Any Act, Regulation or Bylaw that is referred to in this Bylaw shall be interpreted as including any successor Act, Regulation or Bylaw.

APPLICATION

7. FEES ESTABLISHED

- a) Council hereby establishes the fees and charges as set out in Schedule "B" to this Bylaw. The Bylaws set out in Schedule "A" are hereby amended or repealed as described in that Schedule.

8. FEES AND CHARGES IMPOSED

- a) The Town may impose fees and charges for its programs or services:
 - i. at the time the transaction is initiated; or
 - ii. upon receipt of the service; or
 - iii. if subsection 8.a (i) or (ii) are not applicable, upon the due date specified in any invoice issued by the Town to any person in connection with a fee or charge imposed by this Bylaw.

9. The Senior Administrative Officer may prescribe terms and conditions for billing customers and payment plans that do not otherwise contradict the provisions of this Bylaw or the Financial Administration Bylaw.

10. Unless otherwise noted, the fees and charges imposed by this Bylaw do not include any federal or other taxes, which shall be added where applicable.

11. No request by any person for a program or service as described in Schedule "B" will be processed or provided unless and until the person requesting the program or service has paid the applicable fee or charge in the prescribed amount set out in Schedule "B", or the Senior Administrative Officer has granted permission for the service or use of Town property to be provided in advance of an invoice being issued, or has waived the fee in whole or in part.

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12. COLLECTION

- a) The Town may actively and vigorously pursue the collection of outstanding receivables when the Senior Administrative Officer is satisfied that collection is reasonably assured and administration fees are reasonably warranted. The Senior Administrative Officer may limit collections if they believe that collection efforts are likely to cause or compound financial hardship.

13. PARAMOUNTCY

- a) Where this Bylaw establishes a fee or charge for a fee or charge that has been established by Bylaw, resolution or other manner that predates the effective date of this Bylaw, the fee or charge in this Bylaw shall be the applicable fee or charge.

14. INTEREST

- a) Unless otherwise prescribed by a payment plan, or directed by the Senior Administrative Officer, any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall accrue interest at the rate of 1.8% per month thereafter until such fee or charge is paid in full.

15. NON-PAYMENT OF FEES AND CHARGES

- a) The fees and charges imposed pursuant to this Bylaw on a person constitute a debt of the person to the Town. Where there is statutory authority to do so, the Senior Administrative Officer may add the fees and charges imposed by this Bylaw to the tax roll for the property in the same manner as municipal taxes.

SEVERABILITY

16. The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

SCHEDULES

17. The attached Schedules form part of this Bylaw.

REPEAL

18. Bylaw No. 2431, and all amendments thereto, are hereby repealed.

EFFECT

19. This Bylaw shall take effect on the date that this bylaw receives third and final reading, unless a later date is set out in Schedule "B".

READ A FIRST TIME this ___ day of _____, 2026.

Mayor

READ A SECOND TIME this ___ day of _____, 2026.

Mayor

READ A THIRD AND FINAL TIME this ___ day of _____, 2026.

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. s.102 and s.165 and the bylaws of the Municipal Corporation of the Town of Hay River.

This ___ day of _____, 2026.

Senior Administrative Officer

BYLAW NO. 2472/CS/26
Schedule "A"

Consequential Amendments or Repeals

The following bylaws are hereby amended or repealed:

1. The **Ambulance Service Fees Bylaw No. 2352/PS/16** is amended as follows:

a. Subsection 5.a. is deleted, and the following is substituted:

"5.a. Fees for service provided by the Hay River Ambulance service shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time."

b. Schedule "A" is deleted in its entirety.

2. The **Animal Control Bylaw No. 1957** is amended as follows:

- Section 12 is deleted, and the following is substituted:

"12. The owner of an un-neutered dog shall annually apply to the Town for a dog license tag by completing an application for dog licence as set out in Schedule "B" and fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time."

- Section 23 is deleted, and the following is substituted:

"23. The owner of a dog licensed under this by-law may obtain a licence tag to replace a tag that has been lost upon payment of a fee in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time."

- Section 61 is deleted, and the following is substituted:

"61. Where any dog not wearing a current Town dog license tag, including any dog exempt from licensing, is impounded under the provisions of this bylaw, such dog may be recovered by the owner within forty-eight (48) hours after being impounded on payment of the fee prescribed in the Fees and Charges Bylaw No. 2472/CS/26, as amended from time to time, for the impoundment and for feed and care for each day that the dog was impounded."

3. The **Business License Bylaw No. 1395 "B"** is amended as follows:

a. Section 6 is deleted, and the following is substituted:

"6. **FEES** (a) All persons applying for a license shall make application to the Town by completion of the form set out in Schedule "B" to this By-law. At the time of the submission of the application for a license, the applicant must pay the appropriate fee for the class of license being

applied for in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”

(b) The fees payable to the Town for a license issued on or after the 1st day of November in any licensing period shall be one half of the annual license fee set out in the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”

b. Schedule “A” is deleted in its entirety;

4. The **Cemetery Bylaw No. 2186/GEN/16** is amended as follows:

a. Subsection 3.viii) is deleted, and the following is substituted:

“3.viii) Family plots of one or more graves may be reserved by submission of a Burial Plot Reservation Permit (see Schedule B) and upon payment in full of the fee prescribed in Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time. Reserved Plots shall not be subject to any increases in burial fees for ten years following the date of reservation and shall be marked as “RESERVED” on the cemetery map. Burial fees shall be the fee in effect at the time of reservation for a period of 10 years from the reservation date. Thereafter, burial fees will be charged at the rate prescribed by the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”

b. Subsection 4.ix) is deleted, and the following is substituted:

“4.ix) Interment and disinterment fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”

c. Schedule “B” is deleted in its entirety.

5. The **Fees & Charges to Recover Reasonable Administrative Cost Bylaw 1715 “A”** is repealed in its entirety.

6. The **Fire Department Service Fees Bylaw No. 2233/PS/17** is amended as follows:

a. Section 3 is deleted, and the following is substituted:

“3. Fees for service provided by the Hay River Fire Department shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”

b. Schedule “A” is deleted in its entirety.

7. The **Lottery Licensing Bylaw 2349** is amended as follows:

- a. Section 24 is deleted, and the following is substituted:

“24. The fees payable to the Town with respect to lottery licenses issued pursuant to this Bylaw shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - b. Section 25, is deleted, and the following is substituted:

“25. Initial licensing fees shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - c. Section 26, is deleted, and the following is substituted:

“26. Applications shall be accompanied by an application fee and, if applicable, a late fee which shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - d. Section 27, is deleted, and the following is substituted:

“27. The licensing fee for a Series License shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - e. Schedule “A” is deleted in its entirety.
8. The **Recreation Rates and Fees Bylaw 2410** is repealed in its entirety.
9. The **Taxi Bylaw 2425/GEN/24** is amended as follows:
- a. Subsection 5. (7) is deleted, and the following is substituted:

“5. (7) An application to transfer a Taxi License in Form "C" or "C1" attached to this By-Law shall be completed by each applicant and shall be accompanied by a fee that shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - b. Subsection 7. (2) is deleted, and the following is substituted:

“7. (2) An application to transfer a Taxi Brokerage License in Form "C3" of this By-Law shall be completed by each applicant and shall be accompanied by a fee that shall be charged and collected in accordance with the Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time.”
 - c. Subsection 11 (b) is deleted, and the following is substituted:

“11. (b) payment of the Chauffer's Permit Fee as prescribed in the

Fees and Charges Bylaw No. 2472/CS/26, as amended from time to time.”

d. Subsection 20 (d) is deleted, and the following is substituted:

“20. (d) be accompanied by a fee as prescribed in the Fees and Charges Bylaw No. 2472/CS/26, as amended from time to time.”

e. Schedule “A” is deleted in its entirety.

10. The **Tippling Fee Bylaw 1516 “A”** is repealed in its entirety.

| **SCHEDULE BA INDEX**

FEES AND CHARGES

Administration Fees PART 1
Ambulance Fees PART 2
Cemetery Fees PART 3
Development Fees PART 4
Fire Department Fees PART 5
Licensing Fees PART 6
 a) Animal Control
 b) Business License
 c) Lottery License
 d) Chase the Ace Lottery License
 e) Taxi License
Recreation Fees PART 7
Recreation Sponsorship and Advertising PART 8
Tipping Fees PART 9
Water and Sewer Services Fees PART 10

Unless circumstances require otherwise, the fees and charges in Schedule A will be reviewed at least annually as part of the budget process.

SCHEDULE BA

PART 1 - Administration Fees

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- | | |
|--|---|
| 1. Research Fees | \$75.00 per hour or as approved by Director of Corporate Services |
| 2. Photocopying Fees | \$2.00 per page |
| 3. Land Sales Title Registration Fees | Recover actual cost of registration with Land Titles Office |
| 4. Preparation of Residency Letters Fee | \$10.00 |
| 5. Tax Certificate | \$30 |
| 6. Commissioner for Oaths | N/C for Town Documents. |
| 7. Cheque returned "Non-sufficient Funds or 'NSF'" | \$40.00 |
| 8. Request for Tax or Utility Information | \$15.00 per instance |

SCHEDULE AB

PART 2 – Ambulance Fees (Non-taxable)

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| Ambulance Service | Resident | Non- Resident |
|--------------------------|---|---|
| In Town Service | \$600.00 | \$850.00 |
| Highway Service | \$700.00 | \$1,925.00 Plus \$2.50/km |
| Medevac Service | \$2,200.00 Plus \$100 per waiting hour after the first hour | \$2,200.00 Plus \$100 per waiting hour after the first hour |

Services provided to residents who are 60 years of age or older will be billed directly to their insurance provider.

SCHEDULE BA

PART 3 – Cemetery Fees

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| Plots | HR Resident (\$) | Non- Resident (\$) |
|---|-------------------------|---------------------------|
| Single Adult | 640.00 | 1280.00 |
| Under 16 Years | 430.00 | 860.00 |
| Plot Cremation | 340.00 | 680.00 |
| Plot Reservation (10 yr. Term) | 280.00 | 550.00 |
| Veteran | 280.00 | 550.00 |
| June 1 to November | | |
| Summer Services | | |
| 30 | | |
| Internment/Summer - Adult | 375.00 | 520.00 |
| Internment/Summer – Cremation | 145.00 | 190.00 |
| Internment/Summer – Child (0 to 16) | 0.00 | 0.00 |
| December 1 to May | | |
| Winter Services | | |
| 31 | | |
| Internment/Winter - Adult | 670.00 | 830.00 |
| Internment/Winter – Cremation | 160.00 | 190.00 |
| Internment/Winter – Child (0 to 16) | 0.00 | 0.00 |
| Columbarium Niche | | |
| Columbarium Niche (12X12) at time of need | 1720.00 | 2150.00 |
| Columbarium Niche (12X12) reserved | 1940.00 | 2420.00 |
| Other Charges | | |
| Disinter a Casket | 680.00 | 840.00 |
| Disinter an Urn | 390.00 | 480.00 |
| Additional Niche Name/Crest | 270.00 | 330.00 |

Fees are non-refundable

SCHEDULE BA

PART 4 – Building and Development Fees

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Building Permit Fee Schedule

Residential

| | |
|---|-------------------------------------|
| Residential Single-Family Dwellings, Duplex Units | \$5.00 per \$1,000 of project value |
| Residential Decks and Fences | \$5.00 per \$1,000 of project value |
| Garages, Additions, and Renovations | \$0.80 per sq ft |
| Manufactured and Modular Homes | \$600 |
| Minimum Permit Fee | \$100 |

Commercial

| | |
|---------------------------|-------------------------------------|
| New, Addition, Renovation | \$6.00 per \$1,000 of project value |
| Minimum Permit Fee | \$200 |

Note: Project value is based on the actual cost of material and labour. Verification of cost may be requested to permit issuance.

Development Permit Application Fees

| | |
|----------------------------------|-------|
| Application for Re-Zoning | \$500 |
| Residential (Permitted Use) | \$50 |
| Residential (Non-Conforming Use) | \$75 |
| Commercial (Permitted Use) | \$100 |
| Commercial (Non-Conforming Use) | \$100 |
| Appeals | \$500 |
| Bylaw Amendments | \$500 |
| Demolition and Moving Permits | \$100 |
| Re-Inspection Fee | \$150 |

Note: Appeals are refundable if Development Appeal Board rules in favour of the applicant.

SCHEDULE BA

PART 5 – Fire Department Service Fees

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Fire and Rescue Response Within Town Limits

| | |
|------------------------------------|-------------------------------------|
| First two (2) hours minimum charge | \$500 per call |
| Each additional two (2) hours | \$200 |
| Consumables | Cost plus 10% |
| Fire Investigation Services | \$150 per incident with dollar loss |

Fire and Rescue Response Outside Town Limits

| | |
|------------------------------------|-------------------------------------|
| Highway Response | \$1,650 plus \$2.50 per kilometre |
| First two (2) hours minimum charge | \$500 per call |
| Each additional two (2) hours | \$200 |
| Consumables | Cost plus 10% |
| Fire Investigation Services | \$150 per incident with dollar loss |

False Alarm

| | |
|--|----------------------|
| First two (2) responses to a false alarm at the same premises in a 12-month period | No charge |
| Third (3rd) and each subsequent response to a false alarm at the same premises responded to during a 12-month period | \$1,000 per response |

SCHEDULE B

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PART 5 – Fire Department Service Fees (continued)

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| | 1/2 day | Day | Hour | Unit |
|--|----------------|-------------|-------------|-------------|
| Facilities | | | | |
| Emergency Response Training Center (ERTC) | \$ 150.00 | \$ 300.00 | | |
| Capacity 20 persons | | | | |
| Includes coffee, water, water and sewer service | | | | |
| Training Tower - Live Burns | \$ 750.00 | \$ 1,500.00 | | |
| Require a minimum of one Firefighter on site | | | | |
| Includes classroom, pumper, and consumables | | | | |
| Plus, Firefighter to operate pumper | | | \$ 50.00 | |
| Plus, Firefighter to act as Safety Officer | | | \$ 50.00 | |
| Training Tower - No Live Burns | \$ 250.00 | \$ 500.00 | | |
| Grounds only | \$ 250.00 | \$ 250.00 | | |
| Firehall Meeting Room | | \$ 605.00 | \$ 132.00 | |
| Equipment | | | | |
| Pump with equipment | \$ 250.00 | \$ 500.00 | | |
| Plus, Firefighter to operate device | | | \$ 50.00 | |
| Portable Electric Generator | \$ 25.00 | \$ 50.00 | | |
| Smoke Generator | \$ 37.50 | \$ 75.00 | | |
| Propane Props (fixed) | \$ 250.00 | \$ 500.00 | | |
| Portable Radio (Simplex - 6 EMO) | \$ 30.00 | \$ 60.00 | | |
| BullEX Extinguisher Training Device | \$ 100.00 | \$ 200.00 | | |
| Plus, Firefighter to operate device | | | \$ 50.00 | |
| Consumables | | | | |
| SCBA Air Fills (low pressure <221 psi)/cylinder | | | | \$ 20.00 |
| Smoke Generator Fluid/gallon | | | | \$ 30.00 |
| Refill Dry Chemical Extinguisher (non-certified)/lb | | | | \$ 2.50 |
| Use of Roof Simulator (training purposes only) - up to 6 sheets of plywood | | | | \$ 300.00 |

Upon request weekly, monthly, and longer-term rates for facilities, equipment and consumables can be arranged and rates approved by Council

SCHEDULE B

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PART 6 – Licensing Fees

a) Animal Control

Dog (tag) License Fees (annual)

| | |
|-----------------------------------|---------|
| a) Un-neutered male or female dog | \$35.00 |
| b) Spayed female dog | \$0.00 |
| c) Neutered male dog | \$0.00 |

Any animal attaining the age of 3 months after June 30th or for a new resident application after June 30 pay 1/2 the appropriate annual fee.

Kennel License Fees (annual)

| | |
|---------------|---------|
| a) Kennel Fee | \$95.00 |
|---------------|---------|

Dog Teams (annual)

| | |
|---------------|---------|
| a) Kennel Fee | \$95.00 |
|---------------|---------|

The owner of an un-neutered dog shall annually apply to the Town for a dog license tag by completing an application for dog license and pay the annual fee of Thirty-Five Dollars (\$35.00).

The owner of a dog licensed under this bylaw may obtain a license tag to replace a tag that has been lost upon payment of a fee of Five Dollars (\$5.00).

SCHEDULE B

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PART 6 – Licensing Fees (continued)

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b) Business Licensing (annual)

Class of License

| | |
|-------------------------|----------|
| Commercial | \$150.00 |
| Home Occupation | \$200.00 |
| Student | \$10.00 |
| Seasonal Tourist | \$100.00 |
| Non-Conforming | \$200.00 |
| Non-Resident | \$350.00 |
| Salesperson Sub-License | \$25.00 |

Resident applications after September 1st will cost one-half of regular price

SCHEDULE B

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PART 6 – Licensing Fees (continued)

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c) Lottery License

| Program or Service | Fee |
|---|---|
| License Application (more than 7 days prior to the Lottery) | \$50 + application fee as determined by total prize amount |
| Total Prize Amount | |
| - Less than \$1,000 | \$0.00 |
| - Between \$1,000 and \$6,999 | \$50.00 |
| - Between \$7,000 and \$20,000 | \$300.00 |
| - More than \$20,000 and not more than \$50,000 | \$1,500.00 |
| Nevada 6-month Club Room License | \$3,750.00 |
| License Application (7 or less days prior to the Lottery) | \$100 + application fee as determined by total prize amount |
| License amendment more than 7 days prior to the Lottery | \$50.00 |
| License amendment 7 or less days prior to the Lottery | \$100.00 |
| Processing Fee for incorrect or incomplete documents | \$25.00 |

SCHEDULE B

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PART 6 – Licensing Fees (continued)

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d) **Chase the Ace Lottery Licensing**

| Item | Fee |
|-------------------------------|------------|
| License Application | \$75.00 |
| License Amendment | \$25.00 |
| Total Prize Amount | |
| Less than \$1000 | \$0.00 |
| Between \$1000 and \$6999 | \$75.00 |
| Between \$7000 and \$19,999 | \$300.00 |
| Between \$20,000 and \$49,999 | \$1,500.00 |
| Between \$50,000 and \$99,999 | \$3,000.00 |
| More than \$100,000 | \$5,000.00 |

SCHEDULE B

PART 6 – Licensing Fees (continued)

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e) **Taxi Licensing (annual)**

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| Item | <u>Fee (annual unless otherwise specified)</u> |
|--------------------------------------|---|
| Appeal Fee (per event) | \$50.00 |
| Taxi Permit | \$40.00 |
| Taxi Brokerage license | \$75.00 |
| Taxi License | \$40.00 |
| Taxi License Transfer (per transfer) | \$35.00 |

SCHEDULE B

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PART 7 – Recreation Fees and Charges

| Category | Rate Structure | Fees |
|---------------------------------|----------------|-------------|
| General Drop-In Rates | | |
| Yth/Senior (under 12yrs) | | |
| Drop-in fee | per visit | \$ 2.75 |
| 10 punch pass | 10 visits | \$ 24.50 |
| | 6 month | \$ 165.00 |
| | 1yr | \$ 225.00 |
| Student (12-18 yrs) | | |
| Drop-in fee - student | per visit | \$ 4.00 |
| 10 punch pass - student | 10 visits | \$ 34.50 |
| | 6 month | \$ 240.00 |
| | 1yr | \$ 375.00 |
| Adult (19-54 yrs) | | |
| Drop-in fee - adult | per visit | \$ 6.00 |
| 10 punch pass - adult | 10 visits | \$ 54.00 |
| | 6 month | \$ 360.00 |
| | 1yr | \$ 570.00 |
| Family (max 5 people) | | |
| Drop-in fee - family | per visit | \$ 12.00 |
| 10 punch pass - family | 10 visits | \$ 108.00 |
| | 6 month | \$ 750.00 |
| | 1yr | \$ 1,100.00 |
| Fitness Drop-In Rates | | |
| Senior (+55yrs) | | |
| Fitness Drop-In - senior | per visit | \$ 5.25 |
| 10 punch fitness - senior | 10 visits | \$ 47.50 |
| Student (12-18 yrs) | | |
| Fitness Drop-In - student | per visit | \$ 7.00 |
| 10 punch fitness - student | 10 visits | \$ 63.00 |
| Adult (19-54 yrs) | | |
| Fitness Drop-In - adult | per visit | \$ 8.50 |
| 10 punch fitness - adult | 10 visits | \$ 76.00 |

Youth Programming

| | | | |
|---|----------|----|--------|
| After School Club (2hrs/day) | daily | \$ | 7.50 |
| Half Day Youth Programming (i.e. Friday early school dismissal) | half day | \$ | 15.00 |
| Full Day Youth Programming (i.e. teacher PD Days, etc.) | daily | \$ | 30.00 |
| Summer Heat Day Camp | season | \$ | 550.00 |
| Summer Heat Day Camp | weekly | \$ | 125.00 |
| Summer Heat Day Early Dropoff/pickup | season | \$ | 100.00 |
| Summer heat lunch | season | \$ | 50.00 |

Aurora Ford Arena Ice Surface Fees

| | | | |
|--|-------------------------------|----|-------------------------------|
| Arena Birthday Party Package | 1hr on ice & 1 hr room rental | \$ | 140.00 |
| Ice Surface - adult | hourly rate | \$ | 173.25 |
| | hourly rate (non-prime) | \$ | 110.00 |
| Ice Surface - adult daily | 10+ hrs (incl rental room) | \$ | 1,559.25 |
| Ice Surface - adult full wknd | 30+ hrs (incl rental room) | \$ | 3,638.25 |
| Ice Surface - youth | hourly | \$ | 103.95 |
| | hourly rate (non-prime) | \$ | 60.00 |
| Ice Surface - youth daily | 10+ hrs (incl rental room) | | n/a bc reduced rate for youth |
| Ice Surface - yth full wknd | 30+ hrs (incl rental room) | | |
| Offseason - adult | hourly rate | \$ | 173.25 |
| Offseason - adult daily | 10+ hrs (incl rental room) | \$ | 1,559.25 |
| Offseason - adult full wknd | 30+ hrs (incl rental room) | \$ | 3,638.25 |
| Offseason - local user groups | hourly rate | \$ | 87.00 |
| Offseason- local user groups | 10+ hrs (incl rental room) | \$ | 780.00 |
| Offseason - user grp full wknd | 30+ hrs (incl rental room) | \$ | 1,819.00 |
| Non-standard event setup support | percentage of facility rental | | 10% |
| Offsite and/or off hours staffing and cleaning fee | percentage of facility rental | | 10% |

* Free room rental included in ice surface weekend rentals is for duration of the ice surface rental only.

** Room to be included will be determined by type of rental, operational requirements and other possibly other bookings.

Ball Field Fees

| | | | |
|--|-------------------------------|----|--------|
| Wkend Tournament - adult | per weekend per field | \$ | 505.00 |
| Field Hourly Rental- adult | hourly | \$ | 75.00 |
| Wkend Tournament - youth | per weekend per field | \$ | 505.00 |
| Field Hourly Rental- youth | hourly | \$ | 75.00 |
| League Fees - adult season | per team | \$ | 660.00 |
| League Fees - adult monthly | per team | \$ | 360.00 |
| League Fees - youth season | per team | \$ | 325.00 |
| League Fees - youth monthly | per team | \$ | 175.00 |
| Non-standard event setup support | percentage of facility rental | | 10% |
| Offsite and/or off hours staffing and cleaning fee | percentage of facility rental | | 10% |

Aquatics Centre Fees

| | | | |
|--|-------------------------------|----|--------|
| Birthday Party package (max 15 people) | 1 hr in pool 1 hr room rental | \$ | 175.00 |
| Pool rental - full facility (corporate) | hourly | \$ | 234.00 |
| Pool rental - full facility (youth/family) | hourly | \$ | 140.00 |
| Pool Lane Rental - adult | hourly | \$ | 25.00 |
| Pool Lane Rental - youth | hourly | \$ | 20.00 |
| Swim Meet | daily | \$ | 500.00 |

Swimming lessons

| | | | |
|---|---------------------|----|--------|
| 8 swim lessons - preschool | 8 x 30 minutes | \$ | 63.00 |
| 8 swim lessons - swimmer levels | 8 x 45 minutes | \$ | 69.50 |
| Private lessons (1 kid only) | 30 minutes each | \$ | 32.00 |
| Semi private lessons (2-3) | per session per kid | \$ | 25.00 |
| Bronze Star | per course | \$ | 189.00 |
| Bronze Medallion | per course (18hrs) | \$ | 252.00 |
| Bronze Cross | per course (20hrs) | \$ | 252.00 |
| First Aid Certification | per course | \$ | 252.00 |
| National Lifesaving Society Certification | per course (40hrs) | \$ | 377.50 |
| NLS Recertification | per course (4-5hrs) | \$ | 144.50 |
| NLS Instructor Certification | per course (40hrs) | \$ | 377.00 |
| Jr lifeguard club | 9 lessons | \$ | 132.25 |
| Jr lifeguard club | per week | \$ | 19.00 |

Room Rental Fees

| | | | |
|-------------------|-------|----|--------|
| Multipurpose Room | daily | \$ | 605.00 |
|-------------------|-------|----|--------|

| | | | |
|--|--|----|----------|
| Multipurpose Room | hourly | \$ | 132.00 |
| Multipurpose Room - local user groups | daily | \$ | 247.50 |
| Multipurpose Room- local user groups | hourly | \$ | 66.00 |
| Doug Wietermann Room | daily | \$ | 605.00 |
| Doug Wietermann Room | hourly | \$ | 132.00 |
| Doug Wietermann Room - local user grps | daily | \$ | 247.50 |
| Doug Wietermann Room - local user grps | hourly | \$ | 66.00 |
| Community Hall | daily | \$ | 761.20 |
| Community Hall | hourly | \$ | 192.50 |
| Community Hall - local user groups | daily | \$ | 380.60 |
| Community Hall - local user groups | hourly | \$ | 96.25 |
| Summer Curling Rink | daily | \$ | 900.00 |
| Summer Curling Rink | hourly | \$ | 154.00 |
| Summer Curling Rink - local user groups | daily | \$ | 450.45 |
| Summer Curling Rink - local user groups | hourly | \$ | 96.25 |
| Rec Centre Parking Lot Rental | hourly rate | \$ | 87.00 |
| Rec Centre Parking Lot - daily (10% reduction) | based on 10+ hrs rental | \$ | 780.00 |
| Rec Centre Parking Lot - full wknd (30% reduction) | based on 30+ hrs rental | \$ | 1,819.00 |
| Rental room user additional setup time | percentage of facility rental up to 5hrs | | 75% |
| Rental room user additional setup time | percentage of hourly rate up to 10 hrs | | 50% |
| Non-standard event setup support | percentage of facility rental | | 10% |
| Offsite and/or off hours staffing and cleaning fee | percentage of facility rental | | 10% |

* Local user groups make regularly scheduled use of THR Recreation Facilities at applicable rates. Local user groups also participate in seasonal scheduling as per THR's Recreation Policy.

Equipment Rentals

| | | | |
|--|-------------------------------|----|----------|
| Stageline SL75 Mobile Stage - daily | based on 10+ hrs rental | \$ | 780.00 |
| Stageline SL75 Mobile Stage - partial wknd | based on 20+ hrs rental | \$ | 1,473.00 |
| Stageline SL75 Mobile Stage - full wknd | based on 30+ hrs rental | \$ | 1,819.00 |
| THR Small Modular Stage - daily | based on 10+ hrs rental | \$ | 250.00 |
| THR Small Modular Stage - partial wknd | based on 20+ hrs rental | \$ | 400.00 |
| THR Small Modular Stage - full wknd | based on 30+ hrs rental | \$ | 500.00 |
| Non-standard event setup support | percentage of facility rental | | 10% |
| Offsite and/or off hours staffing and cleaning fee | percentage of facility rental | | 10% |

* Delivery within town limits with setup and takedown of stage included in rental fees.

| | | | |
|--|-------|----|--------|
| Fundraising/non-profit table (no offsite delivery) | daily | \$ | 20.00 |
| Chairs (no offsite delivery) | daily | \$ | 3.00 |
| BBQ (no propane supplied) | daily | \$ | 300.00 |
| 4 Piece Modular Bar and Service Counter | daily | \$ | 300.00 |
| Special Events Coordination Fee | | \$ | 120.00 |

Porritt Landing

| | | | |
|-------------------|---------------------------------|----|----------|
| Type A Watercraft | Season Pass (per Watercraft) | \$ | 470.00 |
| | 3-year renewal (per Watercraft) | \$ | 1,410.00 |
| Type B Watercraft | Season Pass (per Watercraft) | \$ | 500.00 |
| | 3-year renewal (per Watercraft) | \$ | 1,500.00 |
| Type C Watercraft | Season Pass (per Watercraft) | \$ | 550.00 |
| | 3-year renewal (per Watercraft) | \$ | 1,750.00 |

| | | | |
|---|--|--|--------------|
| Additional Season Pass Decals (max 2 additional passes) | | | \$50/boat/yr |
| Short Term Docking Pass | | | \$30/day |

Greenspace Rental Fee (i.e. Fisherman’s Wharf Pavilion, Bob McMeekin Park, Tri Service Park)

| | | | |
|--|-------------|-------------------------------|-------------|
| Summer Season Rental (June-August) | | | |
| | hourly rate | per hour | \$ 157.00 |
| | daily rate | per day | \$ 900.00 |
| Offseason Rental (September-May) | | | |
| | hourly rate | per hour | \$ 187.00 |
| | daily rate | per day | \$ 1,200.00 |
| Non-standard event setup support | | percentage of facility rental | 10% |
| Offsite and/or off hours staffing and cleaning fee | | percentage of facility rental | 10% |

* Rentals include electrical, picnic tables, garbage cans, 1 outhouse and access to booths on site.

** Offseason premium rate based on propane use, installation of wall system, snow removal and other additional setup needs.

*** Additional stage, equipment and/or setup fees apply as per appropriate rate.

SCHEDULE B

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PART 8 – Recreation Sponsorship or Advertising Opportunity

| Sponsorship or Advertising Opportunity | Rate Structure | Fees |
|--|-----------------------------------|--------------|
| Aurora Ford Arena | | |
| Arena Dasher Board Signs (>70") | 1 year term (renewable annually) | \$ 673.50 |
| Arena Dasher Board Signs (<70") | 1 year term (renewable annually) | \$ 335.75 |
| Ice Surface Logo | 6 month term (renewable annually) | \$ 378.00 |
| Center Ice Logo | 6 month term (renewable annually) | \$ 2,500.00 |
| Zamboni Logos | 3 year term (renewable) | \$ 2,340.00 |
| Arena Sections | 3yr renewable | \$ 5,000.00 |
| Scorekeeper box | 3yr renewable | \$ 5,000.00 |
| Penalty Box #1 | 3yr renewable | \$ 4,000.00 |
| Penalty Box #2 | 3yr renewable | \$ 4,000.00 |
| Arena Players Box #1 | 3yr renewable | \$ 2,500.00 |
| Arena Players Box #2 | 3yr renewable | \$ 2,500.00 |
| Arena Penalty Box #1 | 3yr renewable | \$ 4,000.00 |
| Arena Penalty Box #2 | 3yr renewable | \$ 4,000.00 |
| Dressing room #1 | 3yr renewable | \$ 5,000.00 |
| Dressing room #2 | 3yr renewable | \$ 5,000.00 |
| Dressing room #3 | 3yr renewable | \$ 5,000.00 |
| Dressing room #4 | 3yr renewable | \$ 5,000.00 |
| Dressing room #5 | 3yr renewable | \$ 7,500.00 |
| Dressing room #6 | 3yr renewable | \$ 7,500.00 |
| Referee Dressing Room | 3yr renewable | \$ 4,000.00 |
| Arena Seats | life of building | \$ 250.00 |
| Don Stewart Aquatic Centre | | |
| Pool Sauna | 3yr renewable | \$ 5,000.00 |
| Pool HotTub | 3yr renewable | \$ 5,000.00 |
| Pool Slide | 3yr renewable | \$ 10,000.00 |
| Children's tank | 3yr renewable | \$ 5,000.00 |
| Leisure Tank | 3yr renewable | \$ 5,000.00 |
| Sponsorship of Rental Rooms and other Community Centre Spaces | | |
| Community Hall | 3yr renewable | \$ 30,000.00 |
| Walking track | 3yr renewable | \$ 15,000.00 |
| Multipurpose Room | 3yr renewable | \$ 10,000.00 |
| Main Entrance Lobby and Aquatic Centre Viewing Area | 3yr renewable | \$ 5,000.00 |
| Washrooms Main Floor | 3yr renewable | \$ 3,000.00 |

| | | | |
|---|-------------------------|----|----------|
| Walking Track Washrooms #1 (north end) | 3yr renewable | \$ | 2,500.00 |
| Walking Track Washrooms #2 (south end) | 3yr renewable | \$ | 2,500.00 |
| Community Centre Door Advertisements | | | |
| double door | 3 year term (renewable) | \$ | 2,500.00 |
| single door | 3 year term (renewable) | \$ | 1,250.00 |
| half door | 3 year term (renewable) | \$ | 673.50 |
| Other Sponsorship and Advertising Opportunities | | | |
| Stageline SL75 Mobile Stage | 3 year term (renewable) | | |
| Trail and greenspace sponsorship | 5 year term (renewable) | \$ | 1,200.00 |
| Digital advertising (display on Aurora Ford Arena big screen) | per event | \$ | 150.00 |
| Digital advertising (display on Aurora Ford Arena big screen) | per season | \$ | 400.00 |

SCHEDULE B

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PART 9 –Tipping Fees

With the exception of Solid Waste Contractors disposing of Residential Waste, the fees set out in this Part shall be payable by all Persons using the Town’s Solid Waste Facility as set out below.

All terms used in this Part shall have the meanings given to them in the Town’s *Waste Management By-law*, Bylaw No. 2466/IPS/25. Further, as applicable, all fees payable pursuant to this Part shall be subject to the regulations set out within the Town’s *Waste Management By-law* *Waste Management By-law*, Bylaw No. 2466/IPS/25.

Residential Fees

| Item | 2024 | 2025 | 2026 |
|---|---|---|---|
| Waste Levy (Monthly) | - | \$18 | \$22 |
| Corridor Solid Waste Levy (Monthly) | - | \$8 | \$9 |
| Residential Waste | \$0 | \$0 | \$0 |
| Non-Contaminated Clean Fill | \$0 | \$0 | \$0 |
| Non-Contaminated Dirty Fill | \$10/tonne (minimum \$10) | \$10/tonne (minimum \$10) | \$10/tonne (minimum \$109.52) |
| Construction Waste (per 100 kg) | \$7 (minimum \$10) | \$8 (minimum \$10) | \$10 (minimum \$109.52) |
| Paint, Used Oil, & Antifreeze (per 100kg) | \$7/kg (minimum \$10) | \$8/kg (minimum \$10) | \$10/kg (minimum \$109.52) |
| Mattresses | \$10 | \$10 | \$109.52 |
| Vehicle Disposal – drained (per vehicle) | \$140 | \$180 | \$200 |
| White Goods (each) | Refrigerator/Freezer - \$60 Other - \$40 | Refrigerator/Freezer - \$65 Other - \$45 | Refrigerator/Freezer - \$70 Other - \$50 |
| Propane Tank (up to 40 pounds) – emptied | \$10 | \$20 | \$20 |
| Propane Tank (over 40 pounds; up to 100 pounds) – emptied | \$25 | \$30 | \$30 |
| Oil Tanks (up to 250 gallon) - emptied | \$70 | \$80 | \$90 |

Commented [BP1]: Adjustment to account for GST - result in round \$10 as minimum fee

| | | | |
|---|--|--|--|
| Tanks (greater than 250 gallon) emptied | \$90 | \$115 | \$125 |
| Tires (per tire) | Less than 20" - \$10 Greater than 20" - \$15 With rims – additional \$25 | Less than 20" - \$10 Greater than 20" - \$15 With rims – additional \$25 | Less than 20" - \$10 Greater than 20" - \$15 With rims – additional \$25 |
| Lead Acid Batteries | \$10 | \$10 | \$ 109.52 |
| All other Waste (per X unit) | \$- | \$10 | \$ 9.52 40 |

Commercial Fees

| Item | 2024 | 2025 | 2026 |
|---|--|--|--|
| Commercial Waste (per 100kg) | \$10(minimum \$30) | \$13(minimum \$30) | \$15(minimum \$30) |
| Vehicle Disposal – drained (per vehicle) | \$140 | \$180 | \$200 |
| White Goods (each) | Refrigerator/Freezer - \$60 Other - \$40 | Refrigerator/Freezer - \$65 Other - \$45 | Refrigerator/Freezer - \$70 Other - \$50 |
| Propane Tank (up to 40 pounds) – emptied | \$10 | \$20 | \$20 |
| Propane Tank (over 40 pounds; up to 100 pounds) – emptied | \$25 | \$30 | \$30 |
| Oil Tanks (up to 250 gallon) – cut in half and emptied | \$70 | \$80 | \$90 |
| Oil Tanks (greater than 250 gallon) cut in half and emptied | \$90 | \$115 | \$125 |
| Non-Contaminated Clean Fill | \$0 | \$0 | \$0 |
| Non-Contaminated Dirty Fill | \$20/tonne (minimum \$20) | \$20/tonne (minimum \$20) | \$20/tonne (minimum \$20) |
| Tires (per tire) - Tires with diameter greater than 48" not accepted | Less than 20" - \$10 Greater than 20" up to 48" - \$15 With rims – additional \$25 | Less than 20" - \$10 Greater than 20" up to 48" - \$15 With rims – additional \$25 | Less than 20" - \$10 Greater than 20" up to 48" - \$15 With rims – additional \$25 |
| Lead Acid Batteries | \$10 | \$10 | \$10 |

| | | | |
|--|-------|-------|-------|
| Commercial Waste from outside of Town boundaries (per tonne) <i>(requires prior approval from the Senior Administrative Officer)</i> | \$130 | \$145 | \$160 |
| All other Waste (per X unit) | \$- | \$10 | \$10 |

Katlochee First Nation Fees

| Item | 2024 | 2025 | 2026 |
|---|--------|--------|--------|
| Katlochee First Nation Fixed Levy (per month) | \$3000 | \$3400 | \$3400 |

Supplementary Tipping Rates

During any period that a weighing scale at the Solid Waste Facility is inoperable or unavailable, the following Supplementary Tipping Rates will apply to any loads that otherwise would be subject to fees calculated on a weight basis.

| Type | 2024 | 2025 | 2026 |
|--------------------|------------------------------------|------------------------------------|--|
| Residential | \$13/m ³ (minimum \$10) | \$14/m ³ (minimum \$10) | \$15/m ³ (minimum \$9.5240) |
| Commercial | \$24/m ³ (minimum \$30) | \$25/m ³ (minimum \$30) | \$25/m ³ (minimum \$30) |

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SCHEDULE B

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PART 10 – Water and Sewer Services Fees

Section A: Public Piped Service (included in minimum monthly charge)

All users of the Public Piped Service system shall be charged for both access and consumption.

| Service | Fee (\$) | | | |
|---|---------------------------|---------------------------|--|--|
| | Effective January 1, 2025 | Effective January 1, 2026 | | |
| Piped Water Access Fee - Residential | 10.00 | 10.00 | | |
| Piped Water Access Fee - Commercial, Industrial, Government | 10.00 | 10.00 | | |

Residential

| Size of Water Meter | | | Minimum monthly billing (\$) (including access fee) | | | |
|---------------------|-------------|--------------------------------|---|---------------------------------|--|--|
| Imperial (inches) | Metric (mm) | Monthly Minimum (Imp. Gallons) | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | |
| 5/8 | 16 | 2,000 | 63.09 | 64.98 | | |
| 3/4 | 19 | 2,000 | 63.09 | 64.98 | | |
| 1 | 25 | 3,000 | 89.63 | 92.32 | | |
| 1 1/2 | 38 | 5,000 | 142.72 | 147.00 | | |
| 2 | 50 | 7,000 | 195.81 | 201.68 | | |
| 3 | 75 | 11,000 | 301.98 | 311.04 | | |
| 4 | 100 | 15,000 | 408.16 | 420.40 | | |
| 6 | 150 | 15,000 | 408.16 | 420.40 | | |

| | | | | | | |
|---|-----|--------|--------|--------|--|--|
| 8 | 200 | 20,000 | 540.88 | 557.11 | | |
|---|-----|--------|--------|--------|--|--|

| | | | | |
|---|-------|-------|--|--|
| Consumption charge over Minimum billing per 1000 Imperial Gallons | 26.54 | 27.34 | | |
|---|-------|-------|--|--|

Commercial, Industrial

| Size of Water Meter | | | Minimum monthly billing (\$) (including access fee) | | | |
|---------------------|-------------|--------------------------------|---|---------------------------------|--|--|
| Imperial (inches) | Metric (mm) | Monthly Minimum (Imp. Gallons) | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | |
| 5/8 | 16 | 2,000 | 64.16 | 66.08 | | |
| 3/4 | 19 | 2,000 | 64.16 | 66.08 | | |
| 1 | 25 | 3,000 | 91.25 | 93.99 | | |
| 1 1/2 | 38 | 5,000 | 145.41 | 149.77 | | |
| 2 | 50 | 7,000 | 199.58 | 205.57 | | |
| 3 | 75 | 11,000 | 307.90 | 317.14 | | |
| 4 | 100 | 15,000 | 416.23 | 428.72 | | |
| 6 | 150 | 15,000 | 416.23 | 428.72 | | |
| 8 | 200 | 20,000 | 551.64 | 568.19 | | |

| | | | | |
|---|-------|-------|--|--|
| Consumption charge over Minimum billing per 1000 Imperial Gallons | 27.08 | 27.89 | | |
|---|-------|-------|--|--|

Government

| Size of Water Meter | | | Minimum monthly billing (\$) (including access fee) | | | |
|---------------------|-------------|--------------------------------|---|---------------------------------|--|--|
| Imperial (inches) | Metric (mm) | Monthly Minimum (Imp. Gallons) | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | |
| 5/8 | 16 | 2,000 | 74.48 | 76.71 | | |
| 3/4 | 19 | 2,000 | 74.48 | 76.71 | | |
| 1 | 25 | 3,000 | 106.72 | 109.92 | | |
| 1 1/2 | 38 | 5,000 | 171.21 | 176.35 | | |
| 2 | 50 | 7,000 | 235.69 | 242.76 | | |
| 3 | 75 | 11,000 | 364.65 | 375.59 | | |

| | | | | | | |
|---|-----|--------|--------|--------|--|--|
| 4 | 100 | 15,000 | 493.62 | 508.43 | | |
| 6 | 150 | 15,000 | 493.62 | 508.43 | | |
| 8 | 200 | 20,000 | 654.83 | 674.47 | | |

| | | | | |
|---|-------|-------|--|--|
| Consumption charge over Minimum billing per 1000 Imperial Gallons | 32.24 | 33.21 | | |
|---|-------|-------|--|--|

| | | | | |
|---|-------|-------|--|--|
| Consumption charge for users outside of the Municipal Boundary of the Town of Hay River per 1000 Imperial Gallons | 62.69 | 64.57 | | |
|---|-------|-------|--|--|

For users of the piped water only service within the municipal boundary of the Town of Hay River, the charge for water only shall be 65% of the charge for piped water/sewer.

SCHEDULE B

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PART 10 – Water and Sewer Services Fees (continued)

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Section B: Unmetered Users

The following monthly rate shall be assessed and charges based thereon shall be made respecting all single-family residential water users serviced from and connected to the Town's Public Piped Service and not otherwise provided for in this By-Law:

| Service | Fee | | | |
|---|---------|---------------------------------|---------------------------------|--|
| | Gallons | Effective as of January 1, 2025 | Effective as of January 1, 2026 | |
| Unmetered Users/Flat Rate (not otherwise addressed in this Part as per Section 81) | | | | |
| Single Family Residential Water Users - A minimum charge based on an average consumption of 5,000 gallons (22,750 litres) shall be used | 5000 | 157.73 | 162.46 | |

Building Fire Protection System fees are charged monthly and are based on the size of the fire protection water service.

| Service | Pipe Size (inches) | Pipe Size (mm) | Fee | | | |
|---------------------------------|--------------------|----------------|---------------------------------|---------------------------------|--|--|
| | | | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | |
| Building Fire Protection System | 2 | 50 | 25.00 | 25.75 | | |
| | 4 | 100 | 37.50 | 38.63 | | |
| | 6 | 150 | 54.17 | 55.80 | | |
| | 8 | 200 | 79.17 | 81.55 | | |
| | 10 | 254 | 104.17 | 107.30 | | |

Any other water users connected to the Town's public piped service and are not metered shall be charged an amount which will be determined by the Senior Administrative Officer based on an estimated load, line size and estimated consumption.

SCHEDULE B

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PART 10 – Water and Sewer Services Fees (continued)

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Section C - Truck Water Delivery

| Service | Fee (\$) | | | | |
|--------------------------------------|---------------------------|---------------------------|--|--|--|
| | Effective January 1, 2025 | Effective January 1, 2026 | | | |
| Trucked Water Access Fee - All Zones | 10.00 | 10.00 | | | |

| Water Delivery | Rate (\$) Per 1,000 Gallons | | | | |
|---|---------------------------------|---------------------------------|--|--|--|
| Users in Residentially zoned areas within municipality: All Zones | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | | |
| Monthly consumption: first 4,500 Gallons | 50.36 | 51.87 | | | |
| Monthly consumption: 4,501 - 7,000 Gallons | 90.59 | 93.31 | | | |
| Monthly consumption: Over 7,000 Gallons | 190.12 | 195.82 | | | |

| Water Delivery | Rate (\$) | | | | |
|------------------------|---------------------------------|---------------------------------|--|--|--|
| Commercial, Industrial | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | | |
| Per 1,000 Gallons | 188.18 | 193.83 | | | |

| Water Delivery | Rate (\$) | | | | |
|-------------------|---------------------------------|---------------------------------|--|--|--|
| Government | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | | |
| Per 1,000 Gallons | 213.84 | 220.26 | | | |

| Water Delivery | Rate (\$) per 1,000 Gallons | | | | |
|--|---------------------------------|---------------------------------|--|--|--|
| Caretaker Unit Rate | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | | |
| Monthly consumption: first 2,000 Gallons | 100.72 | 103.74 | | | |

| | | | | | |
|---|--------|--------|--|--|--|
| Monthly consumption: over 2,001 Gallons | 188.18 | 193.83 | | | |
|---|--------|--------|--|--|--|

| Water Delivery | Rate (\$) | | | | |
|---|---------------------------------|---------------------------------|--|--|--|
| | Effective as of January 1, 2025 | Effective as of January 1, 2026 | | | |
| Consumption charge for users outside of the municipal boundary of the Town of Hay River | | | | | |
| Per 1,000 Gallons | 62.69 | 64.57 | | | |

SCHEDULE B

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PART 10 – Water and Sewer Services Fees (continued)

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Section D - Meter Fees and Services

| Service | Fee (\$) |
|--|--------------------------|
| Water Meter Supply - Residential | \$250 |
| Water Meter Supply - Non-Residential | 100% Cost recovery basis |
| Water Meter Installation/Replacement | \$250 |
| Water Meter Testing | \$75 |
| Water Inspection/Investigation | \$100 |
| Utility Connection or Disconnection fee | \$40 |
| Disconnection resulting from non-payment | \$100 |
| Invoice enviro fee | \$2.50/month |

The Town of Hay River

Northwest Territories



Bylaw No. 2473/IPS/26

Water & Sewer Services Bylaw

A BY-LAW OF THE TOWN OF HAY RIVER TO ESTABLISH, OPERATE, MAINTAIN, REGULATE, AND PROTECT MUNICIPAL WATER SUPPLY AND SEWER SYSTEMS AND TO GOVERN THE PROVISION AND USE OF WATER AND SEWER SERVICES.

PURSUANT TO the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, as amended from time to time, which authorizes municipalities to provide, regulate, and control municipal water and sewer services with the Town;

AND WHEREAS the Council of the Town of Hay River considers it necessary and desirable to establish rules respecting the provision, use, protection, and administration of water and sewer services in order to protect public health, ensure system integrity, and promote the orderly delivery of municipal services;

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

INTERPRETATION

SHORT TITLE

1. This Bylaw may be cited as the Water & Sewer Services Bylaw.

DEFINITIONS

2. In this Bylaw, unless the context otherwise requires;

| | |
|----------------------------|---|
| "Town" | means the Municipal Corporation of the Town of Hay River in the Northwest Territories established pursuant to the Cities, Towns and Villages Act; |
| "Council" | shall mean the Council of the Town of Hay River; |
| "Cross Connection" | shall mean any connection or structural arrangement between a public or a customer's potable water system and any nonpotable source or system; |
| "Customer" | means any person who has entered into an arrangement with the Town to receive municipal services; |
| "Designated Service Areas" | are West Channel, Vale Island, Industrial Area, Mile Five and the Hay River Corridor. |
| "Fees and Charges Bylaw" | means Fees and Charges Bylaw No. 2472/CS/26, as amended or replaced from time to time. |
| "Freeze Protection Device" | means a device or system to prevent service pipes from freezing, including, but not limited to; heat trace tape, No. 10 wire, an AquaFlo unit circulating pump, an orifice union, and a bleeder, which is registered to the Town; |

| | |
|---|---|
| "Lot lines" or "Property lines" | mean the separating lines or limits identified by the location of the legal survey pins; |
| "Mains" | means a pipe or pipes interconnected to transport water or collect sewage throughout the Town or several premises excluding private service pipes forming part of the municipal system; |
| "Municipal System" or "Municipal Service" | means the pipe and accessories owned by the Town, either within a municipal road easement, to provide water or collect sewage from private property or premises, and includes the trucked system and piped system unless specifically noting one of either trucked or piped system; |
| "Officer" | means any person who is appointed in accordance with the Cities, Towns and Villages Act as a By-law Officer to enforce the Bylaws of the Town of Hay River, and any Peace Officer who is entitled to enforce the Bylaws of the Town; |
| "Owner" or "Property Owner" | means any person who is the registered owner of a property, or any person who is in lawful possession or occupation of buildings situated thereon; |
| "Person" | includes a corporation and the heirs, executors, administrators or other legal representatives of that person; |
| "Potable" | means water suitable for drinking; |
| "Property" | means real property, and includes any buildings thereon; |
| "Private Service System" | means the pipe and accessories intended to distribute water or collect sewage within private property, and connected to the municipal system or main; |
| "Public Piped Service" | means water supply or sewage collection provided throughout the Town's mains and service pipes; |
| "Residential Customer" | includes customers for a place of residence, private homes and rental accommodations; |
| "Senior Administrative Officer" | shall mean the Senior Administrative Officer or his designate; |
| "Schedule" | means a schedule attached to and forming part of this bylaw, except as otherwise provided; |
| "Self-Contained Unit" | means a unit having separate plumbing, heating, entrance, and the like; |
| "Service Pipe" | means the pipe intended to carry water or collect sewage from |

| | |
|---------------------------------------|---|
| | or to the main onto or across private property that includes a private service pipe and a municipal service pipe; |
| "To Discontinue Service" | means to stop providing trucked water service and/or to turn off piped water service for a building or a property; |
| "To Establish Service" | means to become a customer of the Town by entering into an arrangement to receive municipal service from the town; |
| "To Terminate Service" | means to terminate the arrangement between the customer and the Town to receive municipal services from the Town, and may include to discontinue service, to disconnect or remove a municipal service pipe in whole or in part and a final water meter reading; |
| "Trucked Service" | means water delivery and/or sewage pump-out collection service provided using vehicles by or on behalf of the Town; |
| "Trucked Service Building Facilities" | means a water storage tank and related accessories installed within a premise to receive trucked service from the Town; |
| "Wastage" | means to lose, decrease, destroy, damage, use or consume extravagantly, inefficiently, or improvidently, for no purpose or inadequate objective or result. |

GENERAL PROVISIONS

AUTHORITY TO PROVIDE MUNICIPAL SERVICES

3. No person except those authorized by Council shall directly or indirectly engage in the provision of municipal services within the Town.

AUTHORITY AND DUTIES OF SENIOR ADMINISTRATIVE OFFICER

4. The Senior Administrative Officer is authorized and directed to:
 - a) supervise, control and administer the provision of municipal services and the municipal system, and do all things necessary to fulfill his responsibilities and duties under this Bylaw; and
 - b) control all construction operations and maintenance related to the provision of municipal services; and
 - c) perform all acts that may be necessary for the efficient management, operation and protection of the municipal system; and
 - d) administer and enforce this Bylaw.

5. The Senior Administrative Officer may, subject to Section 7, prescribe:
 - a) orders, and

- b) specifications for:
 - i. Private Service Pipes
 - ii. Meters
 - iii. Freeze Protection Devices
 - iv. Bleeders
 - v. Sewage Discharge
 - vi. Aqua-Flo Systems
 - vii. Trucked Service, and
 - viii. Other specifications necessary to carry out the provisions of this Bylaw.

- 6. No person or customer shall fail to comply with such orders and specifications.
- 7. The Senior Administrative Officer may, subject to Section 8, prescribe forms for:
 - a) Application for Permit to use Town Water and Sewer Piped Services (W/S-1).
 - b) Application for Permit to Receive Town Water and Sewer Trucked Services (W/S-2).
 - c) Connection or disconnection:
 - i. Moving Out Form (W/S-3).
 - ii. Application for Permit to Connect or Disconnect (W/S-4).
 - d) Registration of Non-Domestic Use (W/S-5).
 - e) Registration of Freeze Protection Service (W/S-6).
 - f) Aqua-Flo Installation and Inspection Report (W/S-7).
 - g) Water Bleeder Permit (W/S-8).
 - h) Bleeder Removal Notice (W/S-9).
 - i) Cross Connection and Backflow Prevention Tag (W/ S- 10).
- 8. All orders, specifications and forms prescribed by the Senior Administrative Officer shall be available for public inspection during regular Town business hours.
- 9. In addition to any other powers provided in this Bylaw, the Senior Administrative Officer may:
 - a) Establish administrative procedures for the provision of water and sewer services;
 - b) require inspections, testing, or verification of compliance with this Bylaw;
 - c) recover costs incurred by the Town under this Bylaw; and
 - d) delegate any power, duty, or function under this Bylaw to an employee or contractor of the Town.

FINANCING AND ACCOUNTING

- 10. The Town will establish a Utility Fund separate from the General Revenue Fund of the Town. All financing and accounting respecting the Municipal System will be done in the Utility Fund.
- 11. All costs for the provision of municipal services shall be financed through service charges and fees, as well as loans, grants, subsidies or other funding provided to the Town by the Government of the Northwest Territories or others.

12. All monies collected for municipal services shall only be used to provide municipal services to customers including operation, maintenance, extension, repair, capital improvement and administration of the municipal system.
13. All monies collected for the provision of municipal services shall be separately accounted for and disbursed by action of the Council and in accordance with an Annual Budget approved by Council.
14. The Town will establish a Water Sewer Reserve account in accordance with a policy approved by Council. This Fund will be accounted for within the Utility Fund.

SERVICE AREA

15. The Town may provide municipal services to properties in a designated service area, as established by the Senior Administrative Officer within the municipal boundaries of the Town.
16. The Town may not provide municipal services outside of the designated service areas.
17. The Town may provide municipal services, including bulk water supply and sewage disposal, to or for areas outside the Town, and will only be provided when such services will not impede the provisions of municipal services to customers within the Town.

DESCRIPTION OF SERVICES

18. The Town shall furnish water supply for domestic, fire protection, municipal, and industrial purposes.
19. Notwithstanding Section 18, when, in the opinion of the Senior Administrative Officer, the water supply for domestic and fire protection purposes is impaired, the Senior Administrative Officer may:
 - a) regulate the use of water supply; or
 - b) restrict or terminate the supply of water for municipal or industrial purposes.
20. The Town shall make every effort to provide safe, continuous and efficient municipal services. The Town shall not be liable for damages, including business losses:
 - a) caused by the break of any water pipe, sewer pipe, or the break of any ditch; or
 - b) caused by water delivered or sewage collected through the owner's or customer's facilities; or
 - c) caused by the interference or cessation of municipal services in connection with the repair, expansion, replacement, or proper operation and maintenance of the municipal system; or
 - d) caused by any increase or decrease in pressure in a water pipe; or
 - e) caused by the water supply containing sediments, deposits or other foreign matter; or
 - f) caused by the improper operation of the freeze protection devices; or
 - g) generally for any accident due to the operation of the municipal system, unless such action has been shown to be directly due to the negligence of the Town or its employees.

21. Every person or customer requiring special municipal services, including continuous and uninterrupted municipal services, constant pressure of water, or particularly clear or pure water, shall at no cost or liability to the Town, provide such storage, treatment or other means for such special municipal services.
22. No person shall obtain, receive, use, or make use of municipal water or sewer services except with the authorization of the Town and in accordance with this Bylaw.
23. Any person requiring water or sewer services within the municipal boundaries of the Town shall apply to and obtain such services directly from the Town and shall not obtain water or sewer services from a contractor, supplier, or third party except where expressly authorized by the Senior Administrative Officer.
24. No person shall permit municipal water or sewer services supplied to their property to be used by another person, property, or activity except in accordance with this Bylaw and with the authorization of the Town.

UNAUTHORIZED USE AND COST RECOVERY

25. Any use of municipal water or sewer services without authorization, including use through unauthorized connections, temporary lines, bypasses, or indirect supply, constitutes unauthorized use under this Bylaw.
26. Where unauthorized use is identified, the Town may, in addition to any other remedy available under this Bylaw:
 - a) estimate the quantity of water used or sewer service provided;
 - b) bill the estimated consumption in accordance with the Fees and Charges Bylaw; and
 - c) recover all costs incurred by the Town in investigating, correcting, or enforcing the unauthorized use.

AUTHORITY TO CEASE OR RESTRICT SERVICE

27. The Senior Administrative Officer may, without notice, cease or restrict municipal services to any customer or part of the Town if, in the opinion of the Senior Administrative Officer, an emergency makes such action necessary.
28. The Senior Administrative Officer may, in a non-emergency situation, including scheduled repairs or alterations to the municipal system, cease or restrict municipal services to any customer or part of the Town, provided the Senior Administrative Officer shall, when it is practical to do so, provide public notice of such intended cessation or restriction of municipal services to all affected customers.
29. When the Senior Administrative Officer deems that a water shortage warrants, the Senior Administrative Officer may issue orders to impose, change or revoke restrictions upon the use of water, including uses at specified times of days, to a specified class of customer, or parts of the Town, provided the Senior Administrative Officer shall provide public notice of such intended restriction.

30. Failure to obey an order issued under Section 29 is an offence.
31. Where public notice regarding the imposition, change or revocation of restrictions on water use as required to be given under this section, notice must be given to the general public according to Section 37 of this Bylaw.
32. The Senior Administrative Officer may discontinue service for any of the following:
 - a) failure to establish services;
 - b) fraud in establishing service;
 - c) nonpayment of charges or fees levied pursuant to this Bylaw;
 - d) failure to provide a deposit, if required;
 - e) failure to provide free access; or
 - f) contravention of any other section of this Bylaw until such time as there is no contravention of this Bylaw and any outstanding service charges and fees are paid to the Town.
33. When service is discontinued, neither the Town, its employees, nor any municipal officials shall be liable for any costs or damages resulting from the discontinuance of service.
34. Where the Senior Administrative Officer authorizes service to be discontinued under Section 26, the Senior Administrative Officer may, when in the opinion of the Senior Administrative Officer it is practical to do so, give notice prior to service being discontinued, indicating:
 - a) the infraction,
 - b) the remedy,
 - c) the date that service will be discontinued unless remedy is made.

NOTIFICATION

35. Notice from the Town to a customer or owner for amount of bill due, contravention of any provision or requirement of this Bylaw, or for any other reasons, shall be in writing to the last known address of the customer or owner.
36. Notice to the Town shall be made in writing to the Town, except that notice of complaint may be made by telephone or in person.
37. Public notice must be given to the general public in any one or more of the following ways:
 - a) by inserting the notice at least once in a newspaper circulating in the municipality;
 - b) by mailing or delivering a copy of the notice to each voter in the municipality;
 - c) by causing announcements to be made on a radio or television station received in the municipality on at least three separate days; or
 - d) by posting a notice in at least five widely separated and conspicuous places in the municipality.

TAMPERING

38. No person or customer shall tamper or interfere with any part of the municipal system, except as authorized by the Senior Administrative Officer.
39. No person or customer shall connect to or operate any pipe, valve, meter, hydrant, or any other part of the municipal system, except as authorized by the Senior Administrative Officer.
40. Any person or customer who damages, or causes to be damaged, any part of the municipal system, shall be liable for the cost of such damage.

WORK DONE BY THE TOWN

41. The charge for work done by the Town will be "at cost", and shall include the direct and indirect amount expended by the Town for wages and benefits, support facilities and equipment, materials, equipment rental, contracts, administration charges, and any other expenditures incurred in doing the work.
42. Where the Senior Administrative Officer requires a deposit, based on the estimated cost of work, to be paid by the applicant prior to the commencement of work done "at cost" by the Town, any additional cost shall be paid to the Town, and any surplus shall be refunded to the applicant.

ESTABLISH AND TERMINATE SERVICE

TO ESTABLISH SERVICE

43. Subject to Section 44, every person requiring to establish service, shall submit to the Senior Administrative Officer either:
 - a) "Application for Permit to use Town Water and Sewer Piped Services" form W/S-1, or
 - b) "Application for Permit to Receive Town Water and Sewer Trucked Services" form W/ 5-2,
or
 - c) "Application for Permit to Connect or Disconnect" form W/S-4 and pay the applicable fees.
44. It is required that a service account be held by the owner of the premises. Service accounts cannot be established under the name of a tenant or lessee.

CONTENT OF APPLICATION FOR SERVICE

45. The "Application for Permit to use Town Water and Sewer Piped Services" form W/S-1 or "Application for Permit to Receive Town Water and Sewer Trucked Services" form W/S-2, shall include, but may not be limited to such particulars as the following;
 - a) location of the premises,
 - b) date applicant will be ready for service,
 - c) type of structure erected or intended to be erected,
 - d) whether the premises have previously received service,
 - e) name and mailing address to which notices and bills are to be sent,

- f) whether the applicant is the owner or tenant of, or agent for the premises,
- g) category of customer and rate requested,
- h) agreement to abide by and accept all the provisions of this Bylaw, and
- i) any other information in such detail and form the Senior Administrative Officer deems appropriate.

DEPOSIT

46. As a condition of providing service, the customer shall pay a meter deposit in the amount prescribed by the Fees and Charges Bylaw.
- a) The meter deposit shall be held in trust by the Town until the customer's account is closed.
 - b) No interest will be payable on a meter deposit.
 - c) Any interest the Town earns on meter deposits while they are held in trust shall be credited to the Utility Fund.
47. As a condition of reconnecting services after discontinuance of service due to non-payment of a water sewer account, the Senior Administrative Officer may require a deposit from the applicant in an amount prescribed by the Fees and Charges Bylaw.
- a) Subject to Subsection (b). the deposit shall be refunded after it has been held for twelve consecutive months, during which all bills for service have been paid within the time limit allowed;
 - b) The deposit, less the amount of any unpaid balance due to the Town, shall be refunded upon termination of service;
 - c) No interest shall be paid on the deposit; and
 - d) All interest earned on deposits will be credited to the Utility Fund.

TEMPORARY SERVICE

48. Subject to Section 49, every person requiring to establish temporary service for construction or any other purpose shall:
- a) submit either an "Application for Permit to use Town Water and Sewer Piped Services" form W/S-1, or "Application for Permit to Receive Town Water and Sewer Trucked Service" form W/ S-2, or "Application for Permit to Connect or Disconnect" form W/S-4, to the Senior Administrative Officer, stating the expected duration service is requested;
 - b) pay the applicable service fees and any other fees, prescribed by the Fees and Charges Bylaw ; and
 - c) prior to the initiation of service, pay a deposit determined by the Senior Administrative Officer based on the estimated service charge during the period of temporary service. Any additional cost to be paid to the Town, and any surplus to be refunded to the applicant.
49. The Senior Administrative Officer may require that the application for service be submitted by the owner of the premises.
50. The service rate for temporary service shall be based on the category of the customer.

51. The Senior Administrative Officer may require an applicant for temporary piped water service to install an approved meter setting and/or meter.
52. The service charge for temporary piped water service shall be determined:
 - a) according to meter readings, if approved meter is installed, or
 - b) where no meter is installed, based on an estimate by the Senior Administrative Officer of the quantity of water used.

APPLICATION TO TERMINATE SERVICE

53. In order to terminate service, the customer shall submit to the Senior Administrative Officer either a "Moving Out" form W/S-3, or "Application to Connect or Disconnect" form W/S-4. stating the date the applicant desires to terminate service, and any other information, and in such form as may be prescribed by the Senior Administrative Officer
54. All applications to terminate service must allow a minimum of five working days prior to the date the order is to become operative.
55. The Town may continue to levy service charges until the Town terminates service.
56. The owner of any structure or building which is: not fit to be occupied. planned to be demolished, or is otherwise abandoned, is responsible for application to the Town and after approval for disconnection of services.

RESPONSIBILITIES OF THE CUSTOMER

USE OF WATER

57. No person or customer shall willfully wastewater or allow the continuous unattended flow of water without written permission from the Senior Administrative Officer.
58. No person or customer shall re-sell or convey water beyond the property served without written permission from the Senior Administrative Officer.
59. Where the unauthorized wastage, continuous flow, or improper use of water occurs, the Senior Administrative Officer may issue an order to the customer to stop such wastage or improper use of water within the forty-eight (48) hours or lesser time as may be specified in the notice.
60. If the customer fails to comply with the order under Section 59, the Senior Administrative Officer may discontinue service.
61. Failure to comply with an order under Section 59 is an offence.

PREVENTION OF CONTAMINATION

62. No person or customer shall do anything that may allow water, sewage, or any harmful matter to enter the municipal potable water system. The Senior Administrative Officer may discontinue

service to any customer contravening the provisions of this section, and shall be considered an offence under this Bylaw.

PREVENTION OF DISCHARGE OF HARMFUL MATTER

63. No person or customer shall discharge or deposit, or cause or permit the discharge into a municipal sewer pipe, private sewer service pipe, or private sewage tank, matter of any type or at any temperature, or in any quantity which may be or become harmful to any part of the municipal services system, or which may impair or interfere with the proper operation of any waste water works or treatment process.
64. Subject to Sections 4 to 9, the Senior Administrative Officer may prescribe specifications to restrict or prohibit the discharge or deposit of any matter into a municipal sewer pipe, private sewer service pipe, or private sewage tank.
65. No person or customer shall directly or indirectly discharge any trade, industrial or manufacturing waste, or any unacceptable waste, into a municipal sewer pipe, private sewer service pipe, or private sewage tank, without such previous treatment works as the Senior Administrative Officer may order to be installed and operated by the customer.
66. Grease, oil or sand interceptors of sufficient size and approved design shall be installed on the building sewer pipes from every hotel, restaurant, laundry, garage and such other places as the Senior Administrative Officer may order.
67. No person or customer shall discharge or deposit, or cause or permit the discharge or deposit of, rainwater or ground water into a municipal sewer pipe, private sewer service pipe, or private sewage tank, except as authorized by the Senior Administrative Officer.
68. Failure to comply with any provisions of this section shall be considered an offence.

INSPECTION

69. An authorized agent or employee of the Town, who presents, if so requested, proper identification, as determined by the Senior Administrative Officer:
 - a) shall be admitted to properties during the regular Town business hours, and;
 - b) may inspect any part of the property, expose and perform tests on any piping, fixtures or appliances being the property of the owner, the occupant, or the Town, to determine compliance with this Bylaw.

PRIVATE FACILITIES

70. All private facilities, including plumbing, appliances, accessories, service pipes, and water and sewage tanks, shall comply with the most recent National Building Codes, National Plumbing Codes, Public Health Act, Town of Hay River's servicing standards and other municipal by-laws; provided always that, where any provisions in such a Code conflicts with any provisions of this Bylaw, this Bylaw shall prevail.

71. Every owner shall maintain his private facilities in proper order and free from leakage or wastage at his own expense.
72. Subject to Sections 27 through 37 of this Bylaw, the Senior Administrative Officer may discontinue service to any property where unsanitary conditions, defective fixtures, leakage or wastage, or misuse may affect the safe and proper operation of the municipal system.
73. Subject to Section 74, municipal services shall not be provided to premises in which the private facilities do not meet the provisions and specifications of this Bylaw.
74. Municipal services may be provided during construction.

ABATEMENT OF NOISES AND PRESSURE SURGES

75. No apparatus, fitting or fixture shall be connected, allowed to be connected, or operated in a manner which will cause noises, pressure surges, water hammer or other disturbances, which may, in the opinion of the Senior Administrative Officer, result in annoyance to other persons or customers, damage to their water systems, or damage to the municipal system. The Senior Administrative Officer may discontinue service to any customer contravening the provisions of this section.

FREEZE PROTECTION

76. The owner or occupant where required shall, at his expense, submit a "Registration of Freeze Protection Device" form W/S-6, and provide for the proper operation and maintenance of freeze protection devices according to the provisions, schedule, and specifications of this Bylaw.
77. The owner or occupant shall be liable for any damage which may result from the improper or negligent operation and maintenance of the freeze protection devices.
78. During the normal heating season, the owner or occupant shall ensure that, if he is away from his premises, that a competent person maintains the freeze protection devices, and ensures that the water supply and sewer do not freeze.
79. Should a homeowner's freeze protection device fail, the homeowner is responsible for all thawing costs or repairs from the home to the main.

PIPED WATER AND SEWAGE SERVICE

INSTALLATION OF SERVICE PIPES

80. Every owner requiring to install a service pipe
 - a) on a road, or
 - b) within an easement,

shall submit to the Senior Administrative Officer an application in such form as may be prescribed by the Senior Administrative Officer.

81. Where an application is made under Section 80, no work shall commence until the application has been approved by the Senior Administrative Officer.
82. Every service pipe within a property shall be installed at the cost of the owner of the property to be served.
83. Every service pipe from the main to the property line shall be installed by the Town, or its agent, and the owner of the property served shall be levied a fee to recover the Town's costs.
84. Every owner requiring a service pipe from the main to the property line shall submit to the Senior Administrative Officer an "Application for Permit to Connect or Disconnect" form W/S-4.
85. Where an application is made under Section 84, no work shall commence until the application has been approved by the Senior Administrative Officer and the fees to recover the Town's costs have been paid.

INSTALLATION OF SERVICE PIPE CONNECTIONS

86. Every pipe connection to the main shall be done only by the Town or its agent.
87. The cost of the service pipe connection to the main shall be levied on the owner of the property served.

SPECIFICATIONS, DESIGN APPROVAL AND INSPECTION OF SERVICE PIPE

88. No service pipe shall be installed except in accordance with this Bylaw and specifications.
89. Design plans for service pipes 1-1/2 inches or 38 millimeters or less shall be:
 - a) certified by a Journeyman Plumber, or Professional Engineer, and
 - b) submitted to the Senior Administrative Officer, and
 - c) approved prior to the commencement of construction, and
 - d) all water service pipe 2-1/2 inches or less from the curb valve to the water shut-off valve shall be continuous copper piping with no joints or fitting
90. Design plans for service pipes, greater than 1-1/2 inches or 38 millimeters, shall be:
 - a) certified by a Professional Engineer, and
 - b) submitted to the Senior Administrative Officer, and
 - c) approved prior to the commencement of construction.
91. Two sets of "as built" plans shall be provided to the Senior Administrative Officer within sixty (60) days of completion of service pipes.
92. No service pipe shall be enclosed, covered or backfilled until the work has been inspected and approved by the Senior Administrative Officer.
93. All installation, maintenance, repair and disconnection work on service pipes shall be subject to the inspection and approval of the Senior Administrative Officer.

OWNERSHIP OF SERVICE PIPES

94. Every below ground service pipe on private property shall remain the property of the property owner, and he shall be responsible for its maintenance.
95. After completion of construction, the ownership and maintenance of all below-ground service pipes and accessories on municipal roads from below-ground main to the property line or boundary of an easement, shall become the property and the responsibility of the Town, subject, however, to such charges as are in this Bylaw made payable by any person.
96. Every owner shall establish and maintain the survey pins used to identify lot and property lines as and when required by the Town.
97. The curb valve is the property of the Town.
98. The Town of Hay River has the right to enter into or on any property within the municipality for the purpose of making any inspection, repair or disconnection with respect to the Water & Sewer Services bylaw.

MAINTENANCE OF PRIVATE SERVICE PIPES

99. Every owner shall maintain his private service pipes, fittings, meter supports and fixtures in proper order, and free from leakage or wastage at his own expense.

REPAIR OF PRIVATE SERVICE PIPES

100. Should a frozen service pipe, leakage or wastage occur, the Senior Administrative Officer may give notice to the owner to effect the necessary repairs or replacement within forty-eight (48) hours, or such lesser period as may be specified in the notice.
101. If the owner fails to comply with such notice within the time specified, the Senior Administrative Officer may either:
 - a) have the water service pipe turned off until the repairs or replacement have been done; or
 - b) in the case of unmetered service, have a meter installed; or
 - c) have the necessary work done, and any cost incurred shall be levied on the owner.

102. Failure to comply with any provisions of this section shall be an offence.

INVESTIGATION OF SERVICE PIPE

103. Every owner requesting an investigation into a failure or interruption in service to his premises shall deposit with the Town the estimated cost of such investigation as determined by the Senior Administrative Officer.
104. Where it is determined by the Town that the Town is the cause of the failure or interruption in service, then the deposit shall be returned.

105. Where it is determined by the Town that the Town is not the cause of the failure or interruption in service, the expense incurred by the Town on an "at cost" basis in accordance with Sections 41 and 42 shall be levied on the owner, and the amount of any deposit shall be applied against that expense.

THAWING SERVICE PIPES WITH ELECTRICAL EQUIPMENT

106. No person or customer shall use electrical welding equipment to thaw water service pipe.

107. No person or customer shall use electrical equipment to that water service pipe unless:

- a) a continuous circuit is maintained, and
- b) the water meter and all electrical ground wires are disconnected from the water service pipe, and
- c) the undertaking is authorized by the Senior Administrative Officer.

108. The Town shall not be liable for any damage or injury resulting from the use of electrical equipment to thaw a water service pipe.

REMOVAL, RELOCATION OR REPLACEMENT OF FACILITIES

109. Subject to Section 110, all costs of any approved removal, relocation or any other change in the municipal system requested by an owner, shall be payable by the owner making the request.

110. Where an owner has replaced his below-ground private service pipe, and requests the replacement of the municipal service pipe, the Senior Administrative Officer, with a minimum of twenty-four (24) hours' notice, may authorize the installation of a replacement municipal service pipe equal in size to, or in the standard size for the capacity and use of the original installation, at no cost to the owner, if the Senior Administrative Officer is satisfied that the municipal service pipe is leaking or in danger of failure.

SIZE AND NUMBER OF SERVICE PIPES

111. Subject to Section 113, no property shall be supplied with more than one water service, including a water supply pipe and a recirculation pipe, and one sewer service pipe.

112. Subject to Section 113, a separate water service pipe and a separate sewer service pipe shall be installed:

- a) for each property adjacent to a main;
- b) for each unit of a semi detached duplex.

113. The Senior Administrative Officer may determine, specify and approve:

- a) the number,
- b) the nature,
- c) the size, and
- d) the location

of service pipes to be installed for any property.

SERVICE TO ADJACENT PROPERTIES

114. Service pipes shall be constructed only to properties adjacent to a main, unless the Senior Administrative Officer authorizes otherwise.

115. Private service pipes shall not be extended from one lot to another.

WATER SHUT OFF VALVE

116. A water service pipe shall be provided with an easily accessible, sealable water shut-off valve on the premises served, so located within the building plumbing system to allow water service to all of the building to be turned off while allowing any circulation pump on the water service pipe to operate.

117. Where service is to be discontinued pursuant to this Bylaw, the Senior Administrative Officer, or other authorized agent of the Town, may discontinue service either: by turning off and affixing a seal to the water shut-off valve, or by removing the water meter on the premises to which service is to be discontinued.

118. Where a seal has been affixed in accordance with Section 117, no person, other than the Senior Administrative Officer or other authorized agent of the Town, shall cause or allow the seal to be broken without the prior written approval of the Senior Administrative Officer.

119. Failure to comply with the provisions of this section is an offence.

CORRECTION TO NON-CONFORMING PRIVATE SERVICE PIPES

120. Where, in the opinion of the Senior Administrative Officer, an existing private service pipe is being operated in contravention of this Bylaw, including the service pipe specifications, the Senior Administrative Officer shall issue an order to the owner of the private service pipe:

- a) specifying the manner in which the owner is contravening the Bylaw;
- b) directing the owner to comply with the Bylaw;
- c) specifying the actions to be performed by the owner to comply with the Bylaw; and
- d) notifying the owner of the time and date by which such action is required to be taken.

121. Failure to comply with an order issued under Section 120 is an offence.

PREVENTION OF WATER SYSTEM CONTAMINATION

122. No person or customer shall connect, cause to be connected, or allow to remain connected, any piping, fitting, container or appliance, in a manner which, under any circumstances, may allow water, wastewater, or any harmful liquid or substance to enter the municipal water system.

123. If a condition is found to exist which, in the opinion of the Senior Administrative Officer, is contrary to Section 122, the Senior Administrative Officer may either:

- a) discontinue service, or
- b) issue an order to correct the fault within forty-eight (48) hours, or a specified lesser period, and if the customer fails to comply with such notice, the Senior Administrative Officer shall proceed to discontinue service.

124. Without limiting the generality of Section 122, the Senior Administrative Officer may allow cross connection control devices to be installed on the water piping at the source of potential contamination, at no cost to the Town.

125. Where, in the opinion of the Senior Administrative Officer, a severe hazard exists, water service to a customer shall be provided only on the condition that the customer install on his water service pipe a cross-connection control device approved by the Senior Administrative Officer in addition to the cross-connection control devices installed on the customer's water piping at the source of potential contamination.

126. Where the property is supplied by two or more water service pipes, these service pipes are not to be interconnected within the property without the approval of the Senior Administrative Officer.

127. Where it has been determined that a cross-connection control device is required, that device shall be tested upon installation, and thereafter annually, or more often if required by the Senior Administrative Officer, by the personnel approved by the Senior Administrative Officer, to demonstrate that the device is in good working condition, at no cost to the Town. The customer shall submit a report, in a form approved by the Senior Administrative Officer, on any or all tests performed on a device within thirty (30) days of a test.

128. A "Cross-Connection and Back Flow Prevention Tag" form W/S-10 issued by the Town, shall be displayed on or adjacent to the cross-connection control device on which the tester shall record the name and address of the owner of the device, the location, type, manufacturer, serial number, and the size of the device; and the test date, the tester's initials, the tester's name and/or the employer's name, and the tester's Journeyman's license number from the license issued by the Government of the Northwest Territories. The Town may recover all costs of issuing the tag.

129. Should a customer fail to have a cross-connection control device tested, the Senior Administrative Officer shall issue an order to the customer to have the device tested within forty-eight (48) hours, or a specified lesser period, and if the customer fails to comply with such notice, the Senior Administrative Officer shall discontinue service until the device is tested and approved by the Senior Administrative Officer.

130. Where a customer fails to comply with such an order issued under Section 129, the Senior Administrative Officer shall discontinue service.

131. Should a test show that a cross-connection control device is not in good working condition, the Senior Administrative Officer shall issue an order to the customer to make repairs or replace the device within forty-eight (48) hours, or a specified lesser period, and

- a) Where a customer fails to comply with such an order issued under Section 131, the Senior Administrative Officer shall discontinue service until the private plumbing has been inspected and approved by the Senior Administrative Officer.

132. Failure to comply with an order issued under this section is an offence.

BLEEDING OF WATER AND BLEEDERS

133. No person or customer shall cause, permit or allow water to bleed or waste.

134. No bleeder valve, bypass, secondary line, or similar device shall be installed on a water service line or meter without the prior written approval of the Town, in accordance with this Bylaw and the specifications.

- a) Where approval is granted, the device shall be installed by a qualified plumber or contractor retained by the Town.
- b) All costs associated with approved devices, including installation, maintenance, and removal, shall be borne by the property owner.
- c) Unauthorized devices may be removed by the Town without notice, and all associated costs recovered from the owner.

135. No person shall permit or allow water to bleed from service lines prior to connection to private facilities. When private facilities are being constructed or repaired, a circulation pump shall be installed.

136. Where a certified electrician certifies in writing that a water service pipe is in danger of freezing owing to the failure of a freeze protection device, or other equipment, during a period when immediate repairs are not practical, the Senior Administrative Officer may authorize the "Water Bleeder Permit" form W/S-8, allowing water to be bled at the premises, provided always that the service pipe and freeze protection are repaired as soon as is practical.

137. Every bleeder shall be installed on the building side of the water meter such that a one-inch (25 mm) air gap exists between the water bleed pipe and a properly vented fixture, or properly sized and vented P-trap prior to discharge into the sewer pipe.

138. The bleeder shall be removed as soon as practical, or by July 31st of the following year, and the owner shall repair or replace the freeze protection devices by November 1st of the following year. The owner or occupant may be permitted the use of a bleeder only during the months of November through July of one year.

139. The customer shall register a bleeder with the Senior Administrative Officer and complete the "Bleeder Removal Notice" form W/S-9, when the bleeder has been removed.

140. Failure to register a bleeder is an offence.

141. The Senior Administrative Officer shall maintain a register of all authorized bleeders.

142. Where the Senior Administrative Officer authorizes water to be bled and registers the bleeder, the customer shall be levied a service charge based on the actual water consumption, or lesser amount as determined by the Senior Administrative Officer.

WATER USE FOR FIRE PROTECTION

143. Where water is supplied or made available for the purpose of fighting fires, no person shall use such water, or cause or allow such water to be used for any purpose other than fighting a fire.
144. Where water supplied or made available for the purpose of fighting fires is used for purposes other than fighting a fire, the customer at the premises to which the water was supplied shall be charged for the cost of the water estimated by the Senior Administrative Officer to have been used other than fighting a fire.
145. Where water from a metered service is used to fight a fire, charges for the appropriate billing period may, at the request of the customer, be adjusted so that the customer does not pay for water so used.
146. No person or customer shall allow a continuous flow of water from the municipal piped water system during a fire or fire alarm, except for the purpose of extinguishing a fire.
147. No person shall use water from a fire hydrant on the municipal system for any purpose other than to fight a fire, without the approval of the Senior Administrative Officer.

ACCESS TO HYDRANTS, VALVES AND ACCESSORIES

148. No person shall, in any manner, obstruct or impede free access to any main, fire hydrant, valve or other accessories on the municipal system.

MANDATORY CONNECTION TO PIPED SYSTEM

149. Every owner shall connect his premises to piped water and/or sewer mains installed abutting his premises within two (2) years of the time the Senior Administrative Officer certifies that the mains are operations and issues an order to connect to the mains.
150. The Senior Administrative Officer shall notify every owner that has not connected to the mains nine (9) months before the end of the two (2) year period.
151. After such a two (2) year period, the Senior Administrative Officer may discontinue trucked water service to such premises, or levy service charges to such premises based on the full cost of any trucked service.

TRUCKED WATER AND SEWER SERVICE

SCHEDULED TRUCKED SERVICE

152. The Senior Administrative Officer shall establish times for the provision of trucked service to each customer or part of the Town.
153. The Town shall endeavour to provide scheduled trucked service, weather and vehicle conditions permitting.

154. Every customer requesting trucked service at a time other than the normal working hours shall be levied a fee to recover the Town's costs, in addition to the normal service charge, except when the previous scheduled trucked service was not received through no fault of the customer.

INSTALLATION OF TRUCKED SERVICE BUILDING FACILITIES

155. All trucked service building facilities shall be installed by, and at the cost of, the owner, and shall remain the property of the owner.

MAINTENANCE, REPAIR AND THAWING OF TRUCKED SERVICE BUILDING FACILITIES

156. Every owner shall maintain his trucked service building facilities in proper order, and free from leakage or wastage.

157. The Town may, in the case of an emergency, repair any trucked service building facilities, and the cost of such repair work shall be levied on the owner.

SPECIFICATIONS, DESIGN APPROVAL AND INSPECTION OF TRUCKED SERVICE BUILDING FACILITIES

158. No trucked service building facilities shall be installed except in accordance with this Bylaw, and the Trucked Water Service Standards in the specifications.

159. Design plans for trucked service building facilities, which have four (4) or more water closets, showers, or other high-volume fixtures shall be:

- a) certified by a Professional Engineer, and
- b) submitted to the Senior Administrative Officer, and
- c) approved prior to the commencement of construction.

160. Two sets of "as built" plans shall be provided when required by the Senior Administrative Officer within sixty (60) days of completion of trucked service building facilities.

161. No trucked service building facilities shall be enclosed, covered and backfilled until the work has been inspected and approved by the Senior Administrative Officer.

162. All installation, maintenance, repair and disconnection of trucked service building facilities shall be subject to the inspection and approval of the Senior Administrative Officer.

163. All buried tanks shall be anchored to concrete pods or pinned to bedrock to prevent movement or floating to the surface.

CORRECTION TO NON-CONFORMING TRUCKED SERVICE BUILDING FACILITIES

164. Where, in the opinion of the Senior Administrative Officer, existing trucked service building facilities are being operated in contravention of this Bylaw, including the Trucked Service Water Standards in the specifications, Section A-3 of Specifications A, the Senior Administrative Officer shall issue an order to the owner of the trucked service building facilities:

- a) specifying the manner in which the owner is contravening the Bylaw;
- b) directing the owner to comply with the Bylaw;
- c) specifying the actions to be performed by the owner to comply with the Bylaw; and
- d) notifying the owner of the time and date by which such action is required to be taken.

If corrections are not completed in the time specified, service can be discontinued by the Senior Administrative Officer.

NUMBER OF TRUCKED SERVICE BUILDING FACILITIES

165. No premises shall be supplied with trucked service to more than one water tank and one sewage tank, except upon submission of the plans for the approval of the Senior Administrative Officer.
166. The Senior Administrative Officer may allow trucked service to a separate water tank or sewage tank for self-contained units properties.

ACCESS TO TRUCKED SERVICE BUILDING FACILITIES

167. The customer shall maintain, at his own expense, unimpeded access to the water fill point and sewage pump out point, which shall terminate within two (2) meters of a public roadway or driveway, including the removal of ice, snow, mud, vehicles, pets and yard material.
168. Where the water fill point or sewage pump-out point are not accessible, the Senior Administrative Officer shall cause a notice to be left at the premises and the offices of the Town, indicating the time and reason trucked service could not be provided and the corrective measures required before trucked service will be resumed.
169. Failure to allow or maintain access shall, in addition to the discontinuance of service, cause the owner to be levied the cost of one direct return trip by the contractor for the Town.
170. Failure of any containers shall, in addition to the immediate discontinuance of service, cause the owner or occupant to be levied the cost of cleanup and one direct return trip by the contractor for the Town, and is an offence under this Bylaw.

HIGH-VOLUME COMMERCIAL TRUCKED WATER

171. Where a commercial or industrial user requires trucked water service beyond standard service arrangements, the Senior Administrative Officer or designate may approve a special service arrangement.
- a) Conditions may include delivery frequency, monitoring, and billing methodology.
 - b) Charges shall be calculated in accordance with the Fees and Charges Bylaw.
 - c) Approval does not create a precedent or entitlement.

CARETAKER UNITS

172. For the purposes of this Bylaw, a "Caretaker Unit" means a residential unit located on a property where:

- a) the unit is accessory to a principal use or development;
- b) the unit is occupied for the purpose of caretaking, security, or on-site oversight of the property; and
- c) the unit is not a primary dwelling or separately titled residence.

173. Eligibility for caretaker unit water service is subject to approval by the Senior Administrative Officer and must meet all criteria established by the Town.

174. The Town may require confirmation of caretaker status, occupancy, and use, including documentation or declarations satisfactory to the Town.

175. Caretaker unit service is provided on the condition that:

- a) water is used solely for residential caretaker purposes;
- b) the unit does not contain commercial or industrial operations; and
- c) the service does not exceed volumes or patterns reasonably consistent with caretaker occupancy.

176. Where the Town determines that a caretaker unit no longer meets the eligibility requirements under this section, the Town may revoke caretaker unit status and apply standard service classification.

177. Charges for caretaker unit service shall be applied in accordance with the applicable rates set out in the Fees and Charges Bylaw.

METERS

METER REQUIREMENT

178. Subject to this Bylaw, an approved water meter with an approved remote reading device shall be installed on every water service pipe, unless otherwise authorized by the Senior Administrative Officer.

SUPPLY, OWNERSHIP AND INSTALLATION OF METERS

179. All water meters, remote reading devices, and associated meter components installed for the purpose of measuring water consumption are and shall remain the property of the Town.

180. Water meters and remote reading devices shall be supplied by the Town or by a supplier approved by the Town and shall be installed by the Town or by a qualified plumber or contractor retained by the Town.

181. The cost of supplying and installing a water meter, remote reading device, and associated components shall be borne by the owner in accordance with the applicable fees set out in the Fees and Charges Bylaw.

- a) For water service pipes less than $\frac{3}{4}$ inch (20 millimeters) in diameter, meter supply and installation shall be treated as residential service for the purposes of fees.

b) For water service pipes $\frac{3}{4}$ inch (20 millimeters) in diameter or greater, or for non-residential services, the cost of supplying and installing a water meter and remote reading device shall be charged on a full cost recovery basis in accordance with the Fees and Charges Bylaw.

182. The location and the design of meters, remote reading devices and accessories shall be in accordance with the specifications of the Town and shall be approved by the Senior Administrative Officer.

183. No owner or customer shall supply, install, replace, substitute, remove, relocate, adjust, bypass, alter, or interfere with a water meter or remote reading device without the prior written authorization of the Town.

184. Nothing in this section relieves an owner or customer of the obligation to pay all applicable charges and fees required under this Bylaw and the Fees and Charges Bylaw.

185. A trucked water customer may, at their own cost and with the approval of the Senior Administrative Officer, install a water meter on private plumbing; however, billing shall be based on the quantity of water recorded by the Town's truck delivery meter unless otherwise authorized.

METER SETTING AND CONTROL VALVES

186. Every owner, regardless of the size of the water service pipe, shall supply and install a horizontal meter setting and control valves immediately ahead of and after the meter, unless otherwise approved in writing by the Senior Administrative Officer.

187. The location and design of the meter setting and control valves shall be in accordance with Diagrams 1 or 2 of the specifications of the Town and shall be approved by the Senior Administrative Officer.

188. The meter setting and control valves shall be positioned as close as practicable to the point where the private water service pipe enters the building and shall be readily accessible for reading, inspection, repair, testing, and replacement.

REMOTE READING DEVICE WIRING

189. For new construction, every owner, regardless of the size of the water service pipe, shall supply and install wiring, in its own conduit, for a remote reading device for each meter, in accordance with the specifications, and approved by the Senior Administrative Officer.

METER BYPASS AND SEALING

190. The owner shall supply and install a meter bypass with a sealable control valve for all water service pipes:

- a) having a diameter greater than 50 millimeters (two inches),
- b) of any size where continuous water service is required during meter testing, repair, or replacement.

191. The Senior Administrative Officer may cause a seal to be affixed to any meter bypass control valve.
192. No person shall break or tamper with a seal affixed under this section without the prior written authorization of the Senior Administrative Officer.
193. Where a seal has been broken, the owner or occupant shall notify the Senior Administrative Officer as soon as practicable.
194. Where a seal is broken without authorization, the Town may estimate the quantity of water used, bill the estimated consumption in accordance with the Fees and Charges Bylaw, recover associated costs, and treat the matter as an offence under this Bylaw.

NUMBER OF METERS

195. The Senior Administrative Officer shall determine the number of meters that shall be installed for any premises.
196. Subject to Section 195, where two or more water service pipes, excluding water recirculation service pipes, supply a premise, or where water service pipes are interconnected, a meter shall be installed on each water service pipe.
197. Subject to Section 195, single family dwellings and single unit buildings including apartment, commercial, institutional and industrial buildings, shall have a minimum of one (1) meter installed in each building.
198. Subject to Section 195, commercial or industrial buildings containing (with) multiple side-by-side units shall have one meter per unit, and all such meters for the building shall be banked at one location where the service pipe enters the building or approved by the Senior Administrative Officer.

METER PROTECTION

199. Where meters are located on private property, the customer shall protect the meter, meter setting, control valves, meter wire, remote reading devices, and accessories from loss or damage from frost and any other causes within his control.
200. The customer shall pay all costs incurred by the Town to replace a lost meter or to repair damage to any meter, meter wire remote reading devices, or accessory caused by frost or any other causes within the control of the customer.

METER READINGS

201. Meters shall be read at intervals determined by the Senior Administrative Officer provided that, if possible, meters shall be read at least every month.
202. Where a meter is not, or cannot, be read for the current billing period, the Senior Administrative Officer shall estimate the water consumption for the purpose of establishing a service charge,

provided that the water consumption and account are reconciled when a meter reading is obtained.

SPECIAL METER READINGS

203. Where a customer requests a special meter reading, a fee to recover the Town's costs shall be levied on the customer.

METER SEAL

204. The Senior Administrative Officer may cause a seal to be affixed to any meter.

205. Where a meter seal has been affixed in accordance with Section 204, no person or customer shall cause, permit or allow such a seal to be broken without the prior written approval of the Senior Administrative Officer.

206. Every person or customer who determines that a meter seal affixed in accordance with Section 204 has been broken, including for the purpose of thawing the service line, shall notify the Senior Administrative Officer as soon as is practical.

207. Where a meter seal affixed in accordance with Section 204 has been broken, the customer shall be levied a charge for the quantity of water which the Senior Administrative Officer estimates has been used and shall be considered an offence under this Bylaw.

METER TESTING

208. The Senior Administrative Officer may cause any authorized meter to be tested.

209. Where an owner disputes the accuracy of a water meter and makes a written request for a meter test and pays the fee as prescribed in the Fees and Charges Bylaw, the Town may test the meter or cause it to be tested.

210. If the meter is found to be operating within 10 percent, the cost of testing shall be borne by the owner.

211. Where the inaccuracy of a meter test is 10 percent or greater,

- a) the Town shall repair or replace the meter; and
- b) the amount of any meter reading fee shall be refunded to the customer; and
- c) the Senior Administrative Officer shall estimate the amount of water for which the customer has been overcharged or undercharged for a period not exceeding six months prior to the date of testing; and
- d) the municipal services account of the customer shall be adjusted in accordance with Subsection (c) and the rates prescribed in the Fees and Charges Bylaw, provided always that no refund shall be made other than to the current customer whose account was overcharged.

METER MALFUNCTION

212. If a meter fails to register or to properly indicate the flow of water, the customer shall be liable to pay for the quantity of water which the Senior Administrative Officer estimates has been used.

ADJUSTMENT FOR UNDETECTED LEAKS

213. If a meter shows excessive high consumption in comparison to previous readings, the Senior Administrative Officer may notify the customer.

214. Where an undetected leak is discovered, and where in the opinion of the Senior Administrative Officer the customer could not reasonably have been expected to be aware of such leak, the Senior Administrative Officer may adjust the service charge based on the average previous consumption, provided, however, that such leak is repaired within forty-eight (48) hours of the discovery. No such adjustment to the customer's account shall extend for a period beyond three (3) months prior to the discovery of the leak, and provided always that no refund shall be made other than to the customer whose account was charged.

INSPECTION AND ACCESS TO PROPERTY

215. Employees of the Town and their authorized agents may, at reasonable times and upon reasonable notice, enter any property supplied with water for the purpose of inspecting, testing, repairing, maintaining, or replacing a water meter or related appurtenances. Such employees or authorized agents shall, upon request, show identification as determined by the Town.

216. If access to a meter or remote reading device cannot be obtained, the Senior Administrative Officer shall cause a notice to be left at the premises indicating the corrective measure required, and the time and date by which the corrective measures must be carried out.

217. Where, after two unsuccessful attempts to access a meter or remote reading device by the employees of the Town, or their authorized agents,

- a) a meter reading fee to recover the Town's costs shall be levied for each subsequent unsuccessful attempt to read the meter or remote reading device.
- b) the Senior Administrative Officer may discontinue service to the premises.

COST RECOVERY

218. Where inspection, testing, repair, or investigation is required due to damage, tampering, unauthorized plumbing modifications, or failure to maintain access to a water meter, all costs incurred by the Town shall be borne by the property owner.

219. Costs recovered under this section may be added to the utility account and collected in the same manner as other water and sewer charges.

BILLING AND COLLECTING

RATES

220. The rates for the provision of municipal services shall be determined by the Town based on the cost incurred by the Town to provide trucked and piped water and sewage services to customers.

SERVICE CHARGES

221. Subject to Section 222, service charges shall be levied for various categories of customers and services at the rates prescribed by the Fees and Charges Bylaw.

222. Unless otherwise provided for in this Bylaw or the Fees and Charges Bylaw, service charges shall be calculated:

- a) where an approved meter or truck meter is in use, according to the quantity of water indicated by such meter; or
- b) where an approved meter or truck meter is not in use, in accordance with the appropriate type of premises, unit of measurement, and quantity of water use as determined by the Senior Administrative Officer.

223. Where a water meter cannot be read due to malfunction, damage, or inaccessibility, the Town may bill the account on a flat-rate basis.

- a) Flat-rate billing shall be based on average historical consumption or an estimate determined by the Senior Administrative Officer.
- b) Flat-rate billing shall continue until the meter is repaired or replaced.
- c) Charges shall be calculated in accordance with the Fees and Charges Bylaw.

INDUSTRIAL USE OF WATER

224. Where a property is zoned for other than a residential use, the Senior Administrative Officer shall assign the use of the property to one of the categories specified in the Fees and Charges Bylaw, and fees shall be charged and collected at the rates prescribed in the Fees and Charges Bylaw for that category of use.

PAYMENTS

225. Bills for service charges, fees, and all other penalties and charges levied pursuant to this Bylaw or the Fees and Charges Bylaw, are due and payable no later than the end of the month following service.

226. Bills are considered to be paid when the payment is received at Town Hall, or at such other place as may be determined by the Senior Administrative Officer and specified on the bill.

227. Overdue bills shall be subject to the Late Payment Charge equal to one and one half percent (1.5%) of the unpaid balance on the first day of default, and one and one half percent (1.5%) of

the unpaid balance of the account on the first day of each calendar month thereafter until sums due under this Bylaw in respect of the interest and charges shall have been paid. Payments are considered received when they are physically received at Town Hall.

228. Liability to pay bills shall not be affected by any defect in the form of bill or non-receipt of bill.

OWNER LIABILITY

229. The owner of a property is liable for all service charges, fees, penalties, and other amounts payable in respect of water supply or the use of the sewage system provided to that property under this Bylaw and the Fees and Charges Bylaw.

230. Where any amount payable remains in default for more than two months, the Town may make the outstanding balance a charge against the lands or premises in respect of which the services were provided, and such charge may be collected in the same manner as arrears of property taxes, in accordance with applicable legislation.

CHANGES IN USE, OCCUPANCY OR PROPERTY SERVED

231. The owner shall notify the Senior Administrative Officer in writing of any change in the use, occupancy, site served, or any other matter which may affect the service charges and fees payable under this Bylaw.

ADJUSTMENT FOR CHARGES FOR PARTIAL PERIOD

232. Where any service charges or fees are prescribed by the month or for any other period, the amount payable for a partial period shall be calculated by the Senior Administrative Officer on a proportional basis, unless otherwise provided in the Fees and Charges Bylaw.

ENFORCEMENT

ENFORCEMENT OF PAYMENTS

233. The Town may enforce payment of any service charges, fees, penalties, or other amounts payable under this Bylaw and the Fees and Charges Bylaw by one or more of the following means:

- a) discontinuance or restriction of municipal services after two months from the month when service was provided in respect of which payment is in default, together with the imposition of applicable fees to recover the Town's costs;
- b) action in any Court of competent jurisdiction;
- c) distress or sale of goods and chattels of the customer in arrears; or
- d) any other lawful means available to the Town.

234. Service charges, fees and other charges specified in the Fees and Charges Bylaw for water supply or the use of the sewage system that have not been paid by the end of the fiscal year in which they have been levied, shall be a charge against the lands or premises in respect of which

the charges were levied, subject to the same penalties and collectable in the same manner as arrears of property taxes.

OFFENSES

235. Any person or customer who contravenes any provisions or requirements of this Bylaw is guilty of an offence, and is liable, upon summary conviction, to a fine not exceeding:

- a) two thousand dollars (\$2,000.00) for an individual;
- b) ten thousand dollars (\$10,000.00) for a corporation; or
- c) imprisonment for a period not exceeding six (6) months. in default of payment of a fine.

236. Pursuant to Section 235 of this Bylaw, an Officer may issue a Summary Offence Ticket Information in a form accepted by the Summary Conviction Procedures Act, to any person who violates any provision of this Bylaw, and such person may, in lieu of prosecution, pay the Town the voluntary penalty per Section J of Schedule A, for the offence, prior to the court date specified on the ticket.

237. Any charges for offenses under this section do not preclude any other costs owed to the Town due to contravention or for services provided by the Town within the provisions of this Bylaw.

PUBLIC HEALTH

238. Where, in the opinion of the Senior Administrative Officer or a contractor retained by the Town, any condition exists that may pose a risk to public health, the Senior Administrative Officer shall ensure that the appropriate authority within the Department of Health is notified without delay.

239. Where a condition referred to in Section 238 exists, the Senior Administrative Officer may, in addition to any other authority under this Bylaw:

- a) take any action necessary to protect public health, including the restriction or discontinuance of water or sewer services; and
- b) treat the existence or continuation of such condition as a contravention of this Bylaw.

240. Where an Environmental Health Officer or other authorized public health official orders the restriction or discontinuance of water or sewer services, the Senior Administrative Officer shall comply with such order and take all necessary steps to give effect to it.

ADMINISTRATION

SEPARABILITY

241. The provisions of this Bylaw are separable, and in validity of any part of this Bylaw shall not affect the rest of the Bylaw.

REPEAL

242. Bylaw No. 1786/UTIL/01 and all amendments thereto are hereby repealed.

EFFECT

243. This Bylaw shall come into force and effect on receiving Third and Final Reading.

READ A FIRST TIME this ___ day of _____, 2026.

Mayor

READ A SECOND TIME this ___ day of _____, 2026.

Mayor

READ A THIRD AND FINAL TIME this ___ day of _____, 2026.

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. s.102 and s.165 and the bylaws of the Municipal Corporation of the Town of Hay River.

This ___ day of _____, 2026.

Senior Administrative Officer

SCHEDULE "A" – VOLUNTARY FINES

| | |
|---|----------|
| Water wastage – Section 51 & 53 | \$200.00 |
| Contamination – Section 56 | \$200.00 |
| Discharge of harmful matter – Section 57-61 | \$100.00 |
| Failure to abide by order – Section 94-95 | \$200.00 |
| Breaking a shut off seal – Section 112 | \$500.00 |
| Non-conforming service pipe – Section 114 | \$100.00 |
| Failure to test a cross connection control device – Section 121-123 | \$250.00 |
| Failure to install a cross connection control device – Section 119 | \$500.00 |
| Installing a bleeder without authority – Section 129 | \$500.00 |
| Failure to register a bleeder – Section 135 | \$500.00 |
| Failure to remove a bleeder – Section 133 | \$500.00 |
| Improper use of water – Section 138 | \$200.00 |
| Failure to provide access to water fill or sewage pump out points – Section 162 | \$250.00 |
| Failure to install a meter – Section 173 | \$250.00 |
| Broken meter seal – Section 192 | \$500.00 |
| Failure to provide access after two unsuccessful attempts – Section 203 | \$100.00 |

SCHEDULE "B" – SPECIFICATIONS

A. WATER SERVICES

A-1 PIPED WATER SERVICE STANDARDS

Standards

- a) All water service lines shall meet National Building Code and National Plumbing Code and other municipal Bylaw requirements, except as superseded by specifications contained in this Bylaw.
- b) All services shall be located within two (2) meters of the centre lot line, unless otherwise authorized by the Senior Administrative Officer of the Town, or a designate.

Freeze Protection

- c) Any services that require freeze protection devices shall be subject to Sections 70-73 of this Bylaw, and Section 2 of Specifications A of this Bylaw.
- d) Any services that require freeze protection devices shall be insulated with a water proof equivalent of 50 mm, of urethane lining which shall extend 300 mm past the point of entry into the heated portion of the structure which it services.

Bedding/Backfill

- e) All services shall be bedded and backfilled using 3/4" or 20 mm crush, to the standards of Specifications C of this Bylaw.
- f) No single family dwelling shall be serviced with a water supply line of greater than 3/4" or 20 millimetres.
- g) Every water distribution system shall be designed to provide peak demand flow when the flow pressures at the supply openings conform to Table 6.3A of the Canadian Plumbing Code (6.3.1), but shall not be less than 3/4" or 20 millimetres.
- h) All services greater than one and one half (1 1/2) inches or thirty-eight (38) millimetres in diameter or for commercial or industrial use must be approved by the Senior Administrative Officer in writing. Engineering drawings must be submitted by the Senior Administrative Officer, and "Registration of Non-domestic use of Town Water and Sewer Services" form W/S-5, must be completed at the time of application for a Development Permit.

Single Line Service

- i) Where single line services are permitted the service line from the Town main to the meter shall be of Type "K" soft copper.
- j) Single line services will not be permitted on Vale Island, except with an Aqua-Flo.

Looped Line Service with Circulation Pump

- k) Where required by the SAO, all loop services shall be connected with a continuous flow circulation pump.
- l) The water service line to the meter and the return loop to the Town water main shall be of Type "K" soft copper.
- m) All connection fittings for the circulation pump shall be threaded and of copper, bronze or brass material.
- n) The circulation pump shall be installed in the loop as indicated in Diagram 2.

Flared Ends for all Service Types

- o) All water service lines of diameters less than or equal to two (2) inches or fifty (50) millimeters must have flared fittings on both ends.

Valve and Union for Shut-Off

- p) A threaded valve must be installed before the meter inside the building. This is the building shut-off valve. The valve shall be suitable to have a lock wire and seal attached.

Fittings

- q) Any joints outside the building shall be made with a flared copper to copper fitting.
- r) There shall be no soldered or brazed fittings between the main line and the shut-off valve.
- s) Downstream from the meter only threaded copper, bronze or brass non-compression fittings shall be used.

Grade/Angles

- t) Only gradual bends shall be incorporated into the service line to provide directional change if necessary. Owners shall not install service lines from buildings to lot lines prior to installation of the property service from main to lot line by the Town.
- u) A minimum positive slope of 1 in 50 shall be maintained.

Mobile Homes

- v) All water service lines to mobile homes shall:
 - i. Not be less than $\frac{3}{4}$ " or 20 millimeters in diameter for the supply line and not less than $\frac{1}{2}$ " or 13 millimeters in diameter for the return line;
 - ii. Terminate above ground;
 - iii. Incorporate a tamper-proof connection that is capable of being repeatedly connected, disconnected and sealed;

- iv. Incorporate a means of draining, heating or circulating water within that part of the line from the Town main to the property when not in use.

A-2 FREEZE PROTECTION

Any services that require freeze protection devices, including supply and return lines, shall be insulated with a waterproof equivalent of two inches or 50 millimeters or more urethane lining which shall extend 300 millimeters past the point of entry into the structure it services.

Single Service Lines

- a) Any services that require freeze protection devices shall incorporate a Town approved freeze protection device, being an improved heat tape as indicated in these specifications or an approved Aqua-Flo unit as indicated in these specifications and Diagram 3.
- b) Freeze protection devices shall be installed and operated according to the manufacturer's specifications except where superseded by this Bylaw.
- c) Where single lines that require freeze protection devices are excavated for repair they shall be replaced with a looped service, except as otherwise determined by the SAO.

Aqua-Flo Units (Diagram 3) Owner/Occupant Responsibilities

- d) To ensure adequate protection of the single line service of the owner or occupant, and the quality of drinking water, all Aqua-Flo users in the Town shall receive prior approval from the SAO for installation and meet the specifications of this Bylaw.
 - i. Aqua-Flo units shall be purchased through a registered agent.
 - ii. Prior to installation of an Aqua-Flo unit, the owner or occupant shall receive approval from the SAO, using the "Aqua-Flo Installation and Inspection Report" form. Not less than the minimum fee shall accompany the permit application. The owner or occupant shall receive an approved Mechanical Permit from the Town of Hay River prior to installation of the Aqua-Flo unit.
 - iii. The owner or occupant shall be responsible for all costs of installation, servicing, maintenance and repair to the Aqua-Flo unit and service line subject to the warranty provided by the manufacturer.
 - iv. All Aqua-Flo units shall be installed and serviced by a registered certified Journeyman plumber, and notification shall be provided to the SAO using the "Aqua-Flo Installation and Inspection Report" form W/S-7.
 - v. The owner shall ensure that each year between June 1 and August 31 all Aqua-Flo units are cleaned by a Journeyman plumber.
 - vi. The owner or occupant shall have a Journeyman plumber submit notification of repairs to the SAO using the "Aqua-Flo installation and Inspection Report" form W/S-7.

- vii. The owner or occupant shall electrically operate the Aqua-Flo unit throughout the year, with the exception of during a power failure.
- viii. The owner or occupant shall ensure that the appliance has a continuous uninterruptible power supply, by a direct connection to the electrical service panel on an individual circuit which is protected from tampering or disconnection or approved by the SAO.
- ix. The owner or occupant shall not store harmful or dangerous chemicals near the appliance to prevent fume intake during the pump-down cycle.
- x. The owner or occupant shall ensure that the area around the unit is kept clean such that the Aqua-Flo appliance is easily accessible at all times for inspections and repair.
- xi. It is an offence under this Bylaw to use an Aqua-Flo unit as a bleeder without the approval of the SAO. Any person who causes or allows an appliance to operate as an unregistered bleeder shall be, in addition to the owner or occupant, considered to have committed an offence under this Bylaw. This provision shall apply, but is not limited to any electrician, plumber, tradesman, or contractor who allows or causes an Aqua-Flo appliance to operate as an unregistered bleeder.

Registered Agent Responsibilities

- e) The registered agent of the Aqua-Flo unit shall ensure that all Aqua-Flo units shall be installed in the Town such that the following Specifications are met as indicated in Diagram 3 of this Bylaw.
 - i. Each unit shall meet the manufacturer's specifications as outlined in Section 2 (f) of Specifications A of this Bylaw.
 - ii. Each unit shall be installed within two (2) feet or sixty-one (61) centimeters of the meter on the street side in an insulated section of the dwelling, or as approved by the SAO.
 - iii. Each unit shall be installed in a manner such that the unit is accessible at all times for the purpose of inspections or repairs.
 - iv. Each unit shall be installed in an area of the property not subject to flooding. If flooding is a possibility, the unit shall be a minimum of one foot above flood level.
 - v. No other tee's, valves or saddles shall be installed between the building's main shut-off valve and the Aqua-Flo unit and the water meter.
 - vi. The discharge of each unit shall be set up such that a one inch (25 mm) air gap exists between the discharge line and a properly vented fixture or property sized and vented P-trap.

- vii. The overflow hose shall be lower than the air filter.
- viii. Only a Journeyman plumber shall install or service an Aqua-Flo unit.

Manufacturer's Responsibilities

- f) The manufacturer of Aqua-Flo units shall ensure that all Aqua-Flo units distributed in the Town by a registered agent meet the following specifications:
 - i. Each Aqua-Flo unit must have CSA approval.
 - ii. Each unit shall have a Town approved check valve and an Ansco red head electric valve with a soft seat assembly in the discharge line.
 - iii. Each unit shall have flare type tee fittings only; compression fittings are not to be used.
 - iv. The insurance coverage of the Aqua-Flo unit manufacturer shall be subject to review by the Town upon request.

Town Authority to Change Specifications

- g) The SAO shall have the authority to alter, delete or add to these specifications.

Heat Tapes

Repairs

- h) To ensure adequate protection of the single line water service, each owner or occupant shall ensure that all heat tapes currently in use on a single line service shall meet the specifications of this Bylaw. Upon failure of this system, replacement with an Aqua-Flo system or a looped line shall be made, except as otherwise determined by the SAO.
 - i. The heating cable shall be rated at 20 watts per meter at 115 volts, and shall not exceed 100 meters in length.
 - ii. The heating cable shall be installed securely along the top side of the water service line using a 2 inch or 50-millimeter-wide adhesive aluminum type AL-20. At 12 Inch or 300-millimetre intervals, circumferential bands of AL-20 or any heat resistance adhesive tape shall be used.
 - iii. The heating cable shall be looped around the service connection and the Town water main.
 - iv. The heating cable shall be warmed prior to and during installation to attain continuous contact between the water service pipe, the corporation stop, the Town main and the heating cable.
 - v. The heating cable and water service line unit shall be insulated with two (2) inches or fifty (50) millimeters urethane insulation. Heating cables not in

contact with the pipe shall be left uninsulated. Two (2) inches or fifty (50) millimeters of insulation shall be used on unburied piping. The insulation shall be checked using a Five Hundred (500) volt D.C. insulation tester between each bus wire and neutral, the pipe. A minimum reading is ten (10) megohms.

- vi. The heating cable shall not be spliced, except according to manufacturer's directions and specifications using the manufacturer's splice kits.

Operation

- i) The owner or occupant shall install and operate a properly insulated thermostat capillary bulb on the opposite side of the pipe from the cable at the anticipated coldest area, such as above ground. away from the insulated portion of the building.
- j) The owner or occupant shall operate the heating cable thermostat at approximately ten (10) degrees Celsius during the period of November through June.
- k) The heating cable shall be tested for conductivity to the manufacturer's specifications before and after bedding and backfilling of the trench.

No. 10 Wire

- l) To ensure adequate protection of the single line service, each owner or occupant shall ensure that all No. 10 wires currently in use on a single line service complies with the specifications of this Bylaw.
 - i. The owner shall use No. 10 wires Installed in a closed circuit from the transformer, coiled around the service pipe, the goose neck and the main and brought back flat to the transformer.
 - ii. A thermostatic control shall be used to regulate the operation of the No 10 wire.
 - iii. Upon failure of a No. 10 wire system. the looped wire configuration shall be maintained. if the use of No. 10 wire freeze protection is continued.

Bleeders

Permission to Use

- m) The owner or occupant shall be permitted bleeder use only during the months of November through July of one year. The "Water Bleeder Permit" form W/S-8, must be completed and approved.

Position

- n) The bleeder shall be Installed on the house side of the meter so that all water Is metered, as shown in Diagram 1 of this Bylaw.
- o) A 1 /4 inch or 6.5 millimeter plastic discharge line shall be made to discharge to the sanitary sewer service and provide one (1) inch or twenty five (25) millimeter air gap between the discharge line and a properly vented fixture or a properly sized and vented

P-trap.

- p) Discharge flow rates shall not exceed one (1) liter per minute.

Removal and Repairs

- q) The owner or occupant shall remove the bleeder and repair or replace the freeze protection device on his water service line during the period August through October of the following year.

Disconnection

- r) The owner or occupant shall notify the Town of the disconnection of a bleeder using the "Bleeder Removal Notice" form W /S-9.

Costs

- s) The owner or occupant shall be charged for all costs of bleeder operation subject to Sections 128-137 of this Bylaw.

A-3 TRUCKED WATER SERVICE STANDARDS

All trucked water service systems shall conform to the Canadian Building and Plumbing Codes unless superseded by this Bylaw.

Access

- a) Unimpeded access, including the removal of mud, ice, snow, pets, vehicles, and yard material to the water fill point shall be maintained.
- b) The water fill point shall not exceed Fifty-five (55) feet or Seventeen (17) meters from the Town roadway, and must extend out the wall facing the roadway. The owner or occupant of fill points In excess of Fifty Five (55) feet or Seventeen (17) meters must submit written approval from the Town contractor to the Senior Administrative Officer.
- c) The water fill point shall be greater than five (5) feet or (one point five) 1.5 meters in a horizontal distance from the sewage pump-out point straight line access path.
- d) The water fill point shall be of a sufficiently small diameter that the sewer pumpout hose could not be inserted.
- e) The water fill point shall be clearly labelled at all times.
- f) Minimum water tank size for new construction is to be determined by the following formula:

Tank Volume = # of bedrooms in unit x 2 people/bedroom x 113 liters per person x 3 days storage

Minimum water tank volume to be two thousand two hundred seventy (2,270) liters (500 IG).

Water Tanks shall be inspected by Town personnel prior to backfilling. All buried water tanks shall have adequate freeze protection.

Service connection to be 32 mm (1.25") diameter copper pipe stub.

Water delivery to be three (3) times per week. Additional deliveries may be charged at full economic rate.

Freeze Protection

- g) The water holding tank shall be housed in an insulated heated portion of a building or have adequate freeze protection if placed in a non-heated area or buried.
- h) Structural support of the water tank shall be sufficient to support one and one-half (1 ½) times the weight of a full water tank.

Line and Tank Specifications

- i) The connection point of the water fill point shall be a minimum of 36 inches or 914 millimeters and a maximum of 48" or 1,219 millimeters from the ground surface in all seasons.
- j) The water service line shall have a back grade such that the water does not free-flow from the tank or sit in the service line, or the water service line shall have a check valve to prevent free-flow and a heat tape to prevent freezing.
- k) An overflow discharge point shall be installed at the same height as the fill point, a minimum of 12 inches or 305 millimeters in horizontal distance from the fill point and be directed away from the building, stairwells, walkways and fill point.
- l) If the water holding tank is elevated, a valve shall be installed at the line-tank connection point to prevent backflow.
- m) Water fill lines shall be one and one quarter (1 ¼ ") Inch diameter copper pipe, a minimum of six (6) inches (150 mm) long securely anchored to the exterior of the wall structure at the fill connection point.
- n) All overflow and water fill lines shall be insulated with a foil back covered insulation a minimum of one and one half inches (1 1/2 ") or thirty-eight millimeters (38 mm) and six feet (6') or one point eight meters (1.8 M) in from the point of penetration of the exterior building envelope.

B. SEWER SERVICES

B-1 PIPED SEWAGE SERVICE STANDARDS

Standards

- a) All piped sewer services shall meet National Building Code and National Plumbing Code requirements except as superseded by this Bylaw.

- b) All services shall be located within two (2) meters of the center lot line in the same trench as and below the water line unless otherwise authorized by the Senior Administrative Officer.

Specialized or Heavy Use

- c) The owner or occupant of all sewage service pipes from multi-family dwellings, commercial or industrial establishments, must complete the "Registration of Non-Domestic use of Town Water and Sewer Services" form W/S-5, for submission with the application for a Development Permit and submit properly engineered drawings containing water and sewer service system details.

Excavation/Fill

- d) All services shall be bedded and backfilled according to the standards of Specifications C of this Bylaw.

Material

- e) The sewer service line shall be of PVC SOR 28 or SDR 35 piping unless otherwise authorized by the Senior Administrative Officer as indicated on the approved drawings.

Size

- f) Single family dwellings shall have a sewer service line of four (4) inches or one hundred two (102) millimeters in diameter, otherwise the sewer service line diameter shall meet the size specifications of the Senior Administrative Officer as determined by the occupancy of the building and the number of fixtures and appurtenances.

Entrance to Building

- g) The sewer service line shall extend to the inside of the building foundation wall and the wall shall be sealed with an approved grouting material to prevent the inflow of water or moisture.

Grade

- h) The sewer service line shall be equipped with a combination back water valve and clean out immediately upon entry to the building.
- i) All sewer service lines shall be laid to a uniform grade sloping to the main line at a minimum grade of one (1) in fifty (50). Total cumulative bends shall not exceed one hundred eighty (180) degrees with individual bends not exceeding forty-five (45) degrees. Directional changes and alternate grade patterns must be approved by the Senior Administrative Officer.

Non-Domestic Discharges

- j) All non-domestic discharges into the sanitary sewer main shall be indicated to the Senior Administrative Officer using the "Registration of Non-Domestic Use of Town Water and Sewer Services" form W /S-5, of this Bylaw.

- k) Where a fixture discharges sewage that, in the opinion of the Senior Administrative Officer, may damage or impair the sanitary sewer system or the functioning of the Town of private sewage disposal system, provision shall be made for the treatment of the sewage before it is discharged into the sanitary sewer system.
- l) A sampling manhole suitable for determining the sewage quality, temperature and rate of flow. shall be provided where required by the Senior Administrative Officer.
- m) Where a fixture discharges sewage that includes grease is located in a public kitchen, restaurant, or in an institution, an appropriate grease interceptor shall be installed when and where it is required by the Senior Administrative Officer.
- n) Where a fixture discharges sand, grit or similar materials, an appropriate Interceptor shall be installed.
- o) Where the discharge from a fixture may contain a petroleum product, an appropriate interceptor shall be installed.
- p) Every interceptor shall have sufficient capacity to perform the service for which it is provided.

Run-Off and Ground Water

- q) Rainwater leaders shall not be connected to the sanitary sewer system.
- r) During construction, builders shall not allow ground water to enter the sanitary sewage system.

B-2 TRUCKED WATER STANDARDS

All trucked sewage pump-out service systems shall meet the standards of the National Building and Plumbing Code and other municipal bylaws, unless superseded by this Bylaw.

Access

- a) The owner or occupant shall maintain an access free of mud, ice, snow, pets, vehicles or other obstructions to the sewage pump-out service point.
- b) The sewage pump-out point must be no greater than sixty feet or eighteen meters from the Town roadway such that the service vehicle need not leave the maintained roadway unless written approval of pump-out point location has been given by the service contractor.
- c) There shall be a minimum of five horizontal feet or 152 centimeters between the connection point for sewage pump-out and the fill point for water such that a crossing of established pathways by connection hose shall not occur.
- d) The sewage pump-out connection shall be 3" diameter female camlock fitting.
- e) The sewage holding tank shall be twice the volume of the water storage tank to accommodate sewage and grey water discharge.

- f) The sewage holding tank shall be a minimum of 1000 imperial gallons or 4.500 liters for new developments.

Structure

- g) Structural support of the sewage holding tank shall be sufficient to support one and one-half times the weight of the tank.

Freeze Protection

- h) The sewage holding tank shall be of a suitable material as approved by the Senior Administrative Officer, shall be well insulated and kept within the heated portion of the building, or shall be buried a minimum of 1 meter, to the top of the tank, within 3 meters of the foundation of the house.

Line and Tank Specifications

- i) The service pump-out point shall be kept a minimum of 18 inches or 457 millimeters, and a maximum of 48 inches or 1,219 millimeters from the ground, including snow and ice accumulations.
- j) The service pump-out point shall be fitted with an approved tightly fitting cap, and kept closed at all times except during pump-out.
- k) The sewage holding tank shall have a large water-tight manhole with a removable cover such that the owner or occupant may clean and flush the tank. The Senior Administrative Officer is authorized to direct that a sewage holding tank shall be cleaned and flushed.
- l) The pump-out line from the service point to the tank shall have at least a 5 degree slope to the building such that no sewage is allowed to stand in the line or drain to the outside of the building and the line within the holding tank shall not exceed a grade of 30 degrees.
- m) The sewage holding tank shall incorporate a vent line of a minimum interior diameter of 3 inches or 75 millimeters such that the tank is vented to the outside of the building or back vented to the highest interior point in the building such that air escape or supply will occur as the tank is being filled or emptied.
- n) The pipe from the sewage pump-out service point to the sewage holding tank shall have an interior diameter of a minimum of 4 inches or 100 millimeters or reduce to 3 inches (75 mm) when the developed length of the sewer pump-out is greater than 25' (7.6 M).
- o) If the holding tank is buried, the ground cover shall be sloped such that surface liquids, including run-off or sewage, drain away from the tank, and anchored to concrete pads or pinned to bedrock to prevent floating to the surface.
- p) All holding tanks shall incorporate a high and/or level indicator device where required by the Senior Administrative Officer. Where required a high level switch must be wired

in such a way as to cut the power supply to the domestic water pump in the event of a full sewage tank.

- q) When the storage tank elevation is one (1) meter or greater above the road level a valve shall be installed at the point of connection to the sewage pump-out line to prevent a continuous siphon condition.
- r) All sewage pump-out lines shall be rigidly secured or anchored at the point of connection, and further to this. all lines in excess of three meters (3 m) in developed length shall be anchored every three meters (3 m). Buried lines do not require anchors except at the point of connection.
- s) The use of chemical toilets shall be prohibited.
- t) The Senior Administrative Officer may require that a storage tank be certified as to its integrity. Certification will consist of a minimum test of 24 hours, with the tank full, isolated from the house in a manner approved by the Senior Administrative Officer. Water loss shall not exceed 10% for the 24-hour test period. The test results shall be certified by a journeyman plumber or a professional engineer.

C. EXCAVATION, BEDDING AND BACKFILL

C-1 EXCAVATION

- a) The owner or occupant shall not excavate, or have excavated on his behalf, any trench under a Town roadway or sidewalk without the authorization of the Senior Administrative Officer, and accompanied with the payment of the required fee to the Town.
- b) Where excavation shall proceed for the purpose of connecting or disconnecting a water or sewer service, the owner or occupant shall have the authorization of the Senior Administrative Officer given by the approval of the "Application for Permit to Connect or Disconnect" form W /S-4, and accompanied with the payment of the required fee to the Town.
- c) Excavation within three feet of a Town main shall occur only when a Town employee representing the Senior Administrative Officer is on site. The owner or occupant shall give to the Town proper notification.
- d) All blasting or tunnelling excavation shall be done in adherence to the Mining Safety Act of the Northwest Territories, the Northwest Territories Industrial Safety Regulations, and shall require written permission from the Senior Administrative Officer.
- e) All excavation material shall be stockpiled and used for backfill subject to Section 2 of Specifications C or disposed of as directed by the Senior Administrative Officer.

C-2 BEDDING AND BACKFILL

- a) Peat or high organic soil, silt-clay or highly compressible materials, or other materials

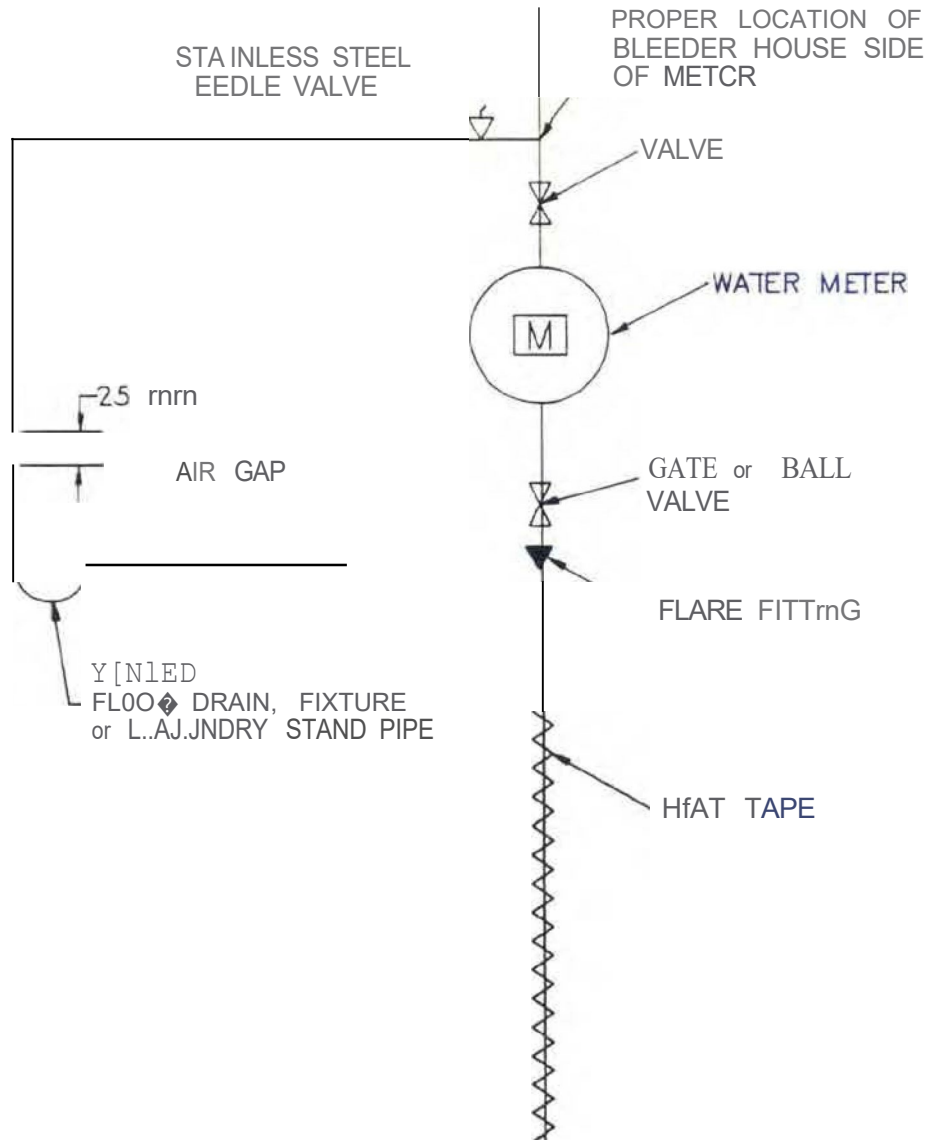
- which would compromise the stability or drainage of an area, shall not be used for foundations, bedding, or backfilling.
- b) Where service lines are installed underground, sand backfill shall be carefully placed and tamped to a height of 150 millimeters over the top of the pipe. This material shall be thoroughly tamped with a heavy iron hand tamper or other approved device under and on each side of the pipe or pipe boxes, to assure that all spaces under and adjacent to the same are completely filled and well tamped. Above this zone, backfilling may be done by machines, using native backfill, however material shall be rolled, not dropped, into trenches and must be compacted in lifts not exceeding 450 millimeters.
 - c) Only sand shall be placed in the trench, below and above the pipe or pipe boxes, within a space of at least 600 millimeters of width.
 - d) Compaction shall be for the full depth of the trench, particularly under parking lots and driveways.
 - e) Backfill and compaction shall be such that natural drainage is not compromised and the adjacent surface area does not deteriorate. This is affected by the mounding of backfill and the placement of excessive fines in the upper layer of the backfill to prevent excessive drainage into the trench. If the stability of adjoining structures, walks, walls or services may be endangered by the work of excavating, adequate underpinning, shoring and bracing shall be provided to prevent damage to, or movement of, any part of the adjoining structure, or the creation of a hazard to the public.
 - f) Rocks or boulders shall be removed to provide a clearance of at least 150 millimeters below all pipes or pipe boxes.
 - g) All water accumulated in the trench shall be disposed of in compliance with all government regulations including but not limited to all environmental protection legislation.
 - h) All waste excavation material shall be disposed of in a manner such that the surface drainage is not compromised.
 - i) Where Town sidewalks or roadways are dug up, the premise owner or occupant shall use suitable sub-base material compacted to a minimum 95% Proctor Density and reinstate the sidewalk, curb or roadway to prevailing Town specifications.

D. SPECIFICATION DIAGRAMS

- D-1 SINGLE LINE SERVICE WITH A BLEEDER
- D-2 LOOPED LINE SERVICE WITH CIRCULATING PUMP
- D-3 TYPICAL AQUA-FLO INSTALLATION

D-1

single line service with a water bleeder.
TO SUPPLY



Prepared by: LEE MAHER ENGINEERING ASSOCIATES

| | | |
|--|----------------------|---|
| THE TOWN OF HAY RIVER NORTH WEST TERRITORIES | Date <u>11/23/95</u> | 111 • SINGLE LINE SERVICE WITH A WATER BLEEDER |
| | Drawn by <u>ROC</u> | |
| Scale <u>N.T.S.</u> | Job No. _____ | Drawing No. _____ |

D-2

Looped Line service

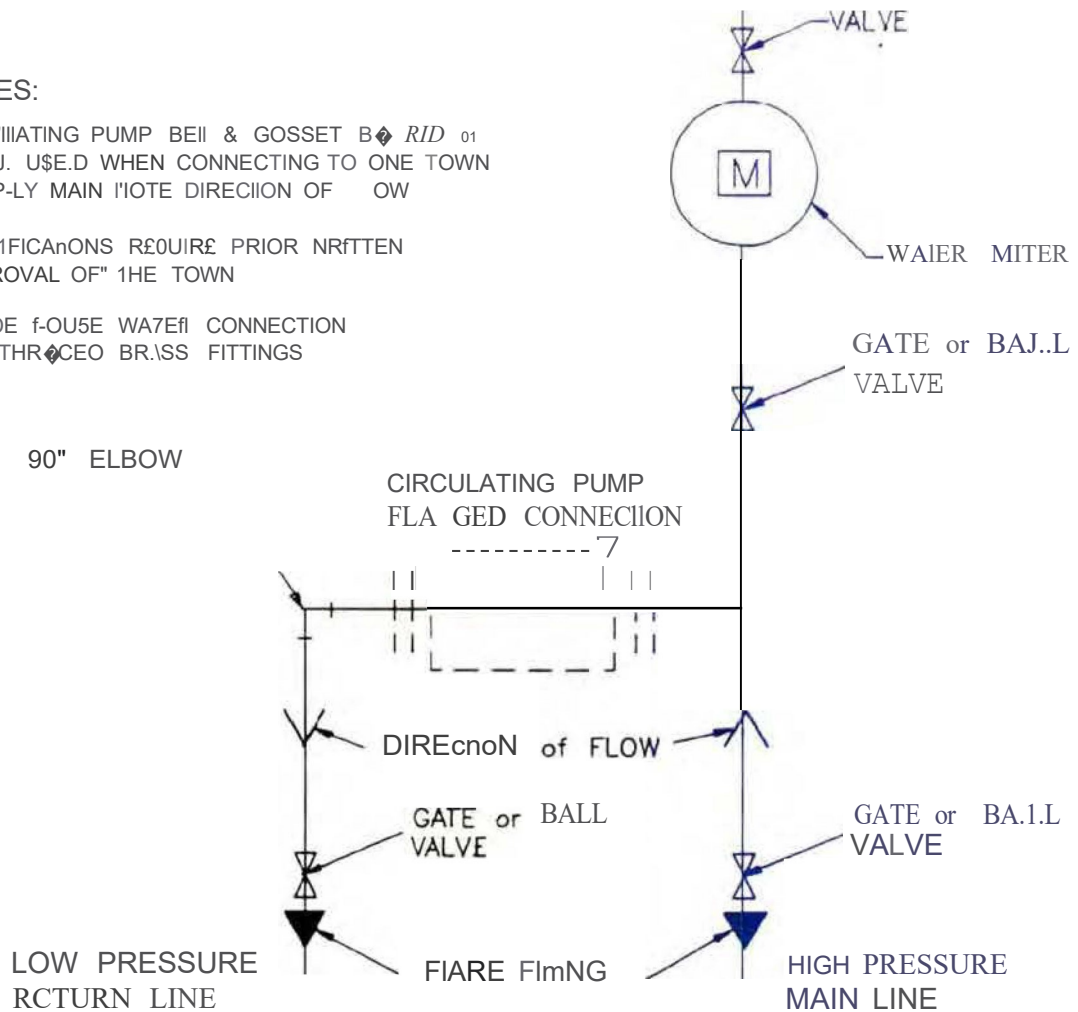
NOTES:

CIRCULATING PUMP BELI & GOSSET B \diamond RID 01
 EOL)J. USE.D WHEN CONNECTING TO ONE TOWN
 SUPPLY MAIN NOTE DIRECTION OF FLOW

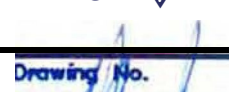
"MODIFICATIONS REQUIRE PRIOR WRITTEN
 APPROVAL OF" THE TOWN

INSIDE HOUSE WATER CONNECTION
 ALL THROU BRASS FITTINGS

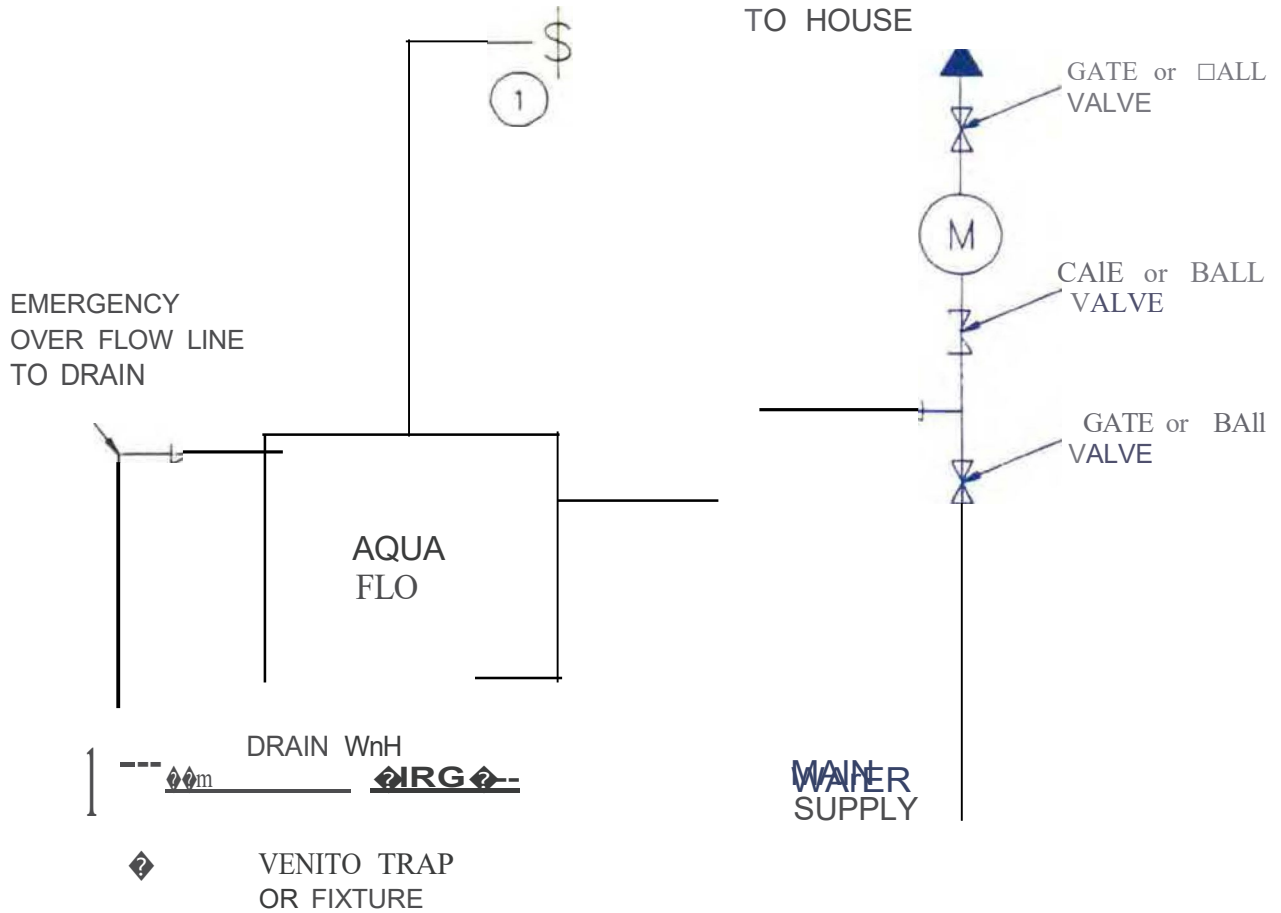
90" ELBOW



Prepared by: LEE MAIFER ENGINEERING ASSOCIATES

| | | |
|---|--------------------------------------|--|
| THE TOWN OF HAY RIVER NORTH WEST TERRITORIES | Den <u>War 23/95</u> | 1ltJe |
| | Dnnn bJ \diamond DC Approved by | LOOPED LINE SERVICE |
| | Scat.: N.F.S. | Job No. Drawing No.  |

Typical Aqua-Flo installation.



NOTES:

- 0 AQUA FLO UNIT TO BE HARD WIRED INTO A SWITCH LOCATED 2m ABOVE FLOOR LEVEL SWITCH TO BE LABELED: DO NOT SHUT OFF IT SHALL ALSO BE WIRED TO A DEDICATED BREAKER EQUIPPED WITH A LOCKOUT TAB

Prepared by: LE MAHER ENGINEERING ASSOCIATES

| | | |
|---|------------------------|--|
| THE TOWN OF HAY RIVER NORTH WEST TERRITORIES | Date: <u>Mar 21/95</u> | Title: TYPICAL AQUA FLO INSTALLATION |
| | Drawn by: <u>RDC</u> | |
| | Approved by: _____ | |
| | Scale: <u>N.T.S.</u> | Job No. <u>DnnmG No.</u> |



Bylaw No. 2474/CS/26

11c) Corporate Seal Bylaw

BY-LAW NO. 2474/CS/26
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

A BY-LAW of the Municipal Corporation of the Town of Hay River in the Northwest Territories to adopt a corporate seal pursuant to provisions of the Cities, Towns, and Villages act, s.n.w.t. 2003, c.22, section 51.

WHERE AS the Municipal Corporation of the Town of Hay River desires to adopt a corporate seal for the municipal corporation;

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

SHORT TITLE

1. The By-law may be cited as the Corporate Seal Bylaw.

GENERAL PROVISIONS

2. The design depicted in Schedule A, attached to and forming part of this bylaw, is adopted as the seal of the Town of Hay River.
3. The Senior Administrative Officer is responsible for maintaining custody of the corporate seal and shall cause it to be affixed to any documents where required.

READ A FIRST TIME this day of 2026.

Mayor

READ A SECOND TIME this day of 2026.

Mayor

READ A THIRD AND FINAL TIME this day of , 2026.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s70 and the bylaws of the Municipal Corporation of the Town of Hay River on this day of 2026.

Senior Administrative Officer

BY-LAW NO. 2474/CS/26
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

‘Schedule A’





Bylaw No. 2475/CS/26

11d) Half Day Civic Holiday Bylaw

BY-LAW NO. 2475/CS/26
MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER

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

WHERE AS the Municipal Corporation of the Town of Hay River desires to declare a ½ day civic holiday in the municipality for the purpose of recognizing the 44th Annual K’amba Carnival Celebration.

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

1. That a one-half day Civic Holiday be declared in recognition of the 44th Annual K’amba Carnival. The Civic Holiday will commence at 12:00 o’clock noon on Friday, March 6th, 2026

READ A FIRST TIME this day of 2026.

Mayor

READ A SECOND TIME this day of 2026.

Mayor

READ A THIRD AND FINAL TIME this day of , 2026.

Mayor

CERTIFIED that this bylaw has been made in accordance with the requirements of the CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003, C.22, s70 and the bylaws of the Municipal Corporation of the Town of Hay River on this day of 2026.

Senior Administrative Officer