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## AGENDA

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### PUBLIC INPUT

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **DECLARATION OF INTEREST**
4. **ANNOUNCEMENTS, AWARDS, CEREMONIES & PRESENTATIONS**
5. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**
  - a. Regular Meeting of Council – January 26<sup>th</sup>, 2026 – page 2-8
  - b. Special Meeting of Council – February 16<sup>th</sup>, 2026 – page 9
6. **INFORMATION ONLY**
7. **ADMINISTRATIVE ENQUIRIES**
8. **COMMITTEE REPORTS**
  - a. Excused Absence – page 10
  - b. Infrastructure and Planning Services Monthly Report for January– page 11-15
  - c. Recreation and Community Services Monthly Report for January – page 16-37
  - d. Emergency Services Monthly Report for January – page 38-43
  - e. Municipal Enforcement Monthly Report for January – page 44-47
  - f. Development Permit Application D26-004 – page 48-49
9. **NEW BUSINESS**
  - a. Excused Absence – page 50
  - b. Board of Revision Appointments – page 51-52
  - c. Accounts Receivable Collection Plan – page 53-55
  - d. 2025-Q4 Unaudited Statement of Operations – page 56-70
  - e. 2025-Q4 Capital Spend – page 71-77
  - f. 2026 Capital Plan – Hot Tub Pump Replacement – page 78-79
  - g. 2026 Capital Plan – Lift Station #1 – page 80-81
10. **NOTICE OF MOTIONS**
11. **BYLAWS**
  - a. Bylaw 2476/CS/26 – Repeal of Half Day Civic Holiday for Kamba – Third and Final Reading – page 82
12. **IN CAMERA**
  - a. **Matters under Consideration** - pursuant to Cities, Towns & Villages Act, S.N.W.T. 2003 c. 22, Section 23. (3), (h)
13. **ADJOURNMENT**











# REGULAR MEETING MINUTES January 26<sup>th</sup>, 2026

## 11. BYLAWS

- a) Bylaw 2472/CS/26 – Fees and Charges Bylaw – Third and Final Reading

**#26-026**

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

**CARRIED**

- b) Bylaw 2473/IPS/26 – Water and Sewer Services Bylaw – Third and Final Reading

**#26-027**

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

**CARRIED**

- c) Bylaw 2474/CS /26 – Corporate Seal Bylaw – First and Second Reading

1<sup>ST</sup> READING

**#26-028**

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

**CARRIED**

Bylaw 2474/CS /26 – Corporate Seal Bylaw – First and Second Reading

2<sup>nd</sup> READING

**#26-029**

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

**CARRIED**

Bylaw 2474/CS /26 – Corporate Seal Bylaw

CONSENT

**#26-030**

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

**CARRIED**

Bylaw 2474/CS /26 – Corporate Seal Bylaw – Third Reading

3<sup>rd</sup> READING

**#26-031**

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

**CARRIED**



## REGULAR MEETING MINUTES January 26<sup>th</sup>, 2026

d) Bylaw 2475/CS /26 – Half Day Civic Holiday - Kamba Bylaw – First and Second Reading

1<sup>ST</sup> READING

#26-032

MOVED BY: DM DOHEY

SECONDED BY: CLLR WILLOWS

**CARRIED**

Bylaw 2475/CS /26 – Half Day Civic Holiday - Kamba Bylaw – First and Second Reading

2<sup>nd</sup> READING

#26-033

MOVED BY: DM DOHEY

SECONDED BY: CLLR WILLOWS

**CARRIED**

Bylaw 2475/CS /26 – Half Day Civic Holiday - Kamba Bylaw

CONSENT

#26-034

MOVED BY: DM DOHEY

SECONDED BY: CLLR WILLOWS

**CARRIED**

Bylaw 2475/CS /26 – Half Day Civic Holiday - Kamba Bylaw – Third Reading

3<sup>rd</sup> READING

#26-035

MOVED BY: DM DOHEY

SECONDED BY: CLLR WILLOWS

**CARRIED**

12. **IN CAMERA**

#25-036

MOVED BY: DM DOHEY

SECONDED BY: CLLR WILLOWS

That the Council of the Town of Hay River move to In Camera at 7:30pm.

**CARRIED**

#25-037

MOVED BY: CLLR WALL

SECONDED BY: CLLR DUFORD

That the Council of the Town of Hay River move out of In Camera At 8:20pm.

**CARRIED**



## REGULAR MEETING MINUTES January 26<sup>th</sup>, 2026

### 13. ADJOURNMENT

#25-038

MOVED BY: CLLR DUFORD

That the Regular Meeting of Council be adjourned at 8:21pm.

**CARRIED**

Certified Correct as Recorded on the 26<sup>th</sup> Day of January 2026

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





# REPORT TO COUNCIL

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**DEPARTMENT:** ADMINISTRATION **DATE:** February 16<sup>th</sup>, 2026

**SUBJECT:** EXCUSED ABSENCE

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**RECOMMENDATION:**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Squirrel from the Regular Meeting of Council and Special Meeting of Council on Monday, February 16<sup>th</sup>, 2026.**

**BACKGROUND:**

Cllr Squirrel has asked to be excused from the Regular Meeting of Council and Special Meeting of Council on Monday, February 16<sup>th</sup>, 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

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**Prepared by:**  
 Stacey Barnes  
 Council Administrator  
 Date: February 13<sup>th</sup>, 2026

**Reviewed by:**



# REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** February 16, 2026  
**SUBJECT:** Infrastructure and Planning Services Monthly Report for January 2026

## RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Infrastructure and Planning Services Monthly Report for January 2026 as presented.**

## BACKGROUND:

### **Engineering and Capital Projects:**

All capital projects are detailed in the attached January 2026 Project Status sheet. Some project progress to note from the prior month includes:

#### **Lift Station #1**

- Final reviews ongoing with outstanding items remaining to be completed prior to substantial completion being granted.
- Commissioning expected to be end of February.

#### **Airport Road**

- Draft design received and internally reviewed with minor changes being discussed.
- Geotechnical currently being reviewed and will guide remaining development of tender specifications and design.
- A fee letter has been requested from Stantec to provide contract and construction administration throughout the project.

#### **Golf Course**

- Final measurements provided to vendor for custom stainless-steel backsplash and exhaust hood/ventilation.
- All equipment and materials expected to land late March.
- Local tendering for a contractor to complete kitchen renovations will occur in February.

#### **Industrial Area Expansion**

- Preliminary design and opinion of probable cost received and internally reviewed.
- Alternative options being pursued for a more cost-effective approach.



## REPORT TO COMMITTEE

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**DEPARTMENT:**    **Infrastructure and Planning Services**                      **DATE:** February 16, 2026

**SUBJECT:**            **Infrastructure and Planning Services Monthly Report for January 2026**

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### **Woodland Drainage Plan**

- Woodland Drive servicing and drainage draft report received and internally reviewed.
- Optimization of the sequencing and phasing of construction is ongoing.
- An opinion of probable construction cost and estimate of engineering design costs received from Stantec to support funding application.

### **Water License and Environmental Activities**

- Planning ongoing for potential actioning of nitrite exceedance observed at down gradient monitoring well.
- Preparations of Annual Water License Report underway.
- Work ongoing for final decommissioning of hydrocarbon soils remediation pad.
- Preparations of 2026 sampling program underway.

### **Public Works and Maintenance**

#### **Roads and Ditches**

- Snow removal completed for entire community through continual removal procedures
- Street sanding services completed through use of new truck and sander received in January

#### **Equipment Maintenance**

- Repairs to Rec John Deere tractor glass door
- 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 end of February



## REPORT TO COMMITTEE

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**DEPARTMENT:**    **Infrastructure and Planning Services**                   **DATE:** February 16, 2026

**SUBJECT:**           **Infrastructure and Planning Services Monthly Report for January 2026**

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### **Water and Wastewater**

- Community Public Health Water Advisory for elevated THM levels has been lifted by Public Health. Public communications on the advisory lifting was issued. IPS will continue to sample monthly while additional improvements to treatment procedures are made.
- New PAC+ coagulant usage has been implemented
- Awaiting quotes regarding new injection system aimed to improve treatment during higher organic source water periods

### **Facilities Management / Miscellaneous**

- Planning for safety improvements to landfill scale / deck
- General maintenance and repairs to buildings
- Visitor Information Centre heat trace installed
- Building heater inspections ongoing (Taylor's)

### **Planning and Development**

#### **Planning and Land Management**

- Climate Adaptation Plan project work has kicked off. Framework and goals established.
- Draft findings and recommendations for flood policy amendments were presented to Policy and Bylaw Committee. Feedback being incorporated into final report and amendments to Zoning Bylaw and Community Plan for Council consideration.
- Public consultation on New Cemetery design and standards completed. Consultation included a public meeting, meeting with HR Seniors Society, local indigenous governments, and feedback from Policy and Bylaw Committee. Draft findings and recommendations to be developed for presentation to Policy and Bylaw Committee in March.

#### **Enforcement**

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



# REPORT TO COMMITTEE

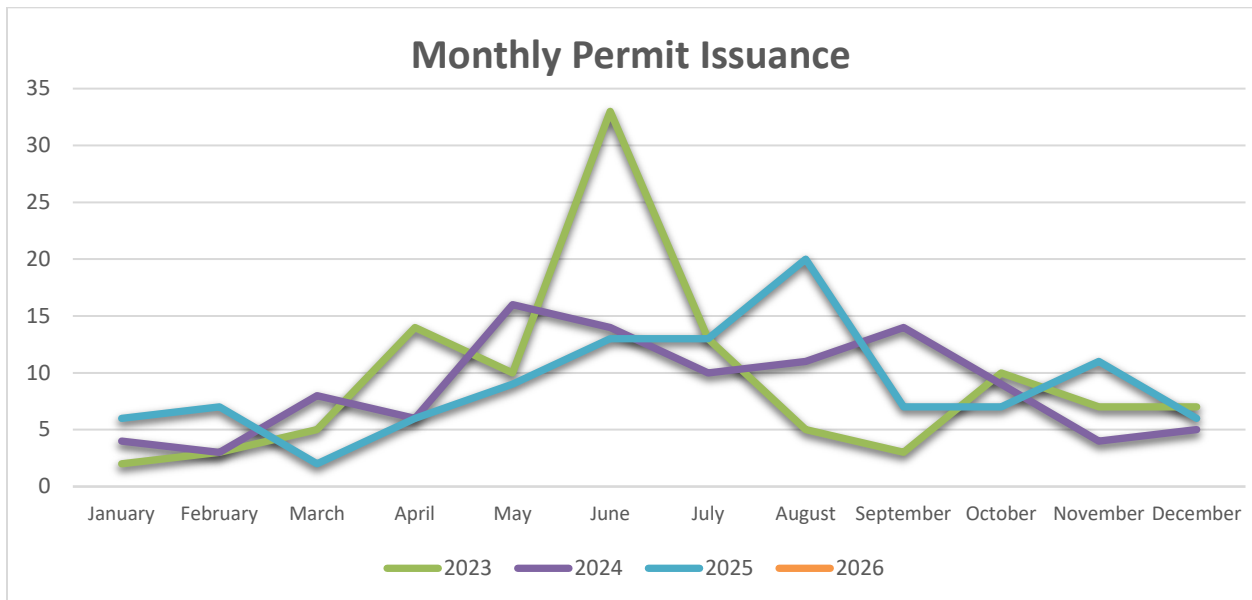
**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** February 16, 2026

**SUBJECT:** Infrastructure and Planning Services Monthly Report for January 2026

## Permitting

- 2 Development Permits and no Building Permits have been approved for January 2026. In the month of January 2025, the Town had 5 Development Permits and 1 Building Permit signed out.

DATE	DEV & BP	CIVIC ADDRESS	DESC. OF WORK
January 26, 2026	DH26-002	23 Woodland Drive	Home Occupation-Echo Form Studio (Creative Studio, Websites, Design and Marketing)
January 26, 2026	D26-003	910 Mackenzie Highway (Caribou)	Retail Cannabis Store



**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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



## REPORT TO COMMITTEE

**DEPARTMENT:** Infrastructure and Planning Services      **DATE:** February 16, 2026

**SUBJECT:** Infrastructure and Planning Services Monthly Report for January 2026

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

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

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

<b>ATTACHMENTS:</b>
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- |   |
|---|
| - January Capital Project Status Report |
|---|

**Prepared by:**

Glenn Smith

**SAO & Acting Director of IPS**

February 12, 2026

**Reviewed by:**



## REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES DATE: FEBRUARY 16<sup>TH</sup>, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

### RECOMMENDATION:

MOVED BY: CLLR WALL  
 SECONDED BY: CLLR DUFORD

THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the report entitled "Recreation and Community Services Monthly Report" for January 2026 as presented.

### BACKGROUND:

## Recreational Programming

### Youth Programming

#### After School Club:

Regular After School Club programming resumed in January. The program ran at 90% on a weekly basis, up from 72% in December.

#### After School Club Attendance by Month

	Jan	Feb	March	April	May	June	Sept	Oct	Nov	Dec
<b>2025</b>	100%	98%	100%	100%	100%	100%	85%	77%	90%	72%
<b>2026</b>	90%									

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.

Judo Camp: A judo camp facilitated by NWT Judo was offered this month at the Hay River Community Centre. A total of 14 youth registered and attended the camp, which was funded by a grant received from the Canadian Parks and Recreation Association.

### Fitness Programming

Regular fitness programming resumed this month following a break over the holidays, with 8 instructor-led fitness classes and 2 self-led, supervised fitness classes for older adults.



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

Attendance at instructor-led fitness programming increased with a total of 201 participants attending programming. In comparison, 135 participants attended instructor-led fitness programming in November.

Fitness Programming Attendance by Month

	Jan	Feb	March	April	May	June	Sept	Oct	Nov	Dec
<b>2025</b>	273	242	321	194	164	281	104	361	270	135
<b>2026</b>	201									

**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	2026*
Seniors Programming Attendance by Year	45	170	955	927	201
	<b>Seniors Coffee</b>	<b>Walking Club</b>	<b>Art Program</b>	<b>Movie Matinee</b>	<b>Stick Curling</b>
	Weekly	Weekly	Weekly	2 weeks	Weekly
January 2026	34	37	6	73	33
December 2025	38	27	17	39	8
November 2025	38	33	17	30	n/a
October 2025	37	36	17	18	6

**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.



## REPORT TO COMMITTEE

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**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

Ladies Adventure Night: Department of Recreation staff partnered with the Hay River Ski Club to offer a second Girls and Guns Ladies Adventure Night, open to females aged 16 and up. Participants were invited to participate in snowshoe biathlon, which was facilitated by Hay River Ski Club volunteers. Participants then enjoyed a social hour in the Hay River Ski Club Chalet following the event. A total of 14 participants attended this event.

Canadian National Ballet School – MACA Youth Tour: Members of the Canadian National Ballet School, in partnership with MACA and THR Recreation, offered a free open house and intro to dance event for the community. The event was well attended with approximately 60 participants taking part in the activities offered.

### **Grant Applications**

Canadian Tire Jumpstart: THR Recreation applied for \$12,000 from Canadian Tire Jumpstart. If awarded, this funding will be used to support youth sports programming from March 2026 to September 2026.

ParticipACTION: THR Recreation applied for \$1,000 from ParticipACTION. If awarded, this funding will be used to support ParticipACTION Community Challenge activities in June 2026.

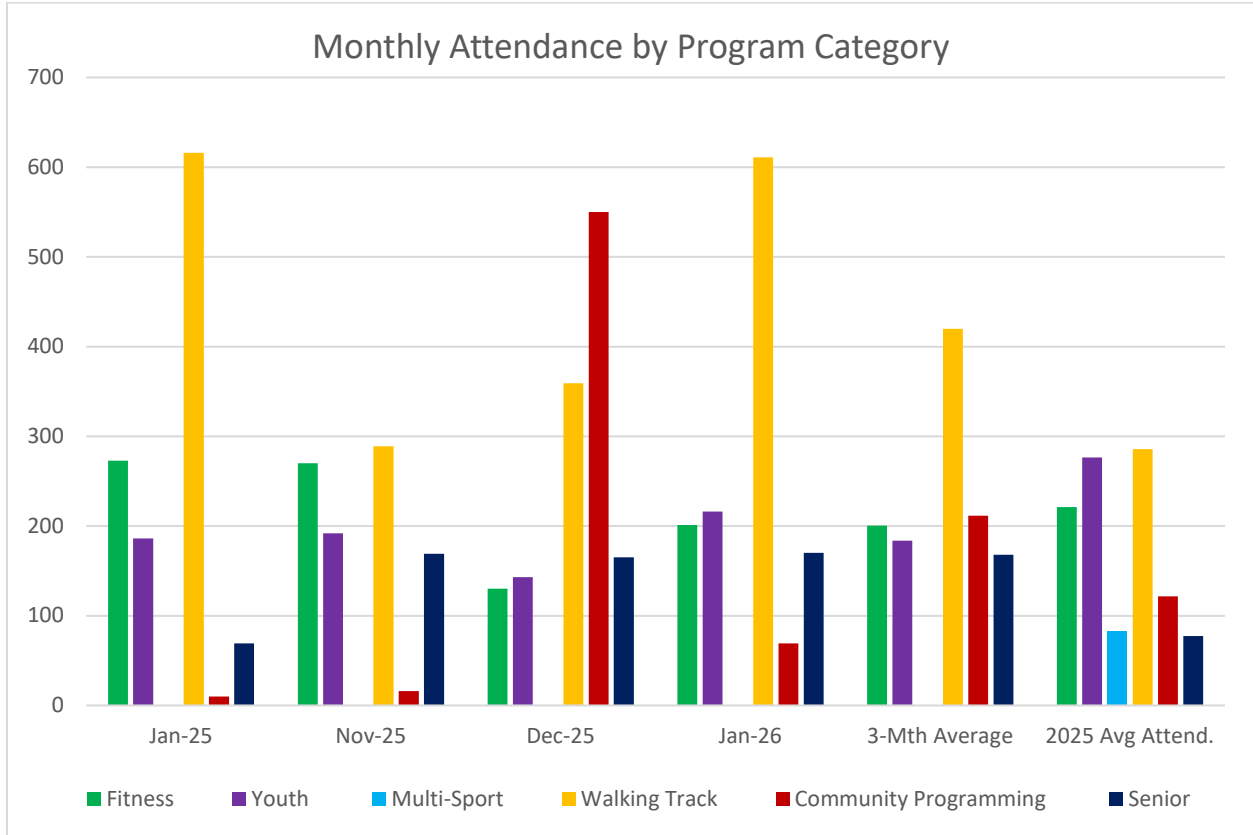
### **Recreation Programming Statistics**



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

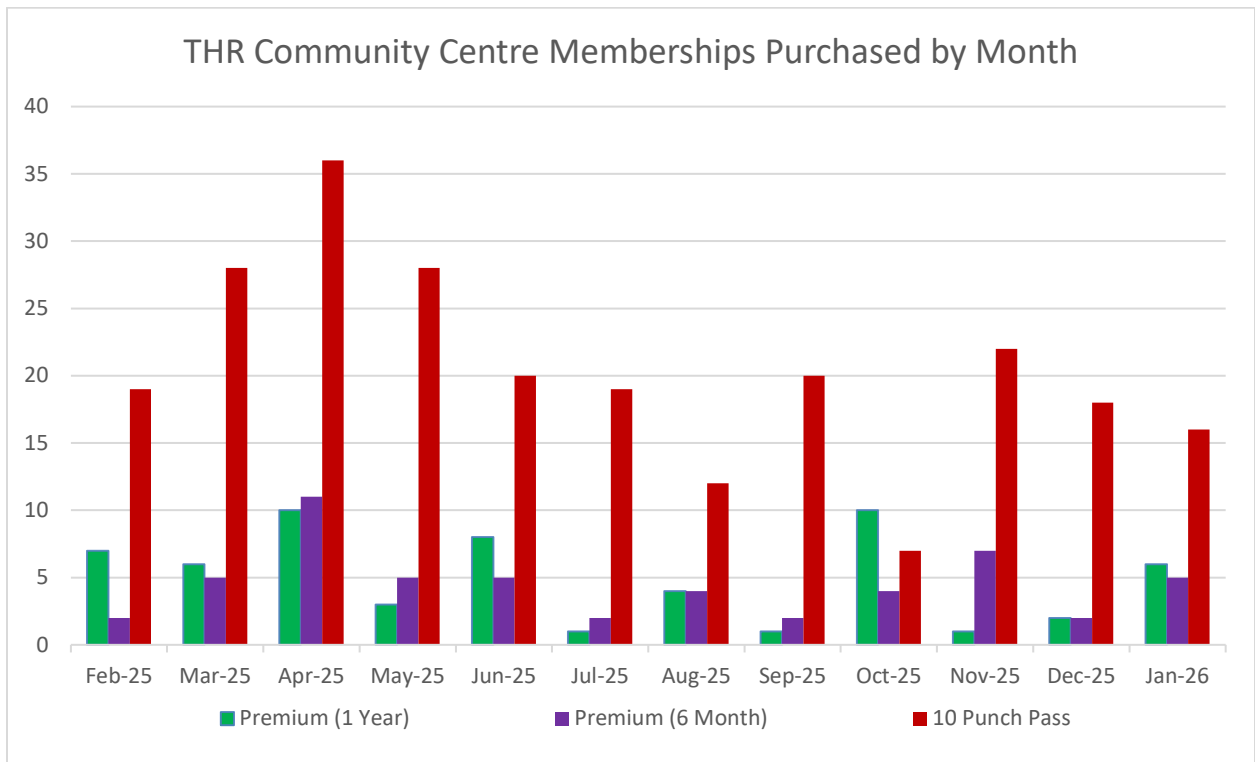
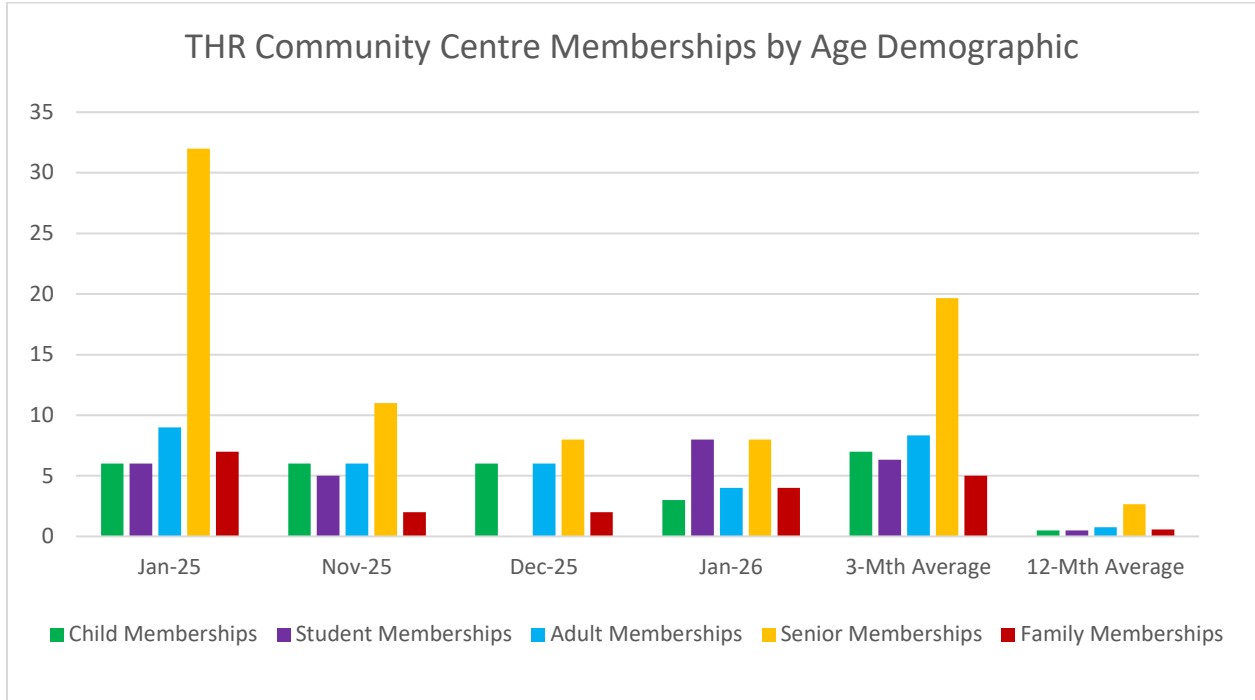




# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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





# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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




















## Aquatics

### General

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

- The steam room was closed from November 3<sup>rd</sup> to February 11<sup>th</sup> following a Public Health Advisory issued by the Chief Environmental Health Officer of the GNWT.
  - o The Advisory was lifted on February 3<sup>rd</sup>.
  - o The steam generator was not functioning correctly upon initial restarts.
  - o Parts were ordered and the steamer has been repaired and reopened.
  
- 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, with an expected production and delivery time of 12 weeks.

### Don Stewart Aquatic Centre operational hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
<b>Early Bird</b> (6am – 8am)						
<b>Morning Swim</b> (8am-12pm)						
<b>Afternoon Swim</b> (12pm-6pm)						
<b>Evening Swim</b> (6pm-8:30pm)						

### Staffing



## REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

The Don Stewart Aquatic Centre is currently staffed with 2 Senior Lifeguards and 6 Casual Lifeguards. A 3<sup>rd</sup> Full-time Lifeguard position remains vacant.

### Attendance

January attendance was 1,053. This was higher than December (822), but lower than January 2025 (1,167). The busiest swims were Open Swims on Jan 17<sup>th</sup> & 24<sup>th</sup> with 41 and 40 swimmers respectively. This is likely due, in part, to the hockey tournaments that were held on those weekends.

Groups that used the pool in December included:

<u>Group</u>	<u># of Occurrences</u>
Swim Team	12
After School Club	4
PA School	4
Chief Sunrise School	1
Minor Hockey (U7/U9 tournament)	2
Birthday Parties	1

### Swimming Lessons and Special Programming

Swimming lessons started the week of January 19<sup>th</sup> and will run until the week of March 16<sup>th</sup>. There are 58 swimmers enrolled.

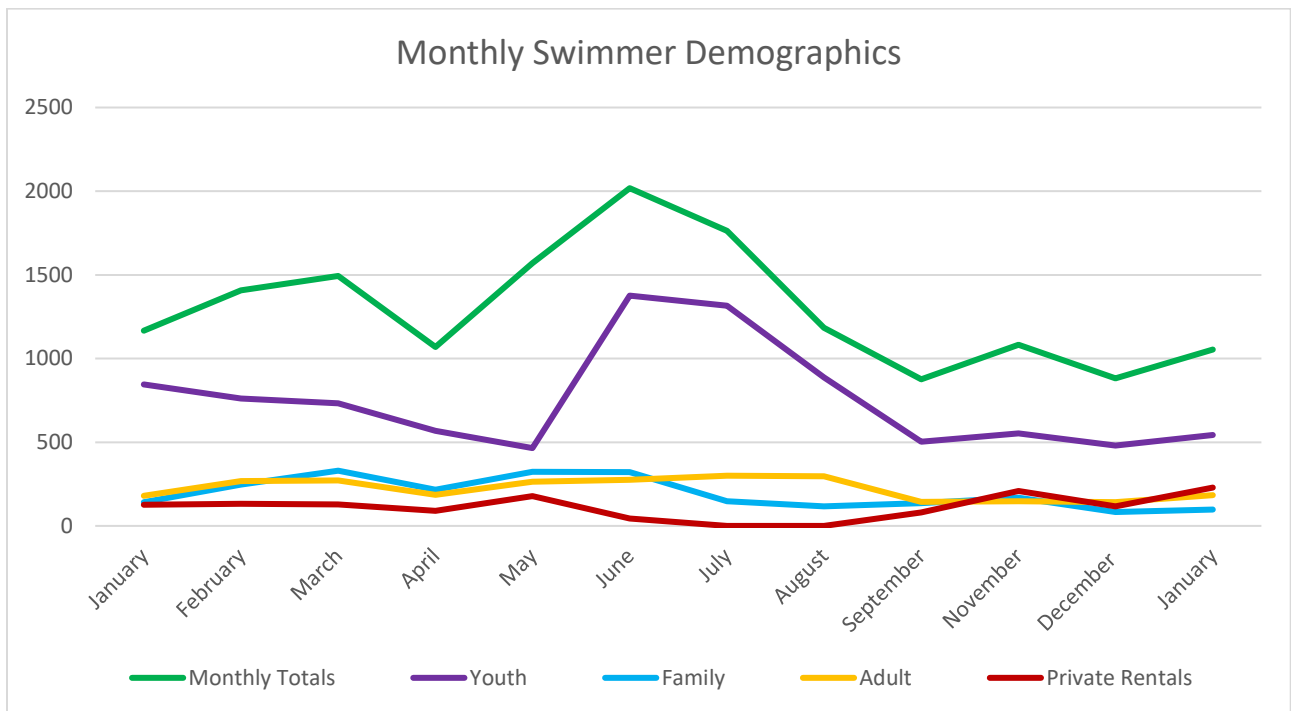
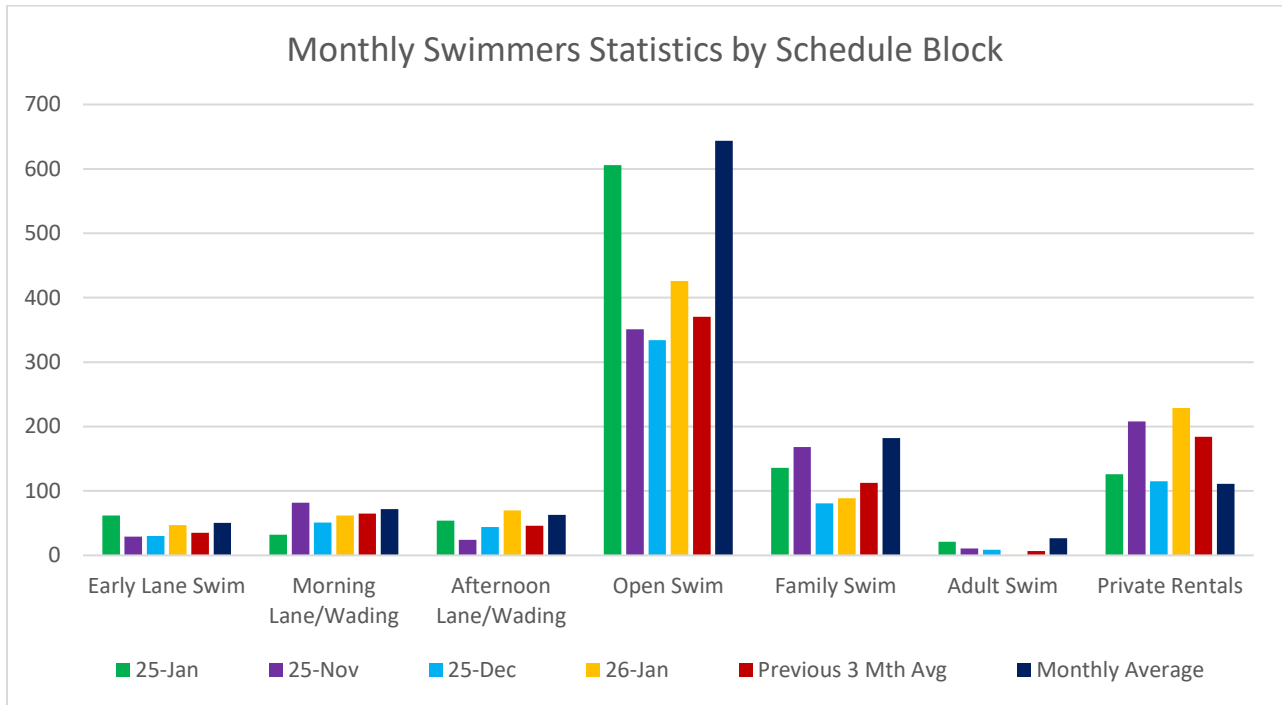
<b>Level</b>	<b># Enrolled</b>	<b># Completed</b>	<b>% Completed</b>
Preschool Classes	25		
Swimmer Classes	33		
<b>Total</b>	<b>58</b>		



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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



## Facilities and Maintenance



## REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

### 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.
- Contacted Alberta contractor to schedule mid season inspection of ice plant in February.
- Contacted Alberta contractor to schedule ice resurfacers servicing and staff 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.
- Inventory and reorganization of storage areas throughout building.
- Contacted NWT contractor to schedule annual inspections of fire alarm and sprinkler systems.

### 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.

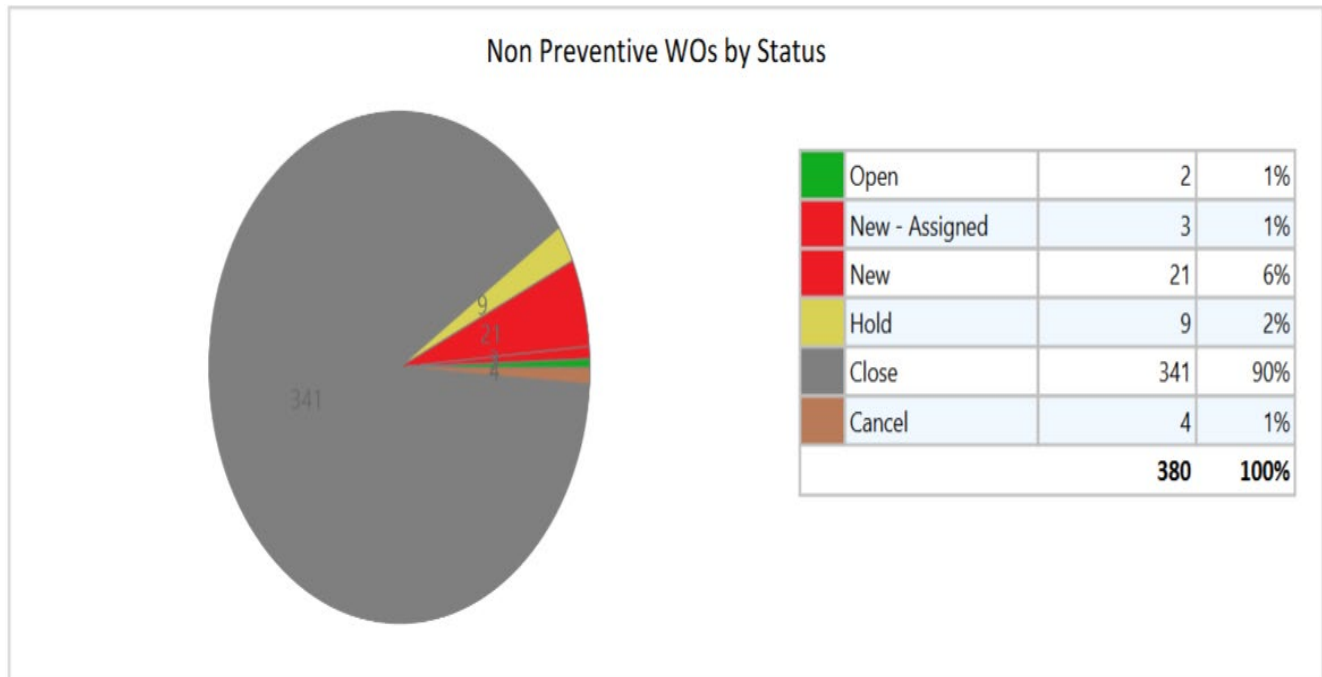
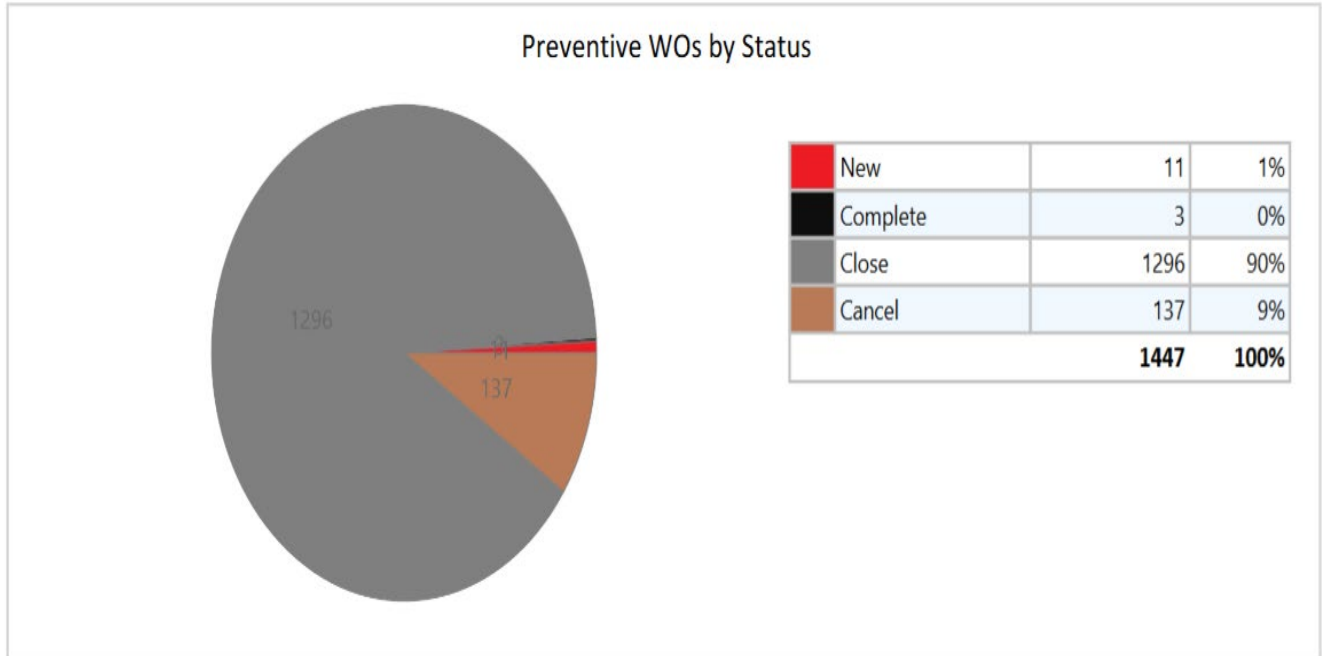
### Maintenance Work Order Progress Reports (cumulative)



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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



**Work Order Aging (Active vs Closed)** (January 2026)

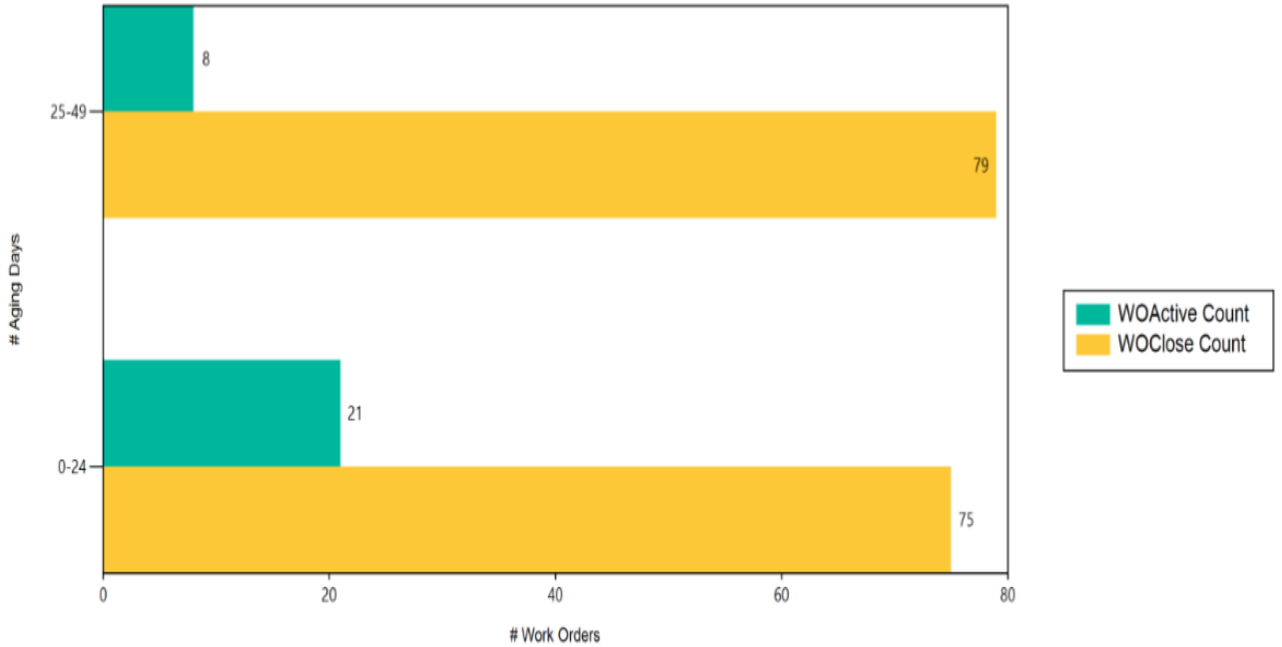


# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

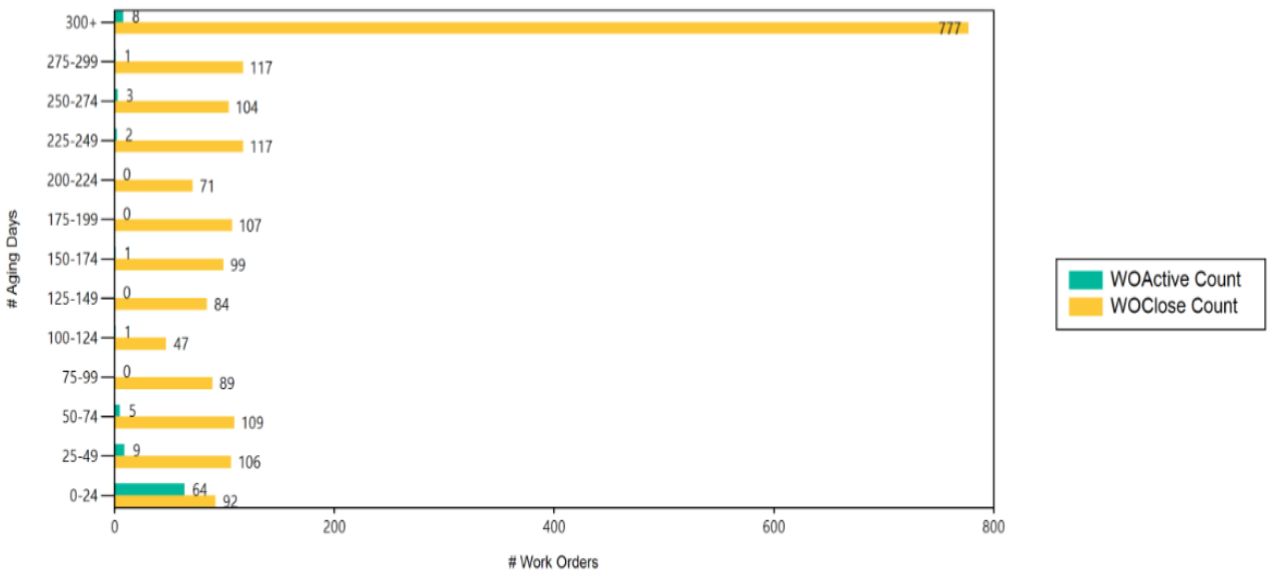
**SUBJECT:** RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

WO Date Range: 01/01/2026 to 01/31/2026 | Department/Division: ALL | Type: ALL | Main Task: ALL



## Work Order Aging (Active vs Closed) (Cumulative 2025-26)

WO Date Range: ALL | Department/Division: ALL | Type: ALL | Main Task: ALL



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



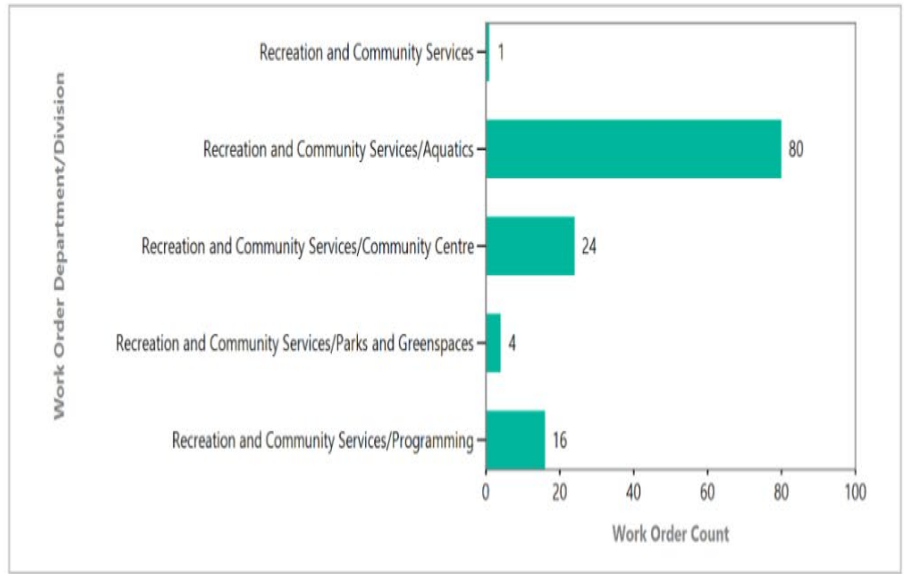
# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

Group By: Department/Division | WO Date Range: 01/01/2026 to 01/31/2026 | 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	80	64%
Recreation and Community Services/Community Centre	24	19%
Recreation and Community Services/Parks and Greenspaces	4	3%
Recreation and Community Services/Programming	16	13%
<b>TOTAL</b>	<b>125</b>	<b>100%</b>



## Tourism Coordinator Activity Report

### VIC Monthly Visitors Tracking

January 2026 VIC guest book sign-ins (41) is 22% lower than January 2025 (51). Monthly visitation totals for 2025 were significantly higher than 2024. Hay River Tourism’s booth at the 2026 Calgary Outdoor Show could increase rubber tire traffic this summer.

#### Total VIC guest book sign

	Jan	Feb	March	April	May	June	July
2025	51	57	62	70	61	309	368
2026	41						

VIC guests point of origin data for Jan 2026:

- Canada (non-NWT): 59%
- NWT: 41%





## REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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

- Yukon Magazine 1/3-page advertisement going to print this May with the same proof and a picture added to fill the space - attached for reference.
- Metis Local 51's Fishermen's Wharf Market Operator year in review report has been received and reviewed. The operator is interested in renewing the agreement for the 2026 Fisherman's Wharf Seasonal contract.
- 2025-year end vendor payouts for the Visitor Information Centre have been completed and submitted to THR Department of Corporate Services for processing.
- The Tourism Coordinator has renewed the 2026/2027 TOL -Tourism Operator Licence for the Town of Hay River Visitor Centre.
- The 2026/2027 Visitor Guide Is scheduled to go to print with UpHere Magazine by the end of February. Proofs of advertisements are attached below.
- 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 seven Spirit Award sponsorships, nominations and voting process.

<u>Upcoming Special Events</u>	<u>Date(s)</u>	<u>Location</u>
<b><u>January</u></b>		
Arctic Winter Games Tryouts	January 7-11 <sup>th</sup>	Yellowknife
NWT Figure Skating Territorials	January 9-11 <sup>th</sup>	Aurora Ford Arena
HRMHA U13 Hockey Tournament	January 16-18 <sup>th</sup>	Aurora Ford Arena
HRMHA U7/U9 Hockey Tournament	January 23-25 <sup>th</sup>	Aurora Ford Arena
<b><u>February</u></b>		
HRMHA U13 Hockey Tournament	February 6-8 <sup>th</sup>	Aurora Ford Arena
Hazard Hockey Tournament)	Feb 27 <sup>th</sup> - Mar 1 <sup>st</sup>	Aurora Ford Arena
<b><u>March</u></b>		
Arctic Winter Games	March 8-15 <sup>th</sup>	Whitehorse
HR Figure Skating Carnival	March 20-22 <sup>nd</sup>	Aurora Ford Arena
Polar Pond Hockey Tournament	March 20-22 <sup>nd</sup>	Fishermen's Wharf Pavilion
Aurora Ford Classic Dog Race	March 28-29 <sup>th</sup>	HWY 2 Hay River to Enterprise

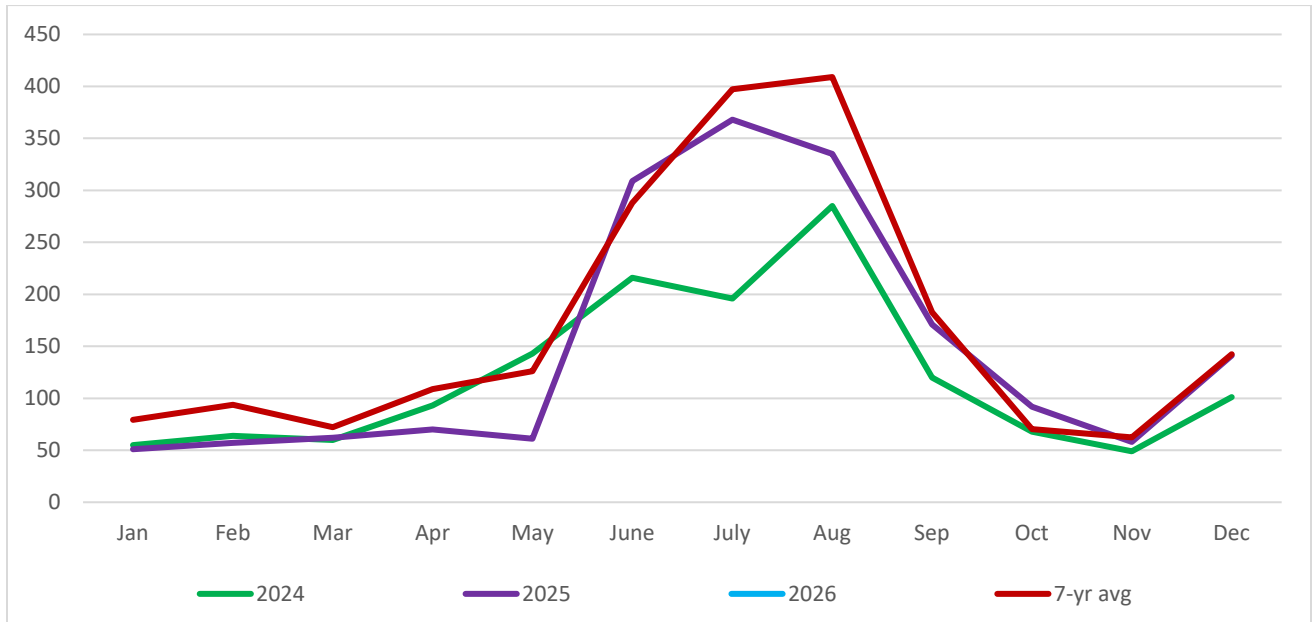


# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

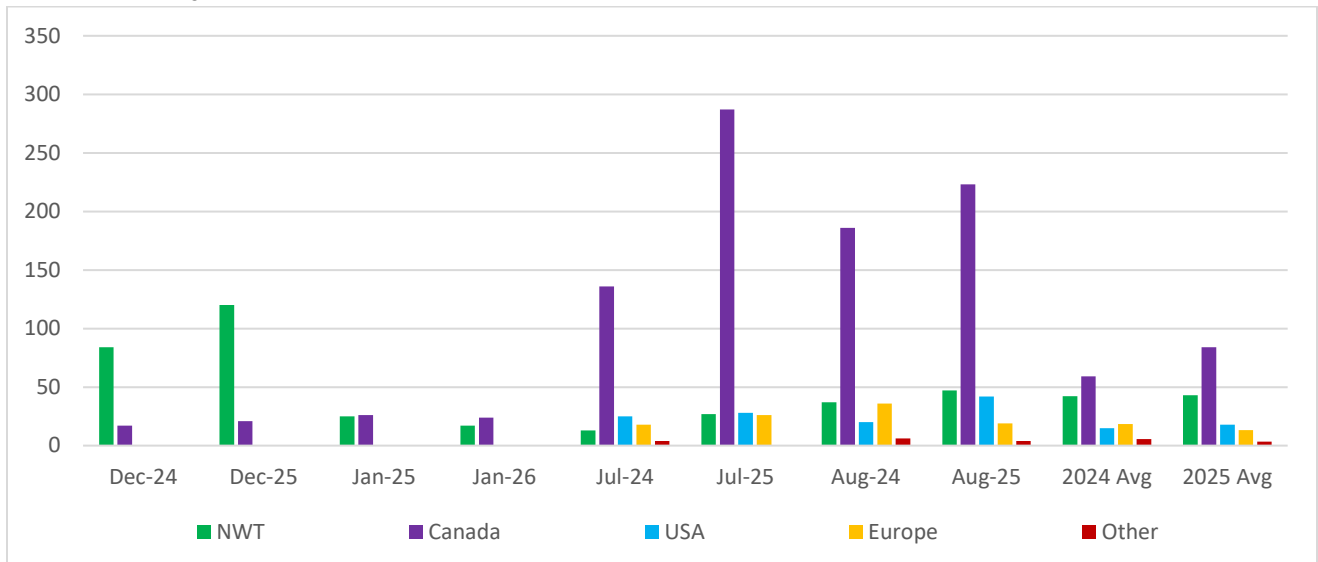
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

## VIC Monthly Visitors Tracking



*Note: 7-year average data do not exclude months with VIC closures due to exceptional events such as the COVID pandemic, community evacuation scenarios and staff shortages.*

## VIC Visitors by Location



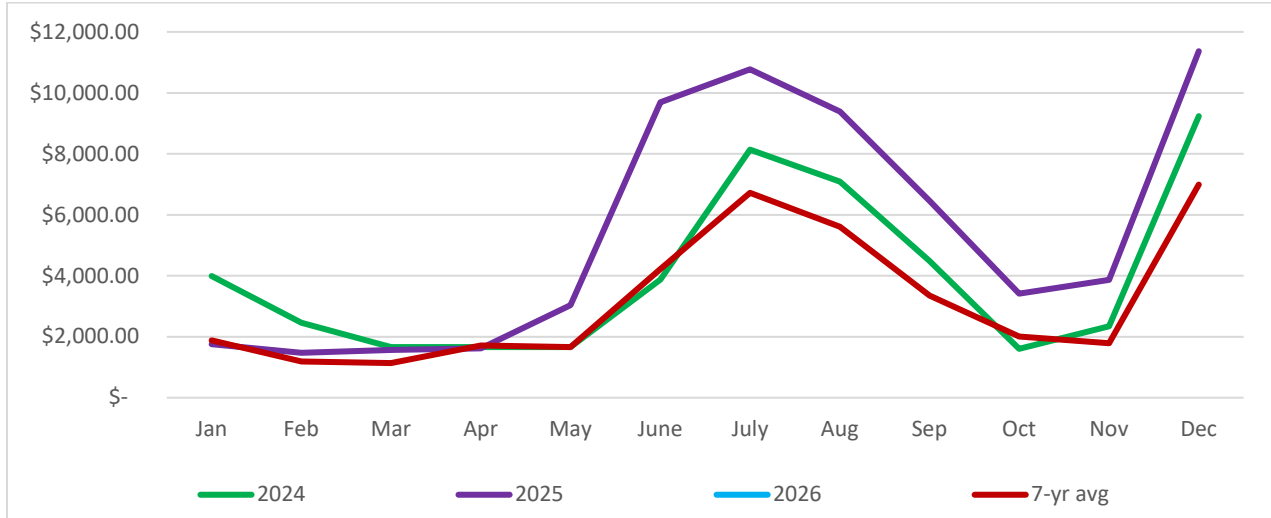
## VIC Gift Shop Sales



# REPORT TO COMMITTEE

**DEPARTMENT:** RECREATION & COMMUNITY SERVICES    **DATE:** FEBRUARY 16<sup>TH</sup>, 2026

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



**Notes:**

1. 7-year average data do not exclude months with VIC closures due to exceptional events such as the COVID pandemic, community evacuation scenarios and staff shortages.

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**

N/A

**ATTACHMENTS:**

Proofs of upcoming promotional materials

**Prepared by:**  
 Stephane Millette  
 Director Recreation and Community Services  
 Date: January 12<sup>th</sup>, 2026

**Reviewed by:**  
 Glenn Smith  
 Senior Administrative Officer  
 Date: January 12<sup>th</sup>, 2026



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

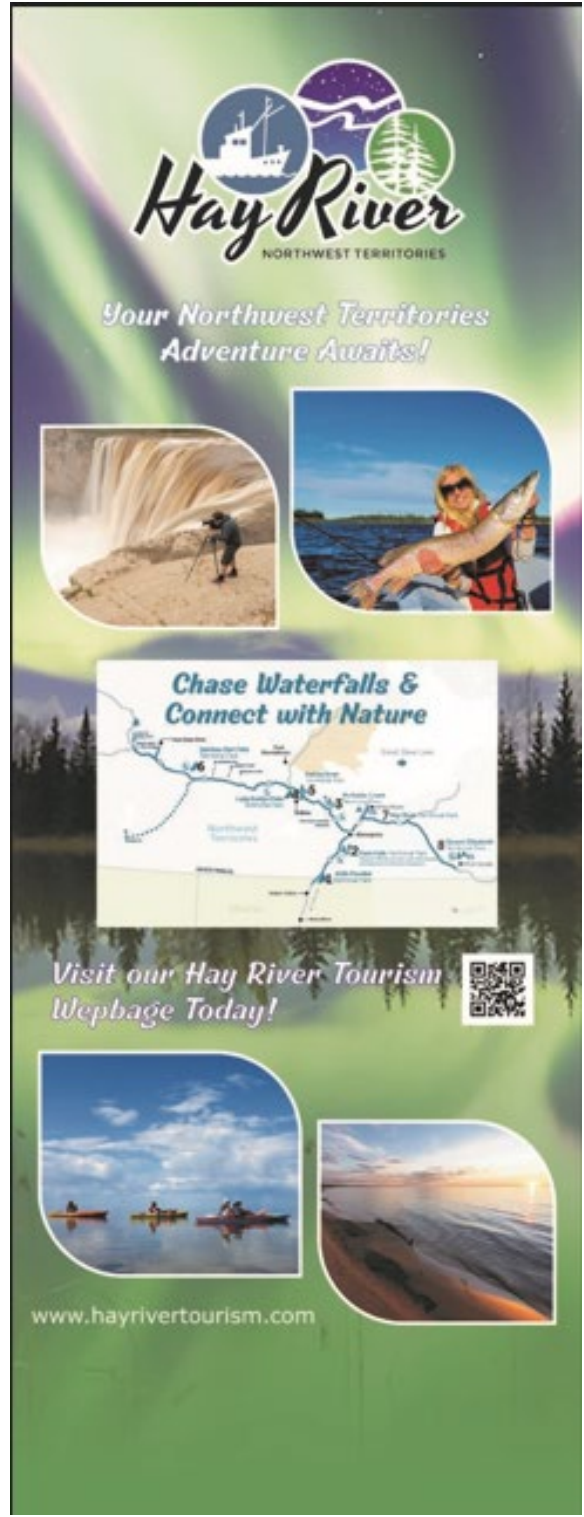
SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT





# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026



SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

 The graphic features a scenic view of a beach at sunset. The sky is filled with soft, colorful clouds in shades of orange, pink, and blue. The water is calm, reflecting the sky. In the foreground, a large, weathered piece of driftwood stands on the sandy beach. The text "Hay Riviera" is written in a large, elegant script font at the top. Below it, a paragraph of text describes the experience. At the bottom, there is contact information and a QR code.
 

*Hay Riviera*

Explore and embrace sensational northern sunsets reflecting on the untamed sandy beaches riddled with driftwood! Bring your camping chair or beach blanket for front row seats to the seasonal show over the Great Slave Lake!

Visit our NEW Hay River Tourism Webpage at:  
[hayrivertourism.com](http://hayrivertourism.com) or  
 email: [tourism@hayriver.com](mailto:tourism@hayriver.com)



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

**THE NORTH**  
*Experience*

Discover Hay River – The Hub of the North.  
Nestled on the sparkling shores of Great Slave Lake with sandy beaches and endless horizons, Hay River is your gateway to northern adventure: breathtaking flight-seeing tours, world-class fishing, rugged hiking, serene kayaking, dramatic waterfalls, authentic cultural experiences, guided lake tours, high-energy jet-boat excursions, and a 9 hole golf course. Fresh air, friendly faces, and unforgettable moments await!  
Come explore the North in Hay River

📞 867-874-6522 EXT 247  
✉️ [TOURISM@HAYRIVER.COM](mailto:TOURISM@HAYRIVER.COM)  
🌐 [HTTPS://HAYRIVERTOURISM.COM](https://hayrivertourism.com)

TO PLAN YOUR ADVENTURE



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT

**Hay River**  
*Northwest Territories*

Aurora      Quading

Wildlife      Sunsets

Beaches      Campfire

Great Slave Lake      Culture

Waterfalls

Visit our NEW Hay River Tourism Webpage at:  
[hayrivertourism.com](http://hayrivertourism.com) or email:  
[tourism@hayriver.com](mailto:tourism@hayriver.com)



# REPORT TO COMMITTEE

DEPARTMENT: RECREATION & COMMUNITY SERVICES    DATE: FEBRUARY 16<sup>TH</sup>, 2026

SUBJECT: RECREATION & COMMUNITY SERVICES ACTIVITY REPORT



## VISIT THE HAY RIVER COMMUNITY CENTRE

A vibrant hub for sport, recreation, and connection.  
Whether you're looking to get active or host an event, you're sure to find something to do in Hay River - The Hub of the North



✉ TOURISM@HAYRIVER.COM  
☎ 867-874-6522 EXT. 247  
🌐 [HTTPS://HAYRIVERTOURISM.COM](https://hayrivertourism.com)

TO PLAN YOUR ADVENTURE





## REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 16<sup>th</sup>, 2026

SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

### RECOMMENDATION:

MOVED BY: CLLR DUFORD  
SECONDED BY: CLLR WALL

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the Emergency Services Activity Report for January 2026 as presented.

### BACKGROUND:

#### Summary:

Protective Services Monthly Priorities	
Priority	Description
1. 2025 Year-End Closeout	Our top priority this month was to get all invoicing completed for 2025 budget year by the end of the month.
2. Contribution Agreements and Contracts	Worked on the Contribution agreement for Structural Protection Trailer, the Contract agreement for Brush partnership with Aurora, the Dispatching Procedures/contract and the First Due System Contract.
3. 2026 Training Schedule	Develop a 2026 year-long training plan, Book dates for 1 <sup>st</sup> quarter courses, and schedule instructors for first quarter training schedule.

Monthly Stat Summary	
EMS Calls	59
False Alarms	2
Fires	5
Rescue	2
Total Calls	68



## REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

In January, the Protective Services Department responded to a total of 68 calls, maintaining our trend of more than two calls per day from last year. Eight members consistently managed the majority of the medical emergency calls. Those 8 members have managed 92% of the on-call hours. We have 12 people signed up for the upcoming Emergency Medical Responder (EMR) training next month, and we hope to have additional members certified by the end of the second quarter to help meet demand.

During January, we focused on finalizing all invoices for 2025 and setting up our training schedule for 2026. We confirmed the EMR training dates, scheduled Wildland Urban Interface (WUI) Crew Member training for May, and established the training plan for 2026. We assembled the Training Committee, composed of all the department instructors, to create the schedule for the first quarter of both firefighter and medical training.

Additionally, in January, we worked on several contracts, including the contribution agreement for the Type 2 Structural Protection Trailer. I am pleased to report that we have successfully signed a \$275,000 contribution agreement to purchase the trailer. Furthermore, we established a formal agreement with Aurora Ford regarding the brush truck with which we have partnered over the past two summers. Currently, we are in the process of finalizing our dispatch agreement with Strathcona County, which provides our fire dispatching services, as well as working with First Due on the contract for the department management system that we will be implementing in 2026.

This report includes two new graphs. The "Department Hours Breakdown" section illustrates all department hours categorized into six distinct groups:

- Training – All hours dedicated to department training.
- Maintenance – Total hours spent on maintenance activities.
- Fire Response – Hours spent responding to fire calls, including false alarms and rescues.
- Medical Response – All hours spent responding to medical emergencies.
- Work Day Response – Hours spent responding to calls during work days, specifically from 8:00 AM to 5:00 PM.
- Admin – Non-emergency hours logged by both the Director and the Assistant Director of Protective Services.



# REPORT TO COMMITTEE

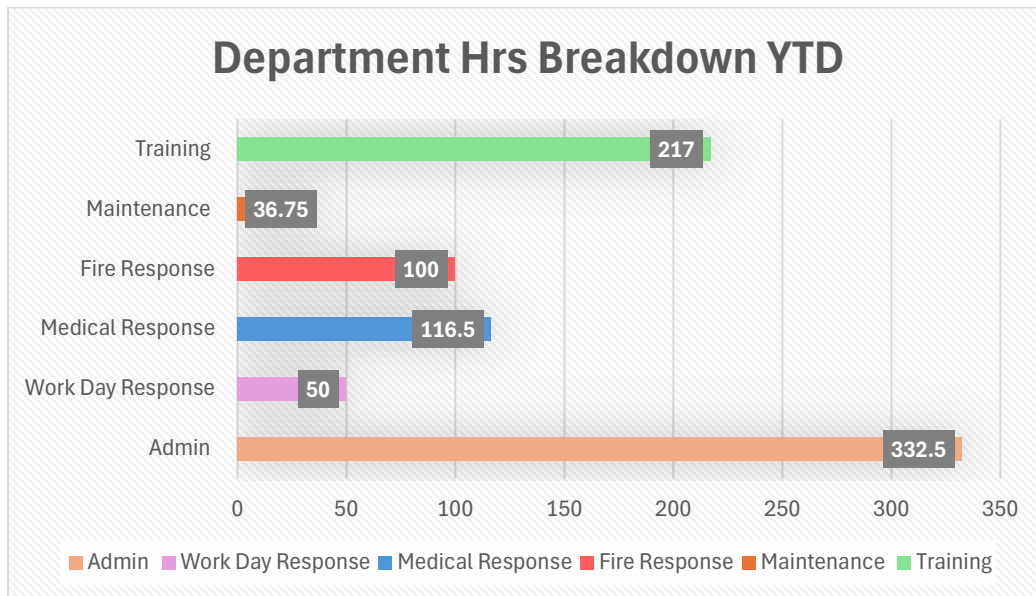
**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**

The second new graph presents a percentage comparison of on-call hours between the top 10 members and the other team members. On-call hours refer to any time outside of the regular workweek, which is from 8:00 AM to 5:00 PM. This graph will help you understand how the on-call workload of the top 10 members compares to that of the rest of the department.

## STATISTICS





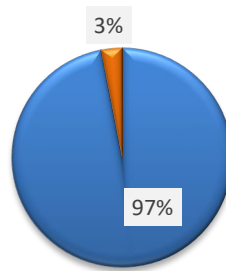
# REPORT TO COMMITTEE

DEPARTMENT: PROTECTIVE SERVICES

DATE: February 16<sup>th</sup>, 2026

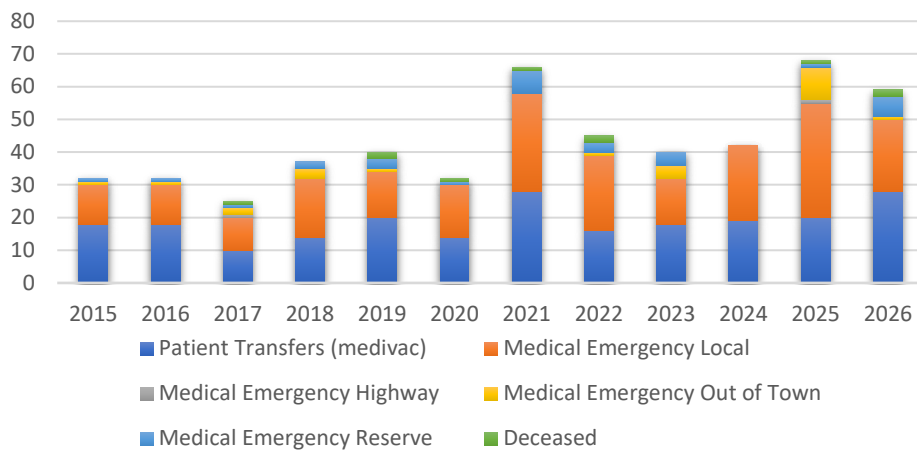
SUBJECT: EMERGENCY SERVICES MONTHLY REPORT

**Top 10 Members vs Remaining Members  
On-Call Hrs % YTD**



■ Top 10 Members   ■ Remaining Members

**EMS CALLS YEAR TO DATE**



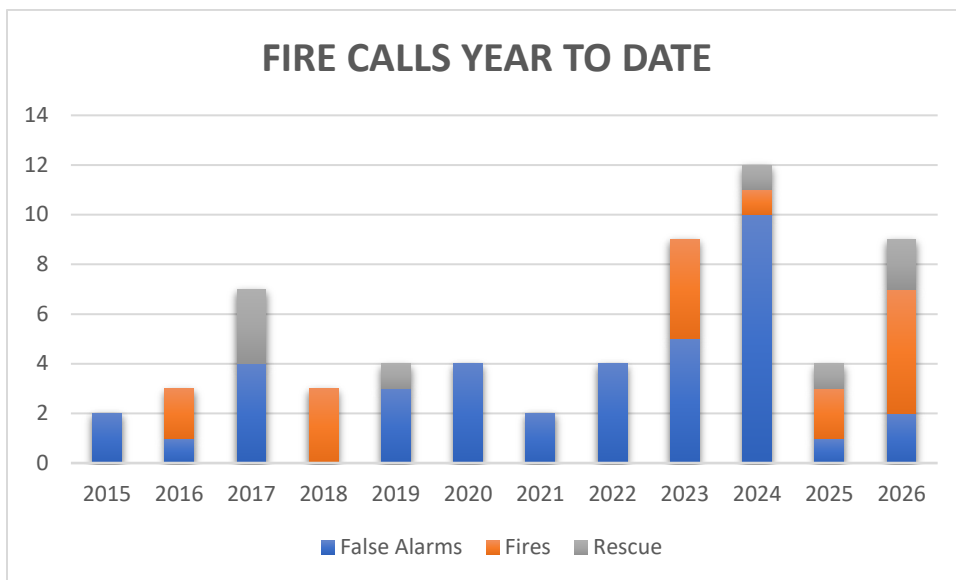
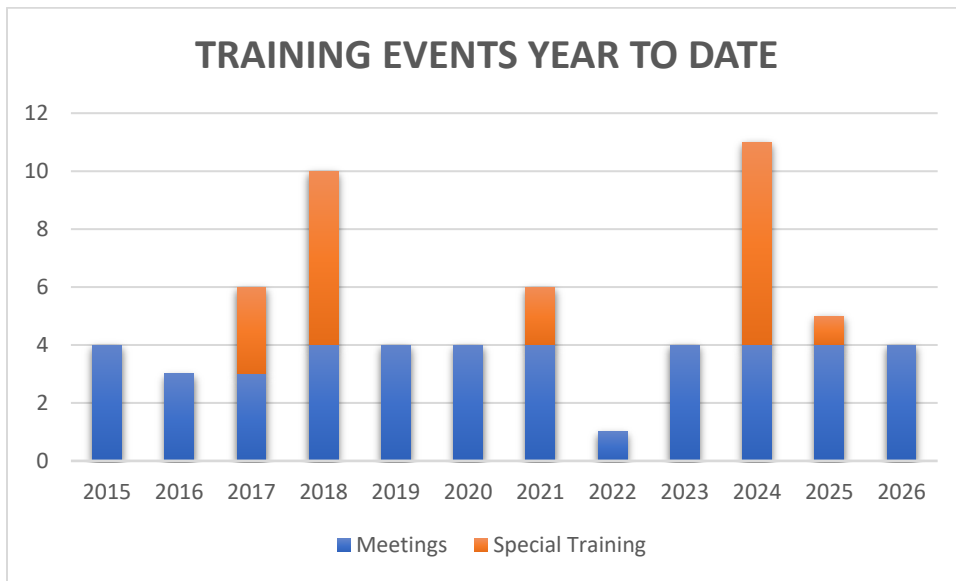


# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: EMERGENCY SERVICES MONTHLY REPORT**



## MAINTENANCE



# REPORT TO COMMITTEE

**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 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 of Protective Services / Fire Chief  
Date: February 12<sup>th</sup>, 2026

**Reviewed By:**

Glenn Smith  
Senior Administrative Officer  
Date: February 12<sup>th</sup>, 2026

# REPORT TO COMMITTEE



**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER accepts the Municipal Enforcement Report for January 2026 as presented.**

## **BACKGROUND:**

<b>Monthly Stat Summary</b>	
<b>Animal Control</b>	<b>12</b>
<b>Traffic</b>	<b>37</b>
<b>Snow Removal</b>	<b>6</b>
<b>Other</b>	<b>3</b>

Animal activity has been constant this past month. A few repeat offenders have been contacted when possible, and the more problematic areas are being monitored and patrolled more frequently. Several owners were fined this month for loose dogs and aggressive animal behaviour. An animal found abandoned on the street in a grocery bag was taken to the shelter and transferred to the facility's contractor for placement in a new home. With weather fluctuations, animal welfare and pedestrian safety, including the risk of loose dogs, will remain priorities over the next couple of months. Proper reporting procedures are always explained to individuals who call with concerns to ensure accuracy and prompt responses.

Traffic compliance during the winter months is always a priority, especially for school zone traffic enforcement. More recently, we have seen an increase in stop sign violations during school hours. RCMP have also been assisting with this issue and maintaining an increased presence, along with the Protective Services Specialist, to ensure our school zone remains safe for all students. Ensuring vehicles are not parked on roadways beyond allowable time limits has also been a traffic priority, as this is critical to maintaining winter road-clearing safety for our public works crew.

# REPORT TO COMMITTEE



**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

Some residents have needed reminders about snow-clearing procedures for sidewalks and driveways. A few residents have been contacted and warned for contravening the snow-clearing bylaw. Residents have been, and will continue to be, reminded that snow from driveways must be kept on their own property unless written permission has been given. Tickets will be issued to residents who have been warned and given a chance to correct and clean up snow dumping in contravention of the bylaw.

## **School Safety**

The Protective Services Specialist continues to monitor and patrol school zones during peak times to ensure motorists comply with regulations and maintain safe driving habits, especially as snow and ice conditions worsen with fluctuating weather, especially in the early morning hours.

## **Upcoming Goals**

The Protective Services Specialist will participate in the upcoming EMR training, which begins in the third week of February and continues into March.

## **Emergency Services**

The Protective Services Specialist continues to respond to ambulance and fire calls as they arise.

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

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

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

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

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



DEPARTMENT: PROTECTIVE SERVICES

DATE: February 16<sup>th</sup>, 2026

SUBJECT: MUNICIPAL ENFORCEMENT REPORT

OFFENCE	INQUIRY	INVESTIGATED NO SUBSTANTIATION	VERBAL OR VISUAL WARNING	WRITTEN WARNING ENFORCEMENT	FINES ENFORCEMENT
<b>Animal Control Bylaw</b>					
Animal Abuse/Welfare	1				1
Barking Dogs					
Dog Attack	1				1
Dog Bites					
Loose Cat/Dog	10	6	2	2	
Sled Dog Complaints					
Miscellaneous					
<b>Traffic Bylaw</b>					
Vehicle/Trailer Parking	8	1	1	6	
ATV/Snow Machine					
Fail to Stop (Sign or Light)	7			7	
Distracted Driving					
No Seat Belt					
Fail to carry/No valid driver's licence	1			1	
Suspended/Prohibited Driver					
Fail to carry-No Insurance/Registration	2			2	
Unsecure Load					
Obstructed Windshield/Windows					
Fail to drive to road conditions					
Improper use of plate/ No Plate	1				1
Drive w/o lights during low visibility	3		1	2	
Speeding	11		4	7	1
Speeding (School/Construct/Industrial)					
Suspected Impaired Driver					
Miscellaneous	4		1	2	1
<b>Unightly Bylaw</b>					
Overgrown Trees					
Long Grass & Weeds					
Garbage	1	1			
Miscellaneous					
<b>Public Behavior Bylaw</b>					
Miscellaneous					
Littering					
Public Intoxication	2			2	
Loitering					
<b>Snow Removal Bylaw</b>					
Sidewalks not cleared					
Driveway cleared on to street / sidewalk	1			1	
Snow being put on private property	5		1	4	
Miscellaneous					
<b>TOTAL</b>	<b>58</b>	<b>8</b>	<b>10</b>	<b>36</b>	<b>5</b>

# REPORT TO COMMITTEE



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**DEPARTMENT: PROTECTIVE SERVICES**

**DATE: February 16<sup>th</sup>, 2026**

**SUBJECT: MUNICIPAL ENFORCEMENT REPORT**

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**Prepared by:**

Brandon Scott  
Protective Services Specialist  
Date: February 9, 2026

**Reviewed By:**

Jonathan Wallington  
Assistant Director of Protective Services  
Date: February 11, 2026



## REPORT TO COMMITTEE

**DEPARTMENT: PUBLIC WORKS**

**Date: February 16, 2026**

**SUBJECT: DEVELOPMENT PERMIT APPLICATION D26-004 - CONVERTING EMPTY SPACE INTO A TAKEOUT PIZZA PLACE.**

### RECOMMENDATION:

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

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER review and approve at their discretion, Development Permit Application No. D26-004, to allow the converting of an existing space to a Takeout Pizza Place at 910 Mackenzie Highway (Caribou Building), Lot 614, Plan 365.**

**WHEREAS all requirements of the Zoning and Building Bylaw 2469/IPS/25 are met. AND WHEREAS the applicant undertakes to conform to all relevant Municipal, Territorial and Federal policies and regulations.**

### BACKGROUND:

The Town of Hay River has received application from George Abraham with approval from Tara Schofield (Owner of the Building) to do minor renovations and open a Takeout Pizza Place at 910 Mackenzie Highway, Lot 614, Plan 365 - the current Caribou Building.

The Lot is zoned C2-Highway Service Commercial where *Eating and Drinking Establishments* are directly listed under Discretionary Uses, requiring Councils approval.

The history of the building has been used mainly for eating and drinking establishments with approved retail spaces.

There has never been an issue that we are aware of with this property and its uses.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A

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

Planning Act R.S.N.W.T. 1988, c.P-7  
Zoning & Building Bylaw No. 2469/IPS/25  
Current Electrical and Gas Codes.  
The Office of the Fire Marshall



## REPORT TO COMMITTEE

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### FINANCIAL IMPLICATIONS:

N/A

### ALTERNATIVES TO RECOMMENDATIONS:

N/A

### ATTACHMENTS:

Application for Development #D26-004  
Authorization from Owner.  
Zoning and Definitions

---

**Prepared by:**

Randy Froese  
Development Officer  
Date: February 12, 2026

**Reviewed by:**

Glenn Smith, SAO  
Acting Director of IPS  
Date: February 12, 2026



# REPORT TO COUNCIL

**DEPARTMENT:** ADMINISTRATION

**DATE:** February 23<sup>rd</sup>, 2026

**SUBJECT:** EXCUSED ABSENCE

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER excuses Cllr Willows from the Regular Meeting of Council Monday, February 23<sup>rd</sup>, 2026.

## BACKGROUND:

Cllr Willows has asked to be excused from the Regular Meeting of Council Monday, February 23<sup>rd</sup>, 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: February 20<sup>th</sup>, 2026

**Reviewed by:**



## REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: February 23, 2026

SUBJECT: 2026 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

### RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER appoints as Members to the 2026 Board of Revision the following:

- Roger Candow
- Lynn Readman
- Annette Rupert
- Doug Swallow
- Sharon Williams

### BACKGROUND:

According to Section 30. (2) of the Property Assessment and Taxation Act, Council must appoint, by resolution, at least 3 members to the Board of Revision.

Each Member holds office during pleasure, for not more than one year. However, a person may be reappointed as a Member of a Municipal Board of Revision.

The members of a municipal board of revision shall designate one of the members as the chairperson.

A board of revision shall hear and consider each complaint that is made to it in accordance with this Act.

The following Individuals are willing to be on the 2026 Board:

Roger Candow  
 Lynn Readman  
 Annette Rupert  
 Doug Swallow  
 Sharon Williams



## REPORT TO COUNCIL

DEPARTMENT: ADMINISTRATION

DATE: February 23, 2026

SUBJECT: 2026 BOARD MEMBERS FOR THE BOARD OF REVISION HEARING

**COUNCIL POLICY / STRATEGY OR GOAL:**

N/A

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

Property Assessment and Taxation Act (PATA)

**FINANCIAL IMPLICATIONS:**

N/A

**ALTERNATIVES TO RECOMMENDATIONS:**


N/A

**ATTACHMENTS:**

N/A

**Prepared by:**

**Reviewed by:**

  
 \_\_\_\_\_  
 Alysson Rae Capulso  
 Lands & Taxation  
 Date: February 17, 2026

\_\_\_\_\_  
 Glenn Smith  
 Senior Administrative Officer / Board Secretary  
 Date: February 17, 2026



# REPORT TO COUNCIL

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**COMMITTEE: FINANCE**

**DATE: FEBRUARY 23, 2026**

**SUBJECT: ACCOUNTS RECEIVABLE COLLECTION PLAN**

---

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the proposed phased implementation approach outlined in this report, as recommended by the Finance Committee.**

## BACKGROUND:

Administration presented this report and attached procedure to the Finance Committee on February 18, 2026. Upon review and deliberation, the Finance Committee agreed to bring this report forward for Council's consideration.

The Town carries a material level of non-tax accounts receivable that requires consistent, defensible, and timely collection practices. In prior years, collection activity relied on informal practices and individual discretion, resulting in inconsistency, limited transparency, and elevated bad debt risk.

In December 2025, Administration presented a report to the Finance Committee on the status of the Town's aging accounts receivable, summarizing arrears trends across general receivables, utilities, taxation, and grants in lieu. Based on that report, the Finance Committee directed Administration to return with a structured plan to address outstanding receivables and strengthen collection practices.

As part of this review, Administration identified a historic draft Accounts Receivable credit and collection policy that was never formally approved or implemented by Council. While the draft policy reflected an intent to improve credit control and collections, the absence of formal adoption and consistent application contributed to the fragmented approach that exists today.

In response to Finance Committee direction and to address these structural gaps, Administration developed and implemented a formal Accounts Receivable Collection Procedure, approved by the SAO. This report presents the phased implementation plan to operationalize that procedure, strengthen oversight and reporting, and clarify the legal limits associated with receivables recovery.

## COLLECTION PLAN OVERVIEW

Administration proposes a staged approach over 2026 to ensure sustainability, staff readiness, and legal compliance.

### *Phase 1 – Policy and Procedure Development*

- Accounts Receivable Collection Procedure completed and approved.



# REPORT TO COUNCIL

- Establishes standardized escalation timelines, roles, documentation, and reporting.
- Reduces discretion and improves audit defensibility.

Status: Complete.

## *Phase 2 – Staff Training and System Alignment*

- Train billing and revenue staff on the new procedure.
- Reinforce documentation, escalation, and approval requirements.
- Confirm system configuration supports aging, flags, and reporting.

Timing: Q1 2026.

## *Phase 3 – Reporting and Oversight*

- Implement monthly internal collection reports.
- Implement quarterly aged receivables reporting to Finance Committee.
- Improve visibility of arrears, trends, and high-risk accounts.

Timing: Q2 2026.

## *Phase 4 – Legal and Structural Options Review*

- Review legal options related to transferring eligible arrears to the tax roll.
- Confirm limits and constraints under the Property Assessment and Taxation Act.
- Identify minor bylaw amendments that may strengthen future recovery, where practical.

Timing: Q3 2026.

## *Phase 5 – External and Partner Roles*

- Review the potential role of the Hay River Health and Social Services Authority in collections related to shared services.
- Clarify account ownership, billing responsibility, and collection authority.

Timing: Q4 2026.

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

Aligns with the Strategic Plan goal to promote the efficient use of scarce Town resources.  
Supports stronger financial controls and governance.

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

*Cities, Towns and Villages Act S.N.W.T. 2003, c.22*  
*Bylaw No. 2252 - Financial Administration*  
*Property Assessment and Taxation Act*



# REPORT TO COUNCIL

## FINANCIAL IMPLICATIONS:

- No immediate budget impact.
- Improved collections may reduce future bad debt write offs.
- Phased approach minimizes operational disruption.

## ALTERNATIVES TO RECOMMENDATIONS:

1. Direct Administration to accelerate implementation, with increased operational risk.
2. Defer implementation, maintaining current inconsistent practices.

## ATTACHMENTS:

N/A

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**Prepared by:**  
Blair Porter  
Director of Corporate Services  
February 19, 2026

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
February 19, 2026



# REPORT TO COUNCIL

COMMITTEE: FINANCE

DATE: FEBRUARY 23, 2026

SUBJECT: 2025 Q4 UNAUDITED CONSOLIDATED STATEMENT OF OPERATIONS

## RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves the 2025 Q4 unaudited consolidated Statement of Operations as presented, as recommended by the Finance Committee.

## BACKGROUND:

This variance report is prepared quarterly as a summary of operational revenues and expenses for Committee's review. It was presented to the Finance Committee on February 18, 2026.

The 2025 Q4 unaudited consolidated Statement of Operations as at December 31, 2025, is attached for Committee's consideration. The consolidated summary on page 1 shows that, year-to-date, revenues continue to exceed expenses and overall results remain favourable compared to budget.

## Highlights from the Q4 report are as follows:

### Revenues

- **Government Transfers:**
  - MACA Operations & Maintenance funding is higher than budgeted, with an increase of approximately \$244K.
  - 
  - MACA Water and Sewer funding is \$1.18M year to date compared to a budget of \$1.09M, a favourable variance of approximately \$93K.
- **Grants/Donations:**
  - Grants and donations total approximately \$1.88M year to date compared to a budget of \$1.13M, a favourable variance of approximately \$752K.
  - A significant portion of this variance relates to CMHC housing funding. Approximately \$850K in CMHC funds will be deferred to 2026, as the related housing grants have not yet been fully paid. This includes \$500K received in 2024. Any grant revenue received but not yet expended at year end will be recorded as deferred revenue and carried forward for its intended purpose in accordance with public sector accounting standards.
  - Additional favourable variance reflects cost recovery for hosting evacuees from Fort Providence and other program specific grant funding received during the year.



## REPORT TO COUNCIL

- **Land Sales and Development:**

- Land sales and lease revenue is \$627K for 2025, compared to a budget of \$1.46M, achieving approximately 43 percent of budget. The forecast has been reduced by \$850K to reflect lower than projected Fraser Place sales. Related expenditures have been adjusted accordingly.

- **Landfill Revenues:**

- Landfill revenues are \$343K year to date compared to a budget of \$215K, a favourable variance of approximately \$128K, driven primarily by demolition volumes associated with flood recovery.

- **Other Revenue from Own Sources:**

- Other revenue from own sources is \$283K year to date compared to a budget of \$209K, a favourable variance of approximately \$74K, primarily due to Wildland Urban Interface deployment revenue within Protective Services.
- Tourism revenues total \$123K year to date compared to a budget of \$81.5K, a favourable variance of approximately \$41.6K, largely attributable to higher Visitor Information Centre gift shop sales.

### Expenses

- **Contracted and General Services:**

- Consolidated contracted and general services total \$3.08M year to date compared to a budget of \$3.36M, a favourable variance of approximately \$285K. The variance reflects deferral of asphalt patching work to 2026 and timing of planning related projects. Higher Protective Services contracted costs are associated with loss prevention activities and are expected to be recovered through grants.

- **Materials and Supplies:**

- Materials and supplies total \$3.87M year to date compared to a budget of \$4.57M, a favourable variance of approximately \$702K. Variances reflect deferred CMHC related costs, offset by higher costs in Environmental Services for dredging cover material, equipment failure at the landfill, and dozer rental. Hosting costs for Fort Providence are included and offset through grant revenue.
- In prior years, the Town recorded an expense equal to the full sale price of each lot. This caused land sale revenue and expense to offset each other in the operating statement.
  - In 2025, Administration corrected this approach. The costs to develop subdivisions, including roads and underground services, are already recorded as capital assets when constructed. These assets remain on the



## REPORT TO COUNCIL

Town's balance sheet after lots are sold.

- As a result, land sale proceeds are now recorded as revenue in the Statement of Operations without an equal offsetting expense. Net proceeds are transferred to the Land Fund in accordance with Council practice.
- This change does not generate additional cash. It corrects the accounting presentation to better reflect the Town's assets and comply with public sector accounting standards.

- **Salaries, Wages and Benefits:**

- Salaries, wages and benefits total \$5.96M year to date compared to a budget of \$5.75M, an unfavourable variance of approximately \$212K. Variances reflect staffing requirements for summer programming, WUI deployment, an employee labour relations matter, and overtime associated with staffing shortages.

- **Utilities and Other Costs:**

- Utilities total \$1.74M year to date compared to a budget of \$1.83M, a favourable variance of approximately \$98K. Variances across departments are primarily timing and coding related.

### Overall

As of December 31, 2025, the consolidated year to date surplus is approximately \$3.79M compared to a budgeted surplus of \$2.25M, a favourable variance of approximately \$1.54M. Total revenues are \$20.21M against a budget of \$19.77M, while total expenses are \$16.42M against a budget of \$17.52M. Administration expects the final audited surplus to remain generally consistent with the current forecast, subject to year end adjustments.

#### COUNCIL POLICY / STRATEGY OR GOAL:

Fiscal responsibility and transparency in municipal operations.

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

*Cities, Towns and Villages Act S.N.W.T. 2003, c.22 Sec. 94 (1)*  
*Bylaw No. 2252 - Financial Administration*

#### FINANCIAL IMPLICATIONS:

Approval of the unaudited consolidated Statement of Operations provides Council with ongoing oversight of municipal revenues and expenditures, confirms alignment with the approved 2025 budget and updated forecasts, and supports timely adjustments to future budgets and financial plans as required.



## REPORT TO COUNCIL

### ALTERNATIVES TO RECOMMENDATIONS:

Committee may choose not to approve the 2025 Q4 unaudited consolidated Statement of Operations as presented and may request further information or amendments prior to approval.

### ATTACHMENTS:

2025 Q4 Unaudited Consolidated Statement of Operations (as at December 31, 2025)

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**Prepared by:**

Blair Porter  
Director of Corporate Services  
February 19, 2026

**Reviewed by:**

Glenn Smith  
Senior Administrative Officer  
February 19, 2026

## 2025 UNAUDITED CONSOLIDATED STATEMENT OF OPERATIONS

31-Dec-25

	2025 Budget		Variance		Variance -		% of Total	
	2024 Actuals	Total	2025 Forecast	Forecast vs Budget	2025 Budget YTD	2025 YTD	YTD vs Budget	Budget Used
<b>REVENUE</b>								
AMBULANCE BILLINGS	(691,732)	(707,300)	(707,300)		(707,300)	(761,765)	(54,465)	108%
FIRE HALL	(1,780)	(20,000)	(20,000)		(20,000)	(3,850)	16,150	19%
FRANCHISE FEE	(179,605)	(300,000)	(300,000)		(300,000)	(293,188)	6,812	98%
GOVERNMENT TRANSFERS FOR OPERATING	(2,698,536)	(2,622,000)	(2,741,000)	(119,000)	(2,622,000)	(2,809,676)	(187,676)	107%
GOVERNMENT TRANSFERS FOR WATER AND SEWER	(1,169,640)	(1,089,000)	(1,182,000)	(93,000)	(1,089,000)	(1,182,000)	(93,000)	109%
GRANTS/DONATIONS	(270,181)	(1,130,000)	(755,000)	375,000	(1,130,000)	(1,739,038)	(609,038)	154%
INTEREST REVENUES	(125,146)	(125,000)	(125,000)		(125,000)	(172,923)	(47,923)	138%
LAND SALES, LEASE AND DEVELOPMENT	(573,599)	(1,459,000)	(609,000)	850,000	(1,459,000)	(627,161)	831,839	43%
LANDFILL REVENUES	(266,652)	(215,000)	(300,000)	(85,000)	(215,000)	(343,216)	(128,216)	160%
LICENSES & PERMITS	(114,801)	(124,500)	(124,500)		(124,500)	(121,359)	3,141	97%
OTHER REVENUE FROM OWN SOURCES	(61,276)	(209,000)	(209,000)		(209,000)	(283,120)	(74,120)	135%
PROPERTY TAXES	(7,721,592)	(7,972,000)	(7,972,000)		(7,972,000)	(7,999,385)	(27,385)	100%
RECREATION ADVERTISING	(19,966)	(25,000)	(25,000)		(25,000)	(23,705)	1,295	95%
RECREATION ICE REVENUES	(6,435)	(5,000)	(5,000)		(5,000)	(8,745)	(3,745)	175%
RECREATION OTHER REVENUES	(28,427)							0%
RECREATION PROGRAM REVENUES	(72,775)	(75,000)	(75,000)		(75,000)	(114,914)	(39,914)	153%
RECREATION RENTAL REVENUES	(267,061)	(221,000)	(221,000)		(221,000)	(214,341)	6,659	97%
SALE OF SERVICES	(76,085)	(78,250)	(78,250)		(78,250)	(76,701)	1,549	98%
SANITATION REVENUES		(228,600)	(228,600)		(228,600)	(184,216)	44,384	81%
SCHOOL TAX LEVIES	(769,109)	(790,000)	(790,000)		(790,000)	(794,536)	(4,536)	101%
TOURISM REVENUE	(16,186)	(81,500)	(81,500)		(81,500)	(123,100)	(41,600)	151%

### Actuals vs Budget Comments

Significant increase in call volume

New franchise agreement stipulates payment made annually by Jan 31st of new year - accrued in 2025

Increase of \$244K in funding from MACA

Increase of \$93K in funding from MACA

Cost recovery for Ft Prov hosting

Reduced Fraser Place land sales

Higher demolitions from Flood - approx \$50k;

\$57k additional penalty charges; \$176k WUI deployment revenue; offsets shortages in Economic Development (\$150k) and Bylaw (\$13k)

WATER AND SEWER REVENUES	(2,109,293)	(2,291,000)	(2,291,000)		(2,291,000)	(2,194,659)	96,341	96%
<b>REVENUE Total</b>	<b>(17,239,876)</b>	<b>(19,768,150)</b>	<b>(18,840,150)</b>	<b>928,000</b>	<b>(19,768,150)</b>	<b>(20,071,598)</b>	<b>(303,448)</b>	<b>102%</b>
<b>EXPENSE</b>								
BANK CHARGES AND INTEREST	9,374	64,500	64,500		64,500	31,116	(33,384)	48%
CONTRACTED AND GENERAL SERVICES	3,412,795	3,362,500	3,101,500	(261,000)	3,362,500	3,064,800	(297,700)	91%
INSURANCE	301,078	345,000	300,000	(45,000)	345,000	295,451	(49,549)	86%
INTEREST ON LTD	168,655	300,000	300,000		300,000	335,491	35,491	112%
MATERIALS AND SUPPLIES	2,652,157	4,571,250	3,256,250	(1,315,000)	4,571,250	3,882,475	(688,775)	85%
MAYOR AND COUNCIL EXPENSES	131,279	156,700	156,700		156,700	146,269	(10,431)	93%
MUNICIPAL TAX EXEMPTION	285,314	306,000	306,000		306,000	299,318	(6,682)	98%
PROVISION FOR BAD DEBTS		40,000	40,000		40,000		(40,000)	
SALARIES, WAGES AND BENEFITS	5,287,425	5,748,200	5,698,200	(50,000)	5,748,200	5,960,672	212,472	104%
SCHOOL TAX EXEMPTION	50,826					54,578	54,578	0%
SCHOOL TAX LEVIES PAYABLE	798,371	790,000	790,000		790,000	618,748	(171,252)	78%
UTILITIES	1,704,350	1,834,000	1,834,000		1,834,000	1,735,983	(98,017)	95%
<b>EXPENSE Total</b>	<b>14,801,624</b>	<b>17,518,150</b>	<b>15,847,150</b>	<b>(1,671,000)</b>	<b>17,518,150</b>	<b>16,424,900</b>	<b>(1,093,250)</b>	<b>94%</b>
<b>Grand Total</b>	<b>(2,438,251)</b>	<b>(2,250,000)</b>	<b>(2,993,000)</b>	<b>(743,000)</b>	<b>(2,250,000)</b>	<b>(3,646,698)</b>	<b>(1,396,698)</b>	<b>162%</b>

\$45k budgeted for interest in Utility account, should be in Capital - adjustment made; consumption is down, particularly from the chicken farm

\$400k asphalt deferred to 2026 - offset by \$46k additional facilities maintenance, \$43k consultants Planning, \$60k Water distribution maintenance.

Costs of hosting included - offset by increase in Grants; \$92k legal fees for Franchise Agreement with the Public Utilities Board for reimbursement, GRA costs invoiced back to NTPC; \$900k reduction to Cost of Lands Sold - offset by reduction to Land Sales; CMHC grants deferred to 2026 (approx \$850k, including 2024)

Employee labor relations matter; OT requirements due to staff shortages; contractual obligations Town's portion of School Tax collected - seniors exemption

\$618k is amount that has been collected and sent in to GNWT - some claims remain for 2025 Reduction in utilities, primarily due to new franchise agreement for power

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### CORPORATE SERVICES

	2024 Actuals	2025 Budget		Variance		Variance - % of Total	
		Total	2025 Forecast	Forecast vs Budget	2025 YTD	YTD vs Budget	Budget Used
<b>REVENUE</b>							
FRANCHISE FEE	(179,605)	(300,000)	(300,000)		(300,000)	(293,188)	6,812 98%
GOVERNMENT TRANSFERS FOR OPERATING GRANTS/DONATIONS	(2,550,000)	(2,435,000)	(2,679,000)	(244,000)	(2,435,000)	(2,710,676)	(275,676) 111%
INTEREST REVENUES	(125,146)	(125,000)	(125,000)	500,000	(1,000,000)	(630,234)	369,766 63%
LICENSES & PERMITS	(9,920)	(14,500)	(14,500)		(14,500)	(11,540)	2,960 80%
OTHER REVENUE FROM OWN SOURCES	(40,899)	(25,000)	(25,000)		(25,000)	(86,834)	(61,834) 347%
PROPERTY TAXES	(7,721,592)	(7,972,000)	(7,972,000)		(7,972,000)	(7,999,385)	(27,385) 100%
SALE OF SERVICES	(4,840)	(8,750)	(8,750)		(8,750)	(8,130)	620 93%
SCHOOL TAX LEVIES	(769,109)	(790,000)	(790,000)		(790,000)	(794,536)	(4,536) 101%
<b>REVENUE Total</b>	<b>(11,401,111)</b>	<b>(12,670,250)</b>	<b>(12,414,250)</b>	<b>256,000</b>	<b>(12,670,250)</b>	<b>(12,707,445)</b>	<b>(37,195) 100%</b>
<b>EXPENSE</b>							
BANK CHARGES AND INTEREST	9,374	64,500	64,500		64,500	31,116	(33,384) 48%
CONTRACTED AND GENERAL SERVICES	202,070	196,000	220,000	24,000	196,000	231,947	35,947 118%
INSURANCE	301,078	345,000	300,000	(45,000)	345,000	295,451	(49,549) 86%
INTEREST ON LTD	168,655	300,000	300,000		300,000	335,491	35,491 112%
MATERIALS AND SUPPLIES	635,101	1,513,250	1,013,250	(500,000)	1,513,250	916,610	(596,640) 61%
MAYOR AND COUNCIL EXPENSES	131,279	156,700	156,700		156,700	146,269	(10,431) 93%
MUNICIPAL TAX EXEMPTION	285,314	306,000	306,000		306,000	299,318	(6,682) 98%
PROVISION FOR BAD DEBTS		40,000	40,000		40,000		(40,000)
SALARIES, WAGES AND BENEFITS	1,900,379	1,190,900	1,190,900		1,190,900	1,323,781	132,881 111%
SCHOOL TAX EXEMPTION	50,826					54,578	54,578 0%

### Actuals vs Budget Comments

Increased funding from MACA  
\$500k CMHC budget error - \$500k per year

Additional Accounts Receivable penalties revenue

Insurance cost less than expected

\$92k legal fees for Franchise Agreement with the Public Utilites Board for reimbursement, GRA costs invoiced back to NTPC; \$900k reduction to Cost of Lands Sold - offset by reduction to Land Sales; CMHC grants deferred to 2026 (approx \$869k, including 2024)

Employee labor relations matter; contractual obligations Town's portion of School Tax collected - seniors exemption

SCHOOL TAX LEVIES PAYABLE	798,371	790,000	790,000		790,000	618,748	(171,252)	78%
<b>EXPENSE Total</b>	<b>4,482,447</b>	<b>4,902,350</b>	<b>4,381,350</b>	<b>(521,000)</b>	<b>4,902,350</b>	<b>4,253,309</b>	<b>(649,041)</b>	<b>87%</b>
<b>Grand Total</b>	<b>(6,918,663)</b>	<b>(7,767,900)</b>	<b>(8,032,900)</b>	<b>(265,000)</b>	<b>(7,767,900)</b>	<b>(8,454,136)</b>	<b>(686,236)</b>	<b>109%</b>

\$618k is amount that has been collected and sent in to  
GNWT - some claims remain for 2025

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### PROTECTIVE SERVICES

	2024 Actuals	2025 Budget		Variance		Variance -		% of Total Budget Used
		Total	2025 Forecast	Forecast vs Budget	2025 Budget YTD	YTD vs Budget	2025 YTD	
<b>REVENUE</b>								
AMBULANCE BILLINGS	(691,732)	(707,300)	(707,300)		(707,300)	(761,765)	(54,465)	108%
FIRE HALL	(1,780)	(20,000)	(20,000)		(20,000)	(3,850)	16,150	19%
GOVERNMENT TRANSFERS FOR OPERATING GRANTS/DONATIONS	(3,610)	(37,000)	(37,000)		(37,000)	(74,000)	(37,000)	200%
OTHER REVENUE FROM OWN SOURCES	(2,648)	(20,000)	(20,000)		(20,000)	(183,067)	(163,067)	915%
<b>REVENUE Total</b>	<b>(735,070)</b>	<b>(784,300)</b>	<b>(784,300)</b>		<b>(784,300)</b>	<b>(1,800,916)</b>	<b>(1,016,616)</b>	<b>230%</b>
<b>EXPENSE</b>								
CONTRACTED AND GENERAL SERVICES	129,108	131,500	131,500		131,500	170,679	39,179	130%
MATERIALS AND SUPPLIES	177,019	305,250	305,250		305,250	1,058,323	753,073	347%
SALARIES, WAGES AND BENEFITS	490,551	668,900	668,900		668,900	707,704	38,804	106%
UTILITIES	100,372	99,250	99,250		99,250	123,366	24,116	124%
<b>EXPENSE Total</b>	<b>897,050</b>	<b>1,204,900</b>	<b>1,204,900</b>		<b>1,204,900</b>	<b>2,060,072</b>	<b>855,172</b>	<b>171%</b>
<b>Grand Total</b>	<b>161,980</b>	<b>420,600</b>	<b>420,600</b>		<b>420,600</b>	<b>259,156</b>	<b>(161,444)</b>	<b>62%</b>

### Actuals vs Budget Comments

Significant increase in call volume

Additional Ground Ambulance funding  
Cost recovery of Ft Prov hosting  
WUI deployment revenue - \$161k

Loss Prevention costs included - to be recovered from MACA

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### INFRASTRUCTURE & PLANNING SERVICES

	2024 Actuals	2025 Budget Total	2025 Forecast	Variance Forecast vs Budget	2025 Budget YTD	2025 YTD	Variance - YTD vs Budget	% of Total Budget Used
<b>REVENUE</b>								
GRANTS/DONATIONS	(51,500)							0%
LICENSES & PERMITS	(28,791)	(35,000)	(35,000)		(35,000)	(36,054)	(1,054)	103%
<b>REVENUE Total</b>	<b>(80,291)</b>	<b>(35,000)</b>	<b>(35,000)</b>		<b>(35,000)</b>	<b>(36,054)</b>	<b>(1,054)</b>	<b>103%</b>
<b>EXPENSE</b>								
CONTRACTED AND GENERAL SERVICES	787,432	682,500	372,500	(310,000)	682,500	335,999	(346,501)	49%
MATERIALS AND SUPPLIES	598,840	642,500	682,500	40,000	642,500	622,827	(19,673)	97%
SALARIES, WAGES AND BENEFITS	1,078,438	1,258,300	1,208,300	(50,000)	1,258,300	1,126,880	(131,420)	90%
UTILITIES	389,808	407,500	407,500		407,500	253,897	(153,603)	62%
<b>EXPENSE Total</b>	<b>2,854,518</b>	<b>2,990,800</b>	<b>2,670,800</b>	<b>(320,000)</b>	<b>2,990,800</b>	<b>2,339,604</b>	<b>(651,196)</b>	<b>78%</b>
<b>Grand Total</b>	<b>2,774,227</b>	<b>2,955,800</b>	<b>2,635,800</b>	<b>(320,000)</b>	<b>2,955,800</b>	<b>2,303,550</b>	<b>(652,250)</b>	<b>78%</b>

#### Actuals vs Budget Comments

\$400k asphalt deferred to 2026 - offset by \$46k additional facilities maintenance, \$43k consultants Planning  
 Actuals 2024 Includes CAT In-Field Tire Change in Jan of \$17.5K  
 Vacancies in HOE and Director positions  
 Coding errors - more than street lights coded to GL

**2025 UNAUDITED STATEMENT OF OPERATIONS**

31-Dec-25

**ENVIRONMENTAL SERVICES**

	2024 Actuals	2025 Budget Total	2025 Forecast	Variance		2025 YTD	2025 YTD	Variance -	% of Total
				Forecast vs Budget	2025 Budget YTD			YTD vs Budget	Budget Used
<b>REVENUE</b>									
GOVERNMENT TRANSFERS FOR WATER AND SEWER		(272,250)	(272,250)		(272,250)	(272,250)			100%
LANDFILL REVENUES	(266,652)	(215,000)	(300,000)	(85,000)	(215,000)	(343,216)	(128,216)		160%
OTHER REVENUE FROM OWN SOURCES	(5,730)	(14,000)	(14,000)		(14,000)	(13,220)	780		94%
SANITATION REVENUES		(228,600)	(228,600)		(228,600)	(184,216)	44,384		81%
<b>REVENUE Total</b>	<b>(272,382)</b>	<b>(729,850)</b>	<b>(814,850)</b>	<b>(85,000)</b>	<b>(729,850)</b>	<b>(812,902)</b>	<b>(83,052)</b>		<b>111%</b>
<b>EXPENSE</b>									
CONTRACTED AND GENERAL SERVICES	458,261	420,000	420,000		420,000	428,140	8,140		102%
MATERIALS AND SUPPLIES	281,262	173,500	218,500	45,000	173,500	281,015	107,515		162%
SALARIES, WAGES AND BENEFITS	70,678	202,600	202,600		202,600	211,498	8,898		104%
UTILITIES	3,993	5,250	5,250		5,250	3,756	(1,494)		72%
<b>EXPENSE Total</b>	<b>814,193</b>	<b>801,350</b>	<b>846,350</b>	<b>45,000</b>	<b>801,350</b>	<b>924,408</b>	<b>123,058</b>		<b>115%</b>
<b>Grand Total</b>	<b>541,811</b>	<b>71,500</b>	<b>31,500</b>	<b>(40,000)</b>	<b>71,500</b>	<b>111,507</b>	<b>40,007</b>		<b>156%</b>

**Actuals vs Budget Comments**

Higher demolitions from Flood - approx \$50k;

\$40k unexpected dredging cover material valued @ \$200k  
 \$40k additional expenses due to failed compactor

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### LAND DEVELOPMENT

	2024 Actuals	2025 Budget		Variance		Variance -		% of Total Budget Used
		Total	2025 Forecast	Forecast vs Budget	2025 Budget YTD	YTD vs Budget	2025 YTD	
<b>REVENUE</b>								
LAND SALES, LEASE AND DEVELOPMENT	(573,599)	(1,459,000)	(609,000)	850,000	(1,459,000)	(627,161)	831,839	43%
<b>REVENUE Total</b>	<b>(573,599)</b>	<b>(1,459,000)</b>	<b>(609,000)</b>	<b>850,000</b>	<b>(1,459,000)</b>	<b>(627,161)</b>	<b>831,839</b>	<b>43%</b>
<b>EXPENSE</b>								
CONTRACTED AND GENERAL SERVICES		5,500	5,500		5,500		(5,500)	
MATERIALS AND SUPPLIES	118,560	1,032,500	132,500	(900,000)	1,032,500	127,146	(905,354)	12%
SALARIES, WAGES AND BENEFITS		17,600	17,600		17,600	17,265	(335)	98%
<b>EXPENSE Total</b>	<b>118,560</b>	<b>1,055,600</b>	<b>155,600</b>	<b>(900,000)</b>	<b>1,055,600</b>	<b>144,410</b>	<b>(911,190)</b>	<b>14%</b>
<b>Grand Total</b>	<b>(455,040)</b>	<b>(403,400)</b>	<b>(453,400)</b>	<b>(50,000)</b>	<b>(403,400)</b>	<b>(482,751)</b>	<b>(79,351)</b>	<b>120%</b>

#### Actuals vs Budget Comments

Actual Fraser Place sales lower than projected - offset by reduction to cost of land sold

Accounting adjustment - cost of land sold no longer budgeted, adjustment made

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### WATER AND SEWER

	2025 Budget		2025 Forecast	Variance		2025 YTD	Variance - % of Total	
	2024 Actuals	Total		Forecast vs Budget	2025 Budget YTD		YTD vs Budget	Budget Used
<b>REVENUE</b>								
GOVERNMENT TRANSFERS FOR WATER AND SEWER	(1,169,640)	(816,750)	(909,750)	(93,000)	(816,750)	(909,750)	(93,000)	111%
WATER AND SEWER REVENUES	(2,109,293)	(2,291,000)	(2,291,000)		(2,291,000)	(2,194,659)	96,341	96%
<b>REVENUE Total</b>	<b>(3,278,933)</b>	<b>(3,107,750)</b>	<b>(3,200,750)</b>	<b>(93,000)</b>	<b>(3,107,750)</b>	<b>(3,104,409)</b>	<b>3,341</b>	<b>100%</b>
<b>EXPENSE</b>								
CONTRACTED AND GENERAL SERVICES	1,522,477	1,442,000	1,467,000	25,000	1,442,000	1,382,651	(59,349)	96%
MATERIALS AND SUPPLIES	295,939	345,000	345,000		345,000	343,990	(1,010)	100%
SALARIES, WAGES AND BENEFITS	294,655	569,900	569,900		569,900	570,191	291	100%
UTILITIES	424,302	460,000	460,000		460,000	466,809	6,809	101%
<b>EXPENSE Total</b>	<b>2,537,373</b>	<b>2,816,900</b>	<b>2,841,900</b>	<b>25,000</b>	<b>2,816,900</b>	<b>2,763,641</b>	<b>(53,259)</b>	<b>98%</b>
<b>Grand Total</b>	<b>(741,560)</b>	<b>(290,850)</b>	<b>(358,850)</b>	<b>(68,000)</b>	<b>(290,850)</b>	<b>(340,768)</b>	<b>(49,918)</b>	<b>117%</b>

### Actuals vs Budget Comments

Increased funding from MACA Utility Account interest captured in Reserves - \$45k; consumption down, primarily due to chicken farm

Due to reduction in consumption, trucked water delivery cost lower than anticipated

**2025 UNAUDITED STATEMENT OF OPERATIONS**

31-Dec-25

**RECREATION & COMMUNITY SERVICES**

	2024 Actuals	2025 Budget			Variance		Variance -		% of Total Budget Used
		Total	2025 Forecast	Forecast vs Budget	2025 Budget YTD	2025 YTD	YTD vs Budget		
<b>REVENUE</b>									
GOVERNMENT TRANSFERS FOR OPERATING GRANTS/DONATIONS	(144,926)	(150,000)	(25,000)	125,000	(150,000)	(25,000)	125,000	17%	
RECREATION ADVERTISING	(183,381)	(130,000)	(255,000)	(125,000)	(130,000)	(330,570)	(200,570)	254%	
RECREATION ICE REVENUES	(19,966)	(25,000)	(25,000)		(25,000)	(23,705)	1,295	95%	
RECREATION OTHER REVENUES	(6,435)	(5,000)	(5,000)		(5,000)	(8,745)	(3,745)	175%	
RECREATION PROGRAM REVENUES	(28,427)							0%	
RECREATION RENTAL REVENUES	(72,775)	(75,000)	(75,000)		(75,000)	(114,914)	(39,914)	153%	
SALE OF SERVICES	(267,061)	(221,000)	(221,000)		(221,000)	(214,341)	6,659	97%	
TOURISM REVENUE	(71,245)	(69,500)	(69,500)		(69,500)	(68,571)	929	99%	
<b>REVENUE Total</b>	<b>(810,401)</b>	<b>(757,000)</b>	<b>(757,000)</b>		<b>(757,000)</b>	<b>(908,946)</b>	<b>(151,946)</b>	<b>120%</b>	
<b>EXPENSE</b>									
CONTRACTED AND GENERAL SERVICES	304,557	335,000	335,000		335,000	514,527	179,527	154%	
MATERIALS AND SUPPLIES	538,436	551,750	551,750		551,750	532,564	(19,186)	97%	
SALARIES, WAGES AND BENEFITS	1,452,725	1,840,000	1,840,000		1,840,000	1,991,438	151,438	108%	
UTILITIES	785,876	862,000	862,000		862,000	888,155	26,155	103%	
<b>EXPENSE Total</b>	<b>3,081,594</b>	<b>3,588,750</b>	<b>3,588,750</b>		<b>3,588,750</b>	<b>3,926,685</b>	<b>337,935</b>	<b>109%</b>	
<b>Grand Total</b>	<b>2,271,193</b>	<b>2,831,750</b>	<b>2,831,750</b>		<b>2,831,750</b>	<b>3,017,738</b>	<b>185,988</b>	<b>107%</b>	

**Actuals vs Budget Comments**

Programming grants included in budget - moved to Grants/Donation, resulting in offset  
 Summer CAP funding; Other Programming grants

VIC Gift Shop sales have been much higher than in previous years

Additional expenses offset by Summer CAP funding

Seasonal staffing and program costs incurred are offset by higher program revenues and grant funding

## 2025 UNAUDITED STATEMENT OF OPERATIONS

31-Dec-25

### ECONOMIC DEVELOPMENT

	2024 Actuals	2025 Budget Total	2025 Forecast	Variance Forecast vs Budget	2025 Budget YTD	2025 YTD	Variance - YTD vs Budget	% of Total Budget Used
<b>REVENUE</b>								
LICENSES & PERMITS	(76,090)	(75,000)	(75,000)		(75,000)	(73,765)	1,235	98%
OTHER REVENUE FROM OWN SOURCES	(12,000)	(150,000)	(150,000)		(150,000)		150,000	
<b>REVENUE Total</b>	<b>(88,090)</b>	<b>(225,000)</b>	<b>(225,000)</b>		<b>(225,000)</b>	<b>(73,765)</b>	<b>151,235</b>	<b>33%</b>
<b>EXPENSE</b>								
CONTRACTED AND GENERAL SERVICES	8,890	150,000	150,000		150,000	856	(149,144)	1%
MATERIALS AND SUPPLIES	7,000	7,500	7,500		7,500		(7,500)	
<b>EXPENSE Total</b>	<b>15,890</b>	<b>157,500</b>	<b>157,500</b>		<b>157,500</b>	<b>856</b>	<b>(156,644)</b>	<b>1%</b>
<b>Grand Total</b>	<b>(72,200)</b>	<b>(67,500)</b>	<b>(67,500)</b>		<b>(67,500)</b>	<b>(72,909)</b>	<b>(5,409)</b>	<b>108%</b>

### Actuals vs Budget Comments

Economic Development Grant never received

Expense funding dependant - nothing since did not receive funding



# REPORT TO COUNCIL

COMMITTEE: FINANCE

DATE: FEBRUARY 23, 2026

SUBJECT: 2025 Q4 CAPITAL REPORT

## RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve the 2025 Q4 Capital Report as presented, as recommended by the Finance Committee.**

## BACKGROUND:

This report provides the year end update on the Town's 2025 Capital Plan as at December 31, 2025. It was presented to the Finance Committee on February 18, 2026.

The total 2025 adjusted capital budget was \$22,393,291. Total 2025 capital expenditures were \$7,839,617, resulting in an overall unspent balance of \$14,553,674.

Capital delivery in 2025 was constrained by grant timing, procurement lead times, engineering design requirements, and dependency on external approvals. Several multi-year infrastructure projects progressed but did not reach construction completion within the 2025 calendar year.

The following sections summarize key changes, project status updates, and explanations for overspend or budget variances based on the detailed 2025 Q4 Capital Spend Report.

### 1. Projects Completed in 2025

The following projects were substantially completed in 2025:

- **Computer Equipment Replacement Program** – All planned 2025 evergreening completed.
- **Online Payroll System** – Fully implemented by May 2025.
- **CAT Loader Replacement** – New loader delivered and commissioned; old CAT traded in.
- **Flusher Engine Replacement** – Completed in April 2025.
- **Industrial Drive Base Upgrade, Paving And Underground** – Completed.
- **Pickup Truck Replacements** – Delivery completed April 2025.
- **Hoffman Way Chip Sealing** – Construction completed in 2025.
- **Skating Ice Surface Painting Machine** – Commissioned early 2025.
- **Visitor Wayfinding Signage** – Completed.

These projects are closed or substantially complete and are not expected to carry material balances into 2026.

### 2. Projects Delayed, Deferred, or On Hold

A number of projects have experienced delays due to design complexity, permitting, or funding dependencies:



## REPORT TO COUNCIL

- **Asset Management System Implementation** – On hold pending Asset Management Specialist recruitment.
- **553 Fire Hydrant Replacement** – Deferred pending watermain stability issues and potential disaster-assistance cost recovery.
- **Biomass District Heating System** – Funding-dependent; cannot proceed until grants are secured.
- **Cemetery – New Site** – Public engagement shifted to late 2025/early 2026.
- **Fraser Place Subdivision Development** – Deferred to 2026; small amount of landscaping work may proceed.
- **Lift Station #3 Replacement** – Recommendation to pause due to impacts of Aspen Heights development being delayed.
- **Municipal Solid Waste Facility (Phases I–II)** – Awaiting final grant decision.
- **New Town Hall** – Council has put the project on hold as feasibility study suggested rental of space currently more cost effective.
- **Inukshuk Park Upgrades (Phase 1)** – Scoping underway; construction pending 2026 budget approval.

### 3. Projects With Revised Scopes or Budget Adjustments

The report shows several budget adjustments made throughout the year. Notable changes include:

- **Cemetery – New Site:**  
Budget increased from \$200,000 to **\$992,680** to support concept design, engagement, and site development planning.
- **Flusher Engine Replacement:**  
Overspend of **\$13,942**, due primarily to engine component escalation and alignment costs beyond initial estimate.
- **Lift Station #1 Repair & Mitigation:**  
2025 spend is at **\$3,538,684**. Construction is well advanced. Final mechanical, electrical, and commissioning components will extend into 2026.
- **NFTI Remediation:**  
Q3 budget increased to **\$850,000** (from \$700,000) due to additional funding from United Way.
- **Golf Course Enhancements:**  
2025 spend at **\$823,612** reflects continued work on greens installation and landscaping, with clubhouse renovations deferred to 2026.
- **Recreation Small Capital Program:**  
Overspend of **\$13,858** driven by updated costs for trophy case, conferencing equipment, and procurement of resin planters.

### MAJOR PROJECT HIGHLIGHTS (Q4)

#### Infrastructure & Planning – Major Projects

- **Lift Station #1:**  
Building envelope completed. Major mechanical and electrical completed.
- **Airport Road Repair & Upgrade:**  
Design and geotechnical work progressed. Tender anticipated in 2026.



## REPORT TO COUNCIL

- **Industrial Area Drainage:**  
Continued incremental improvements, with some constraints caused by private landowner non-compliance.
- **Shoreline Flood Mitigation:**  
Elevation and erosion adjustments complete; mulching and 2026 berm works planned.
- **Water Treatment Plant Feasibility & Preliminary Design:**  
Nearing completion; consultation ongoing.
- **Vale Island/West Channel Drainage:**  
Work actively underway with completion expected in late 2025.

### Recreation & Community Services

- **Bob McMeekin Park Enhancements:**  
Near completion; water line work remains.
- **Golf Course Green Replacement & Clubhouse Enhancements:**  
Greens installation complete; landscaping advanced; clubhouse modernization deferred to 2026.

### Protective Services

- **Heavy Rescue Truck Replacement:**  
Tender awarded; delivery expected February 2026.
- **Structural Protection Trailer:**  
Funding approved – project completion in 2026.

### COUNCIL POLICY / STRATEGY OR GOAL:

The 2025 Capital Program supports the Town's Strategic Plan priorities related to core infrastructure renewal, climate adaptation, recreation investment, and long-term asset sustainability.

Delivery constraints in 2025 reinforce the need for multi year capital forecasting and realistic sequencing aligned with internal capacity and confirmed funding.

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

*Cities, Towns and Villages Act S.N.W.T. 2003, c.22 Sec. 94 (1)*  
*Bylaw No. 2252 - Financial Administration*

### FINANCIAL IMPLICATIONS:

- 2025 Capital Expenditures: **\$7.84M**
- Several projects will **carry forward into 2026**, consistent with multi-year planning cycles.
- Overspend items are minor and manageable within overall departmental budgets

### ALTERNATIVES TO RECOMMENDATIONS:

1. Do not approve the 2025 Q4 Capital Report.
2. Refer the report back to Administration for further analysis.



## REPORT TO COUNCIL

### ATTACHMENTS:

2025 Q4 Capital Spend Report

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**Prepared by:**

Blair Porter  
Director of Corporate Services  
February 19, 2026

**Reviewed by:**

Glenn Smith  
Senior Administrative Officer  
February 19, 2026

2025 Capital Plan



		PROJECT STATUS						2025 Budget Summary						
Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete	2025 Budget	Q1 2025 Adj	Q2 2025 Adj	Q3 2025 Adj	Q4 2025 Adj	2025 Adjusted Budget	2025 Spend	2025 Balance
CORPORATE SERVICES	ASSET MANAGEMENT SYSTEM IMPLEMENTATION	Project currently on hold until Asset Management Specialist hired. Some asset data and preventative maintenance procedures to complete for Rec along with retraining. PS implementation in 2026.	2022-01-01	2027-12-31	Construction	40%	202,693					202,693	20,429	182,264
CORPORATE SERVICES	COMPUTER EQUIPMENT REPLACEMENT PROGRAM	All 2025 evergreening has been completed.	01-01-2025	01-01-2026	Complete	100%	44,000					44,000	41,459	2,540
CORPORATE SERVICES	DEBT SERVICE COMMUNITY CENTER - CPI AND DONATION PORTION	Ongoing application of long term debt servicing fees			Construction	100%	836,000					836,000	799,000	37,000
CORPORATE SERVICES	ONLINE PAYROLL SYSTEM	Complete	2025-03-01	2025-05-31	Complete	100%	18,147					18,147	3,094	15,054
<b>CORPORATE SERVICES</b>	<b>TOTAL</b>						<b>1,100,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,100,840</b>	<b>863,982</b>	<b>236,858</b>
INFRASTRUCTURE & PLANNING SERVICES	553 - PRELIMINARY DRAINAGE PLAN	Project cancelled as enough information captured through Aspen Heights and Pine Crescent projects. Other drainage information to be collected through specific 553 road/underground projects			On Hold	100%	50,000	(15,000)				35,000	-	35,000
INFRASTRUCTURE & PLANNING SERVICES	553 FIRE HYDRANT REPLACEMENTS	Hydrant nearing entrance to Aspen Heights requires replacement. Funding potential through 2023 Wildfire Disaster Assistance claim. Issues with stability of watermain that feeds the hydrant. May need to postpone until water main replaced.			On Hold	10%	16,000					16,000	-	16,000
INFRASTRUCTURE & PLANNING SERVICES	AIRPORT ROAD REPAIR AND UPGRADE	Geotechnical drilling was completed in December. Survey work has been completed. Stantec is undertaking the detailed design for the road upgrades. Design to be complete in early 2026 followed by the tender phase. Construction is expected to start in June 2026 and extend through the summer.	2024-01-01	2027-10-31	Design	20%	201,056					201,056	73,509	127,547
INFRASTRUCTURE & PLANNING SERVICES	ASPEN HEIGHTS SUBDIVISION DEVELOPMENT	Corporate Services to update the website and Land Development pamphlet to make the land available for sale.	2024-01-01	2026-02-28	Design	95%	48,269					48,269	-	48,269
INFRASTRUCTURE & PLANNING SERVICES	BIOMASS DISTRICT HEATING SYSTEM	Study completed. Have not been successful in securing third party funding required to proceed with project. Project on hold until funding secured			On Hold	15%	565,941					565,941	-	565,941
INFRASTRUCTURE & PLANNING SERVICES	CAPITAL DRIVE WATERMAIN, SIDEWALK AND ROADWORKS	Grass put in on strip adjacent to the high rise. Grass seed added to the bare spots along the sidewalk on the other side and watering complete.	2023-06-01	2025-07-31	Complete	100%	573,653					573,653	22,264	551,389
INFRASTRUCTURE & PLANNING SERVICES	CAT LOADER REPLACEMENT	New John Deere loader has been received and commissioned for use. Old CAT loader was traded in as part of new loader purchase.	2025-01-01	2025-12-31	Complete	100%	400,000					400,000	334,810	65,190
INFRASTRUCTURE & PLANNING SERVICES	CEMETERY - NEW SITE	New site has been identified by Council. Consultation with Operations on functional requirements has occurred. A preliminary concept has been developed to facilitate public engagement scheduled to occur January 2026	2023-06-01	2027-11-01	Design	15%	200,000			792,680		992,680	10,575	982,105
INFRASTRUCTURE & PLANNING SERVICES	CEMETERY EXPANSION - OLD SITE	Cancelled			On Hold		150,000		(150,000)			-	-	-
INFRASTRUCTURE & PLANNING SERVICES	COMMUNITY CLIMATE ADAPTATION STUDY	Funding agreement from Federation of Canadian Municipalities received. Agreement with consultant for completion of the plan has been executed. Project kickoff in January.	2025-06-15	2026-08-30	Procurement	10%	50,000					50,000	5,000	45,000
INFRASTRUCTURE & PLANNING SERVICES	COMPACTOR PURCHASE	Used compactor has been purchased. Repairs are being undertaken and delivery is expected March 2026.	07-31-2025	2026-03-01	Procurement	75%	600,000					600,000	499,000	101,000
INFRASTRUCTURE & PLANNING SERVICES	FLUSHER ENGINE REPLACEMENT	Complete	2024-06-01	2025-04-30	Complete	100%	10,100					10,100	24,042	(13,942)
INFRASTRUCTURE & PLANNING SERVICES	FRASER PLACE SUBDIVISION DEVELOPMENT	Project deferred to 2026. Small amount of original budget available to complete landscaping. Will assess and progress in the Spring	2025-01-01	2026-12-31	On Hold	10%	40,000					40,000	(120,316)	160,316
INFRASTRUCTURE & PLANNING SERVICES	INDUSTRIAL AREA DRAINAGE	Drainage improvements completed for several roads. Some restrictions due to property owner non-compliance with access and culverts. Work will continue into 2026.	2024-01-01	2026-12-01	Construction	70%	125,000					125,000	103,130	21,870
INFRASTRUCTURE & PLANNING SERVICES	INDUSTRIAL AREA EXPANSION- PRELIMINARY DESIGN	Draft preliminary design and probable construction cost has been received. Design is under review. Expect to bring to Council in March 2026	2024-06-01	2026-03-31	Design	75%	30,000					30,000	9,900	20,100
INFRASTRUCTURE & PLANNING SERVICES	INDUSTRIAL DRIVE BASE UPGRADE, PAVING AND UNDERGROUND	Complete	2024-01-01	2026-06-30	Complete	100%	(239,927)					(239,927)	-	(239,927)
INFRASTRUCTURE & PLANNING SERVICES	INFRASTRUCTURE PLANNING AND STUDIES	Ongoing	2023-01-01	2025-12-31	Design	15%	66,750					66,750	-	66,750
INFRASTRUCTURE & PLANNING SERVICES	LIFT STATION # 3 REPLACEMENT	Stantec has completed a feasibility study with options for consideration by Council. Recommendation to Council was to not proceed with a replacement with Aspen Heights development on hold and minimum elevations for 553 waste water replacements achievable. Project was removed from Capital Plan by Council as part of 2026 budget approvals.	2024-01-01	2027-12-31	On Hold	10%	1,580,000					1,580,000	1,967	1,578,033

2025 Capital Plan



		PROJECT STATUS					2025 Budget Summary							
Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete	2025 Budget	Q1 2025 Adj	Q2 2025 Adj	Q3 2025 Adj	Q4 2025 Adj	2025 Adjusted Budget	2025 Spend	2025 Balance
INFRASTRUCTURE & PLANNING SERVICES	LIFT STATION 1 REPAIR & MITIGATION	Building envelop completed. Majority of mechanical and electrical completed.	2023-06-01	2026-03-30	Construction	80%	4,320,433	884,800				5,205,233	3,538,684	1,666,549
INFRASTRUCTURE & PLANNING SERVICES	MIRON STORM OUTLETS IMPROVEMENTS	All outlets have been flushed and camera'd. Stantec has completed a report and cost estimate to be executed in the 2026 budget if flood repair funding still available through MACA.	2025-01-01	2026-08-31	Design	15%	298,202					298,202	47,400	250,802
INFRASTRUCTURE & PLANNING SERVICES	MIRON/ JOHN MAPES/ RIVERBEND STORM AND SEWER MANHOLE UPGRADES	Manholes reseated on Miron, John Mapes & Riverbend. Concrete and asphalt to be reinstated in 2026.	2024-03-30	2025-10-31	Construction	75%	93,500					93,500	46,602	46,898
INFRASTRUCTURE & PLANNING SERVICES	MUNICIPAL SOLID WASTE FACILITY (PHASE I AND II)	Stantec has provided the initial regulatory roadmap and defined next steps. Stantec providing fee letter for next steps. Design and public consultation plan to be developed. Waiting for final grant funding decision.	2023-01-01	2027-12-31	On Hold	10%	788,706					788,706	13,300	775,406
INFRASTRUCTURE & PLANNING SERVICES	NEW TOWN HALL	A peer review of the draft budget and plans for the new town hall has been completed by Colliers. Feasibility study concluded that rental option had a lower total cost of ownership than new construction. Project has been put on hold.	2024-01-01	2025-12-31	On Hold	5%	300,000					300,000	25,609	274,391
INFRASTRUCTURE & PLANNING SERVICES	NFTI REMEDIATION (CLEANUP AND REMOVAL OF OLD STRUCTURES)	Metal and Site Cleanup completed. Trees in lower area have been slashed. Area Development Plan is in progress.	2024-01-01	2026-12-31	Construction	40%	700,000	150,000				850,000	182,875	667,125
INFRASTRUCTURE & PLANNING SERVICES	PARADISE ACCESS ROAD EROSION ASSESSMENT	Cancelled.	2023-06-01	2025-09-30	On Hold	0%	60,000					60,000	-	60,000
INFRASTRUCTURE & PLANNING SERVICES	PARADISE ROAD REPAIR AND REPLACEMENT	Complete	2023-06-01	2025-09-30	Complete	100%	49,140					49,140	-	49,140
INFRASTRUCTURE & PLANNING SERVICES	PICKUP TRUCK REPLACEMENTS	Complete	2025-01-01	2025-04-15	Complete	100%	65,000					65,000	51,008	13,992
INFRASTRUCTURE & PLANNING SERVICES	PUBLIC WORKS SMALL CAPITAL		2025-01-01	2025-12-31	Scoping	0%	25,000					25,000	9,670	15,330
INFRASTRUCTURE & PLANNING SERVICES	PUMPS AND GENERATOR REPLACEMENTS AT LIFT STATIONS	Water Treatment Plant pump replacement completed- waiting on impeler adjustment	2023-01-01	2025-12-31	Construction	60%	50,000					50,000	-	50,000
INFRASTRUCTURE & PLANNING SERVICES	SAND TRUCK REPLACEMENT	Sander and truck unit has been received by local vendor. Configuration and handoff expected to occur in January 2026	2025-01-01	2026-01-31	Construction	95%	300,000					300,000	329,900	(29,900)
INFRASTRUCTURE & PLANNING SERVICES	SHORELINE FLOOD MITIGATION (DMAF 62592)	Elevation and erosion adjustments completed for main portion of berm. Mulching work to be completed in 2025. Berm expansions and grass planting scheduled for 2026.	2023-04-01	2026-08-30	Construction	80%	735,797					735,797	245,913	489,885
INFRASTRUCTURE & PLANNING SERVICES	SUNDOG SUBDIVISION DEVELOPMENT	Negotiations in progress with GNWT to support land access for long term care centre construction. Pending agreement, Phase 1 construction could start in 2026	01-01-2023	12-31-2028	Design	5%	4,412,585					4,412,585	17,843	4,394,742
INFRASTRUCTURE & PLANNING SERVICES	TIRE RECYCLING PROGRAM	Tires shredded and diverted to another section of landfill. Some budget remains for other waste diversion.	01-01-2021	12-31-2027	Construction	95%	150,026					150,026	-	150,026
INFRASTRUCTURE & PLANNING SERVICES	VALE ISLAND TRUCK FILL STATION TANK REPLACEMENT	Complete. Some adjustments to support water truck fill efficiencies to be investigated.	2023-06-01	2025-07-31	Complete	100%	65,374					65,374	32,279	33,095
INFRASTRUCTURE & PLANNING SERVICES	VALE ISLAND/WEST CHANNEL DRAINAGE	Some work initiated in 2025. Majority is deferred to 2026 for completion.	2023-04-01	2026-11-30	Construction	25%	50,000					50,000	-	50,000
INFRASTRUCTURE & PLANNING SERVICES	WATER TREATMENT PLANT FEASIBILITY STUDY AND PRELIMINARY DESIGN	Completed.	2024-06-01	2025-12-31	Construction	100%	178,144					178,144	62,982	115,162
INFRASTRUCTURE & PLANNING SERVICES	WOODLAND PRELIMINARY DRAINAGE PLAN	Roadway and curb drainage designs completed. Sanitary sewer modeling is completed. Water modeling is mostly complete - layout of hydrants needed. Storm water modeling has been started.	2024-05-01	2026-02-28	Design	70%	50,000	15,000				65,000	19,500	45,500
<b>INFRASTRUCTURE &amp; PLANNING SERVICES</b>	<b>TOTAL</b>						<b>17,158,748</b>	<b>1,034,800</b>	<b>-</b>	<b>642,680</b>	<b>-</b>	<b>18,836,228</b>	<b>5,587,445</b>	<b>13,248,783</b>
PROTECTIVE SERVICES	BUNKER GEAR WASHING MACHINE	Equipment purchased.	01-01-2025	08-30-2025	Complete	100%	5,000					5,000	6,740	(1,740)
PROTECTIVE SERVICES	HEAVY RESCUE TRUCK REPLACEMENT	Tender closed and awarded. Expected arrival by February 2026	2023-06-01	2026-02-01	Construction	80%	636,617					636,617	170,213	466,404
PROTECTIVE SERVICES	PROTECTIVE SERVICES SMALL CAPITAL		2025-01-01	2025-12-31	Scoping	0%	25,478					25,478	13,900	11,578

2025 Capital Plan



		PROJECT STATUS					2025 Budget Summary								
Department	Project Name	Status Update	Project Start	Project Finish	Project Phase	% Complete	2025 Budget	Q1 2025 Adj	Q2 2025 Adj	Q3 2025 Adj	Q4 2025 Adj	2025 Adjusted Budget	2025 Spend	2025 Balance	
<b>PROTECTIVE SERVICES</b>		<b>TOTAL</b>						667,095	-	-	-	-	667,095	190,853	476,242
RECREATION & COMMUNITY SERVICES	BOB MCMEEKIN PARK ENHANCEMENTS	Water line under the service road is last remaining item to complete.	2023-04-01	2026-08-01	Construction	95%	23,976					23,976	2,169	21,807	
RECREATION & COMMUNITY SERVICES	DON WRIGHT PARK REVITALIZATION	Project is substantially completed. Signage and marketing remain.	2025-06-15	2025-12-31	Complete	100%	50,000					50,000	3,742	46,258	
RECREATION & COMMUNITY SERVICES	HAY RIVER GOLF COURSE - GOLF GREEN REPLACEMENTS & CLUBHOUSE ENHANCEMENTS	All artificial greens are installed including driving range and practice green. Landscaping for various fairway and course features near completion - some work for 2026 including planting grass/sod. Mulching work has been completed for the camping area and various sections of the course. Procurement is partially completed for the upgrades to the clubhouse. Clubhouse renovations rescheduled for 2026.	2024-01-01	2026-06-30	Construction	85%	962,000					962,000	823,612	138,388	
RECREATION & COMMUNITY SERVICES	HOFFMAN WAY CHIP SEALING	Chipsealing of Hoffman Way completed.	06-01-2025	11-30-2025	Complete	100%	250,000					250,000	111,692	138,308	
RECREATION & COMMUNITY SERVICES	INUKSHUK PARK UPGRADES PHASE 1	Some funding in place, working on scope. Hockey board system being tendered in conjunction with Vale Island Park project.	2025-01-01	2027-11-30	Scoping	10%	100,000					100,000	-	100,000	
RECREATION & COMMUNITY SERVICES	REPLACE PLAYGROUND FALL ZONES	Malcolm, Gord Thompson, Vale Island, Keith Broadhead, and Tri Service parks complete. West Channel Playground scheduled for 2026.	2024-07-01	2026-09-30	Construction	90%	70,000					70,000	71,948	(1,948)	
RECREATION & COMMUNITY SERVICES	SKATEPARK UPGRADES	Pump Track Ordered in 2025 with installation to occur in 2026.	2023-01-01	2026-08-31	Procurement	15%	59,000					59,000	32,791	26,209	
RECREATION & COMMUNITY SERVICES	SKATING ICE SURFACE PAINTING MACHINE	Complete	2024-09-01	2025-01-31	Complete	100%	10,000					10,000	4,606	5,394	
RECREATION & COMMUNITY SERVICES	SMALL CAPITAL PROGRAM - RECREATION	Trophy Case - completed. Conferencing Equip - completed. Resin Planters - to order. Portable irrigation system - scoping.	2025-01-01	2025-12-31	Construction	75%	25,000					25,000	38,858	(13,858)	
RECREATION & COMMUNITY SERVICES	VALE ISLAND MULTI-USE RECREATION AREA	Dog fence installed. Tender being prepared for concrete pad and board system.	2023-06-01	2026-08-31	Scoping	20%	300,000					300,000	94,643	205,358	
<b>RECREATION &amp; COMMUNITY SERVICES</b>		<b>TOTAL</b>						1,849,976	-	-	-	-	1,849,976	1,184,061	665,915
TOURISM	SMALL CAPITAL PROGRAM - TOURISM AND ECONOMIC DEVELOPMENT	Wharf Pavilion Upgrades completed	2025-01-01	2025-10-30	Construction	90%	7,000					7,000	-	7,000	
TOURISM	VISITOR INFORMATION WAY FINDER SIGNAGE DEVELOPMENT	Complete	2024-06-01	2025-07-01	Complete	100%	7,809					7,809	13,276	(5,467)	
<b>TOURISM</b>		<b>TOTAL</b>						14,809	-	-	-	-	14,809	13,276	1,533
							20,791,468	1,034,800	-	642,680	-	22,468,948	7,839,617	14,629,331	



## REPORT TO COUNCIL

**COMMITTEE: FINANCE**

**DATE: FEBRUARY 23, 2026**

**SUBJECT: HOT TUB CIRCULATION PUMP REPLACEMENT – CAPITAL BUDGET INCREASE**

### RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approve an increase to the 2026 Capital Plan budget for the AQUATIC CENTRE HOT TUB PUMP REPLACEMENT at the Don Stewart Aquatic Centre from \$25,000 to \$35,000, as recommended by the Finance Committee.**

### BACKGROUND:

The hot tub at the Don Stewart Aquatic Centre is closed until further notice due to a critical failure of the circulation pump. The pump was original to the construction of the facility in 2004–2005.

The pump was assessed during mechanical retrofits completed in 2019. At that time, a local contractor determined the pump was in good condition and did not require replacement. Since 2019–2020, the pump has been inspected and serviced periodically. Staff completed repairs and replaced components as required to maintain operation.

Replacement parts are no longer available for this model. The pump cannot be rebuilt or salvaged. Full replacement is required to restore hot tub operations.

Quotes were requested from the following contractors:

- Taylor & Co
- Webster's Plumbing and Heating
- Aurora Manufacturing
- James Electric
- Triple J Mechanical

Staff are working with responding contractors to source a compatible replacement pump and confirm installation requirements. Staff are also identifying critical spare components to order concurrently to reduce future downtime risk and mitigate supply chain delays.

### COUNCIL POLICY / STRATEGY OR GOAL:

Provides responsible stewardship of municipal facilities and infrastructure assets.  
Supports continued operation of recreation facilities for residents.

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

*Cities, Towns and Villages Act S.N.W.T. 2003, c.22*  
*Bylaw No. 2252 - Financial Administration*  
*2026 Capital Plan*



## REPORT TO COUNCIL

### FINANCIAL IMPLICATIONS:

1. Increase of \$10,000 to the AQUATIC CENTRE HOT TUB PUMP REPLACEMENT project, from \$25,000 to \$35,000.
2. Funding source to be confirmed through reallocation within the 2026 Capital Plan or from available capital reserves.

### ALTERNATIVES TO RECOMMENDATIONS:

1. Maintain the existing \$25,000 budget.  
*Risk: Insufficient funding may delay procurement or limit acquisition of critical spares. This increases future downtime and emergency repair costs.*
2. Defer the project.  
*Risk: Hot tub remains closed. Loss of service level at the Aquatic Centre. Potential reputational impact and reduced user satisfaction.*

### ATTACHMENTS:

N/A

**Prepared by:**  
Blair Porter  
Director of Corporate Services  
February 19, 2026

**Reviewed by:**  
Glenn Smith  
Senior Administrative Officer  
February 19, 2026



## REPORT TO COUNCIL

**COMMITTEE:** FINANCE

**DATE:** FEBRUARY 23, 2026

**SUBJECT:** BUDGET INCREASE: LIFT STATION 1 MITIGATION & REPAIR

### RECOMMENDATION:

**THAT THE COUNCIL OF THE TOWN OF HAY RIVER approves an increase to the 2026 Capital Budget for the Lift Station 1 Mitigation & Repair project in the amount of \$125,000, increasing the total approved project budget from \$5,760,000 to \$5,885,000, with funding to be provided from previously approved Insurance proceeds and MACA mitigation and repair funding, as recommended by the Finance Committee.**

### BACKGROUND:

Lift Station #1 was severely damaged by the flood of 2022. In the flood's immediate aftermath, the facility was remediated and brought back online to limited operational capacity. A full condition assessment of the facility was then commissioned by the Town to determine the full extent of damage and provide a cost for repair. To mitigate future flood events, an options analysis was then provided to the Town, upon which a decision was made on the basis of cost and funder approval. Both the assessment and the options analysis accounted for the initial planning of the lift station 1 refurbishment project.

Following tendering and upon award, construction proceeded as scheduled throughout 2025 and into 2026. To date, three change orders have been required and are summarized below:

- CO1 – increased scope due to unknowns of existing foundation, resulting in required provision and installation of additional bolt plates and rebar (\$20,172.00).
- CO2 – increased scope and cost associated with installation of pressure transmitter, resulting from different existing joint than anticipated. Also included in CO2 are costs associated with required modification of the outside air generator louvre (\$4,517.65).
- CO3 – increased scope involving provision and installation of a fire rated roll up door in place of an internal wall, providing required clearance of the make-up air unit as well as fire separation needed for the adjoining generator room (\$41,000).

Progression towards substantial completion and commissioning in the coming weeks presents uncertainty regarding additional cost increases that may be encountered. Due to the project's complexity and use of preexisting structural and mechanical elements, the project's timeline has been extended and contingencies for unknowns are required. In addition to potential change orders, to which discussions are active and ongoing (Makeup Air Units controls programming, changes to pump control levels, changes in PLC programming/configuration), additional budget is needed for day to day, onsite project supervision to see through project completion and commissioning.

### COUNCIL POLICY / STRATEGY OR GOAL:

N/A



# REPORT TO COUNCIL

**COMMITTEE: FINANCE**

**DATE: FEBRUARY 23, 2026**

**SUBJECT: BUDGET INCREASE: LIFT STATION 1 MITIGATION & REPAIR**

## APPLICABLE LEGISLATION, BYLAWS, STUDIES, PLANS:

*Bylaw No. 2252 - Financial Administration*

*Bylaw No. 2388/CS/25 – Procurement*

*2026 Capital Plan*

## FINANCIAL IMPLICATIONS:

The proposed budget increase of \$125,000 will increase the total approved project budget to \$5,885,000.

Project funding sources previously confirmed are as follows:

- Insurance
- MACA mitigation funding
- MACA repair funding

The revised project budget of \$5,885,000 remains within the total confirmed external funding envelope.

No additional municipal contribution is required as a result of this budget increase.

## ALTERNATIVES TO RECOMMENDATIONS:

1. Do not approve the increase.
  - Reduced contingency during final commissioning.
  - Increased risk of delay or return to Council for additional funding.
2. Approve a lesser amount.
  - Limited flexibility to address remaining change orders.
  - Higher likelihood of further budget amendments.

## ATTACHMENTS:

N/A

**Prepared by:**  
**Ryan MacNeil**  
 Civil Infrastructure Manager  
 Date: February 17, 2026

**Reviewed by:**  
**Glenn Smith**  
 Senior Administrative Officer  
 Date: February 17, 2026



**Bylaw No. 2476/CS/26**

**11a) Repeal of half Day Civic Holiday Bylaw**

**BYLAW NO. 2476/CS/26**  
**MUNICIPAL CORPORATION OF THE TOWN OF HAY RIVER**

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**WHEREAS** pursuant to the Cities, Towns and Villages S.N.W.T., 2003, c.22, in force April 1, 2004, Section 73 which states:

73.(1) Council may, by by-law, amend or repeal a bylaw.

(2) The power of council to amend or repeal a bylaw is subject to the same conditions as the power to make the bylaw.

1. That By-law No. 2475/CS/26 – Half Day Civic Holiday for Kamba is hereby repealed.

**READ A First Time** this 16<sup>th</sup> day of February 2026.

\_\_\_\_\_  
Mayor

**READ A SECOND TIME** this 16<sup>th</sup> day of February 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, and the bylaws of the Municipal Corporation of the Town of Hay River this day of                    , 2026.

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