



**Corporate Services Standing Committee Meeting
December 3rd, 2024**

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and Values
- d. Declaration of Financial Interest

C. DIRECTOR'S REPORT

- a. Corporate Services Director's Report
- b. Licencing Report
- c. Accounts Payable Report
- d. Correspondence

D. ADMINISTRATION

- a. Briefing Note – Budget Variance Report as of September 30th, 2024
- b. Briefing Note – Approval of Auditor Selection for Fiscal Years 2024-2026
- c. Briefing Note – Procurement Process Update – Evergreen Fleet Renewal
- d. Briefing Note – Christmas Eve Half-Day

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

H. ADJOURNMENT



Corporate Services Standing Committee Meeting October 1st, 2024

MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, October 1st, 2024 @ 8:15 pm within the Town Hall Council Chambers.

Present: Mayor Daniels, Cr. Beaulieu, Cr. Campbell, Cr. Couvrette, D/M Korol
Cr. Pischinger
Regrets: Cr. Fergusson, Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary

A. CALL TO ORDER

Mayor Daniels called the meeting to order at 7:40 pm and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

B. DECLARATION OF FINANCIAL INTEREST

None.

C. REVIEW

a. Agenda

24-262

Moved by: D/M Korol
Seconded by: Cr. Campbell

That the agenda be adopted as presented.

Amendment – to add an update on the Wood Lot Status and an update on the community plan and zoning bylaw.

PASSED UNANIMOUSLY

b. Minutes

24-263

Moved by: Cr. Pischinger
Seconded by: Cr. Beaulieu

That the minutes from the Corporate Services Standing Committee Meeting on September 3rd, 2024, be adopted as presented.

PASSED UNANIMOUSLY

c. Vision and Values

The Vision and Values were reviewed.

D. DIRECTOR'S REPORT

- a. Accounts Paid List - reviewed
- b. License Report – reviewed

E. ADMINISTRATION

- a. Briefing Note – Reappointment of Denise Yugas as representative for the Fort Smith Housing Authority

24-264

Moved by: D/M Korol
Seconded by: Cr. Pischinger

RECOMMENDATION

It is recommended that Denise Yugas be reappointed as the representative for the Fort Smith Housing Authority for an additional term, from November 1, 2024, to October 31, 2026.

PASSED UNANIMOUSLY



Corporate Services Standing Committee Meeting October 1st, 2024

- b. Proposed Land Exchange between the Town of Fort Smith and Fort Smith Metis Council

24-265

Moved by: D/M Korol

Seconded by: Cr. Pischinger

That Council direct Administration to proceed with the necessary steps under the Town's Land Administration Bylaw and other legal processes to facilitate the proposed land exchange. This will ensure the transaction adheres to municipal regulations and benefits both the Town and Fort Smith Metis Council.

Amendment – to include cost value analysis for the future council to review.

AMENDMENT PASSED UNANIMOUSLY

F. OTHER BUSINESS

- a. Status update of the Wood Lot
- b. Community Plan and Zoning Bylaw

G. EXCUSING OF COUNCILLORS

24-266

Moved by; D/M Korol

Seconded by: Cr. Pischinger

That Cr. Fergusson be excused from the Corporate Services Standing Committee meeting on October 1st, 2024.

PASSED UNANIMOUSLY

H. DATE OF NEXT MEETING

24-267

Moved by: D/M Korol

Seconded by: Cr. Campbell

That next meeting will be determined by incoming Mayor and Council.

PASSED UNANIMOUSLY

I. ADJOURNMENT

24-268

Moved by: D/M Korol

Seconded by: Cr. Beaulieu

That the meeting be adjourned at 8 pm.

PASSED UNANIMOUSLY

Minutes adopted this 1st day of October 2024.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Tracy Thomas

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE CORPORATE SERVICES MONTHLY REPORT AS PRESENTED.

BACKGROUND

Corporate Services continues to provide services to the public and support other departments. As many of the staff are still relatively new to their positions, training is an ongoing process and they are becoming more familiar with tasks. As a result, utility billing for September and October were late going out. The staff are working to get the November bills sent early in December.

The postal strike has made it more difficult to process vendor payments. The staff and administration will be adopting the process of paying vendors through online banking and electronic funds transfers where possible. Local vendors will continue to receive their payments through Canada Post as the local office is still processing mail addressed to Fort Smith postal boxes.

The first claim to the GNWT for the Seniors and Disabled Tax Relief program has been received. Staff will be working on making the necessary adjustments to property owners tax accounts to reflect the amount received and to record the town's portion of the relief program. It is anticipated this will be done in early December.

As yearend is approaching quickly, more review and analysis is being done to variance reports to ensure they accurately reflect the revenue and expenses. Some adjustments will be required and this work will be done with the other departments to ensure budget dollars are managed appropriately.

Budget preparation has begun and will be a major focus over the next few weeks. Directors have already been reviewing their budgets from previous years and corporate services will be playing a major role in the preparation of the 2025 O&M Budget.

Prepared by:
Jim Hood
Director of Corporate Services
Date: November 27, 2024

Reviewed by:
Tracy Thomas
Senior Administrative Officer
Date: November 27, 2024

**Town of Fort Smith
Licensing Report
For the Month of October 2024**

Business License Holder	Number	Details	NOTES
Potter's Studio Inc.	195	Pottery Studio, classes, workshops, memberships and sales	new
Development Permit Holder	Number	Details	NOTES
Metis	DPA-044-24	64 Caribou Cr.	Demolition
Brenda Dragon	DPA-045-24	25 Portage Ave.	Construction
Bart Hartop	DPA-046-24	12 Cassette Cr.	Construction
Sean Eld	DPA-047-24	606 Calder Ave.	Construction
John Lepine	DPA-048-24	Hwy 5	Excavation
Kevin Berro	DPA-049-24	203 McDougal Rd.	Relocation
Dog Tag Holder	Number	Details	NOTES
Kristen Froese & Jeremy Beamish	29	Chocolate Lab	one time
Audrey Clark-MacDonald	31	English Lab	one time
Audrey Clark-MacDonald	32	English Lab	one time
Barb McArthur	33	mix	one time
Melvin Wanderingspirit & Candace Adams	30	Mixed	annual
Jenni Watts	42	Husky Mix	One time



Briefing Note

To: Mayor and Council
From: Administration
Date: December 3rd, 2024
Subject: Budget Variance Report as of September 30th, 2024

PURPOSE:

To provide Council with a third quarter variance report for the period of January 1 to September 30, 2024, highlighting key financial variances and recommending acceptance of the report for information.

BACKGROUND:

This report presents an unaudited snapshot of the Town's financial performance up to September 30, 2024. It reflects revenues and expenditures to date, with some significant variances that require attention. The report is still in progress, and further updates will be provided as additional information becomes available.

CURRENT SITUATION:

Revenue:

- As of September 30, 2024, the Town has received 77% of its projected revenue.
- Arena Revenue appears to be below budget but with the upcoming season, we expect these revenues to be close to budget.

Expenditures:

- Current expenditures are at 43% of the budget. Notably:
 - The Senior Citizen Tax Relief Program and School Tax Requisitions have not yet been applied but are currently in process.
 - **Administration Personnel** is higher than expected for this period due to the payout for long term employees. Some adjustment will occur at year end to apply these costs to accrued liabilities.
 - **Administration Office Costs** is over budget due to the use of contractors in acting SAO role as well as to assist with financial matters after the resignation of the permanent staff.
 - **Financial Management:** Expenditures are over budget due to audit fees exceeding projections by \$25,000.
 - **Facility Maintenance:** Includes wages that have yet to be allocated to other departments, which has temporarily inflated this category's costs.



Briefing Note

TOWN OF FORT SMITH VARIANCE WITH COMMITMENTS For Period Ending 30-Sept-2024				
	2024 YTD ACTUAL AND COMMITTED	2024 TOTAL BUDGET	2024 BUDGET REMAINING	%
GENERAL OPERATING FUND REVENUES				
TAXATION	-\$ 2,357,882	-\$ 2,385,913	-\$ 28,031	99%
GRANTS IN LIEU OF TAXES	-\$ 1,685,795	-\$ 1,580,238	\$ 105,557	107%
SALE OF SERVICES	-\$ 385,388	-\$ 533,512	-\$ 148,124	72%
INTEREST INCOME	-\$ 155,247	-\$ 170,000	-\$ 14,753	91%
GNWT GRANTS	-\$ 37,000	-\$ 37,000	\$ -	100%
DEVELOPMENT PERMITS	-\$ 19,965	-\$ 18,150	\$ 1,815	110%
FINES	-\$ 4,630	-\$ 3,000	\$ 1,630	154%
TAX CERTIFICATES	-\$ 1,320	-\$ 3,011	-\$ 1,691	44%
LICENCES	-\$ 23,693	-\$ 27,200	-\$ 3,507	87%
MISC. REVENUE	-\$ 21,136	-\$ 30,000	-\$ 8,864	70%
DOWNTOWN	-\$ 10,000	-\$ 10,000	\$ -	100%
ANIMAL CONTROL	-\$ 445	-\$ 1,000	-\$ 555	45%
TOURISM GRANTS	\$ 5,667	-\$ 50,000	-\$ 55,667	-11%
TOURISM REVENUE	-\$ 14,027	-\$ 25,000	-\$ 10,973	56%
RECREATION ADMINISTRATION	-\$ 37,636	-\$ 37,636	\$ -	100%
DAY CAMP	-\$ 37,848	-\$ 32,400	\$ 5,448	117%
AFTER SCHOOL PROGRAM	-\$ 640,248	-\$ 786,937	-\$ 146,689	81%
LOTTERY LICENSING	-\$ 8,805	-\$ 1,500	\$ 7,305	587%
ARENA	-\$ 28,686	-\$ 75,000	-\$ 46,314	38%
BALL PARK	\$ -	-\$ 1,210	-\$ 1,210	0%
RECREATION SPECIAL EVENTS	-\$ 21,786	-\$ 21,500	\$ 286	101%
RCC	-\$ 138,894	-\$ 209,550	-\$ 70,656	66%
LIBRARY	-\$ 118,427	-\$ 56,210	\$ 62,217	211%
UNCONDITIONAL GRANTS	-\$ 1,486,880	-\$ 2,277,000	-\$ 790,120	65%
CONDITIONAL GRANTS	-\$ 1,757,727	-\$ 3,370,000	-\$ 1,612,273	52%
SCHOOL TAX	-\$ 445,868	-\$ 440,021	\$ 5,847	101%
TRANSFER FROM INVESTMENT IN CAP. ASSETS	\$ -	\$ -	\$ -	
TRANSFER FROM RESERVES - OPERATIONS	\$ -	\$ -	\$ -	
Total REVENUES	-\$ 9,433,666	-\$ 12,182,988	-\$ 2,749,322	77%



Briefing Note

GENERAL OPERATING FUND EXPENSES	2024 YTD ACTUAL AND COMMITTED	2024 TOTAL BUDGET	2024 BUDGET REMAINING	%
EXPENSES				
LEGISLATIVE	\$ 140,664	\$ 210,260	\$ 69,596	67%
DOWN TOWN DEVELOPMENT	\$ 14,313	\$ 45,683	\$ 31,370	31%
ADMINISTRATION PERSONNEL	\$ 405,141	\$ 491,190	\$ 86,049	82%
ADMINISTRATION OFFICE COSTS	\$ 181,334	\$ 146,047	-\$ 35,287	124%
TOWN HALL OPERATIONS	\$ 26,470	\$ 49,222	\$ 22,752	54%
PLANNING /LANDS	\$ 86,523	\$ 105,255	\$ 18,732	82%
FINANCIAL MANAGEMENT	\$ 146,118	\$ 140,000	-\$ 6,118	104%
TAXATION COSTS	\$ 400	\$ 1,000	\$ 600	40%
ELECTION/PLEBESCITE COSTS	\$ -	\$ 15,000	\$ 15,000	0%
INSURANCE	\$ -	\$ 7,500	\$ 7,500	0%
GRANTS-COMMUNITY	\$ -	\$ 35,000	\$ 35,000	0%
BYLAW ENFORCEMENT	\$ 86,797	\$ 136,162	\$ 49,365	64%
EMERGENCY SERVICES	\$ 103,192	\$ 197,021	\$ 93,829	52%
AMBULANCE SERVICES	\$ 71,093	\$ 180,511	\$ 109,418	39%
ANIMAL CONTROL	\$ 9,644	\$ 23,521	\$ 13,877	41%
FIRE DEPT ADMINISTRATION	\$ 84,893	\$ 240,898	\$ 156,005	35%
FIRE ALARM SYSTEM	\$ 4,767	\$ 6,000	\$ 1,233	79%
HYDRANT MAINTENANCE	\$ -	\$ 2,750	\$ 2,750	0%
FIRE HALL OPERATIONS	\$ 25,153	\$ 41,941	\$ 16,788	60%
FIRE FIGHTING EQUIPMENT	\$ 3,708	\$ 27,450	\$ 23,742	14%
PUBLIC WORKS ADMINISTRATION	\$ 329,485	\$ 576,548	\$ 247,063	57%
PW MOBILE EQUIPMENT	\$ 81,858	\$ 102,726	\$ 20,868	80%
SMALL TOOLS	\$ 1,032	\$ 3,000	\$ 1,968	34%
7 BAY GARAGE OPERATIONS	\$ 103,684	\$ 146,767	\$ 43,083	71%
ROADS & SIDEWALKS	\$ 25,585	\$ 55,000	\$ 29,415	47%
DRAINS & DITCHES	\$ -	\$ 564,531	\$ 564,531	0%
STREET SANDING	\$ 40,500	\$ 55,000	\$ 14,500	74%
SNOW REMOVAL	\$ 985	\$ 20,000	\$ 19,015	5%
STREET LIGHTING	\$ 30,862	\$ 64,471	\$ 33,609	48%
STREET SIGNS	\$ -	\$ 4,000	\$ 4,000	0%
UTILITY FUND ALLOCATION	-\$ 80,000	-\$ 80,000	\$ -	100%
MUNICIPAL DUMP	\$ -	\$ -	\$ -	
ANNUAL CLEAN UP	\$ 3,703	\$ 7,054	\$ 3,351	52%
CEMETARIES	\$ 14,810	\$ 23,315	\$ 8,505	64%
SENIORS CITIZENS	\$ -	\$ 181,808	\$ 181,808	0%
FACILITY MAINTENANCE	\$ 571,251	\$ 552,431	-\$ 18,820	103%
ECONOMIC DEVELOPMENT/MIC	\$ 98,083	\$ 245,071	\$ 146,988	40%
TOURISM	\$ 175	\$ 300	\$ 125	58%
RECREATION ADMINISTRATION	\$ 180,938	\$ 301,489	\$ 120,551	60%
SUMMER CAMP PROGRAM	\$ 40,942	\$ 38,032	-\$ 2,910	108%
DAYCARE AFTER FOUR PROGRAM	\$ 619,228	\$ 813,273	\$ 194,045	76%
SWIMMING POOL	\$ 280,604	\$ 522,217	\$ 241,613	54%
NL MUSEUM	-\$ 2,699	\$ -	\$ 2,699	
ARENA	\$ 204,159	\$ 265,116	\$ 60,957	77%
ICE PLANT	\$ 67,983	\$ 150,820	\$ 82,837	45%
BALL PARKS	\$ 1,360	\$ 6,000	\$ 4,640	23%
PARKS/PLAYGROUNDS	\$ 3,809	\$ 8,500	\$ 4,691	45%
SPECIAL PROGRAMS	\$ 37,097	\$ 388,500	\$ 351,403	10%
SLIDING HILL	\$ 3,309	\$ 5,169	\$ 1,860	64%
RECREATION & COMMUNITY CENTRE	\$ 616,629	\$ 1,180,711	\$ 564,082	52%
CURLING CENTRE ICE PLANT	\$ 5,830	\$ 11,600	\$ 5,770	50%
LIBRARY	\$ 231,191	\$ 292,552	\$ 61,361	79%
GENERAL DEBENTURES	\$ 342,369	\$ 513,553	\$ 171,184	67%
OTHER DEBT CHARGES	\$ 34,470	\$ 46,000	\$ 11,530	75%
BAD DEBT ALLOWANCES	\$ -	\$ 15,000	\$ 15,000	0%
SCHOOL TAX REQUISITION	\$ -	\$ 440,021	\$ 440,021	0%
CASH OVER/SHORT	\$ 119	\$ -	-\$ 119	
TRANSFER TO/FROM REVENUE	\$ -	\$ 2,560,000	\$ 2,560,000	0%
Total EXPENDITURES	\$ 5,279,561	\$ 12,182,986	\$ 6,903,425	43%

RECOMMENDATION:

That Council accept this third quarter variance report for information. This report provides a preliminary look at the Town's financial status, and further updates will follow as more data becomes available.

CORRESPONDENCE - NOVEMBER 2024

Date	From	To	Description	CC	Response
07-Nov-24	The Royal Canadian Legion - Branch No. 239	Town of Fort Smith	Donation Request		Donation given
07-Nov-24	Salt River First Nation	Mayor and Council	Invitation to participate in the Drug Awareness Campaign		Shared with Council. Mayor and a few Council Members attended the event
12-Nov-24	NTHSSA	Mayor	Request for a Council Representative to sit on the Fort Smith Mental Health and Addictin Renewal Working Group		Shared with Council. Mayor to be the Council Representative.
19-Nov-24	JBT	Mayor and Council	Invitation to participate in the Pankcake Breakfast		Mayor, Deputy Mayor and Cr. Heaton attended.
20-Nov-24	Innovation, Science and Economic Development Canada / Government of Canada	Town of Fort Smith	Seeking nominations of outstanding teachers and educators for the Prime Minister's Awards for Teaching Excellence		Shared with Mayor
25-Nov-24	Government of the Northwest Territories	Mayor and Council	Emergency Preparedness		No response required



Briefing Note

To: Mayor and Council
From: Administration
Date: December 3rd, 2024
Subject: Approval of Auditor Selection for Fiscal Years 2024-2026

PURPOSE:

To present the evaluation of proposals received in response to the RFP for Audit Services for the fiscal years 2024, 2025, and 2026, and to recommend a proponent for Council approval.

BACKGROUND:

The Town of Fort Smith issued a Request for Proposals (RFP) for Audit Services for three fiscal years to align with best practices in municipal auditing in Canada and the Northwest Territories. The RFP was invitational, sent to four qualified firms, and included requirements for annual financial audits, preparation of statements, and compliance with municipal auditing standards.

Three proposals were received from firms in Alberta and the Northwest Territories:

MNP (AB): \$197,945.00

Crowe MacKay (NT): \$303,354.00

Avery Cooper & Co (NT): \$154,095.00

The total price of each proposal reflects the full scope of work over three years, including travel, administrative expenses, and presentation costs for annual Council meetings.

ANALYSIS:

The proposals were evaluated based on cost-effectiveness, understanding of audit objectives, relevant experience, and methodology.

Cost: Avery Cooper & Co submitted the lowest cost proposal at \$154,095, significantly lower than the other two firms.

Relevance: Avery Cooper & Co is based in the Northwest Territories, ensuring familiarity with local regulatory requirements.

Experience: Avery Cooper & Co has been the Town's auditor in previous years, providing continuity and a strong understanding of the Town's financial operations.

Performance: The firm has demonstrated reliable performance, meeting deadlines and delivering results in line with expectations.

Given these factors, Avery Cooper & Co offers the best value and aligns with the Town's needs.

RECOMMENDATION:

That Council approve the selection of Avery Cooper & Co as the Town's auditor for the fiscal years 2024, 2025, and 2026. Their proposal offers the lowest cost, ensures continuity, and aligns with the Town's standards for quality and timeliness in financial auditing.



Briefing Note

To: Mayor and Council
From: Administration
Date: December 3rd, 2024
Subject: Procurement Process Update – Evergreen Fleet Renewal

PURPOSE:

To provide an update on the procurement process for the Evergreen Fleet Renewal project, clarify a procedural misunderstanding, and recommend a course of action to Council.

BACKGROUND:

In March 2024, Council approved a capital budget that included \$120,000 for the purchase of two trucks under the Fleet Renewal Evergreen program. An invitational tender was issued to three dealerships in the Northwest Territories. The vehicles were ordered from the supplier offering the lowest price, based on past directions for procuring within the approved budget. The lowest tender price received was slightly over the budgeted amount, coming in within 10% of the allocated \$120,000. This difference was deemed not substantial and consistent with procurement practices. However, it was later clarified that the Purchasing Policy requires Council approval for expenditures exceeding \$50,000, regardless of budget inclusion. This step was missed due to a misperception of the process.

ANALYSIS:

The vehicles were ordered in alignment with the approved capital budget and past procurement practices, but the specific requirement for Council approval under the Purchasing Policy was not followed. This highlights the need for:

1. **Policy Review:** The Purchasing Policy requires review and updates to address ambiguities and ensure consistent application.
2. **Team Awareness:** All team members involved in procurement are now aware of the requirement to seek Council approval for expenditures above the SAO's spending authority.
3. **Process Oversight:** Additional internal controls and training will reinforce adherence to policies moving forward.

The Town's procurement process has since been clarified to prevent similar misunderstandings in the future.

RECOMMENDATION:

That Council retroactively approve awarding the purchase of two trucks to the lowest-priced bidder, as the procurement was conducted in good faith, aligned with past direction, and the variance in budgeted cost was minimal and within acceptable limits.



Briefing Note

To: Mayor and Council
From: Administration
Date: December 3rd, 2024
Subject: Christmas Eve Half-Day

PURPOSE:

To request approval to close the Town facilities and provide staff with a half-day off at 12:00 pm on Tuesday, December 24th, 2024.

BACKGROUND:

Town Council has given staff a half-day on Christmas Eve for the past number of years which has been made into effect through a motion of Council.

Council passed the following motion at the Regular Meeting of Council 10-23 on November 21, 2023.

23-294 That all Town facilities close at noon on December 22, 2023; and

That Town staff, dependent on operational needs, be given a half-day off on December 23, 2023. Should operational requirements necessitate employment on this noted date, the employee will be given equivalent time off in lieu at a mutually agreed time.

RECOMMENDATION:

That all Town facilities close at noon on Tuesday, December 24th, 2024; and

That Town staff, dependent on operational needs, be given a half-day on December 24th, 2024. Should operational requirements necessitate employment on this noted date, that the employee be given equivalent time off in lieu at a mutually agreed time.