



**Corporate Services Standing Committee Meeting
June 3, 2025**

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. DECLARATION OF FINANCIAL INTEREST

C. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and Values

D. DELEGATIONS

E. DIRECTOR'S REPORT

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

F. ADMINISTRATION

- a. Briefing Notes
 - i. Briefing Note – Budget Variance Report as of March 31, 2025
 - ii. Briefing Note – Authorization for Direct Awards Under Standing Offer Agreements (SOAs) Approved Capital Projects
 - iii. Briefing Note – Approval of Riverside Park and Lookout Project Management and Design Services
 - iv. Briefing Note – Addition of Streetscape Improvements Project to 2025 Capital Budget
 - v. Briefing Note – Items Recommended for Sale During the Upcoming Auction

G. OTHER BUSINESS

H. EXCUSING OF COUNCILLORS

I. DATE OF NEXT MEETING

J. ADJOURNMENT



Corporate Services Standing Committee Meeting May 6th, 2025

MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, May 6th, 2025 @ 725 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, Mayor Fergusson, Cr. Tuckey, Cr. Cox, and Cr. Couvrette
Regrets: D/M Keizer, Jim Hood (Director of Corporate Services)
Staff Present: Tracy Thomas, Senior Administrative Officer
Shanna Schaefer, Reception (Acting Recording Secretary)

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 725 pm, confirmed quorum and handed the Chair to Cr. Tuckey.

B. REVIEW

a. Agenda

Moved by: Cr. Cox
Seconded by: Mayor Fergusson

That the agenda be adopted as amended to include items listed under Other Business. Amended to add a) lottery license fees and b) in-camera items

PASSED

b. Minutes

Moved by: Cr. Bathe
Seconded by: Cr. Benwell

That the minutes from the Corporate Services Standing Committee Meeting on April 1st, 2025, be adopted as amended.

PASSED

- c. Vision and Values
- d. Declaration of Financial Interest

C. DELEGATIONS

D. DIRECTOR'S REPORT

a. The Corporate Services Director's Report for April

SAO Tracy Thomas reported that Director Hood will return from holidays and remain with the Town until the end of August. There are currently two vacancies in Corporate Services: Director of Corporate Services and Human Resource Manager. We currently have a promising candidate that we are moving to the next stage of the process.

Positive updates include progress with utility billing and staff becoming more comfortable in their roles through ongoing training.

SAO Thomas and Director Hood are working on improved project tracking for contribution agreements and ensuring timely reporting to funders. IT upgrades are underway, although some challenges remain with system performance and document accessibility. Improvements are expected within the week, including restored connections with Protective Services.



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Council Discussion:

- **Mayor Fergusson** suggested "repackaging" the job postings to attract more applicants and asked if changes should be made to the department's structure. SAO Thomas noted the recent organizational review recommended maintaining the current structure.
- **Cr. Cox** proposed post-interview feedback from candidates to help improve recruitment strategies, which SAO Thomas supported.
- **Cr. Couvrette** suggested offering advancement opportunities and training to current staff for senior management roles.
- **Mayor Fergusson** expressed concern that increased training might lead to staff leaving for better opportunities in the community.
- **Cr. Cox** recommended exploring options for cross-departmental mobility to support career growth without losing trained employees.

b. Accounts Payable Report

c. Correspondence

Mayor Fergusson asked if PWK's request and the Ski Club's letters had been discussed – SAO noted that it would be present in the next Community Services Standing Committee Meeting on May 13th.

E. ADMINISTRATION

a. Briefing Note – Landfill Reclamation and Expansion – Project Manager Engagement Approval

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That Council authorize Administration to engage Colliers Project Leaders, under the existing Standing Offer Agreement, to provide project management services for the Landfill Reclamation and Expansion project, with an upset limit of \$95,000 plus applicable taxes.

PASSED

No questions: Passed Unanimously

b. Briefing Note – Recommendation to Implement Phase 1 Housing Construction Incentive (HAF) – June 2025 Launch

Moved by: Cr. Cox
Seconded by: Cr. Bathe

That Council approve the rollout of the Phase 1 Housing Construction Incentive (HAF) as recommended by the HAF Advisory Committee, with a program launch date in June 2025 and an initial allocation of \$1,000,000. Administration will return to Council with an evaluation and recommendations for any adjustments prior to launching a second intake.

Mayor Fergusson asked SAO Thomas how the program's numbers and delivery model were developed. SAO Thomas explained that research was conducted on other municipal housing programs, particularly highlighting Hay River's successful approach, which was adapted to meet Fort Smith's needs.

Mayor Fergusson questioned the rationale for a \$1 million cap. SAO Thomas responded that the cap ensures funds remain available if adjustments to the program are needed.

Council Discussion:



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- **Cr. Cox** expressed concern about potential misuse of the program, such as parents using funds to house their adult children in basements.
- **Mayor Fergusson** disagreed, stating that all individuals, including young adults, should have housing access.
- **Cr. Cox** reiterated his desire for a strong program that cannot be easily exploited.
- **Cr. Couvrette** suggested including contribution agreements requiring proof that funded units are rented and generating income, with a potential clawback if not.
- **Cr. Bathe** reminded Council that the main goal is to create more housing overall.
- **SAO Thomas** cautioned that adding enforcement requirements would increase administrative burdens and staff workload. She recommended considering broader program language to include “all housing,” not just single-use dwellings.
- **Cr. Heaton** emphasized the importance of addressing senior housing shortages and noted that increasing housing stock could benefit seniors who cannot afford mortgages.

c. Briefing Note – 3-Year Property Tax Exemption Incentive – Phase 1 HAF Implementation

Moved by: Cr. Heaton

Seconded by: Cr. Cox

That Council approve the implementation of the 3-Year Property Tax Exemption Incentive as part of the Phase 1 HAF roll-out, with an effective launch date of June 2025 and a program end date of December 31, 2029.

PASSED

Cr. Karasiuk wants to take a moment to commend the committee for all the hard work put into this incentive.

d. Briefing Note – Policy and Bylaw Review Project – Workplan Update and Next Steps

Moved by: Mayor Fergusson

Seconded by: Cr. Karasiuk

That Council receive this update for information and endorse the revised workplan, which reflects a phased and strategic approach to updating the Town’s governance framework. Council’s continued participation, particularly through the By-Law Committee and stakeholder engagement sessions, will be key to the success of this project.

PASSED

Cr. Heaton requested a project timeline. SAO Thomas outlined the following schedule:

- **End of June:** Completion of the Best Practices Report.
- **Mid-August:** Drafts of the proposed changes will be developed.
- **September:** Stakeholder input will be gathered.

SAO Thomas also confirmed that regular updates will be provided, and relevant stakeholder consultation will be held before final bylaws are ready for presentation.

F. OTHER BUSINESS

a) Lottery and Licensing Fees Agenda

Moved by: Mayor Fergusson

Seconded by: Cr. Bathe



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That Council directs Administration to prepare a briefing note outlining options for addressing concerns related to lottery licence fees, and to present these options for Council's consideration at a future meeting

PASSED

b) In-Camera

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That Council move in-camera in accordance with the Cities, Towns and Villages Act, Section 23 (3)(d) the salary, benefits, or performance record of an employee.

Move In-Camera at 820pm.

PASSED

c) Out of Camera

Moved by: Cr. Couvrette
Seconded by: Cr. Bathe

That Council move out of camera at 8:38 pm

PASSED

d) Motion

Moved by: Cr Couvrette
Seconded by: Cr Bathe

That Council approve the salary increase as negotiated after the completion of SAO performance review.

Opposed : Cr. Heaton

PASSED

e) EXCUSING OF COUNCILLORS

Moved by: Mayor Fergusson
Seconded by: Cr. Cox

That D/M Keizer be excused from the Corporate Services Standing Committee Meeting on May 6th, 2025.

PASSED

f) DATE OF NEXT MEETING

That next Corporate Services Standing Committee meeting be on June 3rd 2025.

g) ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: Cr. Cox

That the meeting be adjourned at 8:39 pm.

Our Vision and Mission

Community Vision

Fort Smith is a vibrant, future-focused community with a small-town feel, where residents enjoy a high quality of life. With efficient services and sustainable land use, the Town actively preserves and enhances its heritage, culture, and natural environment.

Council Vision

The Town of Fort Smith is a thriving, well-managed local government where proactive stewardship ensures the long-term sustainability of our publicly owned assets. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents at reasonable levels.

With a strong organizational culture and a collaborative approach, we foster positive relationships with neighboring First Nations and Metis communities and work together toward shared prosperity. By supporting local economic opportunities, accessible services, and a good quality of life, we create a community where seniors can retire with dignity, young people can build a future, and all residents can feel a sense of belonging and possibility.

Mission

The Town of Fort Smith provides a broad range of essential and valued services that support our community's well-being, both now and for future generations. Through responsible resource management and responsive delivery service, we create a well-functioning and forward-looking community that enriches the lives of all who call Fort Smith home.



RECOMMENDATION:

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

BACKGROUND

Corporate Services currently has two vacant positions. The Director of Corporate Services role remains unfilled; however, Jim Hood is temporarily filling the position in the interim. Despite several rounds of recruitment, staffing this position has proven challenging. As a result, the Town has engaged the services of a professional recruiter to support the search for a qualified and suitable candidate.

The Manager, Human Resources position is a new role created to support the Town's growing HR needs. The competition closed in April and has now moved into the final stages of the recruitment process. This position is expected to significantly enhance internal capacity and support long-term organizational development.

The April utility billing was completed on May 9th, which aligns more closely with the intended monthly schedule. The Accounts Receivable Clerk will now be focusing more actively on collections in the coming months, with the goal of reducing the balance of outstanding receivables.

All adjusting journal entries for the 2024 fiscal year have been completed, and the general ledger is now ready to be closed in the system. The audited financial statements, along with all supporting documentation, have been finalized and signed off.

In the months ahead, Corporate Services will focus on the following priorities:

- Reviewing all contribution agreements to ensure timely and accurate reporting
- Developing an internal tracking tool for contribution agreement management
- Continuing to support the strategic priorities of Council, including the recent IT system upgrades, which have improved productivity and streamlined administrative workflows

Additionally, the Senior Administrative Officer was awarded \$3,000 from the Local Government Administrators of the Northwest Territories (LGANT) to support her attendance at the Canadian Association of Municipal Administrators (CAMA) Annual Conference, where she is representing the NWT on the national board. This contribution



REPORT TO COUNCIL

Corporate Services
Corporate Services Monthly Report

Date: June 3, 2025

ensures Northern perspectives are represented in national discussions around municipal leadership and administration.

Prepared by:
Sham Jayakodige
Director of Corporate Services
Date: May 27, 2025

Reviewed by:
Tacy Thomas
Senior Administrative Officer
Date: May 28, 2025



Briefing Note

To: Mayor and Council
From: Administration
Date: June 3rd, 2025
Subject: Budget Variance Report as of March 31st, 2025

PURPOSE:

To provide Council with a first quarter variance report for the period of January 1 to March 31, 2025, 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 March 31, 2025. 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.

ANALYSIS:

Revenue:

- As of March 31, 2025, the Town has received 9% of its projected revenue.
- A major outstanding revenue sources are Taxation and Grants in Lieu of Taxes. Property Taxes and Grant in Lieu of Taxes will be levied in May 2025.
- Unconditional grants which is the O&M Funding from MACA was not received by March 31 as the agreement was only signed in April.
- Conditional grants represent the Carbon Tax Revenue Sharing Grant and the HAF Funding.

TOWN OF FORT SMITH APPROVED BUDGET SUMMARY 2025				
	2025 YTD ACTUAL AND COMMITTED	2025 TOTAL BUDGET	2025 REMAINING BUDGET	%
GENERAL OPERATING FUND REVENUES				
TAXATION	\$ -	\$ 2,542,026	\$ 2,542,026	0%
GRANTS IN LIEU OF TAXES	\$ -	\$ 1,677,290	\$ 1,677,290	0%
SALE OF SERVICES	\$ 112,123	\$ 542,280	\$ 430,157	21%
INTEREST INCOME	\$ 25,589	\$ 235,000	\$ 209,411	11%
GNWT GRANTS	\$ -	\$ 37,000	\$ 37,000	0%
DEVELOPMENT PERMITS	\$ 899	\$ 18,150	\$ 17,251	5%
FINES	\$ 2,043	\$ 5,000	\$ 2,957	41%
TAX CERTIFICATES	\$ 413	\$ 2,000	\$ 1,587	21%
LICENCES	\$ 13,212	\$ 26,200	\$ 12,988	50%
MISC. REVENUE	\$ 19,645	\$ 30,000	\$ 10,355	65%
ANIMAL CONTROL	\$ 180	\$ 1,000	\$ 820	18%
TOURISM GRANTS	\$ -	\$ 50,000	\$ 50,000	0%
TOURISM REVENUE	\$ 3,296	\$ 45,000	\$ 41,704	7%
RECREATION ADMINISTRATION	\$ -	\$ 37,636	\$ 37,636	0%
DAY CAMP	\$ -	\$ 32,400	\$ 32,400	0%
CHILDCARE	\$ 202,701	\$ 786,937	\$ 584,236	26%
LOTTERY LICENSING	\$ 6,546	\$ 10,000	\$ 3,454	65%
ARENA	\$ 33,388	\$ 54,000	\$ 20,612	62%
BALL PARK	\$ -	\$ -	\$ -	
RECREATION SPECIAL EVENTS	\$ 5,098	\$ 34,000	\$ 28,902	15%
RCC	\$ 50,409	\$ 170,000	\$ 119,591	30%
LIBRARY	\$ 745	\$ 56,210	\$ 55,465	1%
UNCONDITIONAL GRANTS	\$ -	\$ 2,422,000	\$ 2,422,000	0%
CONDITIONAL GRANTS	\$ 736,120	\$ 4,024,004	\$ 3,287,884	18%
SCHOOL TAX	\$ -	\$ 447,000	\$ 447,000	0%
TRANSFER FROM INVESTMENT IN CAP. ASSETS		\$ -	\$ -	
TRANSFER FROM RESERVES - OPERATIONS		\$ -	\$ -	
		\$ -	\$ -	
Total REVENUES	\$ 1,212,407	\$ 13,285,133	\$ 12,072,726	9%



Briefing Note

Expenditures:

- Current expenditures are at 14% of the budget. Notably:
 - Administration Personnel is at 39% of total budget as the allocation of Corporate Services wages has not been completed to date.
 - **Legislative:** Expenditures are 35% of budget but this is due to the timing of expenditures and the way the budget is allocated.
 - **Fire Hall Operations:** Expenditures are 38% of budget due to the allocation of demolition costs related to the removal of the old fire hall on Rupert Avenue.
 - **Public Works Building:** Expenditures are 42% of budget. Heating costs are slightly higher than the year to date budget and this will be monitored over the remainder of the year.
 - **Snow Removal:** Expenditures are 66% of budget. This is typically the quarter that sees the most expenditures against this budget.

GENERAL OPERATING FUND EXPENSES	2025 YTD ACTUAL AND COMMITTED	2025 TOTAL BUDGET	2025 REMAINING BUDGET	%
LEGISLATIVE	\$ 88,439	\$ 251,301	\$ 162,862	35%
DOWN TOWN DEVELOPMENT	\$ 620	\$ 47,545	\$ 46,925	1%
ADMINISTRATION PERSONNEL	\$ 234,657	\$ 599,850	\$ 365,193	39%
ADMINISTRATION OFFICE COSTS	\$ 46,287	\$ 609,000	\$ 562,713	8%
TOWN HALL OPERATIONS	\$ 14,418	\$ 53,335	\$ 38,917	27%
PLANNING /LANDS	\$ 29,624	\$ 111,886	\$ 82,262	26%
FINANCIAL MANAGEMENT	\$ 500	\$ 140,000	\$ 139,500	0%
TAXATION COSTS	\$ -	\$ 1,000	\$ 1,000	0%
INSURANCE	\$ -	\$ 65,000	\$ 65,000	0%
GRANTS-COMMUNITY	\$ -	\$ 35,000	\$ 35,000	0%
BYLAW ENFORCEMENT	\$ 29,028	\$ 145,450	\$ 116,422	20%
PROTECTIVE SERVICES	\$ 53,247	\$ 228,530	\$ 175,283	23%
AMBULANCE SERVICES	\$ 29,534	\$ 181,662	\$ 152,128	16%
ANIMAL CONTROL	\$ 5,657	\$ 30,156	\$ 24,499	19%
FIRE DEPT ADMINISTRATION	\$ 17,781	\$ 266,873	\$ 249,092	7%
FIRE ALARM SYSTEM	\$ 1,363	\$ 6,000	\$ 4,637	23%
HYDRANT MAINTENANCE	\$ -	\$ 2,750	\$ 2,750	0%
FIRE HALL OPERATIONS	\$ 16,737	\$ 44,123	\$ 27,386	38%
FIRE FIGHTING EQUIPMENT	\$ 2,927	\$ 27,450	\$ 24,523	11%
PUBLIC WORKS ADMINISTRATION	\$ 180,919	\$ 619,528	\$ 438,609	29%
PW MOBILE EQUIPMENT	\$ 38,787	\$ 125,000	\$ 86,213	31%
SMALL TOOLS	\$ 680	\$ 6,000	\$ 5,320	11%
PUBLIC WORKS BUILDING	\$ 52,828	\$ 127,149	\$ 74,321	42%
ROADS & SIDEWALKS	\$ 1,498	\$ 55,000	\$ 53,502	3%
DRAINS & DITCHES	\$ -	\$ 564,531	\$ 564,531	0%
STREET SANDING	\$ 12,146	\$ 110,000	\$ 97,854	11%
SNOW REMOVAL	\$ 13,133	\$ 20,000	\$ 6,867	66%
STREET LIGHTING	\$ 8,798	\$ 45,000	\$ 36,202	20%
STREET SIGNS	\$ -	\$ 10,000	\$ 10,000	0%
UTILITY FUND ALLOCATION	\$ -	\$ 80,000	\$ 80,000	0%
MUNICIPAL DUMP	\$ -	\$ -	\$ -	
ANNUAL CLEAN UP	\$ -	\$ 7,306	\$ 7,306	0%
CEMETARIES	\$ 1,488	\$ 25,224	\$ 23,736	6%
SENIORS CITIZENS TAX RELIEF PROGRAM		\$ 181,808	\$ 181,808	0%
FACILITY MAINTENANCE	\$ 146,539	\$ 623,861	\$ 477,322	23%
ECONOMIC DEVELOPMENT/VIC	\$ 35,776	\$ 206,468	\$ 170,692	17%
TOURISM	\$ -	\$ 300	\$ 300	0%
RECREATION ADMINISTRATION	\$ 50,550	\$ 324,198	\$ 273,648	16%
SUMMER CAMP PROGRAM	\$ 591	\$ 41,002	\$ 40,411	1%
CHILD CARE	\$ 224,216	\$ 831,768	\$ 607,552	27%
SWIMMING POOL	\$ 75,445	\$ 457,710	\$ 382,265	16%
NL MUSEUM	\$ 1,899	\$ -	\$ 1,899	
ARENA	\$ 106,207	\$ 294,696	\$ 188,489	36%
ICE PLANT	\$ 49,752	\$ 153,820	\$ 104,068	32%
BALL PARKS	\$ -	\$ 6,000	\$ 6,000	0%
PARKS/PLAYGROUNDS	\$ -	\$ 8,500	\$ 8,500	0%
SPECIAL PROGRAMS	\$ 23,265	\$ 397,500	\$ 374,235	6%
SLIDING HILL	\$ 3,011	\$ 11,169	\$ 8,158	27%
RECREATION & COMMUNITY CENTRE	\$ 238,247	\$ 1,364,267	\$ 1,126,020	17%
CURLING CENTRE ICE PLANT	\$ 4,909	\$ 11,600	\$ 6,691	42%
LIBRARY	\$ 84,723	\$ 306,475	\$ 221,752	28%
GENERAL DEBENTURES	\$ -	\$ 156,342	\$ 156,342	0%
OTHER DEBT CHARGES	\$ 862	\$ 46,000	\$ 46,862	-2%
BAD DEBT ALLOWANCES	\$ -	\$ 15,000	\$ 15,000	0%
SCHOOL TAX REQUISITION	\$ -	\$ 447,000	\$ 447,000	0%
CASH OVER/SHORT	\$ -	\$ -	\$ -	
TRANSFER TO/FROM REVENUE	\$ -	\$ 2,918,000	\$ 2,918,000	0%
Total EXPENDITURES	\$ 1,921,566	\$ 13,285,133	\$ 11,363,567	14%



Briefing Note

RECOMMENDATION:

It is recommended that Council accept this first 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.



Briefing Note

To: Mayor and Council
From: Administration
Date: June 3rd, 2025
Subject: Authorization for Direct Awards Under Standing Offer Agreements (SOAs) – Approved Capital Projects

PURPOSE:

To seek Council's support for a blanket authorization allowing Administration to proceed with direct awards under existing Standing Offer Agreements (SOAs) for goods and services related to previously approved capital projects, without requiring individual Council approvals for each procurement that exceeds the SAO's signing authority.

BACKGROUND:

The Town of Fort Smith maintains Standing Offer Agreements with various vendors to streamline procurement of recurring or specialized services. These agreements are used across departments to support efficient project delivery.

Currently, individual awards under SOAs that exceed the SAO's signing authority must be brought forward to Council for approval, even when tied directly to previously approved capital budgets. While this ensures oversight, it can create delays in project delivery and add unnecessary administrative steps, particularly when the work is well within the approved project scope and budget.

ANALYSIS:

In practice, Council's approval of a capital project includes both the overall project scope and the associated budget. Where Administration is relying on existing Standing Offer Agreements for project execution, it is operationally efficient and fiscally prudent to proceed with work as long as quotes are reasonable and remain within the approved budget.

Requiring separate motions for each SOA award — even when compliant with an approved project — slows down execution, creates administrative redundancy, and risks impacting timelines for construction season or vendor availability.

RECOMMENDATION:

That Council approve the following motion to allow direct award of SOA work related to approved capital projects

Proposed Motion:

That Council authorize Administration to proceed with direct awards under established Standing Offer Agreements for goods and services related to Council-approved capital projects, where the costs fall within the approved project budget, without the need for additional Council approval where such awards exceed the SAO's individual signing authority.

Next Steps:

If approved, this authorization will be applied going forward to eligible SOA awards under capital projects, allowing the Town to move quickly while remaining within approved financial parameters. Any exceptions or non-SOA-based direct awards will continue to be brought forward for Council approval as required by the Town's procurement bylaw.



Briefing Note

Conclusion:

This motion strikes a balance between maintaining oversight and enabling timely execution of Council-approved projects. It will support operational efficiency and help ensure projects remain on schedule and within budget.



Briefing Note

To: Mayor and Council
From: Administration
Date: June 3rd, 2025
Subject: Approval for Riverside Park and Lookout Project Management and Design Services

PURPOSE:

To seek Council's approval to proceed with engaging Maskwa Engineering Ltd. for Project Management and Design Services for the Riverside Park and Lookout Update Project. This engagement will be under the Town's Standing Offer Agreement (SOA) with Maskwa and constitutes a direct award for the design services component.

BACKGROUND:

The Riverside Park and Lookout Update Project is a key initiative under the Town's Strategic Plan to enhance recreational opportunities and foster active living. Federal funding under the Investing in Canada Infrastructure Program (ICIP) has been secured for \$738,750, with a total project budget of \$985,000. A Project Substantiation was prepared outlining a phased approach, starting with a design phase to refine the project scope and ensure financial sustainability.

CURRENT SITUATION:

Maskwa Engineering Ltd. has submitted a proposal to provide both Project Management and Design Services for a total cost of \$94,638 (excluding GST). This proposal includes all required phases of design and project management through to project completion.

In accordance with Bylaw 952 – Spending Authority, and because the design elements of this proposal are valued below \$50,000, the work does not require a full public tender and may be awarded directly. Furthermore, the total proposed cost is below the 10% threshold of the overall project budget, allowing for expedited approval under the SOA.

RECOMMENDATION:

That Council approve proceeding with the engagement of Maskwa Engineering Ltd. under the Town's Standing Offer Agreement for Project Management and Design Services for the Riverside Park and Lookout Update Project. This approach will ensure timely project initiation and effective use of secured federal funding before the September 2027 funding deadline.

Motion:

That Council approve the direct award of the Riverside Park and Lookout Update Project Management and Design Services to Maskwa Engineering Ltd. under the Town's existing Standing Offer Agreement, and authorize Administration to proceed with the project in accordance with the proposed phased approach.



Briefing Note

To: Mayor and Council
From: Administration
Date: June 3, 2025
Subject: Addition of Streetscape Improvements Project to 2025 Capital Plan

PURPOSE:

To request Council's approval to add the Streetscape Improvements Project to the 2025 Capital Plan.

BACKGROUND:

The Streetscape Improvements Project was identified as a priority during the Council budget workshop but was inadvertently omitted from the final approved capital plan. This project focuses on replacing and adding community amenities such as garbage bins, benches, picnic tables, and bike racks in public spaces, supporting active transportation, enhancing community aesthetics, and improving public health and safety.

CURRENT SITUATION:

The project was developed with a modest budget of \$50,000 but promises significant community impact through improved public spaces and amenities. The omission was administrative, and Administration is seeking Council's support to formally add it to the 2025 Capital Plan so the project can proceed as originally intended.

RECOMMENDATION:

That Council approves the addition of the Streetscape Improvements Project to the 2025 Capital Plan, with a total budget of \$50,000, funded through the municipal capital budget.

Motion

That Council approves the addition of the Streetscape Improvements Project to the 2025 Capital Plan, with a total budget of \$50,000, funded through the municipal capital budget.



Briefing Note

To: Mayor and Council
From: Municipal Services
Date: June 3rd, 2025
Subject: Items recommended for sale in the upcoming auction

PURPOSE:

To seek Council's approval to dispose of surplus and unbudgeted equipment through the upcoming Government of the Northwest Territories (GNWT) auction on June 7, 2025, and to recommend a minimum bid for one item.

BACKGROUND:

The Town has acquired replacement equipment for several assets that are now redundant, non-functional, or otherwise not cost-effective to maintain. These items are not included in the current operational budget and continue to incur unnecessary costs and storage burdens.

CURRENT SITUATION:

We have identified the following items as surplus and recommend they be sold at auction:

Town Car – Replaced; continues to incur maintenance and insurance costs that are unbudgeted.

Chevy 1 Ton Truck – Engine is inoperable; replacement already acquired and unbudgeted.

Older Hotsy Washer – Past its serviceable life; already replaced and no longer required.

Bobcat Sander Attachment – Not used; requires costly sand and excessive operational time; not in budget.

Surplus Bobcat Tires – Do not fit current equipment and are unused.

Mobile Stage – Lacks trained staff to operate; training is expensive (was \$11,000 in 2018) and not budgeted; continued ownership results in non-recoupable costs.

Bounce house - It has damage to the participant entry point and has been replaced.

Disposing of these items at auction allows the Town to recoup some costs and reduce ongoing expenses. The GNWT auction provides an efficient and cost-effective method for disposal.

RECOMMENDATION:

Approve the sale of all listed surplus items through the GNWT auction on June 7, 2025.

Do not apply minimum bids for any items except the mobile stage, to avoid incurring unnecessary \$50 non-sale fees per item (not budgeted).

Apply a \$20,000 minimum bid to the mobile stage, with discretion to sell at a slightly lower value if a reasonable offer is received, to offset its original cost and ongoing burden.

This approach allows the Town to convert unbudgeted liabilities into revenue while minimizing additional costs.