



## Corporate Services Standing Committee Meeting May 6<sup>th</sup>, 2025

### MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, May 6<sup>th</sup>, 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 1<sup>st</sup>, 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 13<sup>th</sup>.

### 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 6<sup>th</sup>, 2025.

**PASSED**

### f) DATE OF NEXT MEETING

That next Corporate Services Standing Committee meeting be on June 3<sup>rd</sup> 2025.

### g) ADJOURNMENT

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

**That the meeting be adjourned at 8:39 pm.**