



## Corporate Services Standing Committee Meeting April 1<sup>st</sup>, 2025

### MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, April 1<sup>st</sup>, 2025 @ 7:40 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cox, and Cr. Couvrette

Regrets:

Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Jim Hood, Director of Corporate Services

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 7:40 pm, confirmed quorum.

#### B. REVIEW

##### a. Agenda

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

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

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

That the minutes from the Corporate Services Standing Committee Meeting on March 4<sup>th</sup> 2025, be adopted as presented.

**PASSED**

##### c. Vision and Values

##### d. Declaration of Financial Interest – none at this time

#### C. DELEGATIONS

#### D. DIRECTOR'S REPORT

##### a. The Corporate Services Director's Report for March

Director Hood advised that the department is still in the process of finalizing the Director's position; however, all other positions within Corporate Services have now been filled. This marks the first time since December that the department has been fully staffed. Director Hood further noted that the auditors have been on-site since March 27th. Of the three auditors present, two have completed their field work testing and departed earlier today, while the lead auditor remains on-site.

A discussion was held regarding the potential of our website adding the ability to fill out and pay for licenses such as development permits, business licenses, paying utility bills, dog tags, etc., online. Director Hood noted that he is in the process of reviewing pricing options.

##### b. Accounts Payable Report

##### c. Correspondence



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### E. ADMINISTRATION

- a. Briefing Note – 2025-2026 WWS Contribution Agreement with GNWT

**Moved by: Cr. Couvrette**

**Seconded by:**

That Council approve the Town of Fort Smith entering into the 2025-2026 Water and Waste Services (WWS) Contribution Agreement with the Government of the Northwest Territories in the amount of \$798,000.00 and authorize the Mayor and Senior Administrative Officer to sign the agreement on behalf of the Town.

**PASSED**

- b. Briefing Note – 2025-26 Community Public Infrastructure (CPI) Contribution Agreement

**Moved by:**

**Seconded by:**

That Council acknowledge and accept the 2025-26 Community Public Infrastructure (CPI) Contribution Agreement with the Government of the Northwest Territories in the amount of \$1,833,000, and that the Mayor and Senior Administrative Officer be authorized to execute the agreement as required.

**PASSED**

- c. Briefing Note – 2025-26 Operations and Maintenance (O&M) Funding Agreement with GNWT

**Moved by:**

**Seconded by:**

That Council authorize the Mayor and Senior Administrative Officer to sign the 2025–2026 Operations and Maintenance (O&M) Contribution Agreement between the Town of Fort Smith and the Government of the Northwest Territories in the amount of \$2,466,000.

**PASSED**

- d. Briefing Note – 2025 Mill Rate Bylaw

**Moved by:**

**Seconded by:**

That Bylaw 1061, the 2025 Mill Rate Bylaw, be submitted for First, Second, and Third Reading at the Regular Meeting of Council on April 15, 2025.

**PASSED**

### F. OTHER BUSINESS

- a. Letter to GNWT Minister

**Moved by: D/M Keizer**

**Seconded by: Cr. Karasiuk**

That the Mayor be directed to write a letter to the Minister of Municipal and Community Affairs (MACA), Government of the Northwest Territories, to express Council's appreciation for the funding received, and to respectfully request clarification regarding the discrepancy between the amount received and the amounts proposed during the MACA Municipal consultations in 2024.

**PASSED**

### G. EXCUSING OF COUNCILLORS



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**H. DATE OF NEXT MEETING**

That next Corporate Services Standing Committee meeting be on May 6<sup>th</sup>, 2025.

**I. ADJOURNMENT**

**Moved by: Cr. Karasiuk**

**Seconded by: Cr. Cox**

That the meeting be adjourned at 8:25 pm.

**PASSED**