



Municipal Services Standing Committee Meeting

MINUTES

The Municipal Services Standing Committee Meeting was held on Tuesday, June 10th, 2025 @ 7:20 pm within the Town Hall's Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, D/M Keizer, Cr. Tuckey, Cr. Cox, and Cr. Couvrette,
Regrets: Cr. Bathe and Mayor Fergusson
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Emily Colucci, Director of Community Services
Andrew Grenier, Director of Municipal Services

A. CALL TO ORDER

D/M Keizer called the meeting to order at 7:23 pm and handed the chair to Cr. Benwell.

B. REVIEW

a. Agenda

Moved by: Cr. Heaton
Seconded by: Cr. Couvrette

That the agenda be adopted as **amended to add a briefing note to E. Administration, and Tucked Water Services to F. Other Business.**

PASSED

b. Minutes

Moved by: Cr. Couvrette
Seconded by: Cr. Karasiuk

The minutes from the Municipal Services Standing Committee Meeting on May 13th, 2025, be adopted as presented.

PASSED

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

C. DELEGATION

D. DIRECTOR'S REPORT

a. The Municipal Services Report for May

Director Grenier provided a brief update on several items, including the grader rebuild project, which he described as an exciting development. He noted that this process has involved many shared ideas, and he's pleased to see it moving forward. Grenier also highlighted that one of the capital projects has now been officially approved, which he considers a positive step.

He went on to mention ongoing challenges with a specific valve related to the pool project. Despite efforts to locate the part, it has not been found. As a result, the contractor will proceed with installing the pump and existing piping tomorrow morning to ensure the system is ready. However, the valve itself will not be installed until the next scheduled shut down.



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Cr. Couvrette inquired as to what the anticipated extension of life expectancy the grader will have when the rebuild work is completed. Director Grenier explained that it will give up approximately 20 plus years – like new – and comes with a 5 year warranty which is better than when it was purchased.

Cr. Benwell asked for clarification to where the new street lights are going to be installed. Director Grenier noted that one will be on Breynat across from the hospital and the second at the cross from McDougal Rd. and King St.

E. ADMINISTRATION

- a. Briefing Note – Approval to Proceed with Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF)

Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That Council approve the implementation of Initiative 3: Single Detached Home Incentive under the Housing Accelerator Fund (HAF), as recommended by the HAF Committee, and direct Administration to proceed with the program rollout, including publication of the associated Program Guidelines and communications materials.

PASSED

D/M Keizer asked for clarification on the communication materials and protocol in place. He noted that many residents are still approaching him with questions and concerns, and he's unsure whether the expectation is for people to search for the information on the website themselves or if there is additional outreach or promotion being done beyond that.

SAO Thomas explained that the initiative is currently in a soft launch phase. While the program is up and running, more promotion is planned in the coming weeks. The website content will be expanded, additional Facebook posts are scheduled, and a mail-out is set for next week. For now, much of the outreach has been through word of mouth.

She noted that limited staff capacity has affected the pace of promotion, as the coordinator position remains unfilled. Despite reposting the job, sharing it directly, and even personally encouraging potential candidates—including informal outreach over lunch—no one has been hired yet. In the meantime, the responsibility for managing and promoting the program is being shared by the existing team.

- b. Award Contract – Water Licence Renewal Application Consultant Services (RFP No. TFS 2025-06)

Moved by: D/ Keizer
Seconded by: Cr. Heaton

That Council approve the award of contract for consultant services related to the Town's Water Licence Renewal Application to AECOM in the amount of \$156,407 plus GST, to be funded through the Town's Community Public Infrastructure (CPI) allocation.

SAO Thomas reported that an early invitational RFP was issued for consulting services to support the Town's water license renewal. She explained that the timeline is tight, as the current license expires at the end of October 2026, but the Mackenzie Valley Land and Water Board requires the renewal application process to begin by October 3, 2025.



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Director Grenier explained that the water license is essential for both the sewer system and the water treatment plant. It allows the Town to draw water directly from the Slave River and discharge treated water, as required by regulations. The license includes multiple reporting requirements and is valid for 15 years. This process applies to all communities and is governed by legislation under the Water Act, with comprehensive reporting required throughout the license term.

F. OTHER BUSINESS

a. Water Trucked Service

Council held a discussion on recent changes to the Town's trucked water service, particularly the enforcement of a one-tank-per-residence policy that has affected Bell Rock and other areas.

Cr. Couvrette raised concerns about the short notice and the impact on residents who rely on secondary tanks for wildfire protection and agriculture—uses previously encouraged by the Town. He noted that Bylaw 705, which governs the service, is outdated and due for review. He suggested interim solutions, such as reduced delivery schedules for secondary tanks, until a new bylaw is in place.

Cr. Cox acknowledged the poor timing and logistical constraints, and suggested the Town provide residents with information about reliable private water contractors. He also questioned whether it's appropriate to promote further development in Bell Rock if water service can't be consistently supported.

SAO Thomas agreed that long-term solutions, such as applying for CHIP funding to expand capacity, should be pursued. She also highlighted the existing FOB system as an option for residents to fill their own tanks and supported sharing contractor contact information.

Director Grenier explained that the decision to enforce the bylaw came in response to a significant and unexpected rise in demand, which has strained the Town's ability to deliver water with limited staff and increased costs. He noted that the situation affects not only Bell Rock but many residents across the community who are now installing secondary tanks, often in response to wildfire risk. He emphasized the need to prioritize basic service and stated that secondary tank fills can no longer be accommodated as they once were. Grenier also warned of health and safety risks due to improperly maintained secondary tanks.

D/M Keizer acknowledged the Town's communication missteps and emphasized that the shift in policy should have been addressed earlier and with clearer messaging. He expressed concern about the financial burden placed on residents being asked to use the FOB system, which requires significant personal investment in equipment. He supported ongoing efforts to maintain core service levels and called for better planning to avoid similar issues in the future.

G. EXCUSING OF COUNCILLORS

Moved by: Cr. Karasiuk
Seconded by: D/M Keizer

That Cr. Bathe and Mayor Fergusson be excused from the Municipal Services Standing Committee meeting on June 10th, 2025.

PASSED



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H. DATE OF NEXT MEETING

The next Municipal Services Standing Committee Meeting will be on July 15th, 2025.

I. ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: D/M Keizer

That the meeting be adjourned at 7:53 pm.

PASSED