



**MINUTES OF SPECIAL COUNCIL MEETING**  
**Thursday, September 14, 2023**

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**ATTENDANCE**

**PRESENT**

MAYOR	Genevieve McLeod
DEPUTY MAYOR	Eva Hope
COUNCILORS	Julia Capot Blanc
	Greg Wilson
	Barbara McLeod

**ABSENT**

COUNCILORS	Derwin Kotchea [Without Notice]
	Hillary Deneron [With Notice]

STAFF Senior Administrative Officer      John W. McKee

The Chairperson (Mayor) took the chair and called the meeting to order at 7:07 p.m.

**ADOPTION OF AGENDA**

Council approved the meeting agenda without changes.

**MOTION 2023-39**

That the agenda for the special meeting of September 14, 2023, be approved as presented.

Moved:            Barbara McLeod  
Seconded:        Greg Wilson  
Carried.

**DECLARATION OF INTEREST**

No conflicts of interest were declared.

**ADOPTION OF MINUTES**

Council reviewed the minutes of the previous meeting, and no changes were made.

**MOTION 2023-40**

That the meeting minutes of May 18, 2023, be approved as presented.

Moved: Eva Hope  
Seconded: Barbara McLeod  
Carried.

**BUSINESS ARISING FROM THE MINUTES**

Councillor Derwin has missed three consecutive meetings without notice in one year. According to Council Procedural Bylaw 228 s.4.6, he is considered to have resigned his position.

**MOTION 2023-41**

That Derwin Kotchea is deemed to have resigned as a councillor of the Fort Liard Hamlet council as he has missed three consecutive meetings without notice in one year.

That a bi-election be held to fill the vacancy.

Moved: Greg Wilson  
Seconded: Julie Capot Blanc  
Carried.

**NEW BUSINESS**

**EVACUATION REGISTRATION PROCESS**

Information on the new Evacuation Registration Portal was provided for council review. The Safety Department will hold registration lunches to assist residents with registering.

**SERVER PURCHASE AND INSTALLATION**

The secondary server is failing. It is eleven years old and should be replaced. The SAO presented a Project Briefing note for council consideration. The project was approved.

**MOTION 2023-42**

That Project 830501 Secondary Server replacement be approved for \$15,500.

Moved: Eva Hope  
Seconded: Barabara McLeod  
Carried.

**OPERATIONAL FINANCIAL STATEMENTS**

Operational Financial Statements for the period ending June 30, 2023, were presented for council review. Concern – deficit for the provision of municipal services and the need

to increase the economic rate Council will consider a bylaw to raise the economic rate effective October 1, 2023.

MOTION 2023-43

That the Operational Financial Statements for the period ending June 30, 2023, be approved as presented.

Moved: Eva Hope  
Seconded: Greg Wilson  
Carried.

AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the period ending March 31, 2023, were presented for council review. The SAO reviewed the statements as follows –

- Explained the Accumulated Surplus (Schedule 1)
- Revised the Annual Surplus/Deficit for the fiscal year and explained the Capital Amortization
- Noted budget did not include amortization.
- Explained the changes in Net Fiscal Assets
- Reviewed the Cash and Temporary Balances and the necessary changes in the fund accounts.
- Noted Municipal Services receivables and the need to follow up on outstanding accounts.
- Noted a substantial portion of Hamlet's revenue is transferred from the Government of the NWT.
- Reviewed the contingencies and liabilities.
- Noted that Hamlet is non-compliant in reporting inventories.
- CPI funding reports are still outstanding, and completion is a top priority.

MOTION 2023-44

That the audited Financial Statements for the period ending March 31, 2023, be approved as presented.

Moved:  
Seconded:  
Carried.

REVIEW OF LIQUOR RESTRICTIONS

A briefing note was presented for council review. After discussion, it was decided to hold a public meeting in early October after the fall hunt. Staff will organize a dinner meeting.

GENERAL MILL RATE INCREASE

A letter from the GNWT Department of Finance allowing council to raise the Mill Rate for Fort Liard. The deadline has passed, and no action has been taken.

DEH CHO BUSINESS DEVELOPMENT CENTER

Council was given the opportunity to put forward names to be appointed as Fort Liard representatives on the DCBDC Board of Directors. No names were put forward.

MUNICIPAL ALCOHOL POLICIY

The SAO presented information on how to develop a Municipal Alcohol Policy. No action was taken.

**BYLAWS**

BYLAW 328

A Bylaw to approve the disposal of fire equipment that no longer meets standards and will be destroyed. Council gave the Bylaw the first reading.

**MOTION 2023-45**

That Bylaw 328 "Asset Disposal" receives its first reading.

Moved: Julie Capot Blanc  
Seconded: Eva Hope  
Carried.

Bylaw 328 was given a second reading.

**MOTION 2023-46**

That Bylaw 328 "Asset Disposal" receives its second reading.

Moved: Barbara McLeod  
Seconded: Greg Wilson  
Carried.

BYLAW 331

A Bylaw to increase the economic rate for water and sewage services was given first reading. This bylaw will –

Increase the economic rate to \$.025 per liter

Increase the age for a senior subsidy to 70 years.

On account active for three years and in good standing will be eligible for a senior subsidy.

Increase the minimum billing to \$20.00 per month.

Discontinue the second-tier residential subsidy.

Set the residential subsidy at 80%

**MOTION 2023-47**

That Bylaw 331 "Municipal Service Rate" Amendment receives its first reading.

Moved: Eva Hope  
Seconded: Greg Wilson  
Carried.

**MOTION 2023-48**

That Bylaw 331 "Municipal Service Rate" Amendment receives its first reading.

Moved: Barabara McLeod  
Seconded: Julie Capot Blanc  
Carried.

**BYLAW 332**

A Bylaw to create a Quiet Time between 11 p.m. and 7 a.m. and provide for penalties was given first reading.

**MOTION 2023-49**

That Bylaw 332 "Noise Abatement," receives its first reading.

Moved: Eva Hope  
Seconded: Greg Wilson  
Carried.

**MOTION 2023-50**

That Bylaw 332 "Noise Abatement," receives its second reading.

Moved: Julie Capot Blanc  
Seconded: Eva Hope  
Carried.

**BYLAW 333**

A Bylaw to appoint Eathan Oatman as Finance Officer was given first reading.

**MOTION 2023-51**

That Bylaw 333 "Finance Officer Appointment" receives its first reading.

Moved: Eva Hope  
Seconded: Greg Wilson  
Carried.

**BYLAW 333**

Bylaw 333 was given a second reading.

**MOTION 2023-52**

That Bylaw 333 "Finance Officer Appointment" receives its second reading.

Moved: Barbara McLeod  
Seconded: Greg Wilson  
Carried.

BYLAW 329 and Bylaw 330

The first reading of Bylaw 329 Community Plan and Bylaw 330 was tabled.

**REPORTS - Noted**

RCMP Monthly Reports – May - June – July – August 2023  
Safety Department Update  
Safety Department Monthly Report – May - June – July 2023  
Fire Department Report – May 2023  
Water Use Inspection Report  
Snap Lake Mine Reclamation Project

**CORRESPONDENCE - Reviewed**

New Liquor Act Input Questions  
MACA – Hosting Evacuees Grant  
ECC – Action to Mitigate Wildfire Risks  
Aboriginal Sports Circle NWT  
Arts Economic Development Program – Pilot Project  
Karen Cumberland – Community Concern

**MLA UPDATES - Noted**

Re MLA Visit August 8, 2023  
ECC – RRO1 Position  
LHO Staffing  
Brush Clearing Highway 7  
Social Worker Position

**PUBLIC NOTIFICATIONS**

Research Application 5614  
Obsidian Energy Ltd. Engagement Package  
Monument Unveiling – Legislative Assembly  
Research Licence 17320 Issued

**NEXT MEETING**

The next regular council meeting - September 21, 2023,

**ADJOURNMENT**


**MOTION 2023-53**

That the special meeting of September 14, 2023, be adjourned.

Moved: Barabara McLeod  
Seconded: Eva Hope  
Carried.

The meeting was adjourned at 9:10 p.m.

  
\_\_\_\_\_  
Genevieve McLeod  
Mayor

  
\_\_\_\_\_  
John W. McKee  
Senior Administrative Officer

HAMLET OF FORT LIARD

**CAPITAL PROJECT REVIEW**  
September 2023

Council approved a Five-Year Capital Plan 2021-2026 in February 2021 Motion 2021-18

Projects

Cemetery Upgrades 850105

A planning Study was completed in 2019 with options presented to the council. Expansion of the cemetery is unnecessary at this time, and the Hamlet could not obtain land tenure; therefore, the project was deferred indefinitely. The utility shed has been replaced.

Preparation of an Emergency Plan 896300

A new Emergency Plan is complete and approved by council.

Engineering Consulting Services 891100

Dillon Consulting has been contracted to provide engineering services and project management.

Equipment Replacement 820601

A new Caterpillar Loader was purchased, and the old Tool Carrier was sold by public tender.

Recreation Facility Replacement 850103

A plan was developed, and materials were ordered. Delivery took two years. The materials are on site. The deadline for completion of this project could not be met, and the funding expired. The intent was to use a local contractor to erect structures; however, the contractor had gone out of business. The project has been deferred.

Fire Equipment 830507

The equipment has been received and is in service.

Noted - there needs to be better management of equipment. Fire equipment is very expensive, and defective equipment is a safety hazard. Equipment should be regularly inspected and replaced.

Fair Weather Road to Hay Lake Recreation 840404

An engineering study that this project was unaffordable and cancelled.

Completion Land Use Plan -- Zoning Bylaw -- Land Administration 895100

A Land Use Plan and Zoning Bylaw have been completed and approved by Council. The Land Use Plan requires Ministerial approval, but Acho Dena Koe will not give approval. The plan is

now on hold as the Minister will not approve the Plan until is satisfied with the consultation process. The zoning bylaw cannot receive third reading until the Plan is approved.

Municipal Yard Fence & Electricity 850115

The fencing of the Municipal Works Yard has been cancelled due to significant cost increases.

Except for the transformer installation, the power line to the Municipal Works yard was completed in 2022. The transformer has not yet been received due to supply issues. The transformer is expected to be received and installed in mid-August 2023.

Pickup Truck Replacement 820601

A Ford F250 truck was purchased and is in service.

Recreation Center Retrofit 830403

This will be a complex project which will take several years to complete. It is necessary to keep the project operational throughout the complete project. An Initial Project Scope has been drafted and had an initial review by the engineers. The next step is a community consultation process. Utilization versus cost, operational costs, and energy efficiency will be important components of this project. Hamlet will need to obtain Federal Government funding for this project.

Removal of Hazardous Waste 850101

This is a joint project with the Government of the NWT. The GNWT tendered the project, but work has yet to commence. If the project has not been completed this year then, the Hamlet will arrange disposal.

Road Drainage Works 840404

The north end of Birch Street is subject to flooding during spring/summer high water. Properties in this area are well above flood levels, but the road is prone to flooding affecting the supply of services. An engineering study was completed. The provision of adequate drainage would require the acquisition of private property. Initial cost estimates are well above the budget. This project has been cancelled.

Road resurfacing -- Chip Seal 840407

Chip Sealing has been completed.

Staff House Fencing 850114

Safety concerns necessitated the erection around the staff housing. The erection of a chain link fence is complete.



#### Three Bay Garage Construction 830407

Additional garage space is required for the storage and maintenance of heavy equipment. A design-build proposal call was prepared and advertised. There was no response, and no tenders were received. The hamlet then explored the market, concentrating in the NWT to see how this project could be completed. Delivery of a pre-engineered building was more than one year, and the cost was well above the budget and the cost per square unfordable. Alternatives were reviewed, but life cycle costs were excessive. This project's scope has been scaled back and will now consist of a two-bay heated equipment shelter with a modular office/storage/crew room. The Hamlet was unable to hire a general contractor and, along with our project engineer, is managing the completion as several smaller projects. Site development is complete, the building materials have arrived, and construction is scheduled to start this week. The modular was purchased last year. Electrical service should be completed by mid-August.

#### Vacuum Truck Replacement 810304

The Hamlet has purchased a third sewage truck to its fleet. This is a new truck and was originally for another customer. The aluminum tank, built in Ontario, has a larger capacity than steel tanks in Hay River, meaning fewer trips to the sewage lagoon. The truck is now in service.

#### Waste Site Planning Study 895400

New solid waste cells need to be developed. Dillon Consulting has been hired to prepare and submit a project design to the MacKenzie Valley Land and Water Board for approval. Completion has been delayed, and approval is not expected until 2024. Once the design is completed, the project will be tendered. Hopefully, the work can be completed with another project in the area to reduce high mobilization costs.

Desludging of the sewage lagoon cells was completed in 2017 to increase the effectiveness of the treatment process. The sludge has been stored in dewatering bags, awaiting approval from the Mackenzie Valley Land and Water Board to use the dewatered sludge to cover solid waste cells. This is new to the NWT, getting specifics for the testing requirements has been difficult. At a recent meeting with the MVLWB, they stated that approval is not required. This means that the Hamlet Water Licence will need to be amended. Testing will still be required, and a Dillon Technician has taken samples and sent them to the laboratory for testing.

#### Water Plant Access Platform and Stairs 830411

This project has been mandated by WSCC in 2019. Supply chain issues delayed the delivery of the stairs from the United States. The stairs finally arrived late last year. ARCAN has been contracted to install the stairs. They visited the site in June and prepared a design the engineer has approved. The project's first stage will be completed this month, and the final installation should be completed in late August. There are compatibility issues, and the engineer will be in the community on September 20 to review.

#### Water Plant Cell Restoration 830411

This project was first identified in 2017. The water plant had been in service for 34 years. The cell walls must be coated, valves and controls replaced, and new ladders must be replaced. The challenge is to keep the plant operational while the work is completed. All work will be done in a confined space and require specialized equipment. Ron O'Giel is a specialist in water treatment and has provided services since the plant went into operation. He is now retiring and will not be able to oversee this project. Finding expertise to manage a project of this size and a contractor to complete the work is challenging. COVID and supply change issues complicated the completion of this work. Applications will have to be made for additional funding.

The fire department must be trained to draw water from the river, as the plant will not meet the legislated requirements for firefighting water capacity.

Dillon Consulting is contracted to scope the project and prepare budgets.

#### Additional Projects Identified in 2023

Secondary Server Replacement 830501

SCBA Breathing Apparatus Fill Station 830502

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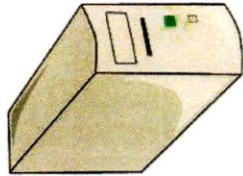
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Secondary Server Replacement 830501

SCBA Breathing Apparatus Fill Station 830502



## PROJECT BRIEF



**830501**  
APPROVED 2023-42

### PROJECT

Secondary Server Replacement

### BACKGROUND

The Hamlet depends on a reliable IT system for all operations. A smaller secondary server provides for business continuity should the primary server fail. It does not have the memory or speed of the central server but would permit the Hamlet to access necessary data and files to continue operations. This server is not used for backup but mirrors files on the central server.

The secondary server is eleven years old, and the hard drives are failing. Given the age of this server, drives are near impossible to find and are very expensive.

The life cycle for a server of the proposed is seven years.

### SCOPE OF WORK

Supply and installation (in the firehall) of a Lenovo Thinksystem ST250 Server.

### BUDGET

This project will cost \$15,500 and will be funded by Community Public Infrastructure Funding.

Server	\$ 9,350.00
Installation	\$ 4,775.00
Contingency	\$ 1,375.00

### PROCUREMENT

It is essential that the server, installation and programming are compatible with our current IT installation; therefore, this project will be sole-sourced to Global StormIT. This equipment will be included under the current management contract that the Hamlet has with Global StormIT.

### SCHEDULE

This project is scheduled to be completed by September 30, 2023

## TOTAL REVENUE

TOTAL SALES	\$339,725
MACA SUBSIDY	\$740,000
CAR WASH	\$3,350
EXTRA CHARGES	\$5,550
TOTAL	\$1,088,625

## SENIOR SUBSIDY

- NOW APPLIES TO CUSTOMERS 65+
- NOW 100% OF COST UP TO 10,000 liters monthly
- COST OF SUBSIDY 2022/23 \$38,295 – 95.5%
- INCREASE IN ECONOMIC RATE WILL INCREASE COST TO \$47,220.00

### CONSIDER

1. Increase age to 70+
2. Reduce the subsidized volume
3. Reduce Subsidy Amount

## INCREASE ECONOMIC RATE TO .0215

- PRESENT ECONOMIC RATE \$.02 per liter
- INCREASE TO \$.0215 IS A 4.7% INCREASE
- MACA SUBSIDY REMAINS THE SAME AT \$740,000 annually
- CAR WASH REVENUE \$3,350 annually
- EXTRA SERVICE AND RECONNECTION CHARGES \$5,500 annually
- TOTAL REVUE WOULD BE \$1,088,625 annually - a 5% INCREASE

## SUBSIDIES ARE A COST

Cost increases as Economic Rate increases

## REDUCTION OF RESIDENTIAL SUBSIDY

### CONSIDER

1. ELIMINATE SECOND-TIER SUBSIDY
2. REDUCE FIRST-TIER MAXIMUM VOLUME
3. REDUCE FIRST-TIER SUBSIDY

## REDUCE FIRST-TIER MAXIMUM VOLUME

- NOW MAXIMUM VOLUME IS 14,999 monthly
- ENCOURAGES WATER-SAVING MEASURES BY CUSTOMERS
- GRADUALLY REDUCE OVER TIME AND PROMOTE WATER SAVING
- A REDUCTION OF 1,000 liters = A COST REDUCTION OF \$7.31

## RESIDENTIAL SUBSIDY

- NOW \$.014 UP TO 14,999 liters MONTHLY
- PLUS
- \$.008 FROM 15,000 liters MONTHLY
- AVERAGE SUBSIDY 66%
- COST 2022/23 \$38,295
- INCREASE IN THE ECONOMIC RATE WILL INCREASE COST TO \$53,410

## REDUCE SECOND TIER SUBSIDY

- NO SIGNIFICANT IMPACT ON CUSTOMER COST
- CUSTOMER CAN REDUCE COSTS BY REDUCING CONSUMPTION

## REDUCE FIRST-TIER SUBSIDY

- NOW \$.014 PER Litre = 66% OF ECONOMIC RATE FOR A CONSUMPTION OF 12,000 LITRES monthly

SUBSIDY	SUBSIDY AMOUNT	CUSTOMER PAYS	SUBSIDY AS PERCENTAGE
CURRENT SUBSIDY	\$168.00	\$90.00	66%
80% OF CURRENT SUBSIDY	\$134.40	\$123.60	52%
75% OF CURRENT SUBSIDY	\$126.80	\$132.00	49%
60% OF CURRENT SUBSIDY	\$100.80	\$157.20	39%
50% OF CURRENT SUBSIDY	\$84.00	\$174.00	32%

Consider – increment decreases in subsidy