



**MINUTES OF SPECIAL COUNCIL MEETING**  
**Tuesday May 3, 2022**

*No quorum for Regular council meeting April 2, 2022 – Special meeting called by Mayor for May 3, 2022.*

**ATTENDANCE**

**PRESENT**

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

**ABSENT**

COUNCILOR	Derwin Kotchea [without notice]
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STAFF Senior Administrative Officer	John W. McKee
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The Chairperson (Mayor) took the chair and called the meeting to order at 7:10 pm.

**ADOPTION OF AGENDA**

Council reviewed the meeting agenda without changes.

**MOTION 2022- 14**

That the agenda for the special meeting of May 3, 2022, be approved as presented.

Moved:	Hillary Deneron
Seconded:	Eva Hope
Carried.	

**DECLARATION OF INTEREST**

Councilor Julie Capot Blanc as a GNWT employee declared a conflict of interest for the agenda item approving contribution agreements with Municipal and Community Affairs.

**ADOPTION OF MINUTES**

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

**MOTION 2022- 15**

That the minutes of the meeting of March 17, 2022, be approved as presented.

Moved: Greg Wilson  
Seconded: Hillary Deneron  
Carried.

**OPERATIONAL BUDGET**

**NEW BUSINESS**

Council was presented with the Operational Budget for fiscal year 2022-2023. The Senior Administrative Officer reviewed with council. It is noted that Municipal and Community Affairs has provided an increase in funding. It is expected that there will be significant cost increase especially for fuel, utilities, and specific supplies. The budget will allocate the additional funds after review of quarterly financial statements.

This year [2022/2023] the Hamlet of Fort Liard [Hamlet] will be challenged with escalating costs, staffing issues, and budget constraints prompting cost cutting measures while still retaining the same or improved services.

There is a need for change. The status quo no longer the answer and the “way we always did it” is not acceptable. There must be an understanding of new management processes for municipalities and how fiscal management is changing.

New accounting practices now require public governments to link financial and nonfinancial information, measure sustainability, flexibility, and vulnerability and to disclose the state of infrastructure. Accrual accounting provides for improved internal controls consistently related to assets.

It is all about the money. The delivery of good operations, management control, and accounting evaluating and reporting.

Substantial wealth is tied to municipal capital assets. The Hamlet has failed to implement systematic and coordinated activities and practices whereby assets are managed and reported.

The Hamlet Act requires that financial reporting comply with accepted accounting practices and standards and principals set out by the Minister of Municipal and Community Affairs [MACA]. The 2021/22 *Auditor Management Letter* identified the following:

1. The Chart of Accounts had become disorganized and no longer aligned with financial statement areas – realignment completed.
2. Microsoft Windows had not been upgraded. When upgrades were made issues arose in compatibility with the Sage 300 Accounting. All upgrades have been completed and in future it will be necessary to ensure program upgrades are implemented as required.
3. Inventory reporting is required, and the development of an inventory management process is ongoing.
4. There was no reconciliation of the Fluid Master Water delivery system. This is now complete and will be reconciled regularly

## **STAFFING**

Staff should be representative of the community it serves. This has been difficult for the Hamlet to achieve as applicants do not have education; including post-secondary, required for the work. It is also noted that applicants are more interested in jobs rather than professions. This makes it difficult for the Hamlet to meet required and expected levels of service and to meet legislated compliance. There is also a need to address employee lifestyle desires versus the need to provide a standard level of service on a regular basis.

Financial and administrative staff must be able to understand new management practices and technology and can obtain the new skills required. All three positions require post-secondary education and there is a continual need to upgrade. Continuity of staffing is important. The Hamlet has been unable to fill the Clerk position. This position has been advertised for nine months.

## **COMMUNITY WORKS DEPARTMENT**

The Community Works Department is responsible for expenditures of more than two and a half million dollars and tangible capital assets valued at twenty-two and a half million dollars. This Department lacks management capacity and good practices for asset management are nonexistent. There is a need to immediately accelerate approaches to better management of this department.

This budget eliminates one operational position, and a decision will be required provide for management. The budget for this process is one hundred thousand dollars.

## **COMMUNITY SAFETY**

Community Safety was a priority in the 2018-2023 Strategic Plan with a vision statement of the Hamlet as a progressive, healthy and a safe community

A Community Safety Department has been established and is being funded by the Department of Justice as a three-year pilot project. A community safety officers objective is to enhance community safety for all members of the community. More planning and development of this program will be necessary over the next year. One officer position is still vacant.

The Fire Chief and Department will now be responsible to responding to fires. Safety and public awareness programs will be moved into the Safety Department. Public Works will be responsible for all fire department infrastructure and assets.

A confidential call system needs to be established. Presently fire department members respond to calls using mobile radios. A call system will be established whereby a Call Taker answers calls on a phone (770-2222) and directs them appropriately. The present cost of the responding to calls is approximately twenty-three thousand dollars annually. The administrative will be exploring ways to offset costs.

## **TECHNOLOGY**

The Hamlet; like all municipalities, is dependent on computer systems. A Business Continuity plan needs to be developed so the Hamlet can recover from catastrophic computer failure. Backup programming and systems have now been upgraded and Global Storm IT provides continual monitoring of our systems. The Sage 300 accounting system will be upgraded so that off premise staff can provide financial services. Ethan Oatman; the auditor, will be providing recommendations. To qualify for Cyber insurance coverage the Hamlet must provide staff training on an annual basis.

## **RECREATION**

The MACA Accountability Report identified the need to develop a recreation bylaw or policy in addition to a recreation plan and vision for the department.

The evaluation which services can be delivered given resources and assets

Setting priorities and establishing the base level of services

Researching potential partnerships

Establishing future service levels

Staffing requirements

## **SUCCESSION PLANNING**

The Hamlet's Act requires that the Hamlet appoint a Senior Administrative Officer (SAO) as an employee of the Hamlet. This year the Hamlet needs to commence the recruitment process. First council needs to understand the responsibilities of the position and skills necessary to help council realize their established priorities and provide for community management. Consideration should be given to SAO continuity. Ten thousand dollars has been budgeted for this service.

## **INVESTMENTS**

The Hamlet has \$750,5k dollars invested in CIBC CICs with terms longer than two days. The average interest rate is 1.13%.

The Hamlet has also invested sustainability, capital and Gas Tax funds totaling \$6.385 in three CIBC Business Investment Accounts.

## **REVENUE**

Total revenues have been budgeted at \$3,132,000. Seventy- three percent of this revenue is transfers from the Department of Municipal and Community Affairs. Twelve percent from service fees for the provision of services. Safety Services Funding and Library Services Funding total \$326,690.00 and cover the full cost of these services. Both are three-year contribution agreements. The remaining revenue is generated by municipal operations. Contribution agreements for recreation programming have not been included as the amounts have not yet been determined.

## **EXPENDITURES**

The major portion of the operational budget is the cost of providing municipal services and maintenance and operation of community infrastructure.

Budget for programs:

Governance costs - \$290 per capita.

Finance and administration costs - \$372k,

Fire department costs - \$27.3k with \$20k being Call Taker wages

Recreation - \$89.7 not including program specific funding.

Public Safety - \$290.5k

Library - \$28.5k

All are exclusive of infrastructure operation and maintenance costs which are included in the Public Works budget.

Details of costs by object are attached. [Note amounts have been rounded]

The cost of solid waste disposal services is \$113.1k less net revenue of \$62k. This deficit is recovered from general government revenue.

The deficit for the provision of water and sewage services will be \$92k. This will reduce the water sewage fund. A surcharge was introduced April 1, 2022.

Amortization budgets are not included. Tangible Capital Asset [TCA] are being reconciled.

Fuel prices are increasing, and this will mean increased costs for the provision of services and infrastructure operations. Vehicle and equipment fuel costs have risen by sixty percent in the last two months. NWTPC has also indicated that electricity rates will need to be increased.

**MOTION 2022- 16**

That the Operational Budget for the Fiscal Year 2022-2023 be approved as presented and reviewed.

Moved: Hillary Deneron  
Seconded: Barbara McLeod  
Carried.

**SENIOR ADMINISTRATIVE OFFICER REMUNERATION**

Council considered a request from the interim Senior Administrative Officer for an increase in the hour wage. Council reviewed the request and agreed to an hourly rate of seventy-five dollars [\$75.00] per hour effective April 1, 2022. No other benefits will be provided. The term of employment will be at the pleasure of council.

Council discussed the need for succession planning and employment of a new Senior Administrative Officer.

The Mayor will sign an Extension of the Agreement.

**MOTION 2022- 17**

That interim Senior Administrative Officer be paid seventy-five dollars [\$75.00] effective April 1, 2022, for each hour worked and approved by the Mayor. No other remuneration will be provided.

Moved: Hillary Deneron  
Seconded: Eva Hope  
Carried.

**INFRASTRUCTURE INVESTMENT PLAN**

Council was presented with a Capital Infrastructure Investment Plan along with a briefing note for each project. The SAO reviewed the status of each project. This plan also outlined what capital infrastructure would be required beyond the five-year plan.

**Project still in progress for this fiscal year –**

Works Operations Garage – Request for proposals to close May 9, 2022 – *potential that this project will be over budget, and it will be necessary to review the project scope.*

Water Plant Stairs – material on site – construction planned this year.

Hay Lake Infrastructure - material on site – construction planned this year.

Road Upgrading Birch Street – engineer proposal requires review and changes.  
Hamlet Fire Water Truck retrofit – complete – delivery expected May 10, 2022

It is noted that all projects are behind schedule due to material delays, COVID restrictions, and contractor labor issues.

The Hamlet requires a vacuum truck immediately and have been unable to order a new truck from Hay River Truck Sales. The supplier has provided a quote of \$214,000 for a new vehicle not delivered to another customer. Tank is aluminum, increase capacity of five hundred gallon, and heavier suspension. Immediate delivery. Council agreed to the purchase.

Projects for consideration –

Water Plant upgrades/retrofit – *escalating cost increases and availability of contractors to do this specialized work have deferring planned work – scope of work will require review.*

Road Resurfacing

Computer System upgrades including software

**MOTION 2022- 18**

That the Infrastructure Investment Plan and Projects approved as presented and reviewed.

Moved: Greg Wilson  
Seconded: Julie Capot Blanc  
Carried.

Councilor Julie Capot Blanc left Council Chambers

**FUNDING AGREEMENTS**

The SAO reviewed the four funding agreements that the Hamlet will need to be signed for the fiscal year 2023.

Capital Infrastructure Funding \$ \$856,000 (Holdback \$50k)

**MOTION 2022- 19**

That the Fort Liard Hamlet Council hereby authorizes the Hamlet to enter into an agreement with Municipal and Community Affairs for Capital Infrastructure Funding for the fiscal year 2022/23 and agrees to comply with the terms of this agreement.

Moved: Barb McLeod  
Seconded: Hillary Deneron  
Carried.

Operations and Maintenance Funding \$1,507,000

**MOTION 2022- 20**

That the Fort Liard Hamlet Council hereby authorizes the Hamlet to enter into an agreement with Municipal and Community Affairs for Operations and Maintenance Funding for the fiscal year 2022/23 and agrees to comply with the terms of this agreement.

Moved: Hillary Deneron  
Seconded: Eva Hope  
Carried.

Water and Sewage Funding \$740,000

**MOTION 2022- 21**

That the Fort Liard Hamlet Council hereby authorizes the Hamlet to enter into an agreement with Municipal and Community Affairs for Water and Sewage Funding for the fiscal year 2022/23 and agrees to comply with the terms of this agreement.

Moved: Hillary Deneron  
Seconded: Eva Hope  
Carried.

Gas Tax Funding \$306,000

**MOTION 2022- 22**

That the Fort Liard Hamlet Council hereby authorizes the Hamlet to enter into an agreement with Municipal and Community Affairs for Gas Tax Funding for the fiscal year 2022/23 and agrees to comply with the terms of this agreement.

Moved: Greg Wilson  
Seconded: Hillary Deneron  
Carried.

Councilor Julie Capot Blanc returned to Council Chambers

**BYLAWS**

**CEMETARY BYLAW**

Bylaw 310 was presented in writing and given third reading.

MOTION 2022- 23

That Bylaw 310 "Cemetery Bylaw" receive third and final reading.

Moved: Julie Capot Blanc  
Seconded: Eva Hope  
Carried.

PERSONNEL BYLAW AMENDMENTS

Bylaw 310 was presented in writing and given third reading.

MOTION 2022- 24

That Bylaw 311 "Personnel Bylaw Amendments" receive third and final reading.

Moved: Hillary Deneron  
Seconded: Greg Wilson  
Carried.

COMMUNITY SAFETY DEPARTMENT ESTABLISHMENT BYLAW

Bylaw 310 was presented in writing and given third reading.

MOTION 2022- 25

That Bylaw 312 "Community Safety Department Establishment" receive third reading.

Moved: Barb McLeod  
Seconded: Eva Hope  
Carried.

MUNICIPAL SERVICE RATE AMENDMENT BYLAW

Bylaw 313 was presented in writing and given third reading.

MOTION 2022- 26

That Bylaw 313 "Municipal Service Rate Amendment Bylaw" receive third and final reading.

Moved: Hillary Deneron  
Seconded: July Capot Blanc  
Carried.



## EMERGENCY MANAGEMENT BYLAW

Council reviewed a bylaw to provide to provide for emergency measures within the Hamlet. This bylaw was given first reading.

### MOTION 2022- 27

That Bylaw 314“Emergency Management Bylaw” receive first reading.

Moved: Eva Hope  
Seconded: Hillary Deneron  
Carried.

Council gave the Emergency Management Bylaw second reading.

### MOTION 2022- 28

That Bylaw 314“Emergency Management Bylaw” receive second reading.

Moved: Greg Wilson  
Seconded: Hillary Deneron  
Carried.

## NOTICES AND APPLICATIONS FOR APPROVAL

Council reviewed the following and no comments -

Research Licence Application 5272  
Research Licence Application 5235  
Research Licence 17001 Notification  
Application – Tourist Operator Licence – Nahanni River Expediting

## REPORTS

Community Safety – Annual – draft – *financials will be added once audit complete*  
Community Safety – March 2022  
RCMP – March 2022  
Fire Department – March 2022

## CORRESPONDECE

Reviewed and noted

NWTPHO – Omicron BA2 Detected  
GNWT Finance – Temporary Prohibition Orders  
Ken Lambert -NWT Border Pull Out  
NWT COVID Secretariat – Termination  
NWT Justice – End of Daylight-Saving Time

MACA – Local Assistant to Fire Marshall  
Legislative Assembly – Employment Standards Act Amendment  
Legislative Assembly – Arbitration Act Amendment

Council requested that the administration draft a bylaw to provide for a Reconciliation Day of Remembrance statutory holiday for employees.

### **NWTAC AGM**

No members from council will be attending – too late for hotel accommodation.

### **NEXT MEETING**

Regular Meeting May 19, 2022

### **ADJOURNMENT**

#### **MOTION 2022- 30**

That the special meeting of May 3, 2022, be adjourned.

Moved: Barb McLeod  
Seconded: Eva Hope  
Carried.

Councilor Hillary Deneron noted she will be unable to attend next meeting – medical appointment.

The meeting adjourned at 8:35 pm.



Genevieve McLeod  
Mayor



John W. McKee  
Senior Administrative Officer