

















**Town of Fort Smith
Town Council Meeting
Agenda**

Tuesday, January 23rd, 2024, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report December 2023	 Fort Smith Policing Report 2023-12.pdf
D. Approval of Council Minutes a. Regular Council Meeting Minutes 12-23 December 19 th , 2023 b. Special Council Meeting Minutes SP-01-24 January 9 th , 2024	  Regular Council Minutes December 1 Special Meeting Minutes SP-01-24 Ja
E. Business Arising from the Minutes	
F. Declaration of Financial Interest a. Statement of Disclosure of Interest	 Statement of Disclosure of Interest
G. Council Business	
a. Introduction and Consideration of Standing Committee Reports i. Protective Services January 9 th , 2024 ii. Corporate Services January 9 th , 2024 iii. Community Services January 16 th , 2024 • Briefing Note Wood Buffalo Frolics Donation Request Revision #1 iv. Municipal Services January 16 th , 2024	  Protective Services Minutes January 9, 2 Corporate Services Minutes January 9, 2   Community Services Briefing Note - W BF Minutes January 16, Request Rev1.pdf  Municipal Services Minutes January 16,
b. Enactment of Bylaws and Policies i. Bylaw 1055 Amend SAO Employment Bylaw 1009 – Third Reading ii. Bylaw 1056 Appointment of SAO Tracy Thomas – Third Reading	  Bylaw 1055 Amend SAO Employment By Appointment of SAC Bylaw 1056
c. Appointments	
d. Mayor and Council/Board Representative	
e. Administration i. Briefing Note New Compactor Building Request for Proposals ii. Briefing Note Raw Water Intake and Main Lift Station Rehabilitation iii. Briefing Note 2024 O&M Budget Revision #2	  Briefing Note - New Briefing Note - Raw Compactor Building Water Intake and M  Briefing Note - 2024 Budget Rev 2 and At
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



FORT SMITH
POLICING REPORT
December 2023



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 132 calls for service to the Town of Fort Smith during the month of December 2023.

Community Action Plan (C.A.P.) Community Priorities Initiatives:

The current fiscal year priorities Initiatives are identified as:

- 1) Road Safety
- 2) Reconciliation/Community Engagement
- 3) Harm Reduction

1) This month the detachment addressed the issue of Road Safety by:

This initiative is enforcement based – focusing on road safety through targeted enforcement activities (checkstops, stopping vehicles leaving licensed establishments, etc.), and also by investigating complaints made by members of the public. Police received 6 reports of possible impaired drivers from members of the public during the month of November. Police were able to lay charges in 2 of the 6 impaired driving investigations reported by the public.

Police conducted 10 targeted enforcement action over the month. Targeted enforcement includes monitoring intersections for violations, conducting radar enforcement in reduced speed zones, and monitoring vehicles leaving local liquor establishments. 82 vehicles were stopped during the month for minor infractions. Several drivers were issued tickets for various offences under the motor vehicle act, in addition several warnings were issued. As a result of these proactive stops, members were able to arrest 2 additional drivers with impaired driving for a total of 4 drivers charged with impaired driving. 31 individuals have been arrested and charged with impaired driving by the Fort Smith Detachment in 2023.

The Community assisted the priority by: reporting suspected impaired drivers to the RCMP

2) This month the detachment addressed the issue of Reconciliation/Community Engagement by:

This initiative is focused on building and strengthening relationships with our Indigenous Communities. This will be done through activities focusing on Reconciliation, and involvement with youth activities. We are actively seeking input from our community partners on how we can better interact with youth and the community in general, and also what activities we can undertake in the spirit of reconciliation.

- a. Constables Rhett Kleaman and Alex Ostola have been involved in with the Fort Smith Minor Hockey association by coaching young players.
- b. Cst Jesse Woodward volunteered at the animal shelter.



- c. Cst Jesse Woodward with the assistance of Cpl Stephanie Leduc (previously posted in Fort Smith) organized an event at the Metis and town day care where he and Santa Claus offered a gift to each of the children.
- d. Cst Jesse Woodward, Cst Alex Ostola and Cst Rhett Kleaman, in partnership with Parks Canada wardens and the Town of Fort Smith by law officer made pancakes for the students of JBT School and the children then received a gift each from Santa Claus.



- e. Cst Rhett Kleaman and Cst Alex Ostola played hockey in the teachers vs students game.

3) This month the detachment addressed the issue of Harm Reduction by:

This initiative is focused on reducing crime by doing regular compliance checks on repeat offenders, proactively seeking individuals who are wanted, making presentations at the schools or in the community on various topics and investigating drug dealers or bootleggers.

- a. On December 8th, a loaded 9 mm handgun was seized in the course of an investigation. The seizure was successful as a result of proactive police work based on intelligence led policing. The matter is still under investigation.
- b. On December 22nd, a search warrant under the Controlled Drugs and Substances Act was executed and a number of individuals have been arrested. The matter is still under investigation.
- c. Members have done several compliance checks on repeat/high risk offenders. Of note, the suspect of a recent attempted murder investigation in the Fort Smith who was on bail was arrested and remanded in custody for breaching his release order.

Notable Occurrences for the Month:

- a. The Fort Smith RCMP Detachment is committed to reduce substance abuse in the community. Recent drugs and weapons seizures show the hard work that members have been putting in to tackle this issue.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	16	191	16	205
Sexual Offences	0	13	1	17
Break and Enters (Residence & Business)	1	19	0	32
Theft of Motor Vehicle	3	15	0	9
Theft Under \$ 5000.00	5	59	5	68
Theft Over \$ 5000.00	0	3	0	3
Drugs (Possession)	0	3	0	4
Drugs (Trafficking)	2	16	0	10
Liquor Act	6	46	6	125
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	28	493	28	605
Causing a Disturbance	4	118	1	159
Mischief - damage to property	5	60	2	75
Mischief - obstruct enjoyment	19	315	25	371
Impaired Driving	7	80	5	58
Other Complaints	27	543	80	525
Total Violations	95	1481	141	1661
Total Calls for service	132	1732	183	2198



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	17	2	16
Victim Services Referral - Declined	6	130	7	83
Victim Services - Proactive Referral	1	5	1	7
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	1	3	0	1
Emergency Protection Orders (Detachment Initiated)	0	7	0	5
ODARA Reports	4	57	8	51
Prisoners Held	18	219	19	187
Prisoners Escorted	0	2	0	3
Prisoners Held non-PROS Agency	0	1	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	0	12	0	5

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Sgt Cagri Yilmaz

Detachment Commander

Fort Smith RCMP

Telephone: 867-872-1111



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 11-23
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF DECEMBER AND THE
TENTH FOR THE YEAR 2023**

PRESENT: Mayor F. Daniels Deputy Mayor D. Korol
Cr. M. Couvrette Cr. A. Pischinger
Cr. L. Tuckey

REGRETS: Cr. K. Campbell Cr. L. Beaulieu
Cr. D. Fergusson

STAFF: K. Morrison, Senior Administrative Officer
K. Reid, Executive Secretary

GALLERY: Sgt. Cagri Yilmaz

Meeting 11-23
December 19, 2023

7:00 PM
Town Hall Council Chambers

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Daniels called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present.

Mayor Daniels read the acknowledgement of First Nations.

B. APPROVAL OF AGENDA

23-324 Moved by: D/M Korol
Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. PRESENTATIONS

- a. RCMP Police Reports November 2023 – Sgt. Yilmaz presented the RCMP police report and advised that there were 137 calls for service in November 2023 compared to 162 in 2022. He advised that the priorities for 2023 included traffic safety, Truth and Reconciliation, and harm reduction. He advised that the RCMP conducted seven targeted enforcement activities including checkstops in November. He noted that 35 vehicles were checked, and two individuals were arrested and charged with impaired driving, as well as a third person resulting from a tip. He added that tickets were issued for various traffic offences.

Sgt. Yilmaz advised that two new RCMP members have been assisting with coaching youth hockey and would continue throughout the season. Additionally, Cst. Woodward volunteers at the animal shelter and members participated in the pancake breakfast at PWK.



Regarding harm reduction, Sgt. Yilmaz advised that a search warrant was executed which led to the seizure of five ounces of cocaine, and other possessions. In addition to this, another individual was charged with cocaine trafficking and possession. He noted that there is an eighteen-month timer to prosecute due to the time it takes to perform investigations and gather evidence through lab analysis.

Sgt. Yilmaz advised compliance checks continue on repeat, high-risk offenders and thinks this is displayed through reduced calls for service.

Cr. Couvrette commended the RCMP for law enforcement initiatives performed in the community and for keeping Fort Smith residents safe. D/M Korol agreed with Cr. Couvrette's comments and commended the RCMP.

Mayor Daniels advised that a letter was sent to the former Minister of Justice regarding the Missing Persons Act and noted that it was not actioned due to elections. He advised that he would resend the letter to the new Minister of Justice.

Mayor and Council thanked Sgt. Yilmaz for his update.

D. APPROVAL OF MINUTES

Regular Meeting of Council 10-23

23-325 Moved by: Cr. Couvrette
Seconded by: Cr. Pischinger

That the minutes of Regular Meeting 10-23 of November 21, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-10-23

23-326 Moved by: Cr. Couvrette
Seconded by: Cr. Pischinger

That the minutes of Special Meeting SP-10-23 of November 24, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

Cr. Couvrette requested an update on the functional review and noted from the last meeting that budget had not been assigned which led to further delays. He requested a briefing note be brought to Council in January with an update and the status of the review. Administration replied that the intent is to bring the Capital Plan to give Council the opportunity to review all capital projects. He noted that the functional review was an additional capital project put forward mid-year and suggested capital initiatives be reviewed holistically. Cr. Couvrette noted that Mayor and Council had identified the functional review as a significant project to ensure efficient operations moving forward and for the next Mayor and Council.



F. **DECLARATION OF FINANCIAL INTEREST**

- a. Statement of Disclosure of Interest – There were no declarations of financial interest.

G. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Protective Services Standing Committee

23-327 Moved by: D/M Korol
Seconded by: Cr. Tuckey

That the Protective Services Standing Committee minutes from December 5, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

DPA-047-23 Home Occupation Business

23-328 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That DPA-047-23, submitted by Dylan Jones, for a home occupation business, PKS Ltd. Reclamation Specialists, from Lot 1271, Plan 1679, 1 Bell Rock Way, in Fort Smith be approved.

CARRIED UNANIMOUSLY

DPA-048-23 Home Occupation Business

23-329 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That DPA-048-23, submitted by Craig Walsh, for a home occupation business, The Newfie Workshop and Online Sales, from Lot 25, Block 18, Plan 212, 22 Ptarmigan Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

Public Inquiry of the 2023 Wildfire Season

23-330 Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That, with Administrative support, Council draft a letter of support for a public inquiry into the 2023 wildfire season response efforts with the aim of identifying any inter-agency and inter-government operational, communication, and coordination issues that may have been highlighted by the complex, large-scale, and multi-jurisdictional nature of this wildfire season.

This process should be carried out in the spirit of creating forward looking recommendations that can enhance wildfire prevention, preparedness, and response strategies through changes in legislation, policies, or practices to better ensure the protection of communities and natural ecosystems in the north.

CARRIED UNANIMOUSLY

Corporate Services Standing Committee

23-331 Moved by: Cr. Couvrette
Seconded by: Cr. Pischinger

That the Corporate Services Standing Committee minutes from December 5, 2023, be adopted as presented.

CARRIED UNANIMOUSLY



Councillor Appointment to the Post-Secondary Education Committee

23-332 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That Cr. Tuckey be appointed to the Post-Secondary Education Committee.

IN FAVOUR – D/M KOROL, CR. COUVRETTE, CR. PISCHINGER
ABSTAINED – CR. TUCKEY

Councillor Appointment to the NTPC Intervention Committee

23-333 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That Cr. Fergusson be appointed to the NTPC Intervention Committee.

CARRIED UNANIMOUSLY

Community Services Standing Committee

23-334 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That the Community Services Standing Committee minutes from December 12, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Fort Smith Housing Needs Assessment – Administration noted correspondence received from Blades Construction in support of local housing development. He noted that the approved Housing Needs Assessment document is a supporting document for the Town's CMHC funding application for \$2 milling and the outcome of funding approvals will dictate further developments.

23-335 Moved by: Cr. Tuckey
Seconded by: Cr. Pischinger

That Mayor and Council accept the Fort Smith Housing Needs Assessment as presented.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

23-336 Moved By: D/M Korol
Seconded By: Cr. Couvrette

That the Municipal Services Standing Committee minutes from December 12, 2023. be adopted as presented.

CARRIED UNANIMOUSLY



b. Enactment of Bylaws and Policies

Bylaw 1054 Appointment of Fire Chief Jami Short; First Reading – Administration advised that the Director of Protective Services, Adam McNab, would be taking a years' leave without pay. He noted that Mr. Short had previously acted as Fire Chief and would assume the role in the Director's absence.

23-337 Moved By: D/M Korol

Seconded By: Cr. Pischinger

That Bylaw 1054, Appointment of Bylaw Officer Jami Short, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, has enacted a by-law to establish the Fort Smith Volunteer Fire Department; AND

WHEREAS the Fire Prevention Act, R.S.N.W.T. 1988 establishes the Fire Chief or acting Fire Chief as a Local Assistant to the Fire Marshal of the Northwest Territories for the purposes of carrying out the provisions of that Act within the limits of the municipal corporation;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Jami Short be appointed Fire Chief for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That Bylaw 1005 be hereby repealed.

CARRIED UNANIMOUSLY

Bylaw 1054 Appointment of Fire Chief Jami Short; Second Reading

23-338 Moved By: Cr. Couvrette

Seconded By: Cr. Tuckey

That Bylaw 1054, Appointment of Fire Chief Jami Short, be given Second Reading by title only.

CARRIED UNANIMOUSLY

c. Mayor and Council/Board Representative Updates

- i. Cr. Tuckey – Cr. Tuckey gave condolences to the Bourke, Desjarlais, and Beaulieu families. He congratulated athletes that participated in local AWG trials. He noted that the Seniors' Society had a successful and well attended Christmas Dinner at the CRC and he was pleased to see Santa's Sleigh out again.
- ii. Cr. Couvrette – Cr. Couvrette gave condolences to the Bourke, Desjarlais, and Beaulieu families. He was also pleased to see Santa's Sleigh out again and thanked the Beamish family and volunteers participating.



Cr. Couvrette advised that the Post-Secondary Education Committee is scheduled to meet on December 20th and the Economic Development Advisory Board is scheduled to meet on December 21st. He added that the NTPC Intervention Committee met on December 18th and received an update on the status of the intervention of NTPC's takeover of Hay River's franchise agreement and NUL's assets. He noted that the plan to takeover Hay River distribution may have negative impacts to Fort Smith residents and through the intervention process and that the Town wants to ensure power remains affordable and equitable to residents. He noted that the PUB Technical Hearing to review the Hay River/NTPC franchise agreement and purchase of NUL's assets is scheduled for January 16th and that Stand Alone Energy would be representing the Town of Fort Smith in the intervention process.

- iii. Cr. Pischinger – Cr. Pischinger gave condolences to the Bourke, Desjarlais, and Beaulieu families. She congratulated the athletes who participated in the AWG trials as well as those selected to participate in the AWGs. She thanked the Beamish family and volunteers for the Santa Sleigh initiative. She wished everyone a happy and safe holiday season.
- iv. D/M Korol – D/M Korol gave condolences to the Bourke, Desjarlais, and Beaulieu families. She congratulated Amelie Aubrey-Smith for being the recipient of the NTPC McBride Scholarship, and to Jane Dragon and Richard Van Camp for being the recipients of the Order of the Northwest Territories. Additionally, she congratulated the former Deputy Mayor Jay Macdonald on his successful election as the Thebacha MLA of the 20th Legislative Assembly and appointment as Minister of ECC. D/M Korol was pleased with the decorated homes in the community and advised that she was a judge for the Christmas Lights Contest. She wished the community a Happy New Year.
- v. Mayor Daniels – Mayor Daniels gave condolences to the Bourke, Desjarlais, and Beaulieu families. Mayor Daniels thanked the Conibear family for reaching out for an honorary birthday letter for Abby Conibear and wished her a Happy Birthday. He noted that she turns 94 tomorrow and was born in Fort Smith. Mayor Daniels congratulated athletes that participated in the AWG trials.

d. Administration

Administration noted that Council asked about the ability to invest funds and advised that this information was emailed. He advised that the Town has an operational account, and reserves for capital purchases. He noted that most grants received are conditional, such as CPI and Gas Tax funding, and have investment restrictions. He added \$300k is annually invested into reserves from the general cash account as legislated by bylaw. He advised that the Town needs to make safe investments to ensure taxpayer funds aren't lost and noted that as such the Town is limited to bond and GIC investments. He noted that funds are not locked into Town accounts and that there are no fees for processing.

Administration noted that it was requested to add TRC as a governance line item and that an update would be brought to Council on how to advance actions. He noted that the staff are at capacity handling municipal needs.

Administration stated that the new website is live.



Administration noted that a recommendation was made at the NTPC Intervention Committee meeting on December 18th to have Stand Alone Energy represent the Town of Fort Smith during the PUB technical hearing and advised that there is an existing motion to have Stand Alone Energy represent the Town of Fort Smith through the intervention process.

Additionally, he noted that three tenders have closed for the compactor building, water intake, and lagoon liner, and that all tenders received were over budget and are being reviewed.

i. Briefing Note Appointment of Auditors – The briefing note was reviewed.

23-339 Moved by: D/M Korol
Seconded by: Cr. Tuckey

That the Council of the Town of Fort Smith approve the contract amendment from the incumbent auditor and appoint Avery Cooper & Co. Ltd. as the auditor for the year ended December 31, 2023, and for subsequent years subject to annual review and approval.

CARRIED UNANIMOUSLY

ii. Briefing Note 2024 NWTAC AGM – The briefing note was reviewed. Administration advised that there were resolutions submitted last year that would be voted on at the upcoming meeting. He advised that an additional resolution and changes to standing and reaffirmed resolutions were submitted by Cr. Couvrette for consideration. Additionally, he advised that costs were outlined in the briefing note for Councillors wishing to attend the AGM for an informed decision when selecting how many Councillors attend.

Cr. Couvrette advised that his new resolution calls for support from the NWTAC for a public inquiry into the 2023 wildfire responses in addition to the motion to write a letter to support the call for a public inquiry that was passed last month. He advised that Dene Nations have also supported the call. Cr. Couvrette also reviewed proposed changes to standing and reaffirmed NWTAC resolutions.

Cr. Couvrette noted that any meals provided by the NWTAC should not be paid by the Town as per diems.

Councillors Attending the NWTAC AGM

23-340 Moved by: D/M Couvrette
Seconded by: Cr. Pischinger

That Cr. Fergusson, Cr. Tuckey, Cr. Pischinger, Cr. Campbell, Cr. Couvrette, D/M Korol and Mayor Daniels be approved to attend the 2024 NWTAC Annual General Meeting on February 29th to March 2nd, 2024, in Hay River and that per diems not be paid for meals provided during the AGM.

CARRIED UNANIMOUSLY



2024 NWTAC New Resolution and Changes to Reaffirmed and Standing Resolutions

23-341 Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That Mayor and Council accept the new Resolution, “Call for Public Inquiry - Kakisa/Enterprise/Hay River (SS-052) Wildfire Response”, and

That the proposed changes to NWTAC Reaffirmed Resolutions and Standing Resolutions be accepted; and

That the new Resolution and changes to the NWTAC Reaffirmed Resolutions and Standing Resolutions be submitted to the NWTAC for the 2024 NWTAC Annual General Meeting in Hay River on February 29-March 2, 2024.

CARRIED UNANIMOUSLY

- iii. Briefing Note Bylaw XXX SAO Employment Bylaw – The briefing note was reviewed. Administration advised that the current SAO Employment Bylaw 1009 was approved by Mayor and Council in 2021. He advised that legal Counsel has updated the bylaw, and it was distributed to the HR Committee for review, then brought to Council in consideration of the SAO staffing exercise. Administration noted that differences are outlined in the new bylaw from the last and that the updated bylaw is written to the benefit of Council. In consideration of this he felt it would be difficult to staff under the updated bylaw. He recommended the bylaw return to the HR Committee for further review and to consider staffing under the current bylaw 1009. He suggested moving in-camera if Council wished to talk specifics.

23-342 Moved by: D/M Korol
Seconded by: Cr. Tuckey

That Council move in-camera in accordance with the Cities, Towns and Villages Act, Section 23(3)(e) to discuss *a matter still under consideration and on which Council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carry out its activities or negotiations.*

CARRIED UNANIMOUSLY

23-343 Moved by: D/M Korol
Seconded by: Cr. Couvrette

That Council move out of in-camera.

CARRIED UNANIMOUSLY

23-344 Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That Administration be authorized to enter into negotiation to include relocation of the potential SAO candidate with costs forgiven on a pro-rated basis with full forgiveness after 2-years of employment.

CARRIED UNANIMOUSLY



I. **ABSENCE OF COUNCIL MEMBERS**

23-345 Moved by: D/M Korol
Seconded by: Cr. Pischinger

That Cr. Campbell, Cr. Fergusson, and Cr. Beaulieu be excused from the Regular Meeting of Council 11-23 on December 19, 2023.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Protective and Corporate Services Standing Committee Meeting – January 9, 2024
Community and Municipal Services Standing Committee Meetings – January 16, 2024
Regular Meeting of Council 01-24 – January 23, 2024

K. **ADJOURNMENT**

23-346 Moved by: D/M Korol
Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:44 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 23rd day of January, 2024.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Keith Morrison

M. **QUESTION PERIOD**

A question period was offered in accordance with policy.

Bylaw 1055 Amend SAO Employment Bylaw 1019; First Reading – Administration advised that the SAO and Directors are excluded employees and work under bylaw rather than contract and that any items under negotiation are subject to bylaw changes.

Administration advised that Bylaw 1019 is amended to increase protections and values paid in case of termination without cause. He noted that Bylaw 1019 is amended to allow three-months' pay if terminated during probation without cause, rather than no pay, and one year's pay if terminated after probation without cause rather than six-months. He noted that the amendment follows suit with other jurisdictions.

24-003 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That Bylaw 1055, Amend SAO Employment Bylaw 1019, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories deems it necessary to establish the terms and conditions of employment for the Senior Administrative Officer;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. REPEAL

- (a) That Section 7(c) of the "Senior Administrative Officer Employment Bylaw 1019" be repealed and replaced by Section 2(a) of Bylaw 1055.
- (b) That Section 11(b) of the "Senior Administrative Officer Employment Bylaw 1019" be repealed and replaced by Section 2(b) of Bylaw 1055.

2. AMENDMENT

- (a) Should the Senior Administrative Officer be dismissed without cause while on Probation, they shall be entitled to three months' salary in lieu of notice. Should the Senior Administrative Officer be dismissed with cause while on Probation, they shall not be entitled to any payment.
- (b) After successful completion of the Probationary Period, the Senior Administrative Officer shall be paid on dismissal, other than for cause, an amount equal to one year's salary at their rate of pay at the time of termination.

3. EFFECT

This By-law shall come into force and effect upon third reading thereof.

IN FAVOUR – CR. COUVRETTE, CR. TUCKEY, CR. FERGUSSON, CR. CAMPBELL
ABSTAINED – CR. PISCHINGER
MOTION CARRIED

Bylaw 1055 Amend SAO Employment Bylaw 1019 – Second Reading

24-004 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That Bylaw 1055, Amend SAO Employment Bylaw 1019, be given Second Reading by title only.

IN FAVOUR – CR. COUVRETTE, CR. TUCKEY, CR. FERGUSSON, CR. CAMPBELL
ABSTAINED – CR. PISCHINGER
MOTION CARRIED

Bylaw 1056 Appointment of SAO Tracy Thomas – First Reading

24-005 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That Bylaw 1056, Appointment of SAO Tracy Thomas, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to appoint a Senior Administrative Officer.

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Tracy Thomas be appointed as Senior Administrative Officer for the Town of Fort Smith effective January 29th, 2024, at 8:30am.
2. That Bylaw 1053 is hereby repealed.
3. That Bylaw 1056 will come into effect upon receiving third and final reading.

CARRIED UNANIMOUSLY

Bylaw 1056 Appointment of SAO Tracy Thomas – Second Reading

24-006 Moved by: Cr. Couvrette
Seconded by: Cr. Tuckey

That Bylaw 1056, Appointment of SAO Tracy Thomas, be given Second Reading by title only.

CARRIED UNANIMOUSLY

Changing of Signing Authorities

24-007 Moved by: Cr. Couvrette
Seconded by: Cr. Fergusson

That the signing authorities for the Town of Fort Smith shall be Mayor Fred Daniels, Deputy Mayor Dianna Korol, and Councillor Leonard Tuckey, on behalf of Council; and

That the signing authorities for the Town of Fort Smith shall be Tracy Thomas, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; and Emily Colucci, Director of Community Services, on behalf of Administration; and

That all documents must be signed by two officers; one from Council and one from Administration.

CARRIED UNANIMOUSLY

D. **ABSENSE OF COUNCIL MEMBERS**

24-008 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That D/M Korol and Cr. Beaulieu be excused from the Special Meeting of Council SP-01-24 on January 9th, 2024.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

24-009 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That this meeting be adjourned at 7:09 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 23rd day of January, 2024

Mayor Fred Daniels

Certified Correct by Keith Morrison
Senior Administrative Officer

F. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Protective Services Standing Committee
Tuesday, January 9th, 2024 at 8:41 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Couvrette, Cr. Tuckey
Regrets: D/M Korol, Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer
Tracy Thomas, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 8:41 pm and handed the Chair to Cr. Fergusson.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Interest – There were no disclosures of financial interest.

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Protective Services Standing Committee Minutes of December 5th, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19th, 2023.

Cr. Couvrette advised that EDAB is compiling a list of Business License Bylaw recommendations for an upcoming meeting.

Cr. Campbell asked if the Town is being reimbursed by NTPC for damages at the CRC caused by the last power outage. Administration will follow up.

- c. Vision and Values – The Vision and Values were reviewed.

4. Protective Services Statistics

- a. Fire Department Statistics December 2023 – The Fire Department Statistics were reviewed.
- b. Ambulance Department Statistics December 2023 – The Ambulance Department Statistics were reviewed.
- c. Fire/EMS Training Report December 2023 – The Fire/EMS Training Report was reviewed.
- d. Fire/EMS Graphs December 2023 – The Fire/EMS Graphs were reviewed.
- e. Land and Development Report December 2023 – The Land and Development Report was reviewed.
- f. Bylaw Report December 2023 – The Bylaw Report was reviewed.

5. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Couvrette advised that there was an SDAB meeting on January 4th and the board appointed their Chair, Alyssa Etsell; Vice Chair, Jeff O’Keefe; and Secretary, Tim Gauthier. He advised that the board would be engaging in Community Plan and Zoning Bylaw review process to provide input. He noted that they also discussed the Housing Needs Assessment and how to action recommendations once CMHC funding is approved.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Tuckey

That D/M Korol and Cr. Beaulieu be excused from the Protective Services Standing Committee meeting on January 9th, 2024.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on February 6th, 2024.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:48 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, January 9th, 2024 at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Tuckey
Members: Mayor Daniels, Cr. Fergusson, Cr. Campbell, Cr. Pischinger, Cr. Couvrette
Regrets: D/M Korol, Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer
Tracy Thomas, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:10 pm and handed the Chair to Cr. Tuckey.

2. Declaration of Financial Interest

a. Statement of Disclosure of Interest – There were no declarations of financial interest.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Fergusson

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The Corporate Services Standing Committee Minutes of December 5th, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19th, 2023.

Cr. Fergusson asked if the Town could earn interest on funds in the bank. Administration provided an email update to Council and spoke to it at the Council Meeting on December 19th. He advised that most funds received are conditional for specific uses. Further, he advised that cash accounts are liquid and interest rates are conservative comparable to GICs.

c. Vision and Values – The Vision and Values were reviewed.

d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

a. Post-Secondary Education Committee – Cr. Couvrette noted the main topic of discussion being the hiring process for the Aurora College President position with the hiring process being conducted internally amongst GNWT employees. In addition to this the GNWT has indicated that the position would reside where hired. He noted that the statement of where the position resides contradicts the commitment from the former Minister of ECE to have the position remain in Fort Smith.

i. PSEC Minutes December 20th, 2023 – The minutes were reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That a formal invitation to be sent to the Thebacha MLA, Minister of ECE, and two local board members of the Board of Governors to meet with the Post-Secondary Education Committee to discuss concerns.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That Community Leadership be invited to meet twice with the Post-Secondary Education Committee, prior to, and to the meeting with the Thebacha MLA, Minister of ECE, and two local board members of the Aurora College Board of Governors.

CARRIED UNANIMOUSLY

b. NTPC Intervention Committee

- i. NTPC Intervention Committee Minutes December 18th, 2023 – The minutes were reviewed. Cr. Couvrette advised that Stand Alone Energy is representing the Town's interest in the sale of NUL's assets in Hay River and distribution takeover. He noted that a Technical Hearing is scheduled for January 16th. He noted that adding Hay River to the Taltson Hydro zone may have significant and negative impacts to Fort Smith. He advised that Stand Alone Energy is ensuring questions are answered to ensure Fort Smith resident's interests are protected.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Couvrette

That Stand Alone Energy Ltd. Represent the Town of Fort Smith at the Technical Hearing on January 16th, 2024, regarding the Purchase and Sale of Hay River Assets Application; Application Number: 2027-07.

IN FAVOUR – MAYOR DANIELS, CR. FERGUSSON, CR. PISCHINGER, CR. COUVRETTE

OPPOSED – CR. CAMPBELL

MOTION CARRIED

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Couvrette

That Council request a briefing note from Administration on the status of the Town of Fort Smith's franchise agreement at their earliest convenience.

CARRIED UNANIMOUSLY

Administration advised that there was a request for Council to speak during the Public Session, following the Technical Hearing, and suggested that discussion on behalf of Council should be agreed upon prior.

Cr. Fergusson noted that Stand Alone Energy and the NTPC Intervention Committee would be viewing the Technical Hearing virtually from Council Chambers.

Cr. Couvrette advised that Stand Alone Energy had suggested he speak on behalf of the Town at the meeting and that Stand Alone Energy would suggest follow up questions which would likely be questions not answered during by NTPC during the Technical Hearing.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List from December 2023 was reviewed.

- b. Correspondence – The Correspondence List from December 2023 was reviewed. Cr. Fergusson noted a request for streetlighting on the highway. Administration advised that the Town is corresponding with Ms. Freund and had her mark up maps for proposed streetlight installation. He noted the need to coordinate with the GNWT Department of Infrastructure that as the request for streetlight installation is on the highway. He noted that jurisdictional conversations have begun to move forward with the request. Additionally, he suggested incorporating funds in the 2024 Capital Plan for additional streetlights.
- c. License Report – The License Report from December 2023 was reviewed.

6. Administration

- a. Briefing Note 2024 O&M Budget – The briefing note and draft 2024 O&M Budget were reviewed. Administration presented the nearly balanced budget with a \$2k deficit and suggested moving in-camera to discuss personnel information.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That Council move in-camera in accordance with the Cities, Towns and Villages Act, Section 23(3)(c) to discuss personnel information.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Couvrette

That Council move out of in-camera at 8:11 pm.

CARRIED UNANIMOUSLY

Administration advised that the 2024 O&M Budget is still in development and is in deficit with minimal level of service change. He anticipates continuing budget development over the next few weeks.

Administration advised that 2024 salaries and wages amount to \$6.37 million, and employees can expect a 2.5% pay step increase as well as a bargained 2.75% increase. He noted that forced growth results in a \$7.6k increase in salaries and wages in 2024 which is less than expected due to the large number of resignations by long-serving employees replaced with new employees starting a lower pay-step. Additionally, he noted that new employees don't earn as much leave.

Administration advised that forced growth can also be expected for utilities and that 2024 values are escalated accordingly. He noted that other budgets for materials and supplies, repairs and maintenance, and vehicle fuel and oil, are feeling inflation pressures due increased costs resulting from aging fleet. He noted that bank fees have increased due to the transition to online banking and ambulance bay fees have also increased. Additionally, he indicated that new GLs have been added for CRC public internet, Snowboard Park power, and Protective Services repair and maintenance.

Administration advised that there is an approximate \$2.6k deficit in 2024 draft O&M Budget and that the draft budget indicates a \$70k surplus in the Utility Budget and \$81.8k surplus in the Environmental Budget. He continued that allocations still require review as the O&M budget charges for services from the other budgets.

Administration noted that Territorial funding is not announced until after the GNWT fiscal year begins, in April, following municipal budget approval deadlines and that there have been repeated requests for the GNWT to revise legislation to allow municipalities to operate on the same fiscal year as the GNWT. He noted that there are no indications that this will be changed or that the GNWT will increase municipal funding shortfall findings identified. He noted that there was a \$200k increase to CPI funding.

Administration advised that user fee revenues are expected to be flat and 2023 budgeted amounts were approximately \$1.4 million.

Administration advised that property tax revenues are a product of the assessed value of all lands and improves in town, multiplied by the mill rate and an increase in assessed value would result in a revenue increase without increasing the mill rate. He noted that while the Town has been increasing property tax revenue expectations each year, the impact on residents has been minimal where there has been high amount of new construction in the community.

Administration reviewed a table showing historical mill rate increases from 2018 and the financial impacts on the various property classifications. He noted that institutional properties are almost all GNWT properties with the exception of a church and band office and that the mill rate can be weighted on institutional properties. Administration advised that first version of the Certified Assessment Roll has been received from MACA and that there was minimal construction during the 2023 season and slight increase in assessed value totalling \$517k or 0.24%.

Administration advised that budget deficits would be addressed by increasing revenues or spending less. He advised that the Town has no control over territorial funding amounts and the last evaluation of funding amounts, acknowledged by the GNWT, that the Town is underfunded by \$300k annually. He noted that Fort Liard received \$7k of funding per resident while Fort Smith receives \$700.

Administration noted that user fees are the only other form of revenue besides property tax revenue and grants, and that they were aggressively increased since 2021 with the implementation of new user fees for all operations, especially for Protective Services, Utility, and Environmental. He noted that recreation and general administration fees have also seen recent increases and that fee increases had resulted in increased budgeted user fee revenues but that actual revenues have not reached the anticipated budgeted revenue likely due to less use of Town services resulting from increased cost. He noted that tipping fee revenues have decreased which has likely means more offsite dumping and that pushback has been received regarding the new access fee for trucked water.

Administration advised that all fees are associated with administering bylaws for services, but fees are consolidated in one bylaw document for ease when changing fees rather than amending multiple bylaws after each user fee revenue review and increase. He noted that when creating new fees, there needs to be consideration and reference in the associated bylaw for the service. Additionally, he noted that a new fee was implemented for false fire alarms for \$1k and that this may have negative effects if residents stop having their smoke detector call liberty and in consideration of the ability to respond.

Administration advised that many fees associated with lottery licensing were removed from the bylaw and he noted the administrative time it takes to process licenses.

Further, he advised that garbage bin rental revenue was moved from the Environmental budget to the General budget for additional revenue but that tipping fees had to be increased to balance Environmental budget, which hasn't been successful. Administration recommended not increasing user fees in 2024 due to increases in the past few years and as the completion of Landfill upgrades would allow for the initiation of the Town Recycling Program which would require an additional levy on utility invoices for implementation.

Administration advised that the Senior Citizen and Disabled Persons Property Tax Relief Program is historically discussed during budget time but that there should be consideration that seniors and disabled persons are on fixed incomes. He noted that other work is required to address this such as through housing development. He noted that 24% of residents do not pay property taxes and that the cost to the Town was 180k, and was previously more, but enrollees in the program are now required to pay the School Tax levy. He indicated that the GNWT historically covered all school taxes for those enrolled in the program but had never intended to. He noted that they identified the error a few years ago and the Town had covered the expense. He continued that the current Council made changes to the program requiring that the School Tax portion of the property taxes be paid by the property owner and that this was implemented in 2023. Administration reviewed the concept of means testing and noted that the Town generally does not perform this being too close to residents/neighbours, when considering implementing a cap on the program. For example, he advised that the evaluation of property assessments is performed by the GNWT MACA and property tax revenue expectations are achieved through the mill rate based on property classifications.

Administration asked for feedback on revenue changes or expense reductions, and he would bring recommendations back to Council. He noted that there is no current requirement to find expense reductions with the balanced budget. He continued that some proposed level of service changes are included, such as budgeted provision of standby pay for after-hour calls for Bylaw Enforcement, Water Treatment Plant, Public Works, and Facilities Maintenance. Further, an emergency phone service would operate from the CRC with frontline staff on standby to direct calls from 6am to 11pm and he asked if the phone should be with a Director during CRC off-hours. He advised that a position is budgeted for the Pay and Benefits Clerk to excel into a supervisor role to handle staff management and allow the Director of Corporate Services to focus on his duties.

Additionally, Administration reviewed staff leave impacts and the need to assign additional PY for coverage. He noted that some departments can absorb the staffing shortage by reduced services such as in the Municipal Services department. Administration advised that Leave GLs allow for the ability to hire casuals if needed for other staff to not have to cover multiple positions. He noted that the Climate Change and Executive Assistant positions were removed from the Organizational Chart to allow for the Pay and Benefits Supervisor position. Administration indicated that the Director of Protective Services position will remain in the Org Chart as the position is on one years' leave and that Fire Chief Jami Short has been appointed in the interim. Further, the Bylaw Officer and Land and Development Officer positions would report to the SAO in the Director's absence and a Clerk position would handle communications. He noted that there is a need for an asset management position as the program implementation has not been successful as an additional duty to Directors and as asset management is GNWT requirement. He suggested this be further discussed during 2025 budgeting.

Administration thinks with changes in allocations, the small deficit would result in a robust surplus and recommended a level of service increase .5 PY to the Community Services department to address the need for additional upstairs resources to support Library operations and in consideration of additional janitorial requirements. He noted that the .5 PY CRC position would also be sufficient for Town Hall janitorial duties.

Cr. Couvrette commended Administration for the budget preparation and suggested a 1% property tax revenue increase weighted towards institutional properties. He felt this was fair in consideration of \$37 million funding shortfall to NWT communities.

Cr. Fergusson agreed to not increase user fees due to the increases in 2023. She would like to have further discussion about the possibility of implementing a cap on the tax rebate program in consideration of 24% of households enrolled and in consideration of future budget pressures.

Mayor Daniels suggested a 1.5% property tax revenue increase weighted towards institutional properties.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That D/M Korol and Cr. Beaulieu be excused from the Corporate Services Standing Committee Meeting on January 9th, 2024.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on February 6th, 2024.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:40 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Standing Committee
Tuesday, January 16th, 2024, at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members Present: Mayor Daniels, D/M Korol, Cr. Campbell, Cr. Tuckey, Cr. Couvrette, Cr. Pischinger, Cr. Beaulieu
Regrets: D/M Korol
Staff Present: Keith Morrison, Senior Administrative Officer
Emily Colucci, Director of Community Services
Katie Reid, Executive Secretary
Guests: Marie Coderre, Director; Northern Arts and Cultural Centre
Shandi Hunter, NLMCC Manager and NACC Board Member

1. Call to Order

Mayor Daniels called the meeting to order at 7:05 pm and handed the Chair to Cr. Fergusson.

Cr. Fergusson read the acknowledgement of First Nations.

2. Declaration of Financial Interest

a. Statement of Disclosure of Financial Interest – There were no statements of financial interest.

3. Delegation

a. Northern Arts and Cultural Centre (NACC) Marie Coderre/NACC Funding Request Letter – Ms. Coderre provided an introduction and advised that she has been an Arts Director for NACC since 2004 and since, she has been building capacity and presentation programs for NWT Communities. She noted that NACC has a territorial mandate to organize twenty shows annually in the NWT and that they are spread out as four shows in five NWT Communities, including Fort Smith.

Ms. Coderre introduced Ms. Hunter and advised that she is a NACC board member in Fort Smith has been involved for the past few years.

Ms. Coderre noted that it is very costly to go to Edmonton or Vancouver to watch arts and cultural shows and felt it was important to continue to bring arts to the north for increased exposure to youth and northern communities. She advised that arts can be theatre, music, spoken word and that NACC hosts all types of shows while supporting the arts and emerging artists.

Ms. Coderre advised that NACC would be celebrating their 40th anniversary this year with a 300-seat theatre showing in Yellowknife. She advised of her passion to bring arts exposure to northern youth and community members and felt this may encourage them to work in the arts and culture industry. Additionally, she indicated that NACC supports northern and indigenous artists.

Ms. Coderre advised that there would be a Celtic Music Show in February, and that MacBeth theatre was presented in Fort Smith in February 2023 by an appraised Fort Smith indigenous artist. She noted that the MacBeth tour expense was close to \$100k and that NACC has been struggling to find funding sources during the pandemic. She noted that arts, tourism, and restaurants were all negatively impacted by the pandemic. Further, she advised that NACC's emergency funding ceased this year and noted the importance of securing funding to ensure arts and culture shows continue in the north. In addition to this, the GNWT's funding has not increased and Yellowknife's funding contribution has decreased.

She advised that when she started with NACC there was a \$146k budget deficit and noted the importance of not running a deficit.

Ms. Coderre advised that the Town has provided a \$5k contribution annually since 2013, along with other communities. She noted that the Federal Government provides some funding support but only a small percentage of the budget. She continued that she needs to find \$100k to keep up with the same level of funding as previous years and that she is not requesting an increase to the \$5k annual contribution from the Town.

Ms. Coderre stated that Ms. Hunger is NACC's voice for the South Slave Region and that the NLMCC provides local promotion of arts and cultural events.

Ms. Coderre noted that it has been three-years since the pandemic and in consideration of the 2023 wildfire evacuations, that arts can play a healing and inspiring role for the northern communities.

Ms. Coderre advised that NACC's annual programming is online and displays shows scheduled for Fort Smith. She thanked for the opportunity to delegate to Council.

Mayor and Council thanked Ms. Coderre for her delegation.

4. Review

- a. Agenda – The agenda was reviewed. Cr. Couvrette requested adding discussion on Carbon Tax exemption.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Tuckey

That the agenda be adopted as amended to include discussion on Carbon Tax exemption.

CARRIED UNANIMOUSLY

- b. Minutes – The Community Services Standing Committee Minutes of December 12th, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19th, 2023.

Cr. Campbell requested an update on the response letter to Jeremy Beamish regarding Westgrove lots. Administration advised that a response is drafted that explain the outcomes of the Housing Needs assessment and the Town's funding application to CMHC for possible new subdivision development.

- c. Vision and Values – The Vision and Values were reviewed. Cr. Couvrette advised that he attended the Collaborative Leadership Initiative (CLI) meeting on January 11th and the importance of having a dynamic, invigorating vision for the next 10-20 years was discussed. He would like Council to update their vision and values to aspire to be more than a healthy community. He suggested tying vision and values into planning sessions for the Community Plan and Zoning Bylaw review.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed.
- e. Economic Development Plan – The Economic Development Plan was reviewed.

5. Directors Report

- a. CRC Statistics December 2023 – The CRC Statistics were reviewed. The Director of Community Services advised that December was a busy month, and she commended her staff for their time and effort put towards extended programming hours. She noted that programming hours in December were increased to 108 hours of programming per week.

She provided an update on Community Services programming from December 2023. She advised that the CRC hosted the Christmas Parade and Tree lighting partnered with the Seniors Society and that the Seniors Society hosted their annual Senior's Christmas Dinner in the gymnasium. She noted that the department and Economic Development Assistant worked with businesses on Midnight Madness events before Christmas to promote shopping local and business were pleased with the results. She advised that the CRC hosted a NYE family dance party prior to the fireworks show and commended the Boom Squad for an outstanding fireworks show.

The Director advised that the department worked with PWK High School to utilize Pete's Gym for physical education class and noted that archery programming is picking up. She noted that instructors will be coming to the community next month to run a volleyball clinic. Additionally, the department is working with the Aurora Research Institute regarding their boreal berry patch project.

The Director advised that the Town receives MACA funding for youth center initiatives and is used for programming including child and youth resiliency programming. She continued that the curling rink seen good use during summer as an indoor playground when air quality poor outside and that some of the MACA funding would be used to purchase turf for curling rink overlay for future use of the indoor playground.

The Director advised that the Pool has received an aquatic obstacle course and that it was well received. She noted that residents are already inquiring about renting obstacle course for private Pool events. Additionally, the Director advised that she has received her National Lifeguard Certification and that new rounds of lifeguard training would commence in recruitment efforts.

The Director advised that the Skating Club used the Arena space to organize for their cheese fundraiser and that PWK High School has utilized the Arena for physical education class. She noted that the PWK Winter Classic was held on December 21st and the Christmas Classic happened December 27-29th. Additionally, she noted that additional Public Skate times were implemented during December.

b. Mary Kaeser Library

- i. Library Statistics December 2023 – The Library statistics were reviewed.
- ii. MKL Annual Report 2023 – The 2023 Annual Report was reviewed.

The Director advised that Mary Kaeser Library held regular story times, and with Santa, during December. She indicated that Patti Kay Hamilton launched her book "In the Wild: Stories of a Lifetime on the Trapline" chronicling Pi Kennedy's life in the bush for almost 80 years and noted that the book launch was held in the MKL on December 6th with assistance from the Seniors Society. She noted that the book launch was well attended.

The Director provided an update on MKL programming in December and noted that was a letter writing to Santa and local elders, Tech n' Tea, gingerbread house making, and bring your own craft night.

The Director reviewed the MKL Annual Report and noted high usage of the facility. She continued that feedback received is that people feel welcome and safe, and she was pleased with the successful transition of the Library from the old building to the CRC. She noted that through the transition the department has seen a difference in demographics utilizing the space, specifically, increased youth presence.

The Director advised the facility is seeing increased usage but that circulation statistics are consistent with 2022. She advised that she is working with the MKL Program Coordinator to track demographic statistics accessing library services and circulation.

The Director highlighted various programming from 2023 including numerous author visits, school visits from PWK and JBT, cooking classes, WBF activities, SEED programming, will and estate planning, and 3D printing. She noted that statistic collection assists in offering more programming that is well attended and enjoyed by the community. Additionally, statistics show that the MKL is seeing more usage in the afternoons and may consider slightly changing operational hours to accommodate need.

The Director advised that collection development is ongoing annually and is time consuming. She commended the MKL Programming Coordinator for her work.

The Director indicated that 2024 goals include continuing education courses for staff, increasing programming through partnerships, and forming new partnerships in the community. Additionally, she hopes to increase circulation and patron numbers, and they are working to complete a survey of community goals.

6. Economic Development

The Director advised that the Aurora College Community Career Fair is upcoming on February 7th. She noted that the department does not currently have Economic Development staff but have submitted applications for SEED funding and the department is still working through economic development projects.

Mayor Daniels suggested considering the feasibility of underground pipe heating for the CRC and Pool. He suggested partnering with GNWT Infrastructure on the initiative as PWK High School is connected to the CRC.

7. Advisory Boards

a. Community Services Advisory Board

- i. CSAB Minutes December 11th, 2023 – The CSAB minutes were reviewed.

b. Economic Development Advisory Board

- i. EDAB Minutes December 21st, 2023 – The EDAB minutes were reviewed. Cr. Couvrette advised that EDAB met on December 21st discussed the process of submitting recommendations to Council for consideration specifically regarding their review of the Business Licensing Bylaw. He noted that EDAB is scheduled to meet on January 18th to further discuss recommendations.

Cr. Fergusson declared a conflict, handed the Chair to Cr. Campbell and left the room.

8. Administration

- a. Briefing Note Wood Buffalo Frolics Contribution Request – The briefing note was reviewed. Administration noted that there wouldn't be conflict as there would be no personal benefit from the contribution but appreciated the caution.

Administration advised that the briefing note provides information on previously budgeted organizational supports and historical requests for support for consideration. He noted that the Town, in 2022 and prior years, had \$5k budgeted as an organizational support for WBF and also \$5k for NACC.

Administration advised that the WBF organizers are requested a \$5k contribution consisting of \$4,600 cash and \$400 in youth swim passes. He noted that the Town would partner with the event to provide the gym and staff support for the event. In addition to this, the Friday afternoon is declared a half-day civic holiday in conjunction of with the WBF as per bylaw.

Administration reviewed currently budgeted organizational supports that remained in the annual budgets. He advised that the NLMCC contribution was increased from \$25k to \$35k in 2020, due to the pandemic, as one time support that has remained in the budget since. Other organizational supports remaining in the budget are JBT Snack Program and the Christmas Food and Toy Drive.

Cr. Couvrette reiterated the need to update the donations policy to ensure transparency, accountability, and community gain from contributions paid by taxpayers' money. He felt that community organizations provide valuable services and thinks its valid to know how funds are used.

Mayor Daniels would like to see organizational supports reinstated in the budget and felt that the current process in reviewing each application is an administrative burden. He felt that organizations receiving contributions provide valuable services and partnerships while providing economic development to the community. Cr. Pischinger agreed with Mayor Daniels comments and reinstating the contributions in the budget. She suggested further discussion on amounts to be contributed to organizations. Cr. Campbell agreed but thinks the donation policy should be updated before proceeding with donations.

Cr. Couvrette understands that organizations serve the community but felt that some organizations support smaller groups and wants to ensure taxpayer dollars benefit as much of the population as possible. He suggested that groups expand their mandate to capture a larger portion of the community.

Administration is hesitant to not make funds available until the donations policy is updated as it would be disruptive to operations. He suggested Council make a motion to develop a contribution agreement for organizational supports and review the donations policy for smaller random requests.

Cr. Couvrette suggested organizations requesting contributions delegate to Council to advise what funds are used for and how they plan to advance community engagements.

Mayor Daniels indicated that the Town needs partners to provide services and would like to invest in the people. He would like to move forward in approving the WBF and NACC requests.

Cr. Beaulieu advised that she was historically involved in WBF and other community organizations and noted that they would fundraise year-round.

Mayor Daniels made a recommendation to contribute \$5k to each NACC and the WBF. Cr. Couvrette seconded and requested an amendment, that approval be contingent on organizations providing additional information and details on what the funding is used for and accountability.

Cr. Pischinger asked why the NACC contribution was removed from the 2023 budget. Administration replied that they were removed due to charging admission fees. He noted that their territorial funding was reduced and that a policy of the City of Yellowknife is that would not support programs no longer funded by the GNWT. He noted that sometimes valuable programs go unfunded, and the result would be no arts and cultural programming offered.

RECOMMENDATION

Moved by: Mayor Daniels

Seconded by: Cr. Couvrette

That Council approve a \$5,000 contribution to the Northern Arts and Cultural Centre; and

That Council approve a \$5,000 contribution to the Wood Buffalo Frolics; and

That funding be provided contingent on submission of additional information on how funding is used and accountability.

CARRIED UNANIMOUSLY

9. Other Business

- a. Carbon Tax Exemption – Cr. Couvrette advised that in October 2023 the Federal Government advised of an exemption of carbon tax for heating fuel. Further, the GNWT in mid-January advised that they realize there is an exemption but that would not be applicable in the NWT until further discussed. He continued that during the election MLA candidates discussed cost of living concerns in the NWT and are now forcing residents to pay \$.17 carbon tax per litre of fuel after being exempt from the Federal Government. Cr. Couvrette made a recommendation.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That Mayor Daniels write a letter to the Premier and Minister of Finance for an expedient exemption of Carbon Tax on heating fuel for NWT Residents; and

That all Carbon Tax funds collected by the GNWT be rebated to NWT Residents as soon as possible.

CARRIED UNANIMOUSLY

10. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Tuckey
Seconded by: Cr. Couvrette
That D/M Korol be excused of the Community Services Standing Committee meeting on January 16th, 2024.
CARRIED UNANIMOUSLY

11. Date of Next Meeting
The next Community Services Standing Committee meeting will be held on February 13th, 2024.

12. Adjournment
RECOMMENDATION
Moved by: Cr. Tuckey
Seconded by: Cr. Beaulieu
That the meeting be adjourned at 8:24 pm.
CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Corporate Services Standing Committee

Date: ~~January 16, 2024~~ January 23, 2024

Subject: Wood Buffalo Frolics Donation Request

Purpose:

To brief Council on a donation request received from Wood Buffalo Frolics ('Frolics').

Background:

The Frolics are an annual weekend event held in Fort Smith the second weekend of March. The Town has previously supported this event with a \$5,000 contribution, use of facilities, and by declaring the Friday afternoon of the Wood Buffalo Frolics a Civic Holiday.

The Frolics is planned this year from March 9th to 12th and they are requesting a monetary donation of \$4,600 and \$400 Youth Swim Passes (attached) as well as use of the gym, equipment, games, and staff during the Kid's Carnival which would be funded as Town programming.

The Frolics has partnered with other local organizations on events over the weekend. The Wood Buffalo Frolics is planned to be a weekend of events inclusive to all age groups and an economic driver for the community.

The Town of Fort Smith last issued a \$5,000 contribution towards the Wood Buffalo Frolics in 2023.

Analysis:

Previously, the contribution to the Frolics was addressed as a budget line item and considered an annual organizational support contribution. In the 2023 all annual organizational support contributions were amalgamated into one budget line item along with the discretionary Donations budget. This new amalgamated budget line item is referred to as Community Contributions.

Other contributions that had previously been provided annually as organizational supports include:

- \$5,000 Wood Buffalo Frolics
- \$5,000 Ski Club
- \$5,000 Golf Club
- \$5,000 Snowboarding Club
- \$5,000 Northern Arts and Cultural Centre (NACC)
- \$2,500 music festival
- \$2,500 Paddlefest
- \$30,000 Total**

Annual organizational supports that remain in the budget include:

- \$35,000 Northern Life Museum (increased from \$25,000 in 2021)
- \$1,500 JBT Snack Program
- \$1,000 Christmas Food and Toy Drive
- **\$37,500 Total**

The discretionary Donation budget was \$6,600 prior to amalgamation. Donations historically made from this budget include (but are not limited to) the following; note that actual amounts can vary annually:

- \$1,000 Thebacha Dog Musers
- varies AWG, NAIG support for athletes
- \$6,000 National Indigenous Peoples Day
- \$5,000 Day for Truth and Reconciliation Feast
- \$500 SLFN Dene National Assembly
- varies In-kind donations such as dinner venues, event ambulance support, tournaments
- **\$15,000 Total (approximate)**

The budget for Community Contributions was \$28,350 in 2023 and is unchanged for 2024.

January 23, 2024, Update

Wood Buffalo Frolics provides a time to celebrate the rich cultural diversity and spirit of Fort Smith. It unites the three indigenous governments, local volunteer organizations, the Town of Fort Smith, and Parks Canada to collaboratively create a four-day-long event that appeals to all of the residents of Fort Smith. There are events for children and adults, events that showcase physical skills, lottery events, dances and social gatherings, events crowning “Fort Smith Royalty”, and they all feature the unique Muffaloose, to truly make this celebration one-of-a-kind.

The \$5000 donation (monetary and youth swim passes) would be used along with other funding to support the following activities:

1. Kids carnival games and prizes
2. Awards for kids' talent
3. Special event insurance
4. Advertising and promotion
5. Printing of tickets
6. The Frolics royalty crowns and gowns
7. Buttons
8. Event sweaters for sale (break even)
9. Licensing and fees

The 2023 iteration of the Frolics saw multiple events at capacity like the Mad Trapper’s Ball, and Bingo. Over 300 participants came to the children’s activities at the Mary Kaeser Library and Community and Recreation Centre. Frolic reaches a significant number of Fort Smith residents and is a cherished community event. Financial statements were provided to the community following the event for full transparency as well.

NACC operates out of Yellowknife, but holds the access to the performing arts in high esteem. Rural

Northern communities can often be excluded from the level of programming that exists within the capital, but NACC aims to continuing bringing a variety of performances to communities, including Fort Smith. NACC has scheduled four separate tours of performers for the 2023-24 season, the cost of which cannot be covered by admission payments, municipal funding, territorial funding, or federal funding alone. Many avenues of funding come together to support providing access to the communities outside of Yellowknife.

The \$5000 donation would be used along with other funding to support the following:

1. Booking performers for the upcoming season
2. Travel costs
3. Production costs
4. Facility rentals
5. Advertising and promotion
6. Administrative support
7. Subsidizing admission costs

Diverse acts are scheduled, with a mixture of Indigenous, Canadian, and International performers, and they are brought right to Fort Smith to increase the accessibility to NWT residents. In Fort Smith, attendance varies depending on performance type and length, but the shows are well attended. The admission charges are much lower than would be expected for the quality of performance. Encouraging access to the arts for children and youth is another high priority. Often there will be additional performances at JBT and or PWK to create that access with no cost to the children and youth. This creates free access for hundreds of Fort Smith residents every visit. Being able to rely on the \$5,000 contribution from the Town of Fort Smith allows for the continued success of our programming and exemplifies the importance of the arts to feed our souls. NACC can provide financial statements to confirm spending each year.

Recommendation:

Seeking Council's direction for this donation request.

Hi Emily,

I hope this letter finds you well. I am writing to you on behalf of The Frolics, an inclusive community event that plays a vital role in celebrating the rich cultural diversity and spirit of Fort Smith. The Frolics is a collaborative effort involving the three indigenous governments, local volunteer organizations, the town of Fort Smith, and Parks Canada.

The success of The Frolics is deeply rooted in the dedication and hard work of our amazing group of community organizers who generously co-host various components of the weekend. Their passion and commitment contribute significantly to the overall success of the event.

The funds raised through The Frolics are crucial for sustaining the event and ensuring its continued success. The funds are allocated for various purposes, including:

1. Kids carnival games and prizes
2. Awards for kids' talent
3. Special event insurance
4. Advertising and promotion
5. Printing of tickets
6. The Frolics royalty crowns and gowns
7. Buttons
8. Event sweaters for sale (break even)
9. Licensing and fees

After last year's event, we maintained full transparency by posting the income statement on our Facebook page. This allowed the community to see precisely how the funds were utilized and the total costs associated with the event.

The Frolics is a unique and inclusive event that brings the entire community together, providing people of all ages with accessible opportunities to celebrate spring and embrace the diverse offerings of Fort Smith.

We are reaching out to seek your support for this year's event. Your contribution will play a vital role in ensuring the continued success of The Frolics and the positive impact it has on our community. If you have any questions or require additional information, please do not hesitate to contact me.

Thank you for considering our request, and we hope to have your support in making The Frolics 2024 a memorable and successful celebration.

Warm regards

Dana Fergusson
Operations Manager
Pelican Rapids Inn
[867-872-2789](tel:867-872-2789)
Cell: [780-719-1470](tel:780-719-1470)



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, January 16th, 2024, at 8:15 pm
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members Present: Mayor Daniels, Cr. Fergusson, Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger
Regrets: D/M Korol
Staff Present: Keith Morrison, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 8:30 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

a. Statement of Disclosure of Interest – There were no disclosures of financial interest.

3. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The Municipal Services Standing Committee Minutes of December 12th, 2023, were reviewed and adopted at the Regular Meeting of Council on December 19th, 2023.

c. Vision and Values – The Vision and Values were reviewed.

4. Directors Report

Administration advised that Public Works supported holiday programming, Arena operations, and Fireworks preparation in December. He noted the cold weather has had negative impacts on Town infrastructure at the WTP and garbage truck hydraulics. He noted that Facilities Maintenance had an issue with a failed Pool valve due to a recent power outage which resulted in heat loss to the Pool and closure. He noted that the Pool operations are legislated to national standards and temperature requirements, and as the Pool takes over a week to heat the Pool to legislated temperature requirement.

5. Administration

a. Briefing Note 2024 Draft O&M Budget Revision #1 – The briefing note, and 2024 Draft O&M Budget Revision #1 were reviewed. Administration advised that he would bring briefing notes to Council with information on recently closed tenders that came in over budget.

Administration advised that the Utility and Environmental Budgets are running a surplus which would go into reserve savings to balance the budgets to zero.

Administration added .5PY to the CRC MKL operations as discussed at the January 9th Corporate Services meeting. He advised that the .5PY would also allow for increased janitorial at the CRC and Town Hall. In addition to this, the additional .5PY would allow for expansion of CRC programming and positive engagement with CRC patrons during non-programmed CRC hours. He noted that the .5PY equivalates to a 1.28% property tax revenue increase.

Administration advised that an email was sent to Councillors for interest in holding a public engagement regarding budget but only Cr. Fergusson responded. He noted if the budget is passed in the January meeting cycle, the intent is to move into Capital Planning in February.

Cr. Couvrette requested the dollar amount to a 1.28% property tax revenue increase. Administration replied that it equals approximately \$50k and if the organizational supports are added back to the budget, it would total an additional \$30k. He noted that there is opportunity to review the amounts contributed to organizations.

Cr. Couvrette felt confident with the proposed budget increases versus staff vacancies, that the budget is close to balanced.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That the 2024 O&M Budget be approved as presented.

CARRIED UNANIMOUSLY

Cr. Fergusson suggested Council discuss the impacts of the implementing a cap on the Tax Relief Program. She was also pleased about approving an additional .5PY for the CRC for non-programmed use and felt that youth would benefit. She suggested soliciting inter-agency response to address any issues that the individual is not trained to respond to or for larger systematic issues. Cr. Fergusson asked if the budget accounts for inflation expenses.

Cr. Couvrette suggested weighting the tax burden to institutional properties through the mill rate due to being underfunded by the GNWT and as institutional properties are the majority taxpayer.

Administration did not want to place budget recommendations on Tax Rebate Program and suggested the program could be reviewed anytime outside of budget review and mill rate approval. Regarding inflation, he replied that salaries and wages, and utilities have been inflated for cost-of-living pressures.

Administration advised that approving the budget as presented is with a 1.28% property tax revenue increase and that he would recommendations to the Council meeting regarding re-introducing the organizational supports back to the budget. Cr. Fergusson also supports reinstating organizational supports in the budget. Administration will also bring more information on the proposed position at the CRC for the non-programmed based engagement position.

6. Other Business

- a. In-Camera Session *CTV Act S.23(3)(c) Personnel Issue*

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Tuckey

That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23(3)(c) to discuss a personnel issue.

CARRIED UNANIMOUSLY

RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Fergusson
That Council move out of in-camera.
CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION
Moved by: Cr. Tuckey
Seconded by: Cr. Fergusson
That D/M Korol be excused from the Municipal Services Standing Committee meeting on January 16th, 2024.
CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 13th, 2024.

9. Adjournment

RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey
The meeting be adjourned at 9:45 pm.
CARRIED UNANIMOUSLY



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1055**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH THE CONDITIONS OF EMPLOYMENT FOR THE SENIOR ADMINISTRATIVE OFFICER, AMENDING SENIOR ADMINISTRATIVE OFFICER EMPLOYMENT BYLAW 1019, PASSED PURSUANT TO SECTION 48 OF THE *CITIES, TOWNS AND VILLAGES ACT*, S.N.W.T. 2013, c.C-22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories deems it necessary to establish the terms and conditions of employment for the Senior Administrative Officer;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. REPEAL

- (a) That Section 7(c) of the “Senior Administrative Officer Employment Bylaw 1019” be repealed and replaced by Section 2(a) of Bylaw 1055.
- (b) That Section 11(b) of the “Senior Administrative Officer Employment Bylaw 1019” be repealed and replaced by Section 2(b) of Bylaw 1055.

2. AMENDMENT

- (a) Should the Senior Administrative Officer be dismissed without cause while on Probation, they shall be entitled to three months’ salary in lieu of notice. Should the Senior Administrative Officer be dismissed with cause while on Probation, they shall not be entitled to any payment.
- (b) After successful completion of the Probationary Period, the Senior Administrative Officer shall be paid on dismissal, other than for cause, an amount equal to one years’ salary at their rate of pay at the time of termination.

3. EFFECT

This By-law shall come into force and effect upon third reading thereof.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1055**

READ A FIRST TIME THIS 9th DAY OF January, 2024 A.D.

READ A SECOND TIME THIS 9th DAY OF January, 2024 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2024 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1056**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A SENIOR ADMINISTRATIVE OFFICER, PASSED PURSUANT TO SECTION 41 OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2003,c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to appoint a Senior Administrative Officer.

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Tracy Thomas be appointed as Senior Administrative Officer for the Town of Fort Smith effective January 29th, 2024, at 8:30am.

2. That Bylaw 1053 is hereby repealed.

3. That Bylaw 1056 will come into effect upon receiving third and final reading.

READ A FIRST TIME THIS 9th DAY OF January, 2024 A.D.

READ A SECOND TIME THIS 9th DAY OF January, 2024 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2024 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



BRIEFING NOTE

To: Mayor and Council
From: Administration
Date: January 23, 2024
Subject: New Compactor Building Request for Proposals

Purpose:

To obtain Council approval to award the New Compactor Building Request for Proposals (RFP).

Background:

On July 18, 2023, Council approved \$250,000 for the construction of a Landfill Compactor Building. Maskwa was officially retained on May 03, 2023, to develop a Design Build RFP to complete the work. A construction estimate was not provided.

In November 2023, the Town issued an RFP to design and build the New Compactor Building. This project was advertised locally on the Town website.

The RFP closed on December 19, 2023, and three proposals were received:

CAB Construction Ltd.

Blades Construction Ltd.

Northern Industrial Construction

An Evaluation Committee reviewed the proposals against the Evaluation Criteria contained in the RFP and CAB Construction Ltd. (CAB) received the highest score.

Analysis:

All proposals exceeded budget by a significant amount. The CAB proposal was \$754,000.00 and is over three times the budgeted amount. While inflationary pressures are in effect here, it can also be assumed that the budget was based on outdated values. Especially as the second-highest rated proposal was \$685,000.00. A relatively small gap between prices in an RFP is indicative of competitive pricing.

Funds for the New Compactor Building were drawn mid-year from the larger \$3.5M Landfill Reclamation and Expansion project. It is presumed that this budget cannot support a \$500k reduction.

The Compactor has been purchased and is currently on site at the Landfill. This valuable asset requires protection from the elements (and bears) so the New Compactor Building is now essential infrastructure. A review of available funds indicates that there is sufficient capacity in CPI, Gas Tax and/or reserves to support this increase.

Recommendation:

That the New Compactor Building Request for Proposals be awarded to CAB Construction Ltd. for \$754,000.00 plus GST.



BRIEFING NOTE

To: Mayor and Council
From: Administration
Date: January 23, 2024
Subject: Raw Water Intake and Main Lift Station Rehabilitation Tender

Purpose:

To obtain Council approval cancel the Raw Water Intake and Main Lift Station Rehabilitation tender.

Background:

In January 2023 Council approved the 2023 Capital Plan which included \$1,481,000.00 for the Raw Water Intake and \$862,000.00 For the Main Lift Station Rehabilitation, totaling \$2,343,000.00.

AECOM was retained on January 17, 2023 to complete the work. A construction estimate was not provided.

On July 21, 2023, the Town issued a tender for the combined Raw Water Intake and Main Lift Station Rehabilitation project. This project was advertised in News North and in the GNWT Construction Association tender registry. The tender closed on September 29, 2023, and no bids were received.

The tender was -re-issued in October 2023 and closed on December 14, 2023. This time three bids were received:

CAB Construction Ltd.	\$ 7,599,270.00
Northern Industrial Construction	\$15,540,810.39
Rowes Construction	\$ 6,974,514.75 (+139,910.00)

All Bids exceed budget by a significant amount.

Analysis:

Bid exceedance of budget outstrips inflationary pressures. Reason for excessive pricing could be speculation or risk.

Speculation. There were no bids received the first time the project was tendered which indicates a lack of interest in the work by contractors. The tender was re-issued without any change to the scope of work. As a result, contractor may have responded with speculative pricing.

Risk. The Raw Water Intake and Main Lift Station Rehabilitation projects were bundled together to create a project of sufficient size to attract larger, more established contractors given the complexity of the work required. This was not successful and the smaller, northern and local contractors that did bid the project may have added money to their bids to address the risk associated with having to manage two complex projects simultaneously.

Further, both the intake and the main lift station are required to be operational throughout the duration of the project which requires the implementation of temporary services. The duration that these costly services have to be in place is tied directly to the lead times required to supply the high-end pumps, controllers, motors, etc., required for this project. Contractors most likely allocated additional pricing to address the risk associated with these potential delays.

The gap between bid prices and budget is too large for contract negotiations. The recommended solution is to cancel the current tender and examine options to redesign the project such as:

- Split the project into two.
- Reduce the complexity of proposed mechanical systems.
- Provide a cash allowance for temporary services so that there is less risk associated with supply chain delays.
- Pre-order key mechanical items such as pumps, motors, controllers.

Recommendation:

That the Raw Water Intake and Main Lift Station Rehabilitation tender be canceled.



BRIEFING NOTE

To: Mayor and Council

Date: January 9, 2024 January 16, 2024 January 23, 2024

Subject: 2024 O&M Budget

Purpose:

To obtain direction from Council for development of the 2024 O&M Budget.

Background:

The 2024 O&M Budget is still in development, however is expected to be a deficit budget even without minimal Level of Service (LOS) increases. Additional development over the next few weeks may result in a slight increase in this deficit.

Expenses:

2023 Salaries and Wages amounted to approximately \$6.37M. On average, employees can expect a 2.5% pay step increase, as well as bargained 2.75% increase. This results in a forced growth cost for salaries and wages alone of \$7.6k in 2024. This is less than expected given the large number of resignations by long-serving employees resulting in new employees starting at a lower step.

Forced growth increases can be expected for utilities as well, and 2024 budget values are escalated accordingly. Other budgets (materials and supplies, repairs and maintenance, vehicle fuel and oil) are also feeling inflationary pressure as well as increased costs due to aging fleet, however are being kept at 2023 levels for the most part; Bank Fees have increased due to a transition to electronic banking, and Ambulance Bay lease has also increased. Further, new GLs have been added for CRC public internet, Snowboard Park power, and Protective Services repairs and maintenance.

As a result, Council can expect an approximate \$2.6k deficit in 2024. Further, current drafts indicate a \$70.0k surplus in the Utility Budget and \$81.8k surplus in the Environmental Budget.

Revenues:

Territorial funding is typically not announced until after the GNWT fiscal year begins in April, long after municipal budget approval deadlines. Repeated requests to the GNWT to revise legislation to allow municipalities to operate on a fiscal year have gone unanswered, and there are no indications that the

GNWT will increase funding as required by the municipal funding shortfall findings.

User fee revenues are expected to be flat. 2023 budgeted amounts were approximately \$1.4M.

Property Tax revenues are a product of the assessed value of all lands and improvements in the town, multiplied by the mill rate. So, an increase in the assessed value (i.e., new construction) will result in a revenue increase without the need for a representative increase in the mill rate (and resulting increase in property tax costs for residents and businesses). So, while the Town has been increasing Property Tax revenue expectations every year, the impact on residents has been minimal in years where there has been a high amount of new construction in the community.

Property Tax Weighting. There is also the ability to revise the allocation of property taxes between residential, commercial, institutional, industrial, etc., properties, as well as between developed and undeveloped properties, as required to ensure appropriate distribution of costs, promote development, etc. This would be determined upon review of the Mill Rate Bylaw.

Figure 1 indicates the % revenue increase approved by Council vs the actual mill rate increases for the past five years.

The Town has received a copy of the latest draft assessment roll from the GNWT and indications are that a reduced construction year due to fires has resulted in only a slight increase in assessed value of \$517k or 0.24%. The result of this small increase is that any Property Tax revenue increases approved by Council will have a more significant impact on residents. Fortunately, as indicated above, historic increases to resident property tax costs have been low.

Options:

Ultimately, any deficit can be addressed by (a) increasing revenues, or (b) decreasing expenses.

Given that the Town has no control over Territorial funding, the Town is limited to increasing User Fee revenue (where a 10% increase would amount to approximately \$137k) or Property Tax revenue (where a 1% increase would amount to approximately \$39k).

Since 2021 the Town has aggressively increased and added User Fees for all operations, but especially Protective Services, Utility and Environmental. Recreation and General Administration fees have also seen recent increases. This has resulted in increased budgeted User Fee Revenues, however actual revenues have not tracked these increases, presumably due to less use of Town services due to the increased cost (i.e., offsite dumping, less elective use such as at the CRC, Pool, and Arena). Captive User Fees (i.e., water rates) are seeing an increase however accompanied by great public outcry.

It is recommended that User Fees not be increased for 2024. Note that the completion of Landfill upgrades will allow the initiation of the Town Recycling Program which will require an additional levy for implementation.

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Increase in Property Tax Revenue:	4.0%	3.5%	4.0%	3.8%	2.0%	2.5%
Property Tax Increase for property valued \$ 500 ,000						
Property Class	Mill Rate	Mill Rate	Mill Rate	Mill Rate	Mill Rate	Mill Rate
Residential Developed	13.23	13.28	\$25 13.35	\$35 13.59	\$120 13.65	\$30 13.87
Residential Non-Developed	13.23	13.28	\$25 13.35	\$35 13.59	\$120 13.65	\$30 14.18
Commercial Developed	24.26	24.35	\$45 24.48	\$65 24.92	\$220 25.03	\$55 25.43
Commercial Non-Developed	24.26	24.35	\$45 24.48	\$65 24.92	\$220 26.55	\$815 26.97
Industrial Developed	24.26	24.35	\$45 24.48	\$65 24.92	\$220 25.03	\$55 25.43
Industrial Non-Developed	24.26	24.35	\$45 24.48	\$65 24.92	\$220 26.55	\$815 26.97
Institutional Developed	29.40	29.51	\$55 29.68	\$85 31.72	\$1,020 33.37	\$825 34.22
Institutional Non-Developed	29.40	29.51	\$55 29.68	\$85 31.72	\$1,020 34.89	\$1,585 35.76
Recreational	13.23	13.28	\$25 13.35	\$35 13.59	\$120 15.17	\$790 15.41
Telecommunications	29.40	29.51	\$55 29.68	\$85 30.21	\$265 33.37	\$1,580 34.22
Country Residential Developed	11.47	11.51	\$20 11.57	\$30 11.78	\$105 12.14	\$180 12.33
Country Residential Non-developed	11.47	11.51	\$20 11.57	\$30 11.78	\$105 12.14	\$180 12.33
Country Residential Mixed Use	13.23	13.28	\$25 13.35	\$35 13.59	\$120 13.65	\$30 13.87

Figure 1 - % Revenue Increase vs Mill Rate Increase and Impact on Property Owner

No discussion about Property Taxes would be complete without mention of the Senior Citizens and Disabled Persons Property Tax Relief Program. In this program, eligible property owners receive a 100% property tax rebate of which 50% is funded by the Town and 50% by the GNWT. As residents age and the number of eligible residents increases, this program has come under repeated scrutiny. Figure 2 contains information about program enrollment and costs.

Year	Total ST & PT for Enrollees	Enrollee Pay (ST)	GNWT Pay	Town Pay	% Increase	# Residents	Total Properties	% of Residents
2023	436,321	36,352	218,160	181,808	3.1%	188	795	24%
2022	423,252	-	211,626	211,626	12.4%	185	793	23%
2021	409,623	-	204,811	204,811	8.8%	184	792	23%
2020	376,430	-	188,215	188,215	5.8%	172	773	22%
2019	355,725	-	177,863	177,863	6.3%	163	775	21%
2018	334,578	-	167,289	167,289	9.9%	160	768	21%
2017	304,463	-	152,232	152,232	-3.3%	148	768	19%
2016	304,565	-	152,283	152,283		153	789	19%

Figure 2 - Senior Citizens and Disabled Persons Property Tax Relief Program Enrollment

As can be seen from Figure 2 there is an alarming growth in households not paying property tax; currently almost a quarter do not pay at a cost to the Town of approximately \$180k annually. Mechanisms to address this issue include caps and grandfathering. Historically, property assessment has been considered a form of means-testing where the value of a property is reflective of the fiscal capacity of the owner. This is why the GNWT provides the property assessments as typically the Town does not means-test residents. As such a cap is designed to only impact those with the means to afford it. For example, Yellowknife only rebates property tax up to \$2k. Grandfathering further limits the impact of any cap to future program enrollees. Figure 3 shows the impact of various cap thresholds on existing enrollees.

Cap	PT Paid by Seniors/Disabled	GNWT Pays	Town Pays	Total	Residents Impacted	Average Cost to Resident
Status quo	-	181,808	181,808	363,617	0	-
5,000	-	181,808	181,808	363,617	0	-
4,500	-	181,808	181,808	363,617	0	-
4,000	450	181,808	181,359	363,617	2	225
3,500	1,753	181,808	180,055	363,617	8	219
3,000	4,984	181,808	176,824	363,617	16	312
2,500	11,382	181,808	170,426	363,617	38	300
2,000	25,420	181,808	156,388	363,617	72	353
1,500	49,835	181,808	131,973	363,617	127	392
1,000	89,202	181,808	92,606	363,617	177	504

Figure 3 - Senior Citizens and Disabled Persons Property Tax Relief Program Cap Impact

Should council consider any changes to this program, understand that Senior Citizens and Disabled Persons tend to be on fixed incomes and less able to react to increased expenses. Further, there are currently limited housing options available to these residents should increases in property tax expenses make their existing homes unaffordable. Finally, Senior Citizens and Disabled Persons have recently (2023) been required to pay 50% of the school tax levy (historically the GNWT paid 100% of this levy for enrollees however recently transferred 50% of this burden to the Town who then transferred to the property owners).

Otherwise, aggressive budgeting has resulted in a document that cannot support expense reductions without related LOS decreases. Should Council wish to examine expense reduction options, it is recommended that the focus be on the Community Services department, as Corporate Services has recently seen increases to support immediate, internal staffing needs, and Municipal Services has been working diligently to maintain services at a level acceptable by residents in the face of continuously increasing operating costs. As the majority of Community Services costs are salaries and wages, it is expected that expense reductions would be achieved via operating hour changes; facilities would be less available to residents. If directed, Administration can advise on the LOS impacts of a defined expense reduction (i.e.; Council advise the amount of reduction and the impact on services will be determined by Administration).

Level of Service:

The pending deficit as proposed is due primarily to forced growth. A review of Town services indicates that most internal and external concerns have been addressed and that the Town is providing a LOS acceptable to residents, staff and Council. However, some changes incorporated into this draft document include:

- Provision for standby pay in Facility Maintenance, Public Works, Water, and Bylaw departments. This will allow for establishment of an after-hours Town phone number and front-line staff response and reduce pressures on supervisors and directors. Further, reducing supervisor overtime will increase salary separation between directors and supervisors.
- Pay & Benefits position increased to a Corporate Services Supervisor position. This will allow increased human resources and leave administration support for supervisors and directors and help address absenteeism; intent is to have the resources available to continue the work of the HR consultant currently retained by the Town. Further, a supervisor in the Corporate Services department will provide coverage when the director is absent, as well as supervision of front-line staff at a lower rate.
- Increases in leave available to employees has reduced the amount of work that can be performed and is beginning to impact LOS. A Leave GL has been added to departments that are required to meet fixed operating hours but do not have the ability to cover absenteeism by transferring other positions. This applies to Corporate Services and Community Services (where the CRC Overtime GL has been reallocated).
- The Executive Assistant and Climate Change positions have been removed. Executive Assistant duties will be reallocated and Climate Change funding has expired. This has made salary

monies available to support the other increases listed above.

January 16, 2024, Update:

Surpluses in Utility and Environmental have been transferred to Reserve to balance these budgets.

A 0.5 PY Community Services Attendant I has been added to the Library to support increased operating hours. These hours had already been provided via transfer of Community and Recreation Centre (CRC) staff; the additional wages allow for a return of these staff to CRC operations.

Further, \$5k was returned to Fire Hall Operations for janitorial services by volunteers as per past practice.

The resultant increased deficit in the O&M Budget has been addressed with a 1.28% Property Tax Revenue increase.

Note that Community Services will work to establish janitorial-specific shifts for Community Services Attendants to address the need for increased janitorial in the larger, more utilized CRC. These shifts will also provide Town Hall janitorial services.

The dedication of shifts to janitorial services will limit the opportunity for any new recreation programming as well as the flexibility of staff to engage with residents in non-programmed recreation activities. Changes in usage of the CRC show more and more youth accessing the facility for non-programmed activity. An additional 0.5 PY Community Services Attendant I would support this increased functionality; this would require an additional 1.08% Property Tax Revenue increase to a total of 2.36%. This is not included in the proposed budget.

January 23, 2024, Update:

Community Contributions. Donations, Organizational Supports

Current Community Contributions budget is \$28,350.

Current Organizations Supports are \$37,000.

- \$35,000 Northern Life Museum (increased from \$25,000 in 2021)
- \$1,500 JBT Snack Program
- \$1,000 Christmas Food and Toy Drive

Historic Organizational Supports are \$30,000.

- \$5,000 Wood Buffalo Frolics
- \$5,000 Ski Club
- \$5,000 Golf Club
- \$5,000 Snowboarding Club
- \$5,000 Northern Arts and Cultural Centre (NACC)

- \$2,500 music festival
- \$2,500 Paddlefest

Historic Donations budget was \$6,500, however recent donations have increased to approximately \$15,000.

- \$1,000 Thebacha Dog Mushers
- varies AWG, NAIG support for athletes
- \$6,000 National Indigenous Peoples Day
- \$5,000 Day for Truth and Reconciliation Feast
- \$500 SLFN Dene National Assembly
- varies In-kind donations such as dinner venues, event ambulance support, tournaments

Historic Donations and Organizational Supports total \$45,000 and exceed current Community Contributions budget by \$16,650.

This can be addressed with:

1. An additional 0.43% Property Tax Revenue increase.
2. Returning Donations budget to historic \$6,500 will save \$8,500.
3. Returning Northern Life Museum budget to \$25,000 will save \$10,000.
4. Reducing four \$5,000 donations to \$2,500 will save \$10,000.

Note that Contribution Agreements can be used when issuing Organizational Support funds (potentially guaranteeing funds for multi-year periods) that establish intent and terms to better justify these contributions.

CRC Non-programmed Recreation

As noted in the January 16, 2024, Update, changes in use of the CRC have resulted in more youth accessing the facility. The attached “Non-Programming Based Engagement with Community Youth” document details the need and proposed mechanism to address this new usage. The cost to provide this increased LOS is 0.5 PY Community Services Attendant I; 1.08% Property Tax Revenue increase, \$41,921.62 annually.

Recommendation:

For information and direction.

Non-Programming Based Engagement with Community Youth

“The Community and Recreation Centre”. This title has evolved in recent years. It may not seem earthshattering, but the movement from the Recreation and Community Centre to the Community and Recreation Centre (CRC), highlights the importance and gravity given to the ideal that this facility is here for the Community first. Just as the name has evolved, so has the facility. The mid-life retrofit has breathed new and diversified usages into a building that has always been central to meeting the needs of the community. Not only does the facility provide a place for physical health and fitness, but now too a place for non-physical recreation programming; arts, culture, language, and literacy, in the Mary Kaeser Library, a licensed childcare program that provides a safe a healthy environment for children from 0 to 11 years of age, a place for fun and camaraderie in the Seniors’ Room and Winter Sport and Curling Centre, and in general a safe place to hang out and socialize.

What we have observed:

Over the course of the last year as we have begun to experience what a normal day at the CRC may look like. We have found that our demographics are changing. We are still seeing high usage in physical sport and recreation, and we are also seeing more youth, wanting to hangout in the afternoon and evening between the end of the school day and closing. The renovation saw the creation of the entry-area lounge space. This has been arranged with seating, tables, ping pong, and foosball, and is often busy all evening. This has come with increased risky behaviours observed by staff involving violence, bullying, fire starting, vandalism, and substance use (alcohol and cannabis). We see youth stay at the CRC for many hours at a time extending over the dinner hours leaving concerns over food security

Identified Need:

- Closer interaction/engagement between staff and youth to better establish needs
- Support of regulation and emotional intelligence
- A role model to encourage acceptable behaviours
- A gap in meaningful youth engagement
- Ability to identify risk behaviours and seek out appropriate interventions
- Support youth who may not be getting regular meals

How to Address:

An additional 0.5 PY (20 hours/week) added to the CRC budget, paired with the Youth Centre Initiative funding that provides 10 hours a week for youth night, would allow for 30 hours a week to be dedicated time for youth engagement. The schedule would be:

Tuesday – Thursday 3:00-10:00pm

Friday - Saturday 4:00pm-12:00am.

This would provide non-programming based youth engagement five afternoons and evenings each week. The time dedicated to this initiative is the first step.

The role of the staff member could include:

- engage with the youth who come to the CRC,
- get to know them,
- find out what they like to do at the CRC,
- suggest changes to programming based on the interests of the community youth,
- involve youth in positive skill building,
- play games with them,
- make suggestions for activities,
- recognized trauma-based behaviours and support regulation,
- cook a meal or make a snack to share,
- building accountability

Additional training would be required to support the staff member's skill development. This staff member would not be expected to execute crisis intervention, as that requires a higher level of training, education, and experience.

Training:

Associated training would be provided to the staff if required to support interacting with youth, recognizing at risk behaviours, basic mental health, etc. Below are examples of options for training courses offered online. Training would be an ongoing process, with an associated training plan. Each course is between 1-3 hours.

- A model for Collaborative Engagement with young people
- Positively Impacting Youth via Grassroots Movement
- Adopting a Mentoring Mindset
- Helping Youth make Healthy Choices
- Supporting Effective Youth-Adult Partnerships
- Transformative Conflict: A Trauma-Informed Approach to De-escalation, Healing, & Accountability
- Talking Healthy Choices with Young People
- Responding to Cultural Needs of Indigenous Youth
- Starting and Sustaining Equity and Antiracism Work
- Calming Challenging Behavior
- Using Behavior Interventions to Build Self-Regulation
- Understanding Adverse Childhood Experiences (ACEs) in Youth Work
- The Incremental Strategy of Harm Reduction in Youth Work
- Addressing Youth Mental Health Challenges
- Changing the Narrative on Mental Health and Suicide

Expectations and Goals:

Having a staff member dedicated to this type of non-programmed engagement allows for us to liaise with other community groups like Uncle Gabe's Friendship Centre, , Salt River First Nation, Smith's

Landing First Nation, the Fort Smith Metis Council, NTHSSA, the Fort Smith RCMP detachment, the Senior's Society, the Food Bank, local businesses, etc. for collaboration and support. It provides a starting point. We may like to point the finger elsewhere for responsibility, but the reality is that if we know there is more that can be done for our youth, we can choose to be a leader. This provides the catalyst to see what can happen when we invest in the youth of the community and to motivate more organizations to do the same. This is an opportunity to support youth in the community who need a safe place during the evening hours with a positive adult role model to interact with.

This type of program has the potential to grow with the support of other community organizations. If implemented this year, we will be able to gather more helpful data on what the needs of the youth in the community are and look to support those needs. As an example, a meal program could be attainable through collaboration and securing funding.