












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

Tuesday, February 20, 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 January 2024	 Fort Smith Policing Report 2024-01.pdf
D. Approval of Council Minutes a. Regular Council Meeting Minutes 01-24 January 30 <sup>th</sup> , 2024	 Council Minutes January 30, 2024.pdf
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. Corporate Services February 6, 2024 ii. Protective Services February 6, 2024 iii. Community Services February 13, 2024 iv. Municipal Services February 13, 2024	  Corporate Services Protective Services Minutes February 6, Minutes February 6,    Community Services Municipal Services Minutes February 13: Minutes February 13:
b. Enactment of Bylaws and Policies i. Bylaw 1057 – 2024 Annual Borrowing Bylaw/Third Reading	 Bylaw 1057 2024 Annual Borrowing B
c. Appointments	
d. Mayor and Council/Board Representative	
e. Administration i. Briefing Note – 2023 Fourth Quarter Variance Report	 BN - 2023 4QV.pdf
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



FORT SMITH  
POLICING REPORT  
January 2024



Fort Smith RCMP Detachment  
G Division  
Northwest Territories

The Fort Smith RCMP Detachment responded to a total of 158 calls for service to the Town of Fort Smith during the month of January 2024.

**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 one report of possible impaired driver from members of the public during the month of January. Police were not able to lay any charges in the single complaint they received.

Police conducted 3 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. 23 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. One of the checkstops were conducted during in partnership with the Fort Smith bylaw officer.

**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. On January 10<sup>th</sup>, Cst Alex Ostola made a presentation to students about online safety, sexting and sextortion.

- d. On January 12<sup>th</sup>, Cst Jesse Woodward attended the rec center during the after school program. Some lucky youth had the opportunity to throw a pie in Cst Woodward's face as part of the activities.
- e. On January 19<sup>th</sup>, Cpl Dan Doucet attended the rec center for a senior's presentation which touched several topics such as elder abuse, scams targeting elders and many other topics of importance.

**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. Members have done several compliance checks on repeat/high risk offenders.

**Notable Occurrences for the Month:**

- a. The Fort Smith RCMP Detachment responded to an aircraft that crashed shortly after take off. The incident is being investigated by the Transportation Safety Board and the Government of the Northwest Territories Coroner's office with the support of the Fort Smith Detachment.
- b. The Fort Smith detachment responded to 12 calls for service under the Mental Health Act.
- c. On January 1<sup>st</sup>, the Fort Smith detachment responded to a complaint of shots fired at a residence on the Smith's Landing First Nation. This matter is still under investigation.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	8	8	23	192
Sexual Offences	2	2	1	14
Break and Enters (Residence & Business)	2	2	1	20
Theft of Motor Vehicle	1	1	3	15
Theft Under \$ 5000.00	4	4	1	59
Theft Over \$ 5000.00	0	0	0	3
Drugs (Possession )	0	0	0	3
Drugs (Trafficking )	5	5	1	18
Liquor Act	2	2	3	45
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	42	42	50	497
Causing a Disturbance	4	4	6	120
Mischief - damage to property	5	5	5	62
Mischief - obstruct enjoyment	33	33	39	315
Impaired Driving	1	1	3	83
Other Complaints	44	44	56	554
<b>Total Violations</b>	<b>111</b>	<b>111</b>	<b>142</b>	<b>1503</b>
<b>Total Calls for service</b>	<b>158</b>	<b>158</b>	<b>160</b>	<b>1734</b>



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	2	1	17
Victim Services Referral - Declined	3	3	11	130
Victim Services - Proactive Referral	0	0	0	5
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	0	0	3
Emergency Protection Orders (Detachment Initiated)	2	2	0	4
<b>ODARA Reports</b>	0	0	0	0
<b>Prisoners Held</b>	17	17	18	219
<b>Prisoners Escorted</b>	1	1	1	2
<b>Prisoners Held non-PROS Agency</b>	0	0	0	1
<b>Prisoners Escorted Non-PROS Agency</b>	0	0	0	0
<b>Liquor Destroyed Immediately</b>	0	0	0	0

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 01-24  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF JANUARY AND THE  
FIRST FOR THE YEAR 2024**

PRESENT: Mayor F. Daniels                      D/M D. Korol  
            Cr. K. Campbell                         Cr. D. Fergusson  
            Cr. L. Beaulieu                         Cr. A. Pischinger  
            Cr. M. Couvrette (Microsoft Teams)

REGRETS: Cr. L. Tuckey

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

Meeting 01-24  
January 30<sup>th</sup>, 2024

7:00 PM  
Town Hall Council Chambers

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Mayor Daniels called the meeting to order at 7:02 p.m. and confirmed a quorum of Council was present.

Mayor Daniels called for a moment of silence for the lives lost last week.

Mayor Daniels read the acknowledgement of First Nations.

B. **APPROVAL OF AGENDA**

24-010 Moved by: Cr. Fergusson  
          Seconded by: D/M Korol

That the agenda be adopted as amended to include four briefing notes; DPA-002-24, SRFN MSA Extension Agreement, and two donation requests.

CARRIED UNANIMOUSLY

C. **PRESENTATIONS**

- a. RCMP Police Report December 2023 – The RCMP report was reviewed. Sgt. Yilmaz advised that there were 132 calls for service in December 2023. He advised that there were six complaints of impaired driving and that two impaired drivers were arrested and charged. He noted that ten check stops were conducted and 182 vehicles stopped and that tickets were issued along with two more charges for impaired driving. He advised that there was a total of 31 individuals charged with impaired driving in 2023.

Sgt. Yilmaz reviewed community engagement and advised that members continue to coach minor hockey and volunteer at the animal shelter. Additionally, they participated in a pancake breakfast at JBT and gave gifts to each of the JBT and Daycare youth.



Regarding harm reduction, Sgt. Yilmaz informed Council that a handgun was seized and is believed to relate to other violent incidents in the South Slave Region. He noted that the investigation is ongoing and they expect to lay charges. Further, he advised that a search warrant was issued on December 22<sup>nd</sup> with a response team on Field Street in connection to other violent crimes in Hay River and Fort Simpson and an investigation is underway.

Sgt. Yilmaz advised that the RCMP continue to perform compliance checks on chronic offenders and have arrested and charged an individual that had been released for attempted murder outside of the CRC. He noted that two individuals have been charged in connection with the incident and that they are actively investigating to pursue charges on a third offender.

Sgt. Yilmaz advised that 1,032 calls for service were received in 2023 compared to 2,198 in 2022. He noted that the detachment averages 150 calls per month and in consideration of the evacuation, the calls for service are still significantly lower than 2022. Sgt. Yilmaz attributes the reduced calls for service to performing regular compliance checks on chronic offenders and having some removed from the community for weeks to months at a time. He noted that there is a small percentage of chronic offenders causing issues.

Administration commended the detachments for their hard work. He suggested Council could assist in supporting ground research through various initiatives including training or by developing a group to assist the RCMP. Further, he suggested that Council could lobby the GNWT to reduce the Sherriff duties placed on RCMP members as escorts or through reinstating the safe room at the Health Centre.

Mayor and Council commended Sgt. Yilmaz and the RCMP members for doing a wonderful job and their outreach with the community. They wished Sgt. Yilmaz the best with his relocation.

#### D. **APPROVAL OF MINUTES**

##### Regular Meeting of Council Minutes 12-23

24-011 Moved by: Cr. Fergusson  
Seconded by: Cr. Pischinger

That the minutes of Regular Meeting 12-23 of December 19<sup>th</sup>, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

##### Special Meeting of Council Minutes SP-01-24

24-012 Moved by: Cr. Fergusson  
Seconded by: Cr. Beaulieu

That the minutes of Special Meeting SP-01-24 of January 9<sup>th</sup>, 2024, be adopted as presented.

CARRIED UNANIMOUSLY



E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Couvrette asked if the Town is undertaking an after-action assessment of the 2023 wildfire season and suggested this be undertaken with the 2024 wildfire season fast approaching. Administration replied that MACA has provided a template document for the after-action report and has assigned a MACA staff member to administer it.

F. **DECLARATION OF FINANCIAL INTEREST**

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

G. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Protective Services Standing Committee – The Protective Services minutes were reviewed.

24-013 Moved by: Cr. Fergusson  
Seconded by: Cr. Pischinger

That the Protective Services Standing Committee minutes from January 9<sup>th</sup>, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

Corporate Services Standing Committee – The Corporate Services minutes were reviewed.

24-014 Moved by: Cr. Fergusson  
Seconded by: Cr. Beaulieu

That the Corporate Services Standing Committee minutes from January 9<sup>th</sup>, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

PSEC Recommendation #1

24-015 Moved by: Cr. Fergusson  
Seconded by: D/M Korol

That a formal invitation 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

PSEC Recommendation #2

24-016 Moved by: Cr. Fergusson  
Seconded by: Cr. Pischinger

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



**NTPC Intervention Committee Recommendation #1**

24-017 Moved by: D/M Korol  
Seconded by: Cr. Pischinger

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

CARRIED UNANIMOUSLY

**NTPC Intervention Committee Recommendation #2 – Cr. Fergusson clarified that they are looking for an NTPC Franchise agreement. Amended.**

24-018 Moved by: D/M Korol  
Seconded by: Cr. Fergusson

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

CARRIED UNANIMOUSLY

**Community Services Standing Committee – The Community Services minutes were reviewed.**

24-019 Moved by: Cr. Fergusson  
Seconded by: Cr. Pischinger

That the Community Services Standing Committee minutes from January 16<sup>th</sup>, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

**Approval of NACC/WBF Contributions Pending Additional Information**

24-020 Moved by: D/M Korol  
Seconded by: Cr. Campbell

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 a final report on how funding is used and for accountability.

MOTION TABLED

**Table Motion #24-020**

24-021 Moved by: D/M Korol  
Seconded by: Cr. Campbell

That Motion 24-020 be tabled.

CARRIED UNANIMOUSLY

**UPDATED Briefing Note Wood Buffalo Frolics Contribution Request (Motion 1)**

24-022 Moved by: D/M Korol  
Seconded by: Cr. Fergusson

That Council approve a \$5,000 contribution to the Wood Buffalo Frolics on March 9-12<sup>th</sup>, 2024.

IN FAVOUR – D/M KOROL, CR. CAMPBELL, CR. BEAULIEU, CR.



PISCHINGER, CR. COUVRETTE  
ABSTAINED – CR. FERGUSSON  
MOTION CARRIED

Northern Arts and Cultural Centre Contribution Request (Motion 2)

24-023 Moved by: Cr. Fergusson  
Seconded by: D/M Korol

That Council approve a \$5,000 contribution to the Northern Arts and Cultural Centre for the 2023-2024 season.

IN FAVOUR – D/M KOROL, CR. COUVRETTE, CR. FERGUSSON  
OPPOSED – CR. CAMPBELL, CR. BEAULIEU  
ABSTAINED – CR. PISCHINGER  
MOTION CARRIED

Letter to the Premier and Minister of Finance Re: Carbon Tax

24-024 Moved by: D/M Korol  
Seconded by: Cr. Fergusson

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

Municipal Services Standing Committee – The Municipal Services minutes were reviewed.

24-025 Moved by: Cr. Fergusson  
Seconded by: Cr. Pischinger

That the Municipal Services Standing Committee minutes from January 16<sup>th</sup>, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies

Bylaw 1055 Amend the SAO Employment Bylaw 1019 Third Reading

24-026 Moved by: Cr. Fergusson  
Seconded by: D/M Korol

That Bylaw 1055 Amend the SAO Employment Bylaw 1019 be given Third Reading by title only.

CARRIED UNANIMOUSLY

Bylaw 1056 Appointment of SAO Tracy Thomas Third Reading – Mayor and Council welcomed the new SAO Tracy Thomas.

24-027 Moved by: D/M Korol  
Seconded by: Cr. Fergusson

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

CARRIED UNANIMOUSLY



c. Mayor and Council/Board Representative Updates

- i. Cr. Fergusson – Cr. Fergusson noted the hardships in January and suggested the community look to their neighbours and friends for comfort and to be kind.
- ii. Cr. Campbell – Cr. Campbell advised that he participated in NWTAC meetings, and they discussed the upcoming AGM in Hay River.
- iii. Cr. Couvrette – Cr. Couvrette noted that it has been a difficult time for the community over the past few weeks and encouraged the community to focus on positive moving forward.
- iv. Cr. Pischinger – Cr. Pischinger advised that her thoughts and prayers are with everyone impacted by recent events in the community. She encouraged using resources available to cope.
- v. Cr. Beaulieu – Cr. Beaulieu gave her sentiments to the families impacted by the recent tragedy and in consideration of setbacks over the summer. She gave her gratification to all communities that supported Fort Smith during this difficult time.
- vi. D/M Korol – D/M Korol gave her condolences to the Tuckey family and to the other families with recent losses. She thanked the community for coming together to support each other.
- vii. Mayor Daniels – Mayor Daniels gave condolences to the Tuckey family as well as the families affected by the recent tragedy. He thanked the first responders and those who assisted. Mayor Daniels welcomed the new SAO Tracy Thomas.

d. Administration

Briefing Note New Compactor Building Request for Proposals – The briefing note was reviewed.

24-028 Moved by: Cr. Fergusson Seconded by: Cr. Couvrette  That the New Compactor Building Request for Proposals be awarded to CAB Construction Ltd. for \$754,000.00 plus GST.  MOTION TABLED
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24-029 Moved by: Cr. Cambell Seconded by: Cr. Couvrette  That Motion #24-028 be tabled.  CARRIED UNANIMOUSLY
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Briefing Note Raw Water Intake and Main Lift Station Rehabilitation Tender – The briefing note was reviewed.

24-030 Moved by: Cr. Fergusson Seconded by: Cr. Campbell  That the Raw Water Intake and Main Lift Station Rehabilitation tender be canceled.
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CARRIED UNANIMOUSLY

Briefing Note 2024 O&M Budget Revision #2 – The briefing note was reviewed. Administration updated the briefing note with a .5 PY for an unprogrammed Community Services position to assist with youth.

He also reviewed donations that were historically included in the budget as organizational supports and suggested contribution agreements be signed if the supports are added back to the budget as line items.

Cr. Fergusson supports a full-time unprogrammed Community Services position and adding the organizational supports back to the budget.

Administration advised that this would be a 2.58% property tax revenue increase. Cr. Couvrette would like this weighted institutional.

D/M Korol and Cr. Pischinger agreed with adding the unprogrammed position to the budget. Administration advised that training would be sought for the position along with interagency collaboration.

24-031 Moved by: Cr. Fergusson  
Seconded by: D/M Korol

That the 2024 O&M Budget be approved as amended with a 2.58% property tax revenue increase to allow for organizational supports in the budget and for an unprogrammed Community Services position.

CARRIED UNANIMOUSLY

Briefing Note DPA-002-24 Home Occupation Business – The briefing note was reviewed.

24-032 Moved by: Cr. Fergusson  
Seconded by: D/M Korol

That DPA-002-24, submitted by Stacy Gravel, to operate a home occupation business, Bright Light Therapy Dogs, from Lot 12, Block 18, Plan 212, 11 Ptarmigan Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

Cr. Pischinger declared a conflict and left the meeting.

Briefing Note Thebacha Dog Musher's Donation Request – The briefing note was reviewed. Cr. Fergusson suggested adding the Thebacha Dog Musers as an organizational support in the budget. Cr. Campbell suggested they receive \$2,500 in support rather than \$1,000. Administration confirmed that he would add them as an organizational support to receive \$2,500 annually.

24-033 Moved by: Cr. Campbell  
Seconded by: Cr. Fergusson

That \$2,500 be donated to the Thebacha Dog Musers for their dog mushing event during the 2024 Wood Buffalo Frolics.

CARRIED UNANIMOUSLY

Cr. Pischinger re-entered the meeting.



Briefing Note Slide Zone Shredderz Big Fun Donation Request – The briefing note was reviewed. Administration advised that the donation request is for an event and would be separate from their organizational support.

24-034 Moved by: Cr. Fergusson  
Seconded by: Cr. Beaulieu

That Council donate \$1,000 to the Slide Zone Shredderz for their 2024 Big Fun Event.

CARRIED UNANIMOUSLY

Briefing Note Salt River First Nation Municipal Services Agreement Extension – The briefing note was reviewed. Cr. Campbell requested an update on the time period of the extension. D/M Korol replied 9-months. Mayor Daniels noted that CLI is working on an MOU.

24-035 Moved by: Cr. Fergusson  
Seconded by: Cr. Campbell

That Mayor and Council approve the Salt River First Nation Municipal Services Agreement Extension.

CARRIED UNANIMOUSLY

#### H. **ABSENCE OF COUNCIL MEMBERS**

Protective Services and Corporate Services – January 9<sup>th</sup>, 2024

24-036 Moved by: Cr. Fergusson  
Seconded by: Cr. Piischinger

That D/M Korol and Cr. Beaulieu be excused from the Protective Services and Corporate Services Standing Committee Meetings on January 9<sup>th</sup>, 2024.

Beaulieu korol abstained.

Community Services and Municipal Services – January 16<sup>th</sup>, 2024

24-037 Moved by: Cr. Piischinger  
Seconded by: Cr. Fergusson

That D/M Korol be excused from the Community Services and Municipal Services Standing Committee Meetings on January 16<sup>th</sup>, 2024.

Korol abstained

Regular Meeting of Council 01-24 – January 30<sup>th</sup>, 2024

24-038 Moved by: Cr. Fergusson  
Seconded by: Cr. Piischinger

That Cr. Tuckey be excused from the Regular Meeting of Council 01-24 on January 30<sup>th</sup>, 2024.

CARRIED UNANIMOUSLY

#### I. **DATE OF NEXT COUNCIL MEETING**

Corporate and Protective Services Standing Committee Meetings – February 6<sup>th</sup>, 2024  
Community and Municipal Services Standing Committee Meetings – February 13<sup>th</sup>, 2024  
Regular Meeting of Council 02-24 – February 20<sup>th</sup>, 2024



J. **ADJOURNMENT**

24-039 Moved by: D/M Korol  
Seconded by: Cr. Fergusson

That the meeting be adjourned at 9:17 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 20<sup>th</sup> day of February 2024.

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Mayor Fred Daniels

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas

L. **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  
Corporate Services Standing Committee  
Tuesday, February 6<sup>th</sup>, 2024 at 7:00 pm  
Town Hall Council Chambers

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

1. Call to Order

Mayor Daniels called the meeting to order at 7:00 pm and handed the Chair to Cr. Tuckey.

Cr. Fergusson read the acknowledgement of First Nations.

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. Cr. Couvrette requested an update on the status of the 2024 Capital Plan.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That the agenda be adopted as amended to include an update on the status of the 2024 Capital Plan.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Corporate Services Standing Committee Minutes of January 9<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on January 30<sup>th</sup>, 2024.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

- a. Bylaw Review

- i. Bylaw 1057 2024 Annual Borrowing Bylaw – Bylaw 1057 was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That Bylaw 1057, 2024 Annual Borrowing Bylaw, be brought to the Regular Meeting of Council on February 20<sup>th</sup>, 2024, for First and Second Reading.**

**CARRIED UNANIMOUSLY**

b. NTPC Intervention

- i. NTPC Intervention Committee Minutes January 29<sup>th</sup>, 2024 – The minutes were reviewed. Cr. Couvrette provided a review of the minutes and advised that Stand Alone Energy has been representing the Town’s interests regarding the Hay River power distribution sale from NUL to NTPC to ensure Fort Smith ratepayers are negatively impacted.

Cr. Couvrette suggested a letter be sent to the PUB expressing concern that NTPC may try to capitalize on diesel costs during the Talston Expansion Project shutdown. He noted that if diesel costs are capitalized, potentially \$10 million would be charged back to the rate base with an additional 8% return on investment.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That the Intervenor Argument be submitted to the Public Utilities Board on behalf of the Town of Fort Smith in consideration of the Town of Hay River/NTPC Franchise Agreement and transfer of NUL Assets to NTPC in Hay River.  
CARRIED UNANIMOUSLY**

5. Director’s Report

- a. Accounts Paid List – The Accounts Paid List from January 2024 was reviewed.
- b. Correspondence – The Correspondence List from January 2024 was reviewed. Cr. Couvrette had concerns about how the Town responds to correspondence and suggested the need for a communications strategy. He suggested requirements be developed when responding to the public. D/M Korol advised that the Communications Committee had developed a draft Communications Plan and suggested it be reviewed.
- c. License Report – The License Report from January 2024 was reviewed.

6. Other Business

- a. 2024 Capital plan – Cr. Couvrette requested an update on the status of the 2024 Capital Plan. He hopes the Functional Review project would be included.

Administration advised that the former SAO, Keith Morrison, would have the first draft for review at the Municipal Services Standing Committee next week.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That Cr. Campbell, Cr. Beaulieu and Cr. Tuckey be excused from the Corporate Services Standing Committee Meeting on February 6<sup>th</sup>, 2024.  
CARRIED UNANIMOUSLY**

Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on March 5<sup>th</sup>, 2024.

8. Adjournment

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 7:17 pm.  
CARRIED UNANIMOUSLY**



Town of Fort Smith  
Protective Services Standing Committee  
Tuesday, February 6<sup>th</sup>, 2024 at 7:19 pm  
Town Hall Council Chambers

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

1. Call to Order

Mayor Daniels called the meeting to order at 7:19 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 Interest – There were no disclosures of financial interest.

3. Review

- a. Agenda –The agenda was reviewed. Cr. Couvrette requested adding discussion on an after-action review and report of the 2023 wildfire season. Mayor Daniels requested adding discussion on the road to Fort Chipewyan, Alberta.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That the agenda be adopted as amended to include discussion on an after-action review and report of the 2023 wildfire season and discussion on the road to Fort Chipewyan, Alberta. CARRIED UNANIMOUSLY**

- b. Minutes – The Protective Services Standing Committee Minutes of January 9<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on January 30<sup>th</sup>, 2024.

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

4. Protective Services Statistics

- a. Fire Department Statistics January 2024 – The Fire Department Statistics were reviewed.
- b. Ambulance Department Statistics January 2024 – The Ambulance Department Statistics were reviewed.
- c. Fire/EMS Training Report January 2024 – The Fire/EMS Training Report was reviewed.
- d. Fire/EMS Graphs January 2024 – The Fire/EMS Graphs were reviewed.
- e. Land and Development Report January 2024 – The Land and Development Report was reviewed.
- f. Bylaw Report January 2024 – The Bylaw Report was reviewed.

D/M Korol commended the Protective Services department for their response efforts in January 2024.

5. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes January 4<sup>th</sup>, 2024 – The SDAB minutes were reviewed. Cr. Couvrette advised that SDAB members wanted clarification on the roles and responsibilities of the board and felt they wanted to be more active in participating and providing advise to Council on project related work. He noted that they have updated their policy to clarify roles and responsibilities and recommended it be reviewed by the other advisory boards.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

**That the Draft SDAB Policy be brought to the other advisory boards for review.**

**CARRIED UNANIMOUSLY**

- ii. SDAB Minutes January 29<sup>th</sup>, 2024 – The SDAB minutes were reviewed. Cr. Couvrette advised that SDAB discussed the recent Housing Needs Assessment and discussed working on an action plan for implementing the recommendations from the study. Cr. Couvrette was hopeful that the Town’s CMHC funding application would be approved and lead to project related work in conjunction with the Community Plan and Zoning Bylaw review. He noted that the board wants to ensure Conibear Park Advisory Board work and the Energy Plan are considered in the review process.

6. Other Business

- a. After-Action Review of the 2023 Wildfire Season – Cr. Couvrette does not want to see the review delayed in consideration of the upcoming wildfire season in May and to ensure time for proper planning and preparation. He felt the response was well organized and went smoothly but felt it was critical the review be completed as soon as possible. Administration would follow up on timing.

Cr. Couvrette was pleased to see a recent Cabin Radio article where several MLA’s supported the call for an independent public inquiry. Cr. Fergusson seen the report on Global News as well.

- b. Road to Fort Chipewyan, Alberta – Mayor Daniels and leadership received independent invitations to attend meetings in Fort Chipewyan. He hopes to work together on the development of a road south and to develop an MOU.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Pischinger**

**Seconded by: Cr. Couvrette**

**That Cr. Campbell, Cr. Tuckey, and Cr. Beaulieu excused from the Protective Services Standing Committee meeting on February 6<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on March 5<sup>th</sup>, 2024.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Pischinger**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 7:36 pm.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Community Services Standing Committee  
Tuesday, February 13<sup>th</sup>, 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  
Regrets: Cr. Beaulieu  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Sam Stokell, A/Director of Community Services  
Katie Reid, Executive Secretary  
Guests: Keith Morrison, SKL Consulting

1. Call to Order

Mayor Daniels called the meeting to order at 7:00 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 disclosures of financial interest.

3. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Fergusson**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

b. Minutes – The Community Services Standing Committee Minutes of January 16<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on January 30<sup>th</sup>, 2024. Cr. Couvrette requested a briefing note with options to incentivize the purchase of Westgrove Subdivision lots. Cr. Couvrette requested an update on the Donations Policy review. Cr. Couvrette was pleased that the Legislative Assembly have decided against charging Carbon Tax on heating fuel.

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

d. Community Services Master Plan – The Community Services Master Plan was reviewed.

e. Economic Development Plan – The Economic Development Plan was reviewed.

4. Directors Report

a. Recreation Report January 2024 – The report was reviewed.

b. CRC Statistics January 2024 – The CRC Statistics were reviewed.

c. Mary Kaeser Library January 2024 – The MKL statistics were reviewed.

The A/Director of Community Services provided an update of programming and events in the CRC and Mary Kaeser Library.

5. Advisory Boards
  - a. Economic Development Advisory Board
    - i. EDAB Minutes January 18<sup>th</sup>, 2024 – The EDAB minutes were reviewed. Cr. Couvrette advised that EDAB intends to put forward a business licensing recommendation at an upcoming meeting.
  
6. Administration
  - a. Briefing Note Big Fun Snowboarding Event Road Closure Request – The briefing note was reviewed.  
**RECOMMENDATION**  
**Moved by: D/M Korol**  
**Seconded by: Cr. Couvrette**  
**That Marine Drive, between Mills Street and Wapiti Street, be closed to vehicle traffic from 7:00am to 7:00pm on Saturday, March 9<sup>th</sup>, 2024 and Sunday, March 10<sup>th</sup>, 2024, for the Big Fun Snowboarding Event.**  
**CARRIED UNANIMOUSLY**
  
7. Excusing of Councillors  
**RECOMMENDATION**  
**Moved by: D/M Korol**  
**Seconded by: Cr. Tuckey**  
**That Cr. Beaulieu be excused from the Community Services Standing Committee meeting on February 13<sup>th</sup>, 2024.**  
**CARRIED UNANIMOUSLY**
  
8. Date of Next Meeting  
The next Community Services Standing Committee meeting will be held on March 12<sup>th</sup>, 2024.
  
9. Adjournment  
**RECOMMENDATION**  
**Moved by: Cr. Fergusson**  
**Seconded by: Cr. Tuckey**  
**That the meeting be adjourned at 7:20 pm.**  
**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Standing Committee  
Tuesday, February 13<sup>th</sup>, 2024, at 7:22 pm  
Town Hall Council Chambers

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

1. Call to Order

Mayor Daniels called the meeting to order at 7:22 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: D/M Korol**

**Seconded by: Cr. Fergusson**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Municipal Services Standing Committee Minutes of January 16<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on January 30<sup>th</sup>, 2024.

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

4. Directors Report

- a. Municipal Services Director Report January 2024 – The Director's Report was reviewed. Administration advised of an issue with arena ice surface being scraped too low, but that ice surface was flooded and repaired in one-day. Additionally, she advised that a line was hit with the Town bobcat and they believe the line to be an old unused line but are awaiting confirmation. She noted that a portion of Camsell Street is closed as a result, but will be reopened soon, and is not impacting access. Further, Administration advised that remediation work is near completion. Mr. Morrison noted that seven remediation tenders were issued on Town and Commissioner's land and that timber is being relocated to Town lands for implementation of a distribution program in the spring. He noted that funds expended are reimbursable by MACA.

5. Administration

- a. Briefing Note Draft 20-Year Capital Plan – The briefing note was reviewed. Mr. Morrison reviewed the budget process prior to approving the Capital Plan and noted that the budget has a legislated approval date while the Capital Plan doesn't.

Mr. Morrison advised that the 20-Year Long-term Capital Plan (LTC) is an inventory of all assets owned by the Town, and the replacement costs of the assets compared to current capital revenues. He noted that the LTC informs the 2024 Capital Plan regarding infrastructure requiring replacement in 2024, and the funds available.

Mr. Morrison reviewed assumptions, and noted that the list of Town assets includes vertical infrastructure (buildings), and horizontal infrastructure (linear assets), and all fleet and equipment. He noted that the NWTAC Insurance Program provides current insured replacement costs for most assets and that this information, combined with the year the asset was constructed/purchased and industry-standard asset lifetimes, allows the Town to determine when assets should be replaced and at what cost. Further, major assets have a mid-life retrofit included at 25% of the asset value to allow for major reinvestments in the asset such as envelope upgrade, interior fit-up, and HVAC replacement. He continued that while most assets have a defined lifetime, some renew annually such as for computer replacement or fire abatement, and that linear infrastructure is replaced cyclically, with funds accrued and expended as required. He advised that by having all assets listed in the LTC, the Town is able to see the total annual asset replacement costs looking forward 20-years and that the 20-year period was chosen to capture the mid-life retrofit of most Town infrastructure.

Mr. Morrison advised that the Town has limited ability to borrow money and that the lending limit is approximately \$10 million of which \$4 million is still in use for Arena renovations. Further, the Town can only borrow funds over a 10-year term which results in large annual payments typically funded through aggressive property tax revenue increases. He provided an example of \$6 million payable in 10 years, which would result in a \$600k annual payment or a 20% property tax revenue increase. In consideration of this, he indicated that Town is required to save funds to be available for asset replacement when due. He noted that LTC lists all currently available revenues including GNWT CPI funds, Federal Gas Tax funds, and Town Reserve contributions, and contrasts them against the annual capital replacements expenses. He continued that this results in either a deficit of available capital funds and the need to risk manage asset replacement or a surplus which can be carried forward. Further, he noted that funds in reserves collect interest, and CPI/Gas Tax contributions have been increasing and that increases are offset by increases in asset replacement costs due to inflation.

Mr. Morrison reviewed caveats, and advised that assets not included in the NWTAC insurance appraisals include the Fire Hall, Landfill, Sewage Lagoon, Snowboard Park, Boardwalk and Lookout, Cemeteries, Skateboard Park, Parks and Playgrounds, Sand Spreader, Compactor, IT Assets, or Linear infrastructure such as sidewalks, watermains, etc. He suggested that insurance on these assets should be obtained immediately if not already insured.

He noted that linear asset quantities have changed as a result of the recent paving program including additional paved roads and trails, and that 2019 quantities were available.

He advised that some equipment values used by NWTAC were depreciated values and not replacement values (estimates used in these instances) and that no fleet values were provided by the NWTAC (estimates were again used). He continued that it was assumed that the tool carrier is still leased (replaced every 5-years and due 2024) and skid steers replaced annually. Further, significant fleet and equipment purchases were recently made and end-of-life equipment have not been surplus and replaced. He noted that fleet requiring surplus is noted in green in the LTC and should be disposed of unless required for backup for essential services such as for the sewage, water, and garbage trucks.

Mr. Morrison advised that most information regarding current reserve balances, etc., is based on the 2022 Audit, and while 2023 revenues are mostly known, expense information is missing or only available to the 3<sup>rd</sup> Quarter of 2023. He noted that this is problematic with miscellaneous funding. He continued that fund balances were not provided and that the Financial Administration Bylaw requires that any aged surpluses in the funds be transferred to reserves, but this has not been happening. Further, the Financial Administration Bylaw requires \$300k be contributed to reserves annually, as well as \$25k for Ambulance replacement and \$50k for Landfill remediation, however is at the will of Council and can change arbitrarily.

Mr. Morrison advised that Federal Gas Tax is conditional funding that can only be spent on roads and utility infrastructure, however the analysis does not differentiate between asset types. He noted that while the analysis allows for the complete expenditure of Town Reserves, use of Reserves for Capital expenditures limits cashflow in the case of emergency. He noted the hazards of risk managing infrastructure at end of life as operation and maintenance costs significantly increase and negatively impact O&M budgets, services to residents decreases, unplanned failure of assets have a direct impact on residents, and reactive repair of unplanned failures is much more expensive and time-consuming than preventative replacement. He continued that given that most assets are aged with no commensurate reserve allocations, annual contributions equal replacement value/remaining life at a considerably larger amount. Lastly, he noted that pending level of services increases may add assets to the LTC such as composting and recycling to the Landfill, adding Ambulance parking to the Fire Hall, and a storage building for the Compactor.

Mr. Morrison provided an analysis, and noted that the Town currently has an infrastructure inventory of \$249 million which results in a \$34.9 million revenue requirement for 2024. He noted that revenues for 2024 are expected to be approximately \$17.6 million and that the Town has \$5.1 million in reserves and GNWT and Federal contributions.

Mr. Morrison advised of a significant shortfall of \$17.3 million in 2024 and that the annual shortfall reduces as the years progress and spending catches up with aging infrastructure with a total infrastructure debt of \$117.8 million by 2043. He noted that as a result, the Town is required to risk manage asset replacement and not replace infrastructure at end of life as indicated in “red” in the LTC.

Further, Mr. Morrison advised that the review of the LTC indicates the following, a \$3.3 million annual increase in revenue would reduce the deficit to zero over 20-years, how ever the infrastructure debt would be approximately \$52.2 million, and a \$5.9 million annual increase in revenue would reduce the debt to zero over 20-years.

He continued that the GNWT has advised that they currently underfund the Town by approximately \$3.5 million annually and that inflation is aggressively exceeding revenue increases which causes deficit to increase not decrease. He noted that in 2020 the value of all assets was \$187 million and in 2024, \$249 million, which is a 33% increase while CPI and Gas Tax have only increased by 14%. Further, he noted that Federal infrastructure stimulus spending programs (SCF, ICIP, BCP, etc.) have tapered off reducing revenue options.

Mr. Morrison advised that the analysis does not allow for new assets, only the replacement of existing assets and that any new assets currently not listed in the LTC would increase annual revenue requires and delay the reduction of deficit while placing additional pressures on operating budgets through the increased need to operate assets and save for replacement. Further, he noted that the Auditor has valued the depreciation of Town assets at \$1.4 million annually which is significantly less than the \$6.5 million calculated by the Town's 2043 value, but that the depreciation value does not allow for mid-life retrofits. Additionally, the Auditor does not use the same definition of capital assets as the Town and the Town has leeway with reserve funds with their origins from the O&M Budget.

- b. Briefing Note 2024 Capital Plan – The briefing note was reviewed. Mr. Morrison advised that in 2023 council approved the 2023 5-Year Capital Investment Plan (CIP) which identified 45 capital projects to undertake in 2023 using forms provided by the GNWT. Further, he noted that in July 2023, Council approved a 2023 Capital Project Update which uses a project substantiation sheet for each project a priority matrix to prioritize projects which reduced the number of projects for 2023 to 33. He continued that the draft 2024 Capital Plan intends to use the modified 2023 Capital Project Update as a base, removing any completed projects and adding any new projects required in 2024. He indicated that new project's have substantiation sheets and incorporated into the original Priority Matrix and that projects currently underway will be identified to ensure work can continue.

Mr. Morrison advised that new projects in the CIP include: Garbage Truck Procurement, Bike Track Development, Water Treatment Plant Upgrade, and the Integrated Transportation Master Plan. He noted that the Human Resources Project identified in the CIP is scheduled to occur in 2025 but is currently underway and that the project budget has been increased by \$200k to allow for expenses already incurred.

Mr. Morrison noted that the Economic Development Zone and Climate Change Adaptation Plan projects are detailed in the project justification section of the CIP but are not carried over the actual Capital Plan section of the CIP. He noted that this is problematic as external funding has been received for both projects and suggested determining if funds are still available. He suggested adding to the 2024 Capital Plan if funds are still available.

Mr. Morrison noted that the 2023 Capital Project Update de-prioritized the Community Art Initiative and Slope Stability Design projects which is also problematic due to external funding that has been received.

Further, Mr. Morrison advised that changes to existing projects have been avoided but that cost increases have been incorporated for IT Recommendation, Asset Management System Implementation, Annual Fire Abatement, and Water Treatment Plant Upgrades. He noted that additional potential projects for 2024 include the Functional Review, Street Light Program, Economic Development Plan update, Pump Stations, and Winter Power Outage Preparedness.

Mr. Morrison noted that the intent is for Council to review the Priority Matrix and approve the projects identified and that delayed projects be low priority.

Mr. Morrison suggested the Town consider external project management support that understands municipal requirements and a municipal operating environment. He noted that capital funds can be used to pay for external project management services, reducing pressure on Administration and the O&M Budget. Further, he suggested the approval of the 2024 Capital Plan includes allowing Administration to reallocate project funds for professional fees should external project management be required.

Mr. Morrison noted that the 2024 20-year Long-term Capital Plan will require revision once the prioritization exercise is complete, and the 2024 Capital Plan is approved.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: D/M Korol**

**That Cr. Beaulieu be excused from the Municipal Services Standing Committee meeting on February 13<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 12<sup>th</sup>, 2024.

Mayor and Council agreed to have a Special Meeting on Monday, February 18<sup>th</sup> for further review and prioritization of the draft 2024 Capital Plan and 20-Year Long Term Capital Plan.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: D/M Korol**

**The meeting be adjourned at 8:50 pm.**

**CARRIED UNANIMOUSLY**



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 1057**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO AUTHORIZE THE BORROWING OF MONIES, PASSED PURSUANT TO SECTIONS 107, 108 AND 109 OF THE CITIES, TOWNS AND VILLAGE 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 borrow money that may be required to meet expenditures during the 2024 fiscal year;

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

1. That the Mayor and Senior Administrative Officer of the Town of Fort Smith in the Northwest Territories are hereby authorized, on behalf of the Town of Fort Smith, to borrow money;
2. That the total amount of money so borrowed shall be up to but not exceeding \$600,000 (SIX HUNDRED THOUSAND) dollars;
3. Such money shall be borrowed from the Bank of Montreal, Fort Smith, Northwest Territories and repaid thereto, together with interest at a rate mutually agreed therewith.
4. All money so borrowed shall be repaid out of and shall be a first charge upon the revenue of the Town of Fort Smith for the year 2024.
5. The estimated revenue of the Town of Fort Smith set forth on the ESTIMATES for the year 2024 are \$12,182,987.00 (Twelve Million, One Hundred and Eighty-Two Thousand, and Nine Hundred and Eighty-Seven dollars).
6. That Bylaw #1044 is hereby repealed.

READ A FIRST TIME THIS \_\_\_ DAY OF \_\_\_\_\_, 2024 A.D.

READ A SECOND TIME THIS \_\_\_ DAY OF \_\_\_\_\_, 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

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**To:** Mayor and Council  
**From:** Administration  
**Date:** February 12, 2024  
**Subject:** 2022 Fourth Quarter Variance

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**Purpose:**

To discuss the 2023 Fourth Quarter Variance.

**Background:**

The unaudited 2023 Fourth Quarter variance is still a work-in-process and presented to Council for information purposes only. This snapshot in time document preliminary outlines the Town spending for the year 2023. There is still significant work to be done as invoices are still coming in to be processed and there is an allocation to be made by staff and allocations after the audit process still to be completed. The audited financial statements should be presented to the council in April 2024 which would provide an independent review of the operations of 2023.

Initial review shows that expenses for all budgets (General, Utility, and Environmental) are within budget and tentative surplus in each budget. As expected, revenue in the utility and environments was lower than expected because of the wildfire evacuation and later forgiveness of utilities and environmental fees for August, September, and October. Expense in the utility and environments remained as expected because all expenses were paid, and water was being made as normal. Some expenses in revenue in O&M were expected to underperform because of less activities. These fee-based revenue affected revenue as there were fewer patron utilizing services. Fire department had increase in wages, but these wages offset from recovery from wildfire.

Please note that 2023 revenues and expenses still require audit and will change. For example, the Auditor may reallocate capital expenses to the operating budgets. For this reason, the audited financial statements are a better indicator of the overall financial position of the Town, and this variance document is best used to review spending within individual GLs and Cost Centers.

The cost of goods, including heating oil and gas for fleet, have impacted our overall spending. Heating fuel for all facilities is significantly higher than budgeted amounts, but this spending is essential and outside our control. Given the age of some of our facilities and the lack of modern efficiencies, this cost may continue to have a significant impact on the budget. Currently, work is being done to retrofit the buildings to greener standards and higher levels of efficiency, to reduce the demand for and reliance on heating fuel.

**Revenues:**

The overall property tax revenues fall within the budgeted range. However, it is important to note that these values indicate the amounts billed, not necessarily the amounts collected. Additionally, PILT from the commissioner exceeded projections. Despite this positive news, a significant amount of effort has been put forth in the past few years to reduce the number of properties with outstanding property taxes. While interest revenues on accounts receivable continue to accrue, the work done in the recent past has significantly reduced outstanding accounts receivable.

Please find below a breakdown of accounts receivable as of January 31, 2024, to address outstanding accounts:

<b>Current:</b>	\$0.00
<b>Arrears:</b>	\$314,318.13
<b>Delinquent:</b>	\$1,816,214.95
<b>Unapplied:</b>	\$-68,745.28
<b>Total</b>	<b>\$2,061,787.8</b>

There are four accounts totaling 1,674,820 that are unlikely to be collected. Out of these, three accounts are currently under review by MACA to determine the next course of action. One account came up for tax auction, but no purchaser was found due to potential contamination concerns. While three properties are facing administrative issues, the fourth property is suspected to have contamination issues.

Several external funding sources were accessed to provide continued support to current services or initiate new services. External monies for capital projects were also acquired. However, external funding does increase administrative work because of the very demanding tracking and reporting requirements to third-party funders.

Ambulance recoveries revenue was withing expectation 95% of the budget. Interest from the bank was higher than expected because of an increase in interest rate on saving on higher balance in accounts due to fewer capital expenditure.

**Expenses:**

Environmental:

Revenue from Environmental especial residential solid waste level lower but expected. Wages and other expenses are within expectations.

Utility:

There was a new access in 2023 that gross 28,395 in limited 2023 billing. Water meter revenue was lower than budget but that was expected. Wages and other expenses are within expectations.

General:

Training costs appear slightly higher than budgeted, however these overages are covered by external funding sources.

Telephone costs continue to be high, and staff are reviewing options for replacing our current landline systems, which should reduce costs.

Vehicle Repairs & Maintenance and Building Repair and Maintenance costs are up especially at the Arena and Ice plant. It is typical for maintenance costs to increase as infrastructure ages.

Legal Costs show as overspent, increased costs due to more intricate human resource demands and development issues.

Computer Assistance remains high in 2023 as we continue to upgrade and modernize both our infrastructure and our software applications.

Administration salary is slightly overspent due to staffing issue. Some savings were incurred by having the directors of corporate services perform the role of senior administrator concurrently.

RCC saw saving in wages due partly to closing during the wildfire event therefore there was no need for casual employees.

A significant amount of the fire dept administration will be recovered from MACA because incurred due to the wildfire response.

**Recommendation:**

For Council review and approval.

**Budget Variance Report**

Fiscal Year :

2023

Budget Type :

Director Budget

Acct Code	Account Name	Year to Date	Budget Amount	Variance	% Variance
<b>REVENUES</b>					
3	Total TAXATION	- 2,317,804 -	2,325,904 -	8,100	0.00
9	Total GRANTS IN LIEU OF TAXES	- 1,836,359 -	1,540,492	295,867 -	0.19
18	Total SALE OF SERVICES	- 469,489 -	533,512 -	64,023	0.12
23	Total INTEREST INCOME	- 362,945 -	170,000	192,945 -	1.13
26	Total GAHR INITIATIVE	- 37,000 -	37,000	-	-
29	Total DEVELOPMENT PERMITS	- 14,070 -	18,150 -	4,081	0.22
32	Total FINES	- 3,741 -	3,000	741 -	0.25
35	Total TAX CERTIFICATES	- 1,980 -	1,650	330 -	0.20
39	Total LICENCES	- 23,676 -	25,200 -	1,525	0.06
44	Total MISC. REVENUE	- 184,945 -	30,000	154,945 -	5.16
47	Total DOWNTOWN	- 2,000 -	10,000 -	8,000	0.80
50	Total ANIMAL CONTROL	- 1,268 -	1,000	268 -	0.27
57	Total TOURISM GRANTS	- 104,100 -	323,072 -	218,972	0.68
60	Total TOURISM REVENUE	- 8,290 -	25,000 -	16,710	0.67
64	Total RECREATION ADMINISTRATION	- 37,636 -	37,636	-	-
67	Total DAY CAMP	- 21,526 -	32,400 -	10,874	0.34
72	Total AFTER SCHOOL PROGRAM/DAYCARE	- 790,622 -	786,937	3,685 -	0.00
75	Total LOTTERY LICENSING	- 18,870 -	1,500	17,370 -	11.58
78	Total ARENA	- 57,401 -	75,000 -	17,599	0.23
81	Total BALL PARK	- - -	1,210 -	1,210	1.00
85	Total RECREATION SPECIAL EVENTS	- - -	21,500 -	21,500	1.00
89	Total RCC	- 131,842 -	209,550 -	77,708	0.37
95	Total LIBRARY	- 28,203 -	56,210 -	28,007	0.50
99	Total UNCONDITIONAL GRANTS	- 2,277,000 -	2,137,000	140,000 -	0.07
107	Total CONDITIONAL GRANTS	- 4,168,773 -	3,455,000	713,773 -	0.21
112	Total SCHOOL TAX	- 430,381 -	444,500 -	14,119	0.03
<b>113</b>	<b>Total REVENUES</b>	<b>- 13,329,917 -</b>	<b>12,302,423</b>		

**EXPENSES**

124	Total LEGISLATIVE	233,618	234,410	792	0.00
130	Total DOWN TOWN DEVELOPMENT	13,228	45,265	32,037	0.71
139	Total ADMINISTRATION PERSONNEL	632,833	559,266 -	73,567 -	0.13
156	Total ADMINISTRATION OFFICE COSTS	358,545	193,500 -	165,045 -	0.85
165	Total TOWN HALL OPERATIONS	33,762	52,132	18,370	0.35
174	Total PLANNING /LANDS	73,723	105,066	31,343	0.30
178	Total FINANCIAL MANAGEMENT	151,577	117,550 -	34,027 -	0.29
181	Total TAXATION COSTS	300	1,000	700	0.70
184	Total INSURANCE	7,500	7,500	-	-
187	Total GRANTS-COMMUNITY	-	35,000	35,000	1.00
198	Total BYLAW ENFORCEMENT	99,555	124,724	25,169	0.20
207	Total EMERGENCY SERVICES	203,529	188,881 -	14,648 -	0.08
219	Total AMBULANCE SERVICES	121,069	169,795	48,726	0.29
228	Total ANIMAL CONTROL	15,638	20,838	5,200	0.25
239	Total FIRE DEPT ADMINISTRATION	292,011	181,700 -	110,311 -	0.61
243	Total FIRE ALARM SYSTEM	13,707	6,000 -	7,707 -	1.28
246	Total HYDRANT MAINTENANCE	7,256	2,750 -	4,506 -	1.64
255	Total FIRE HALL OPERATIONS	37,517	35,098 -	2,419 -	0.07
261	Total FIRE FIGHTING EQUIPMENT	21,417	27,450	6,033	0.22
270	Total PUBLIC WORKS ADMINISTRATION	524,504	569,127	44,623	0.08
274	Total PW MOBILE EQUIPMENT	112,002	102,726 -	9,276 -	0.09
277	Total SMALL TOOLS	249	3,000	2,751	0.92
288	Total 7 BAY GARAGE OPERATIONS	137,658	153,901	16,243	0.11
291	Total ROADS & SIDEWALKS	2,800	55,000	52,200	0.95
294	Total DRAINS & DITCHES	450,000	450,000	-	-
297	Total STREET SANDING	20,275	55,000	34,725	0.63
300	Total SNOW REMOVAL	990	20,000	19,010	0.95
304	Total STREET LIGHTING	25,324	59,383	34,059	0.57
307	Total STREET SIGNS	243	4,000	3,757	0.94

310 Total UTILITY FUND ALLOCATION	-	80,000	-	80,000	-	-
314 Total MUNICIPAL DUMP		676		-	-	676
319 Total ANNUAL CLEAN UP		5,854		6,979		1,125
324 Total CEMETARIES		22,516		23,016		500
327 Total SENIORS CITIZENS		181,808		189,246		7,438
338 Total FACILITY MAINTENANCE		597,461		566,525	-	30,936
351 Total ECONOMIC DEVELOPMENT/VIC		306,383		523,913		217,530
354 Total TOURISM		-		300		300
367 Total RECREATION ADMINISTRATION		299,249		281,551	-	17,698
373 Total SUMMER CAMP PROGRAM		35,786		37,632		1,846
379 Total DAYCARE AFTER FOUR PROGRAM		780,431		715,103	-	65,328
393 Total SWIMMING POOL		416,965		524,451		107,486
397 Total NL MUSEUM		2,699		-	-	2,699
413 Total ARENA		297,760		267,704	-	30,056
419 Total ICE PLANT		252,205		145,650	-	106,555
424 Total BALL PARKS		-		6,000		6,000
428 Total PARKS/PLAYGROUNDS		-		8,500		8,500
436 Total SPECIAL PROGRAMS		366,994		356,000	-	10,994
440 Total SLIDING HILL		5,224		-	-	5,224
454 Total RECREATION & COMMUNITY CENTRE		924,147		1,123,923		199,776
459 Total CURLING CENTRE ICE PLANT		9,889		11,600		1,711
472 Total LIBRARY		301,867		243,982	-	57,885
476 Total GENERAL DEBENTURES		513,553		513,553		0
479 Total OTHER DEBT CHARGES		47,572		30,000	-	17,572
482 Total BAD DEBT ALLOWANCES		107		15,000		14,893
485 Total SCHOOL TAX REQUISITION		409,000		409,000		-
488 Total CASH OVER/SHORT		170		-	-	170
493 Total TRANSFER TO/FROM REVENUE		2,645,000		2,645,000		-
<b>494 Total EXPENSES</b>		<b>11,934,145</b>		<b>12,144,690</b>		
<b>Deficit (excess)</b>		<b>- 1,395,772</b>		<b>- 157,733</b>		

Budget Variance Report

Fiscal Year :

2023

Budget Type :

Director Budget

Acct Code	Account Name	Year to Date	Budget Amount	Variance	% Variance
REVENUES					
310305233	UTILITY ACCESS FEE	- 28,395.00	-	28,395.00	-
310305245	METERED WATER REVENUE	- 827,585.56	- 984,308.00	- 156,722.44	16%
310305246	WATER HOOK-UP CHARGES	- 7,442.67	- 5,468.00	1,974.67	-36%
312060247	WATER DELIVERY REVENUE	- 65,809.17	- 59,058.00	6,751.17	-11%
312060248	WATER CALL-OUT CHARGES	- 533.52	- 656.00	122.48	19%
312060259	WATER DELIVERY SMITHS LANDING	- 101,052.03	- 96,243.00	4,809.03	-5%
312100249	SEWAGE PUMP OUTS	- 54,360.48	- 71,089.00	16,728.52	24%
312100259	SEWAGE PUMPOUT SMITHS LANDING	- 12,900.00	- 16,124.00	3,224.00	20%
312200250	WATER SEWER SUBSIDY PROGRAM	- 576,000.00	- 576,000.00	-	0%
312200260	W&S INTERRUPTION RESERVE	- 42,000.00	- 42,000.00	-	0%
313370400	TRANSFER FROM INVESTMENT IN CAPITAL	- 550,000.00	- 550,000.00	-	0%
		<b>- 2,266,078.43</b>	<b>- 2,400,946.00</b>	<b>- 134,867.57</b>	<b>6%</b>

EXPENSES

322005001	WAGES - WATER ADMIN/TREATMENT	374,544.75	394,352.00	19,807.25	5%
322005002	NORTHERN ALLOWANCE - WATER ADMIN	31,643.12	34,721.00	3,077.88	9%
322005006	BENEFITS	57,651.52	78,870.00	21,218.48	27%
322005007	SAFETY CLOTHING/UNIFORM	-	3,500.00	3,500.00	100%
322005013	TRAINING - WATER DEPT ADMIN	417.14	10,000.00	9,582.86	96%
322005021	ADVERTISING	-	2,000.00	2,000.00	100%
322005032	STATIONERY (UT BILL)	1,074.00	2,000.00	926.00	46%
322005034	POSTAGE	4,750.00	6,500.00	1,750.00	27%
322005052	INSURANCE	-	60,000.00	60,000.00	100%
322005055	LICENCES	-	500.00	500.00	100%
322005071	OFFICE/SAFETY SUPPLIES	-	550.00	550.00	100%
322005072	DAILY ADMINISTRATION ALLOCATION	433,488.10	430,938.00	2,550.10	-1%
322005083	UTILITY VECH. GAS/OIL	5,495.86	6,000.00	504.14	8%
322005084	UTILITY VECH. R/M	91.00	5,600.00	5,509.00	98%
322005400	WATER/SEWER AMORTIZATION	511,870.00	511,870.00	-	0%
322010017	TELEPHONE	8,535.49	8,000.00	535.49	-7%
322010035	WATER SAMPLES	12,872.46	6,000.00	6,872.46	-115%
322010037	CHEMICALS	88,657.82	38,000.00	50,657.82	-133%
322010062	POWER	43,252.63	58,942.00	15,689.37	27%
322010063	HEATING FUEL	203,083.16	158,286.00	44,797.16	-28%
322010065	EQUIPMENT R/M	20,995.77	16,500.00	4,495.77	-27%
322010066	R/M BUILDING	1,196.40	6,600.00	5,403.60	82%
322010071	MATERIAL/SUPPLIES	11,748.20	8,800.00	2,948.20	-34%
322010072	TOWN LABOUR - WATER PLANT	21,915.72	21,916.00	0.28	0%
322010074	CONTRACTED COSTS	-	20,000.00	20,000.00	100%
322020062	POWER	28,446.67	21,432.00	7,014.67	-33%
322020065	R/M EQUIPMENT	9,555.16	11,000.00	1,444.84	13%
322020066	R/M BUILDING	695.88	1,100.00	404.12	37%
322030071	MATERIALS/SUPPLIES	33.00	1,650.00	1,617.00	98%
322030072	TOWN LABOUR - WATER TRANS LINE	21,915.72	21,916.00	0.28	0%
322040062	POWER	15,310.20	34,487.00	19,176.80	56%
322040063	HEATING FUEL	4,280.15	2,064.00	2,216.15	-107%
322040065	EQUIPMENT R/M	862.57	2,200.00	1,337.43	61%
322040066	BUILDING R/M	1,119.20	2,200.00	1,080.80	49%
322050071	METERS	-	8,000.00	8,000.00	100%
322060001	WAGES - WATER DELIVERY	68,342.49	71,984.00	3,641.51	5%
322060002	NORTHERN ALLOWANCE - WATER DELIVERY	7,428.86	7,716.00	287.14	4%
322060006	BENEFITS - WATER DELIVERY	12,440.81	14,397.00	1,956.19	14%
322060071	MATERIAL/SUPPLIES	327.50	1,100.00	772.50	70%
322060074	CONTRACTED COSTS	-	1,000.00	1,000.00	100%
322060083	WATER TRUCK GAS/OIL	24,695.75	10,000.00	14,695.75	-147%
322060084	WATER TRUCK R/M	13,762.51	8,800.00	4,962.51	-56%
322070071	MATERIALS/SUPPLIES	437.52	2,200.00	1,762.48	80%
322070072	TOWN LABOUR - SEWER TRANS LINE	21,915.72	21,916.00	0.28	0%
322070074	CONTRACTED COSTS	-	3,000.00	3,000.00	100%

Acct Code	Account Name	Year to Date	Budget Amount	Variance	% Variance
322080062	POWER	18,509.91	21,532.00	3,022.09	14%
322080065	EQUIPMENT R/M	12,242.95	6,050.00	- 6,192.95	-102%
322080066	BUILDING R/M	-	1,100.00	1,100.00	100%
322080071	MATERIALS SUPPLIES	-	2,200.00	2,200.00	100%
322090072	TOWN LABOUR - LAGOON	21,915.72	21,916.00	0.28	0%
322090074	CONTRACTED COSTS	-	2,000.00	2,000.00	100%
322100001	WAGES - SEWER PUMPOUTS	46,666.29	17,036.00	- 29,630.29	-174%
322100002	NORTHERN ALLOWANCE SEWER PUMPOUTS	5,512.27	1,543.00	- 3,969.27	-257%
322100006	BENEFITS - SEWER PUMPOUT	9,097.60	3,407.00	- 5,690.60	-167%
322100071	MATERIALS/SUPPLIES	1,392.90	-	- 1,392.90	-
322100072	TOWN LABOUR	10,957.84	10,958.00	0.16	0%
322100083	SEWAGE PUMPER GAS/OIL	5,824.57	5,000.00	- 824.57	-16%
322100084	SEWAGE PUMPER R/M	1,809.50	6,600.00	4,790.50	73%
322200100	ALLOCATION FROM PUBLIC WORKS	63,000.00	63,000.00	-	0%
323370617	TRANSFER TO/FROM RESERVES	-	100,000.00	100,000.00	100%
	Total EXPENSES	<b>2,261,782.40</b>	<b>2,400,949.00</b>		
	(Surplus)/Deficit	<b>- 4,296.03</b>	<b>3.00</b>		

Budget Variance Report

Fiscal Year :

2023

Budget Type : Director Budget

Acct Code	Account Name	Year to Date	Budget Amount	Variance	% Variance
<b>REVENUES</b>					
710110101	RESIDENTIAL SOLID WASTE LEVY	- 165,855.51	- 291,213.00	- 125,357.49	43%
710110102	COMMERCIAL SOLID WASTE LEVY	- 121,050.00	- 126,720.00	- 5,670.00	4%
710110103	INDUSTRIAL SOLID WASTE LEVY	- -	- 14,520.00	- 14,520.00	100%
710110104	INSTITUTIONAL SOLID WASTE LEVY	- 292,800.00	- 227,040.00	65,760.00	-29%
710110105	SL SOLID WASTE LEVY	- 7,200.00	- 10,560.00	- 3,360.00	32%
710120105	TIPPING FEES	- 42,877.19	- 84,991.00	- 42,113.81	50%
710120233	GARBAGE BIN RENTALS	- 13,300.00	- -	13,300.00	-
713370400	TRANSFER FROM INVESTMENT IN CAPITAL	- 41,997.00	- 41,997.00	- -	0%
		<b>- 685,079.70</b>	<b>- 797,041.00</b>	<b>- 111,961.30</b>	
722005001	WAGES - LANDFILL ATTENDANT	67,864.55	78,194.00	10,329.45	13%
722005002	NORTHERN ALLOWANCE - LANDFILL	6,382.63	7,716.00	1,333.37	17%
722005006	BENEFITS - LANDFILL	11,020.00	15,639.00	4,619.00	30%
722005007	PPE AND UNIFORM	-	1,000.00	1,000.00	100%
722005013	TRAINING	-	2,000.00	2,000.00	100%
722005017	TELEPHONE	2,899.05	1,200.00	- 1,699.05	-142%
722005021	ADVERTISING	-	1,000.00	1,000.00	100%
722005032	STATIONERY	-	1,000.00	1,000.00	100%
722005052	INSURANCE	-	3,000.00	3,000.00	100%
722005061	WATER	252.80	454.00	201.20	44%
722005062	POWER	2,840.19	2,939.00	98.81	3%
722005065	HEAVY EQUIPMENT REPAIRS/MAINTENANCE	6,289.31	7,000.00	710.69	10%
722005066	BUILDING REPAIRS/MAINTENANCE	-	1,000.00	1,000.00	100%
722005071	MATERIALS/SUPPLIES	1,999.99	4,400.00	2,400.01	55%
722005072	TOWN LABOUR - LANDFILL	96,404.00	96,404.00	-	0%
722005074	CONTRACTED COSTS	11,425.00	40,000.00	28,575.00	71%
722005089	GROUND WATER MONITORING	14,943.00	25,000.00	10,057.00	40%
722005400	AMORTIZATION - ENVIRONMENTAL FUND	42,000.00	42,000.00	-	0%
722010032	STATIONERY	855.00	-	- 855.00	-
722010072	ALLOCATION OF DAILY ADMINISTRATION	76,497.91	76,048.00	- 449.91	-1%
722010073	ALLOCATION FROM PUBLIC WORKS	17,000.00	17,000.00	-	0%
722015001	WAGES - GARBAGE COLLECTIONS	28,436.62	65,501.00	37,064.38	57%
722015002	NORTHERN ALLOWANCE - GARBAGE COLLECT	-	6,173.00	6,173.00	100%
722015006	BENEFITS	2,326.03	10,100.00	7,773.97	77%
722015072	TOWN LABOUR GARGABE COLLECTION	43,831.40	43,831.00	- 0.40	0%
722015083	GARBAGE TRUCK FUEL/OIL	5,024.29	11,680.00	6,655.71	57%
722015084	GARBAGE TRUCK R/M	19,651.45	5,500.00	- 14,151.45	-257%
722020080	LANDFILL CLOSURE EXPENSES	51,000.00	51,000.00	-	0%
723370617	TRANSFER TO/FROM RESERVES	100,000.00	100,000.00	-	0%
	Total EXPENSES	<b>608,943.22</b>	<b>716,779.00</b>	<b>107,835.78</b>	
	(Surplus)/Deficit	<b>- 76,136.48</b>	<b>- 80,262.00</b>	<b>- 4,125.52</b>	