














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

Tuesday, March 19th, 2024, 7:00 p.m. – Council Chambers

A. Call to Order, Confirmation of Quorum, Acknowledgement of First Nations	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report February 2024 b. Policing Priorities 2024-2027	  Fort Smith Policing Report 2024-02.pdf Policing Priorities 2024-2027.pdf
D. Approval of Council Minutes a. Regular Council Meeting Minutes 02-24 February 20, 2024 b. Special Council Meeting Minutes SP-02-24 February 19, 2024	  Council Minutes February 20, 2024.pdf Special Meeting Minutes SP-02-24 February 19, 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. Protective Services March 5, 2024 ii. Corporate Services March 5, 2024 iii. Community Services March 12, 2024 iv. Municipal Services March 12, 2024	  Protective Services Minutes March 5, 2024.pdf Corporate Services Minutes March 5, 2024.pdf   Community Services Minutes March 12, 2024.pdf Municipal Services Minutes March 12, 2024.pdf
b. Enactment of Bylaws and Policies	
c. Appointments i. SDAB Expression of Interest Adam McNab	 SDAB Application.pdf
d. Mayor and Council/Board Representative	
e. Administration i. Briefing Note After Action Review Status Update	 Briefing Note - After Action Review
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

FORT SMITH
POLICING REPORT
February 2024



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 123 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 3 report of possible impaired drivers from members of the public during the month of February. Police were able to lay charges in all 3 complaints they received.

Police conducted 1 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. Five 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.

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.

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

RCMP



ROYAL CANADIAN MOUNTED POLICE

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 which lead to the arrest of chronic offenders.

Notable Occurrences for the Month:

- a. None for this month.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	31	39	24	191
Sexual Offences	1	3	0	14
Break and Enters (Residence & Business)	1	3	0	20
Theft of Motor Vehicle	2	3	1	15
Theft Under \$ 5000.00	3	7	1	59
Theft Over \$ 5000.00	0	0	0	3
Drugs (Possession)	0	0	0	3
Drugs (Trafficking)	3	8	2	18
Liquor Act	2	4	6	45
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	30	71	37	495
Causing a Disturbance	4	8	3	119
Mischief - damage to property	3	8	6	61
Mischief - obstruct enjoyment	23	55	28	315
Impaired Driving	4	5	8	82
Other Complaints	31	76	48	553
Total Violations	108	219	127	1498
Total Calls for service	123	142	281	1733



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	3	5	4	17
Victim Services Referral - Declined	10	14	15	131
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)	3	4	0	7
ODARA Reports	3	4	8	57
Prisoners Held	27	44	22	219
Prisoners Escorted	0	1	0	2
Prisoners Held non-PROS Agency	0	0	0	1
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	5	6	0	12

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



February 27, 2024

Grand Chiefs
Chiefs
Acting Chiefs
Presidents
Acting Presidents
Chairpersons/Chairs/CEOs
Acting Chair

2024-2027 Policing Priorities

The Minister of Justice is responsible for working with the Royal Canadian Mounted Police (RCMP) to prioritize activities where the RCMP will focus their efforts. Establishing priorities requires an understanding of what is important to Indigenous communities. Input shared by leadership is integral to ensuring that community perspectives help to shape the delivery of policing services. To that end, I am requesting your input regarding your community's policing needs.

In previous years, policing priorities were established on an annual basis. However, to better address community policing needs the Minister of Justice will be transitioning from setting policing priorities each year to three-year policing priorities. This approach will provide the RCMP with the added opportunity to develop well considered plans over a more extended period of time. This approach will also better enable consistent reporting and the chance to demonstrate and evaluate results, providing overall better service to communities.

In 2023-24 the following priorities were set for the RCMP "G" Division:

1. Enhance policing responses to target and disrupt the availability of illicit drugs and alcohol;
2. Build and strengthen relationships with Indigenous communities to understand and establish community driven policing needs and services;
3. Provide policing services that are responsive to the needs of Indigenous women, girls, families, and children experiencing family, intimate partner, and sexualized violence in the NWT; and
4. Improve community knowledge and understanding about local policing services.

.../2

The 2023-24 priorities and performance measures can also be found online here:
<https://www.justice.gov.nt.ca/content/uploads/2023/07/Chief-Superintendent-Lecky-RCMP-Policing-Priorities-for-2023-2024.pdf>

If you wish to provide feedback, please provide comments via e-mail to nwtpolicingpriorities@gov.nt.ca by March 22, 2024. If you would like to meet with Department of Justice staff for more detailed discussions, please contact Erin Shea, Director Community Justice and Policing at 867-767-9070 (extension 82210). You are also welcome to contact my office with any questions or concerns.

A handwritten signature in black ink, appearing to read 'R.J. Simpson', with a long horizontal flourish extending to the right.

R.J. Simpson
Minister, Justice

c. Distribution List



D/M Korol requested an update on staffing. Cpl. Doucet replied that the detachment should have a Sergeant, Corporal and six Constables, and that they are down to four members for various reasons. D/M Korol was pleased with the detachment's work.

Mayor Daniels asked if RCMP members use bodycams and felt it was important equipment for the RCMP Officers and Bylaw Enforcement Officers. Cpl. Doucet advised of issues with the equipment operating in northern weather and that they are looking for a new supplier to ensure the equipment works properly before rollout.

Mayor Daniels would like to resend his letter to the Minister of Justice regarding updating Missing Person's legislation. Cpl. Doucet felt it would be helpful as RCMP are bound by legislation.

D/M Korol noted twelve calls in January for mental health. She advised of a Regional Wellness Meeting tomorrow and that she is advocating on the RCMP's behalf to reinstate the Safe Room and they are hoping to have the room recommissioned for March 2024. Cpl. Doucet was pleased with this as mental health calls tie up RCMP time and individuals can pose a safety concern on themselves and others.

Mayor and Council thanked Cpl. Doucet for his presentation.

Cr. Beaulieu left the meeting.

D. **APPROVAL OF MINUTES**

Regular Meeting of Council 01-24 – The minutes from the Regular Meeting of Council were reviewed.

24-048	Moved by: Cr. Couvrette Seconded by: Cr. Fergusson
	That the minutes of Regular Meeting 01-24 of January 30 th , 2024, be adopted as presented.
	CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

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

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

24-049 Moved by: Cr. Fergusson
Seconded by: D/M Korol

That the Corporate Services Standing Committee minutes from February 6th, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

Hay River Franchise Sale Intervenor Argument

24-050 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

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

Protective Services Standing Committee – The Protective Services minutes were reviewed. Cr. Couvrette requested an update on the after-action review of the 2023 wildfire season. Administration replied that she met with MACA and received the templates for review. She anticipates that the review will be conducted the second week of March upon the return of the Director of Community Services and due to the availability of the review facilitator provided by MACA. She added that the former Director of Protective Services would also be involved in the review process.

Cr. Beaulieu returned to the meeting.

Cr. Fergusson requested completion before April 2024 to best prepare and plan for the upcoming wildfire season and for potential evacuations. Additionally, she suggested publicizing information for residents to prepare.

D/M Korol noted that there would be consultations starting amongst agencies regarding the 2023 wildfires. Administration replied that she has received this information and that the first planning meeting is scheduled for March 5th, 2024.

Cr. Beaulieu advised that the indigenous governments have their crews prepared for action and some have put out tenders for reclamation work along the highway. She noted that the Department of ECC is also preparing for an early startup.

24-051 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That the Protective Services Standing Committee minutes from February 6th, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

Draft SDAB Policy for Circulation

24-052 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That the Draft Sustainable Development Advisory Board Policy be brought to the other advisory boards for review.

CARRIED UNANIMOUSLY



Community Services Standing Committee – The Community Services minutes were reviewed. Administration advised that a briefing note was requested with options for incentivizing Westgrove Subdivision lots and advised that a briefing note was brought to Council in April 2023. She noted direction to respond to a developer looking to purchase incentivized lots and that the response had been delayed due to completion of the Housing Needs Assessments review. She added that the response also indicated the Town's funding application to CMHC for potential subdivision development of smaller, more affordable lots and invitation to participate in the Community Plan and Zoning Bylaw consultations.

24-053 Moved by: D/M Korol
Seconded by: Cr. Couvrette

That the Community Services Standing Committee minutes from February 13th, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

Big Fun Snowboarding Event Road Closure

24-054 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That Marine Drive, between Mills Street and Wapiti Street, be closed to vehicle traffic from 7:00am to 7:00pm on Saturday, March 9th, 2024, and Sunday, March 10th, 2024, for the Big Fun Snowboarding Event.

CARRIED UNANIMOUSLY

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

24-055 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That the Municipal Services Standing Committee minutes from February 13th, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies

24-056 Moved by: D/M Korol
Seconded by: Cr. Campbell

That Bylaw 1057, 2024 Annual Borrowing Bylaw, be given Third Reading by title only.

CARRIED UNANIMOUSLY

c. Mayor and Council/Board Representative Updates

- i. Cr. Fergusson – Cr. Fergusson was pleased to announce that the Wood Buffalo Frolics would be happening March 7th to 10th in conjunction with other events including, but not limited to, the Big Fun Snowboarding Event and Dog Mushing. She advised that it would be a fun weekend of events and invited the community to participate.
- ii. Cr. Campbell – Cr. Campbell advised of the upcoming NWTAC Annual General Meeting in Hay River. He was pleased to see the grader out.



- iii. Cr. Couvrette – Cr. Couvrette commended Cr. Fergusson for her volunteer work and felt that she is a driving force for many events in the community. Cr. Couvrette was displeased that the 20th Legislative Assembly has only four priorities for their term which were announced this afternoon and in consideration that addressing the funding shortfall was not included as a priority. He advised that the funding gap has increased from \$40 million in 2015 to \$50 million in 2024 and that there is a continuance of downloading programs and services to communities leaving municipalities to address social, health, and infrastructure issues.
- iv. Cr. Beaulieu – Cr. Beaulieu commended Cr. Fergusson for her efforts in facilitating the Wood Buffalo Frolics this year and last.
- v. D/M Korol – D/M Korol thanked Cr. Fergusson for her efforts facilitating the Wood Buffalo Frolics again this year and advised that Council would be assisting with the Kid’s Carnival. D/M Korol advised that there was no CSAB meeting held in February. She advised that there is a Go Fund Me page for the survivor and for those lost in the recent plane crash and advised that Rio Tinto is funding the percentage of donations kept by Go Fund Me. Additionally, she advised that there would be a Regional Wellness Council on February 21st and that the meeting had been advertised and is open to the public.
- vi. Mayor Daniels – Mayor Daniels advised that Council reviewed capital planning during a Special Meeting on February 19th. Mayor Daniels advised that during the 2023 wildfire evacuation he met with Mayor Sandy Bowman of the Regional Municipality of Wood Buffalo and advised that there is an upcoming meeting on March 4th in Fort Chipewyan, Alberta, to discuss road development. He advised that Mayor Bowman discussed developing a road around Lake Athabasca from Fort McMurray to Fort Chipewyan during their meeting and that they are interested in continuing an all-season road to Fort Smith. Mayor Daniels was pleased to see the initiative move forward after many years and in consideration of the recent wildfires in 2023. Mayor Daniels thanked Cr. Fergusson for her efforts in organizing the Frolics.

d. Administration

Briefing Note 2023 Fourth Quarter Variance Report – The briefing note was reviewed. Administration advised that invoices for 2023 are still arriving and being processed. She advised that each budget shows a small surplus. Additionally, she noted that utility revenues were less than anticipated due to the evacuation and that budgets are underspent.

D/M Korol did not notice wildfire expenses in the variance report and requested an update. Administration advised that expenses are still being combined and calculated from the evacuation and for the remediation work for recovery by MACA.

D/M Korol requested an update on the tax arrears list. Administration replied that there are four accounts that are unlikely to be collected totaling \$1.6 million and are under review by MACA. She noted that one account has gone to tax auction but there has been no interest to purchase.

24-057 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That the 2023 Fourth Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY



H. **PROCLAMATIONS**

D/M Korol advised that the afternoon of Friday, March 8th, 2024, has been declared a half-day civic holiday in conjunction with Wood Buffalo Frolics activities.

I. **ABSENCE OF COUNCIL MEMBERS**

24-058 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That Cr. Campbell, Cr. Beaulieu, and Cr. Tuckey be excused from the Corporate Services and Protective Services Standing Committee Meetings on February 6th, 2024.

CARRIED UNANIMOUSLY

24-059 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That Cr. Beaulieu be excused from the Community Services and Municipal Services Standing Committee Meetings on February 13th, 2024.

CARRIED UNANIMOUSLY

24-060 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That Cr. Tuckey and Cr. Pischinger be excused from the Regular Meeting of Council 02-24 on February 20th, 2024.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Corporate and Protective Services Standing Committee Meetings – March 5th, 2024
Community and Municipal Services Standing Committee Meetings – March 12th, 2024
Regular Meeting of Council 03-24 – March 19th, 2024



K. **ADJOURNMENT**

24-061 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That the meeting be adjourned at 7:49 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 19th day of March 2024.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Tracy Thomas

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.

C. **DISCUSSION**

i. Bylaw 1057, 2024 Annual Borrowing Bylaw – First Reading

24-041 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That Bylaw 1057, 2024 Annual Borrowing Bylaw, 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 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.

CARRIED UNANIMOUSLY

Cr. Beaulieu entered the meeting.

Bylaw 1057, 2024 Annual Borrowing Bylaw – Second Reading

24-042 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That Bylaw 1057, 2024 Annual Borrowing Bylaw, be given Second Reading by title only.

CARRIED UNANIMOUSLY

- ii. Briefing Note 2024 Capital Plan Update – The briefing note, 2024 Priority Matrix, June 2023 Capital Plan Update, and 2024 Project Substantiation documents were reviewed.

Keith Morrison, SKL Consulting Ltd., advised that the priority matrix is a tool historically brought to Council to prioritize projects as there are generally too many projects approved annually to complete within a fiscal year. He noted that 45 projects were assigned in 2023 but was reduced to 33 after the projects were substantiated in July 2023.

Mr. Morrison suggested that emergency-related and underway projects be prioritized first. He also suggested that projects funded by third-party vendors should be considered due to deadlines, and as money may need to be returned, jeopardizing funding relationships.

Mr. Morrison advised that new projects for 2024 are accompanied with substantiation sheets and include Garbage Truck Procurement, Bike Track Development, Water Treatment Plant Upgrade, and the Integrated Transportation Master Plan. He continued that the Human Resources Project scheduled to occur in 2025 is currently underway and that the cost of the project has been increased to \$200k to allow for expenses already incurred.

Mr. Morrison advised the Economic Development Zone and Climate Change Adaptation Plan projects are detailed in the project justification section Capital Investment Plan but not carried over the actual Capital Plan section which is problematic as external funding has been received for both projects and it should be determined if funds are still available. He recommended they be included in the 2024 Capital Plan if funding is still available. Further, he advised that the 2023 Capital Plan de-prioritized the Community Art Initiative and Slope Stability Design projects and noted an issue being externally funded projects.

Mr. Morrison advised that he avoided changes to existing projects but that cost increases were added to projects including for IT Recommendation, Asset Management System Implementation, Annual Fire Abatement, and the Water Treatment Plant Upgrade.

Mr. Morrison suggested that additional potential projects for 2024 include the Functional Review, Street Light Program, Economic Development Plan update, Pump Stations for fire fighting in trucked water neighbourhoods, and Winter Power Outage Preparedness including portable generators and building generator connections.

Mr. Morrison requested the review and approval of the Priority Matrix and recommended only the delay of low-priority projects. He noted that the final list of approved projects would become the 2024 Capital Plan. Additionally, he suggested that in the approval that Administration be allowed to reallocate project funds should external project management services be required.

Mr. Morrison noted that there are no legislated deadline requirements for Capital Plan approval like the O&M Budget. He noted that the 2023 Capital Plan was approved mid-2023 and is still a valid document. Additionally, he advised that the 2024 20-year Long-term Capital Plan document would require revision once the prioritization exercise is complete, and the 2024 Capital Plan is approved.

Cr. Fergusson was pleased with the Priority Matrix and substantiations but requested the Cemetery Retrofit be a priority project. She also suggested Bike Track Development and the Skate Park projects be priority projects for active youth. Mr. Morrison confirmed that the Skate Park is included and is in a state of disrepair that could cause injury. Further, he noted that Skate Park equipment is expensive and noted that Hay River parents fundraised for Skate Park equipment and expenses were matched by the Town. Mr. Morrison has seen success in the user groups displaying ownership of facilities with assistance from the Town such as the Snowboarding Club and the Snowboard Park.

Mayor Daniels requested an update on the Landfill Compactor Building project. Mr. Morrison replied that bids were overbudget and that he was instructed to negotiate lower pricing with the contractor and report back to Council.

Cr. Couvrette noted that the Raw Water Intake, Lagoon Liner, and Main Lift Station projects are substantial projects and bids received were significantly higher than budgeted. He asked about retendering the projects and the probability of having them commence in 2024. Mr. Morrison replied that the Compactor Building should move ahead while determining the price. He noted that the Lagoon Liner project isn't significantly over budget but that details need to be reviewed in consideration of SRFN subdivision addition and missing information. He continued that the Raw Water Intake and Main Lift Station projects may have to be redesigned and tendered which may cause some delay. Mr. Morrison added that the Landfill Cover and New Cell project is a large, externally funded project by ICIP, and is a major project that must proceed.

D/M Korol asked if Arena Upgrades include heaters. Mr. Morrison replied that the project includes the installation of heaters, fall arrest systems, and ice rink board replacement. He noted that with the Arena rebuild, that stand heating was to be heat recovered from the ice plant, but the initiative wasn't fully successful. D/M Korol suggested board sponsorship for additional revenue generation.

Cr. Couvrette requested the Functional Review be moved to the top of the list and be considered after summer projects are completed. He suggested the review be performed by an outside agency for effectiveness. Administration agreed that the project is important, but that main infrastructure and emergency preparedness projects should be prioritized first.

Mr. Morrison suggested that if opportunity arose, that other projects of lower priority could be advanced. He noted that workplans and staff are scheduled to move forward with projects and mid-season changes can be disruptive. He suggested if new projects are added mid-year, that funding sources be identified, and other projects be removed.

D/M Korol asked if the Pool Retrofit project is to replace the pool liner. Mr. Morrison confirmed that he believes the shallow end of the pool liner requires replacement. D/M Korol thinks this portion of the liner was replaced in 2023.

D/M Korol noted that Council had committed \$75k in 2023 to replace the cemetery fencing and suggested a long-term plan be developed for maintenance. Administration confirmed that the project is included for 2024. Cr. Couvrette added that Council passed a motion to advance the project and felt it should be within the top 25 projects. He suggested looking for potential partnerships with community governments to advance the project.

Cr. Fergusson noted the comprehensive list of capital projects and doesn't think additional projects should be added besides projects related to emergency services and the Cemetery Retrofit.

Cr. Couvrette suggested prioritizing projects #1-21, 32, 34, 39, 45, and suggested Council discuss utilizing professional project management services to complete the projects.

Mr. Morrison advised that the generator project is stalled due to pushback from the GNWT as the CRC and PWK High School are connected and heated together. He advised that he may request political dialogue to advance the project. He suggested that other projects stay on the list at lower priority in case opportunity arises to advance the work.

Administration advised that she would bring an updated prioritized 2024 Capital Plan to an upcoming meeting. Cr. Couvrette suggested tabling the approval until the updated 2024 Capital Plan is presented.

Mr. Morrison advised that the Arena debenture expires 2025 and that Council may want to reinvest through debenture for a new Protective Services building. He noted that debenture requires public permission through plebiscite and suggested advancing the project by gathering data such as design pictures and financials to bring to the public.

24-043 Moved by: Cr. Fergusson
Seconded by: D/M Korol

That Council approves the prioritization of capital projects in the 2024 Capital Plan.

MOTION TABLED

24-044 Moved by: Cr. Couvrette
Seconded by: Cr. Fergusson

That Motion 24-043 be tabled.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

24-045 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That Cr. Pischinger and Cr. Tuckey be excused from the Special Meeting of Council SP-02-24 on February 19th, 2024.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

24-046 Moved by: D/M Korol
Seconded by: Cr. Fergusson

That this meeting be adjourned at 6:40 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 19th day of March, 2024

Mayor Fred Daniels

Certified Correct by Tracy Thomas
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, March 5th, 2024, at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette
Regrets: D/M Korol, Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer – Microsoft Teams
Katie Reid, Executive Secretary
Guests: Amanda-Brea Watson, Dillon Consulting Limited

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 Interest – There were no declarations 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 February 6th, 2024, were reviewed and adopted at the Regular Meeting of Council on February 20th, 2024.

Cr. Couvrette suggested a proactive approach post after-action review in relaying clear communications to plan for the upcoming wildfire season. He was pleased with the orderly process facilitated in 2023 and suggested using the review to make improvements. Additionally, he suggested that government agencies be encouraged to expand firebreaks for additional community protection and that harvested timber, resulting from the expansion, be utilized. Further, he suggested identifying properties requiring fire smarting and categorizing the properties by fire-risk.

Cr. Couvrette noted that Council had planned for informal discussions with Mackenzie Country during the NWTAC to discuss the development of the Garden River Road, but they were unable to attend. He suggested arranging a meeting with them either in Fort Smith or High Level to discuss the future of the road development.

Administration replied that the after-action review is scheduled for March 13th. She advised that she emailed Council to have a pre-planning session with the MACA facilitator on March 12th and that two responses were received.

Administration reminded Council that there would be a Community learning and consultation session with WBNP and the GNWT regarding fire management at the CRC on March 14th from 6:00pm to 9:00pm.

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

4. Director's Report

Administration provided an update on the Protective Services department and advised that Bylaw Enforcement focused on animal control in February. She noted that with mild temperatures, owners were releasing their dogs which caused an influx in calls. Additionally, she noted that the Bylaw Enforcement Officer attended the Animal Society AGM and has been working on file and equipment organization and management.

5. Protective Services Statistics

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

Cr. Couvrette requested to be updated when the Fire Department undertakes rural wildfire interface training and felt this training is essential to ensure volunteers are properly prepared if called to assist other agencies with wildfire response.

Mayor Daniels asked if Council could provide suggestions for areas requiring fire abatement. Administration advised that there have been multi-year abatement plans in the past and advised that she would inquire to MACA for information to provide a report. Cr. Pischinger would like an update on what areas are planned for abatement. Cr. Campbell asked if the Town is responsible for fire abatement on Town lands. Administration would follow up.

Mayor Daniels requested an update on bodycams for municipal Bylaw Officers. Administration replied that the RCMP had indicated that there were issues with the equipment operating in extreme weather and that procurement is pending a recommended device. Cr. Campbell requested an update on pricing for bodycams. Administration would follow up.

6. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Couvrette advised that there were no SDAB meetings in February.

7. Administration

- a. Briefing Note DPA-003-24 Wayne Lozier – The briefing note was reviewed. Cr. Campbell advised that he is in favour of approving the home occupation business if bylaws are followed and there are no enforcement issues. Cr. Pischinger suggested approval with consideration of potentially moving to an industrial location in the future and requested bylaw compliance with storage of materials on the residential property. Cr. Campbell noted that a carpentry business may cause enforcement issues with additional vehicles and traffic in the neighbourhood.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That DPA-003-24, submitted by Wayne Lozier, to operate a home occupation carpentry and general contracting business, Neighbour to Neighbour, from Lot 339, Plan 207, 12 McDougal Road, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note DPA-004-24 Robyn Brown – The briefing note was reviewed. Cr. Campbell requested ensuring they are compliant with bylaws for home occupation businesses. Cr. Couvrette thinks there is opportunity for a community development corporation to develop an incubator mall space for businesses to offer services short-term until capacity is gained to move to a commercial location.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Couvrette

That DPA-004-24, submitted by Robyn Brown, to operate a home occupation food growing and sales business, Early Bird Homestead Ltd., from Lot 797, Plan 490, 71 Tamarac Crescent, in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That D/M Korol and Cr. Tuckey be excused from the Protective Services Standing Committee meeting on March 5th, 2024.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on April 2nd, 2024.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the meeting be adjourned at 7:25 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, March 5th, 2024 at 8:15 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette
Regrets: D/M Korol, Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer – Microsoft Teams
Katie Reid, Executive Secretary
Guests: Amanda-Brea Watson, Dillon Consulting Limited

1. Call to Order

Mayor Daniels called the meeting to order at 7:27 pm and handed the Chair to Cr. Tuckey.

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 Corporate Services Standing Committee Minutes of February 6th, 2024, were reviewed and adopted at the Regular Meeting of Council on February 20th, 2024.

Cr. Couvrette advised that NTPC is proposing a rate increase of 12-13% across the NT which equals approximately a 5.5% increase per kilowatt to Fort Smith residents and is proposed to be administered on April 21st, 2024. He continued that the substantiation for the increase is to offset diesel expenditures to power thermal zones in the NT. Cr. Couvrette encouraged residents to contact the MLA or the Minister Responsible for the NTPC to express their opposition to the substantial cost of living increase. Additionally, he noted the increase would equal approximately a \$32 per month average increase amongst South Slave residences. Further to this, Cr. Couvrette advised that the Legislative Assembly recently announced four priorities for their term, and none were to address the affordability and cost of living in the NT.

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

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

4. Director's Report

- a. Accounts Paid List – The Accounts Paid List from February 2024 was reviewed. Cr. Campbell noted an ambulance bay rental payment in the accounts paid list and asked if the ambulance bay facility would go to tender as suggested by the former SAO. Administration will determine where the Town is at with this process.

- b. Correspondence – The Correspondence List from February 2024 was reviewed.

- c. License Report – The License Report from February 2024 was reviewed.

5. Administration

- a. Briefing Note 2024 Capital Plan and Priority Matrix – The briefing note was reviewed. Administration advised that the draft 2024 Capital Plan used the modified 2023 Capital Project Update from July 2023 as a base removing any completed projects. She continued that new projects for 2024 were accompanied by substantiation sheets. She advised that the draft was reviewed at the Special Meeting on February 19th and prioritized to include projects currently underway and evergreen projects, as well as projects focused on public health and safety, and related to wildfire preparedness and winter power outages. Administration advised that she would update the long-term capital plan accordingly.

Cr. Campbell noted that the boat launch upgrade is prioritized last on the matrix. He noted that \$25k was allocated to upgrades two years ago and was unspent. He noted that the current condition of the road was problematic when bringing down pumps to access water in response to wildfires in 2023.

Cr. Pischinger noted that the cemetery retrofit project is ranked 25 on the list and asked if the work is planned for completion this year. Administration confirmed this.

Cr. Couvrette felt the functional review is valuable but that he would not request the reevaluation of the review's prioritization. He noted that the review would look at municipal core services and level of services to the community to evaluate if they are provided efficiently and effectively while maximizing resources with the same level of staffing and funding.

Cr. Campbell asked if project managers would be hired for the projects. Administration confirmed this. Cr. Campbell requested hiring multiple local project managers through a tender process to handle the various projects.

Cr. Campbell asked if other projects would be considered outside of the prioritized projects. Administration confirmed this as discussed during the February 19th Special Meeting and suggested revisiting the 2024 Capital Plan in September 2024.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the 2024 Capital Plan be approved as presented.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That D/M Korol and Cr. Tuckey be excused from the Corporate Services Standing Committee Meeting on March 5th, 2024.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on April 2nd, 2024.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Pischinger

Seconded by: Cr. Campbell

That the meeting be adjourned at 7:53 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Standing Committee
Tuesday, March 12th, 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
Regrets: Cr. Pischinger, Cr. Beaulieu
Staff Present: Tracy Thomas, Senior Administrative Officer
Emily Colucci, Director of Community Services
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:01 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 declarations of financial interest.

3. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The Community Services Standing Committee Minutes of February 13th, 2024, were reviewed and adopted at the Regular Meeting of Council on February 20th, 2024.

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. Community and Recreation Centre Statistics February 2024 – The CRC statistics were reviewed.

The Director of Community Services advised that PWK High School continues to utilize Pete's Gym for Phys. Ed classes and have been utilizing recreational assets such as snowshoes. She advised that the department has been working with the Metis Council to facilitate youth night events from the CRC, and they assisted SLFN with multiple sliding parties and a trapping program.

The Director advised that there was a volleyball coach clinic in February and the department planned for events happening in March including the Wood Buffalo Frolics. She continued that the department is working on placing more signage throughout the facility in multiple languages, and with pictures, and she noted that this is an ongoing project. She advised that new fitness accessories are ordered for Pete's Gym and that a built-in stereo system has been ordered for the Fitness Room which will be useful for classes such as Zumba and Yoga.

The Director provided an update on the William Schaefer Pool programming. She advised that the new aquatic obstacle courses have been well received by the community and that the Paddling Club has started utilizing the facility again once per week. Additionally, the department is working to get Aquafit programming started again.

The Director advised that a Bronze Medallion Lifeguarding Course has been completed and the department is planning for Bronze Cross training. She added that National Lifeguard training has started with three participants.

The Director provided an update on the Centennial Arena. She was pleased that figure skating territorials happened in Fort Smith this year and noted that many people attended from out of town. She felt that the Figure Skating Club did an excellent job representing the community. Additionally, the Town partnered with SLFN on family and public skate events. She noted that the department has been working with the SLFN Wellness Coordinator to facilitate more youth events in the community.

- b. Mary Kaeser Library Statistics February 2024 – The MKL statistics were reviewed.

The Director of Community Services advised that the Mary Kaeser Library is continuing with Story Time programming and other activities including “bring your own craft night”, and that the Creator’s Club program has been well attended. She was pleased with the increased number of visits to the Library while school was out for professional development (PD) days. Further, she noted that the Library continues to host monthly scavenger hunts and that scavenger hunts are popular self-led programming.

The Director advised that MKL has shifted their operational hours on Saturdays from 12:00pm to 6:00pm, rather than 10:00am to 4:00pm, which has increased attendance. She was pleased with data collection through statistics to implement successful changes.

Mayor Daniel’s requested an update on early morning Lane Swim attendance. The Director replied that Lane Swim attendance is captured in the statistics and that the program is well attended by regular users. She felt that the program is sufficient as currently scheduled.

D/M Korol thanked that Head Librarian for acting while the Director of Community Services was on leave and felt she did a good job. She was pleased with the new CRC uniforms and thinks they look very professional.

Mayor Daniels welcomed the Director back from vacation and thanked her for the report.

5. Advisory Boards

- a. Community Services Advisory Board – There were no CSAB meetings held in February.
- b. Economic Development Advisory Board – There were no EDAB meetings held in February.

6. Excusing of Councillors
RECOMMENDATION
Moved by: D/M Korol
Seconded by: Cr. Couvrette
That Cr. Pischinger and Cr. Beaulieu be excused from the Community Services Standing Committee meeting on March 12th, 2024.
CARRIED UNANIMOUSLY

7. Date of Next Meeting
The next Community Services Standing Committee meeting will be held on April 9th, 2024.

8. Adjournment
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: D/M Korol
That the meeting be adjourned at 7:14 pm.
CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, March 12, 2024, at 8:15 pm
Town Hall Council Chambers

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

1. Call to Order

Mayor Daniels called the meeting to order at 7:16 pm and handed the Chair to Cr. Campbell.

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. Fergusson

Seconded by: D/M Korol

That the agenda be adopted as amended to include discussion on communications, the Mayor's correspondence with the Minister Responsible for Housing NWT, and an in-camera session in accordance with the CTV Act, Section 23(3)(b).

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of February 13th, 2024, were reviewed and adopted at the Regular Meeting of Council on February 20th, 2024.

D/M Korol requested an update on remediation work from the 2023 wildfire season. She also requested a CIMCO update regarding decommissioning the ice plants and the purchase of the Curling Rink ice plant. Administration will request an update from the Director of Municipal Services on the status of the remediation work to provide an update. Administration advised that she is in discussions with CIMCO regarding the scope of work for the installation of the Curling Rink ice plant and what components would be done by the Town. She would follow-up with the date for the Arena ice plant shutdown and noted that there has been correspondence on the matter. Cr. Campbell requested concrete work for the installation of the Curling Rink ice plant be done by local contractors.

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

4. Director's Report

Administration reviewed the Director of Municipal Services' report. She provided an update on Public Works operations and advised that they have been focused on snow removal in preparation for the spring melt. She noted that the snowblower attachment has arrived and is being used. She noted that the grader and snowblower were used to remove snow from the boardwalk in preparation for the Big Fun Snowboarding Event and that other areas were prepared for the Wood Buffalo Frolics activities.

Administration provided an update on the Water Treatment Plant and advised that staff been busy with regular duties and preparing for spring/summer. She noted that they are currently working on mud induction and that issues and challenges with the process will be corrected with the Raw Water Intake Retrofit project.

Additionally, she provided an update on Facilities Maintenance and advised that they have been preparing for the decommissioning of the ice plants and responding to issues with the Pool air handling units. She noted that a plan has been formulated to risk manage the air handling units with minimal downtime until back Taltson Dam hydropower which allows variable speed controls for the units to operate properly. She continued that staff are preparing for upcoming training to ensure maintenance duties are performed properly and safely.

Cr. Campbell would like to see the snowblower in operation and requested to be notified. He asked if an engineering or plumbing company could review issues with air handlers at the CRC. Administration replied that a technician has reviewed the air handlers, and it was determined that the issues are the elements responding to power issues. She would follow up regarding snowblower operations.

Mayor Daniels asked if a battery back-up could be purchased for the air handlers.

D/M Korol noted that the soccer field on Calder Avenue and Field Street was used as a trial snow dump location last winter and asked if it was used again. Administration would look into this.

5. Other Business

- a. Communication – Cr. Couvrette thinks it is imperative for the Town to move forward with a Communications Plan for the municipality and in consideration of the upcoming fire season. He noted that it was mentioned at a previous meeting that there was a draft Communications Plan developed and suggested it be circulated to Council for review.

RECOMMENDATION

Moved by: D/M Korol

Seconded by: Cr. Couvrette

That Administration bring the draft Communications Plan to the next Council Meeting for discussion.

CARRIED UNANIMOUSLY

- b. Correspondence with Minister Responsible for Housing NWT – Mayor Daniels advised that prior to GNWT elections he was in discussion with Minister Chinna regarding transferring unused Housing NWT and Aurora College units to the Town. Further, he discussed this with GNWT Principal Secretary, Dr. Joe Dragon, who relayed the message to Minister Kuptana who is willing to meet to further discuss this. Cr. Fergusson had expressed concerns with the Town assuming housing and in consideration of contaminated units. Cr. Campbell suggested the initiative be discussed with Community Leadership to determine their interest in assuming the properties. Mayor Daniels suggested facilitating a course for contractors to dispose of contaminated construction waste. D/M Korol suggested determining how the initiative ties into the Housing Needs Assessment and noted the liability in assuming the properties. She agreed to bring the initiative to leadership to determine interest.

6. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Fergusson
Seconded by: D/M Korol
That Cr. Pischinger and Cr. Beaulieu be excused from the Municipal Services Standing Committee meeting on March 12, 2024.
CARRIED UNANIMOUSLY
7. Date of Next Meeting
The next Municipal Services Standing Committee meeting will be held on April 9th, 2024.
8. In-Camera Session *CTV Act S.23(3)(b)*
RECOMMENDATION
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)(b).
CARRIED UNANIMOUSLY
- RECOMMENDATION**
Moved by: D/M Korol
Seconded by: Cr. Couvrette
That Council move out of in-camera at 7:50pm.
CARRIED UNANIMOUSLY
9. Adjournment
RECOMMENDATION
Moved by: D/M Korol
Seconded by: Cr. Couvrette
The meeting be adjourned at 7:51 pm.
CARRIED UNANIMOUSLY



Town of Fort Smith

Expression of Interest

Date: March 14, 2024

Name: Adam McNab

I am interested in sitting on the: Sustainable Development Advisory Board

Advisory Board: Community Services Advisory Board
Sustainable Development Advisory Board
Economic Development Advisory Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application:

Past Director of Protective Services with appointment as Fire Chief, Bylaw Officer, Lands Development Officer.

Thorough understanding of the development process and associated bylaws enacted by the Town of Fort Smith.

Past member of SDAB as staff representative within the organization and as a community board member.

Email address: Adammcnab1@gmail.com

Signature of Applicant



BRIEFING NOTE

To: Mayor and Council
From: Administration
Date: March 19,2024
Subject: Fort Smith Wildfire Response 2023 After Action Review Status Update

Purpose:

To update Council on status of After-Action Wildfire Review and Next Steps

Background:

At Council's request, Administration commenced planning for an after-action review of the 2023 Wood Buffalo Complex Wildfire, specifically focusing on the Town of Fort Smith's Evacuation process.

The key participants were identified, and a facilitator offered by MACA, availability was determined, and date confirmed. Utilizing the attached After-Action review template, on March 13th a full day session was held with 7 key participants, as well as MACA provided facilitator and scribe. Former Director of Protective Services Adam McNab provided an overview of the event, including timelines and a preliminary list of successes, lessons and recommendations for changes to the ToFS Emergency Procedures Plan.

Analysis:

The review process was well organized and facilitated and provided ample opportunity for fulsome dialogue and discussion. The level of information and candidness was high caliber, providing invaluable insight and actionable suggestions for both preparedness and improvement activities.

Key success factors and areas of weakness were identified, a dissection of actions carried out during the event was completed, and recommendations for improvements/additions developed.

Next steps for Administration include:

- Finalizing After Action Report (including review by participants)
- Developing timeline and resource requirements to implement recommendations for preparedness, plan updates and improvements.
- Update Emergency Plan

Recommended outcomes following the above steps will include:

- Public Education/ Engagement Event
- Training – ICS 100 organization wide, 200 and 300 as appropriate
- Ongoing Public education and outreach
- Tabletop exercise with updated Plan

The finalization of the report, timeline development and identification of resource requirements are currently underway and estimated for completion by March 22, 2024. This will inform the remainder of the activities.

One of the key requirements for the above to be achieved in a timely and effective manner is the identification of these next steps as a priority project, that supersedes all other projects. There needs to be an understanding that all team members involved will be moving this forward as quickly as possible, while also meeting ongoing operational requirements. Until it is accomplished, undertaking additional projects and fulfilling outstanding requests may be delayed. A lack of support could negatively impact the overall success of these activities.

Recommendation:

That Council recognizes that Administration will be prioritizing the next steps identified through the 2023 Wildfire after action review process which include:

- **Finalization of After-Action Report**
- **Development of Timeline/Resource requirements**
- **Update Emergency Plan**

After Action Review Final Report

Event

Name

Date

Background

Description of the Event

The following were in attendance: (Name/ Agency)

Summary of After Action Review

Report objectives and scope, include any high level findings or recommendations

Key Preparedness Activities (where applicable)

Identify any preparedness activities that took place or were in place prior to the event

Key Response Activities

List Key response activities

Key Recovery Activities (where applicable)

List Key recovery activities where applicable

Discussion of any mitigation work that is required and/or being undertaken

Brief description of current mitigation work following the event or that was started during the event

1

What went well

(Strengths) List

Strengths

What went wrong

(Challenges) List

Challenges

Activities Outlined to Build On Success and Improve

Challenges List follow up Activities and Priority Levels

Recommendations and key findings

Summarize Recommendation and Key Findings from

the Event Timeline for Activities and Assignments

Outline the timeline for activities and required changes as well as who is responsible for completing this work.

Conclusion