















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

Tuesday, April 16<sup>th</sup>, 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 March 2023	 Fort Smith Policing Report 2024-03.pdf
D. Approval of Council Minutes a. Regular Council Meeting Minutes 03-24 March 19, 2024	 Council Minutes March 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 April 9, 2024 ii. Corporate Services April 9, 2024 iii. Community Services April 9, 2024 iv. Municipal Services April 9, 2024	  Protective Services Corporate Services Minutes April 9, 2024 Minutes April 9, 2024    Community Services Municipal Services Minutes April 9 2024 Minutes April 9 2024
b. Enactment of Bylaws and Policies a. Briefing Note 2024 Mill Rate 2024 Mill Rate Bylaw 1058 First and Second Reading	  Briefing Note - 2024 Mill Rate.pdf Bylaw 1058 2024 Mill Rate Bylaw.pdf
c. Appointments	
d. Mayor and Council/Board Representative	
e. Administration i. Briefing Note – MACA CPI Funding Contribution Agreement 2024-2024 ii. Briefing Note 2024 Emergency Management Plan	   BN MACA CPI Fort Smith - Briefing Note - 2024 FUNDING 2024.pdf 2024-2025 CPI FundiEmergency Manager
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. In-Camera Session <i>CTV Act S.23(3)(e)</i>	
M. Question Period	



FORT SMITH  
POLICING REPORT  
March 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 no report of possible impaired drivers from members of the public during the month of March.

Police conducted 2 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. 2 vehicles were stopped during the month for minor infractions. Several warnings were issued. 1 vehicle was stopped and the driver charged with impaired operation of a motor vehicle.

**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 volunteers at the animal shelter.

**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 detachment responded to 9 calls for service under the Mental Health Act.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	18	182	20	191
Sexual Offences	1	4	5	14
Break and Enters (Residence & Business)	2	15	3	20
Theft of Motor Vehicle	2	15	1	15
Theft Under \$ 5000.00	5	52	4	59
Theft Over \$ 5000.00	0	2	0	3
Drugs ( Possession )	1	1	0	3
Drugs ( Trafficking )	8	16	0	18
Liquor Act	5	9	2	45
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	31	381	39	495
Causing a Disturbance	9	17	7	119
Mischief - damage to property	1	48	7	61
Mischief - obstruct enjoyment	21	316	25	315
Impaired Driving	1	6	9	83
Other Complaints	26	119	50	535
<b>Total Violations</b>	<b>100</b>	<b>802</b>	<b>133</b>	<b>1481</b>
<b>Total Calls for service</b>	<b>142</b>	<b>416</b>	<b>146</b>	<b>1744</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





**D. BUSINESS ARISING FROM THE MINUTES**

D/M Korol requested an update on the shallow-end Pool Liner replacement. Administration confirmed this was completed.

**E. PRESENTATIONS**

- a. RCMP Police Report February 2024 – The RCMP Police Report was reviewed. Sgt. Yilmaz advised that the detachment received 123 calls for service in February. He noted that they received three complaints of impaired drivers and that all three were found and charged. Sgt. Yilmaz advised that members continue to coach youth hockey and volunteer at the animal shelter. Regarding harm reduction, he advised that there are still active drug investigations ongoing. Additionally, he advised that multiple chronic offenders have been released back into the community and that the RCMP would continue to perform compliance checks.
- b. RCMP Policing Priorities 2024-2027 – The correspondence was reviewed. Sgt. Yilmaz noted that he wished to get clarity from the GNWT on a few of the proposed priorities.

D/M Korol asked if there are concerns regarding staffing and asked if Council should advocate for this. Sgt. Yilmaz replied that he is aware of some communities receiving additional positions while Fort Smith hasn't, but that funds are placed where resources are needed most. He noted that having more members would allow for more proactive work and that the department has been short-staffed for a few months from eight to five members. He noted that more positions would be welcome.

D/M Korol was pleased with the significant progress on the Missing Persons Act. Further, she noted that at the NWTAC AGM the Premier/Minister of Justice discussed mental health and that trying to find additional help for the RCMP was noted. Sgt. Yilmaz confirmed that the RCMP has a high number of mental health calls and that the RCMP are unable to connect with mental health workers unless the individual with mental health issues agrees. He noted that some other jurisdictions allow for mental health nurses to patrol with police. Cr. Tuckey noted that mental health workers are not on call on weekends. Mayor Daniels agreed with the comments and suggested inviting the MLA, and Minister of Social Services and Minister of Justice to meet with Council.

Mayor and Council thanked Sgt. Yilmaz for the delegation.

Cr. Beaulieu left the meeting.

**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 – Cr. Couvrette expressed the need to begin preparation for the 2024 emergency planning process and that he would like this to be tied into a definitive and well-distributed communications strategy. Additionally, he suggested this include information on how to sign up for Alertable.

Cr. Couvrette noted that the fire information session hosted by WBNP, and the GNWT was informative and well attended. He was disappointed by the trade show format and felt there needs to be more opportunity to express concern with regards to the 2023 events. He suggested the Town be a facilitator for a discussion format event on the 2023 wildfire season.

24-065 Moved by: Cr. Fergusson Seconded by: Cr. Pischinger  That the Protective Services Standing Committee minutes from March 5 <sup>th</sup> , 2024, be adopted as presented.  CARRIED UNANIMOUSLY
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DPA-003-24 Wayne Lozier

24-066 Moved by: Cr. Fergusson 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
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DPA-004-24 Robyn Brown

24-067 Moved by: Cr. Fergusson 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
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Corporate Services Standing Committee – The Corporate Services minutes were reviewed.

24-068 Moved by: Cr. Fergusson Seconded by: Cr. Pischinger  That the Corporate Services Standing Committee minutes from March 5 <sup>th</sup> , 2024, be adopted as presented.  CARRIED UNANIMOUSLY
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2024 Capital Plan Approval – Administration advised that the Curling Rink Ice Plant was preapproved and missed in the prior priority matrix. She advised that it has been added as priority 26.

Cr. Campbell noted that boat launch remediation is priority 50 and felt this should be a higher priority. Cr. Couvrette suggested that capital planning discussions happen on a quarterly basis to review project status and prioritization.

24-069 Moved by: Cr. Fergusson Seconded by: D/M Korol  That the 2024 Capital Plan be approved as amended.  CARRIED UNANIMOUSLY
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Community Services Standing Committee – The Community Services minutes were reviewed. D/M Korol requested an update on the Curling Rink Ice Plant project for the next Municipal Services meeting.

Cr. Beaulieu entered the meeting.

Cr. Couvrette requested the circulation of the draft Communications Plan for review at an upcoming meeting.

24-070 Moved by: D/M Korol Seconded by: Cr. Couvrette  That the Community Services Standing Committee minutes from March 12 <sup>th</sup> , 2024, be adopted as presented.  CARRIED UNANIMOUSLY
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Municipal Services Standing Committee – The Municipal Services minutes were reviewed.

24-071 Moved by: Cr. Fergusson Seconded by: D/M Korol  That the Municipal Services Standing Committee minutes from March 12 <sup>th</sup> , 2024, be adopted as presented.  CARRIED UNANIMOUSLY
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Draft Communications Plan

24-072 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
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b. Appointments

SDAB New Appointment

24-073 Moved by: Cr. Fergusson Seconded by: D/M Korol  That Adam McNab be appointed to the Sustainable Development Advisory Board for a two-year term ending December 31 <sup>st</sup> , 2025.  CARRIED UNANIMOUSLY
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c. Mayor and Council/Board Representative Updates

- i. Cr. Tuckey – Cr. Tuckey congratulated NWT athletes that participated in the AWGs. Cr. Tuckey was pleased with the successful Wood Buffalo Frolics events and thanked everyone who participated.
- ii. Cr. Fergusson – Cr. Fergusson congratulated athletes that traveled to Alaska and represented NWT in the AWGs. Cr. Fergusson noted that the Frolics was a huge success and thanked Council for assisting with the Kid's Carnival.
- iii. Cr. Campbell – Cr. Campbell congratulated AWG athletes and Wood Buffalo Frolics organizers.
- iv. Cr. Couvrette – Cr. Couvrette congratulated the AWG athletes. Cr. Couvrette suggested that Council have a strong presence at the Trade Show and be prepared to answer difficult questions. He noted that residents are concerned about the upcoming wildfire season and felt the Trade Show would be good outlet for residents to raise issues.
- v. Cr. Pischinger – Cr. Pischinger congratulated the AWG athletes and commended Cr. Fergusson and volunteers for organizing the Frolics. Additionally she commended the Dog Mushers for having another successful dog race and noted that there were many participants from out of town.
- vi. Cr. Beaulieu – Cr. Beaulieu congratulated AWG athletes. She also congratulated SRFN Chief Toni Heron for her reinstatement. Cr. Beaulieu was please to be involved with culture camps and a Metis reconciliation camp happening at Thebacha.
- vii. D/M Korol – D/M Korol gave well wishes to the AWG athletes and thanked the organizers of the Wood Buffalo Frolics. D/M Korol asked if the Town has a booth for the Trade Show. Administration confirmed this.

D/M Korol advised that there would be a CLI meeting coming up in the next few days at Roaring Rapids Hall and that Councillors are welcome to come. D/M Korol advised that there are Slide Zone Shredderz and Skating Carnival events upcoming. Additionally, she advised of an upcoming Regional Wellness Council meeting at the hospital. D/M Korol wished the community a safe and healthy spring break.

Additionally, she advised that herself, Mayor Daniels, and the MLA met with Minister Kuptana and Eleanor Young from Housing NWT and had an informative meeting on how to increase housing capacity in Fort Smith including being creative with addressing vacant units. D/M Korol was pleased with the meeting and noted that Minister Kuptana commended the Town for completing the Housing Needs Assessment. Further, Minister Kuptana is interested in having a follow-up in-person meeting.

D/M Korol was pleased with the NWTAC AGM and noted that there was good networking, and sessions with the MP, Senator, and Federal Minister of Rural Development.



- viii. Mayor Daniels – Mayor Daniels commended Cr. Fergusson for organizing the Wood Buffalo Frolics and congratulated AWG’s athletes. Mayor Daniels advised that Cr. Pischinger, the MLA, and himself had travelled to Fort Chipewyan to attend a meeting regarding the development of a road south through Fort Chipewyan but the meeting was cancelled after they left and that another meeting is being scheduled. Additionally, Mayor Daniels looks forward to moving ahead with the housing initiative with Minister Kuptana and advancing last year’s projects as per the 2024 Capital Plan.

NTPC Rate Application Proposal – Cr. Couvrette advised that he had circulated an email to Council requesting the agenda addition in follow-up to a recent Community Leadership meeting he attended where NTPC’s rate application was discussed. He advised that NTPC is proposing a rate increase across the NT and specifically a 13.6% increase to Fort Smith residents, which equals approximately a 5.5% increase per kilowatt and that the increase is proposed for April 1<sup>st</sup>.

Cr. Couvrette advised that NTPC has indicated a significant funding shortfall due to diesel fuel expenditures in thermal communities as the rationale for the increase. He noted that Fort Smith is serviced by Taltson Dam and would use approximately \$100-120k worth of electricity opposed to \$11 million and clarified that Fort Smith is being asked to address a territorial shortfall. Further, he suggested that alternative energy sources such as solar power or wind turbines should be considered rather than diesel and that excess hydro has been pouring over Taltson Dam since the 1980s. Cr. Couvrette noted that the dam is being used at half-capacity and additional hydro could be sold for less and generating more revenue if distribution systems were updated to allow for electric heating.

Cr. Couvrette suggested that the Town intervene on behalf of the residents and advised that a proposal has been received from Stand Alone Energy for \$3,600 to do the intervention work and assist with another issue from 2016 where the Minister of the Power Corporation, in efforts of saving one million dollars, had dismissed the Public NTPC Board of Directors and appointed Deputy Ministers to serve as the board of a Crown Corporation. Cr. Couvrette noted that this is a conflict of interest as Deputy Ministers are servants of the Minister. Cr. Couvrette suggested Council consider passing a motion for Stand Alone Energy to represent the Town of Fort Smith in intervening the rate application increase and to lobby the Minister Responsible for NTPC and other authorities to appoint a publicly appointed NTPC Board of Directors.

Cr. Couvrette advised that Stand Alone Energy Ltd. is prepared to start working on the intervention on March 20<sup>th</sup> for submission on March 28<sup>th</sup>. Cr. Couvrette noted that the second item in their proposal is to assist the Town of Fort Smith in preparing a letter to GNWT regarding the NTPC Board of Directors.

24-074 Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That Stand Alone Energy represent the Town of Fort Smith in intervening NTPC’s Rate Increase Application and lobby the Minister Responsible for NTPC, and other authorities, to appoint a publicly appointed NTPC Board of Directors.

CARRIED UNANIMOUSLY



d. Administration

Briefing Note After Action Review Update – The briefing note was reviewed. Administration advised that the Town recently held their after-action review of the 2023 wildfire season and felt it was honest and open with good input. She was impressed with the team, and it was noted what went well, the challenges, and what could be done better. She noted that she is putting the notes together and would go back to the team to determine strong recommendations towards updating the Emergency Plan while considering timelines and resource development and suggested this be brought forward to a public meeting.

Administration advised that they are working fast to get the review completed in consideration of timelines and are prioritizing to move quickly. She hopes to have the review finalized by the end of next week in effort to update the Emergency Plan and have resources available for next steps. She advised that ICS100 training was sent to Council and they are working to develop a list for ICS200 level training along with a table-top exercise followed by ICS300 training for individuals.

24-075 Moved by: D/M Korol

Seconded by: Cr. Fergusson

That Council recognizes that Administration will be giving priority to completion of the next steps identified through the 2023 Wildfire after action review process which include:

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

CARRIED UNANIMOUSLY

H. **ABSENCE OF COUNCIL MEMBERS**

24-076 Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That D/M Korol and Cr. Tuckey be excused from the Protective Services and Corporate Services Standing Committee Meetings on March 5<sup>th</sup>, 2024.

IN FAVOUR – CR. CAMPBELL, CR. FERGUSSON, CR. BEAULIEU, CR. PISCHINGER, CR. COUVRETTE

ABSTAINED – D/M KOROL, CR. TUCKEY

MOTION CARRIED

24-077 Moved by: Cr. Fergusson

Seconded by: D/M Korol

That Cr. Pischinger and Cr. Beaulieu be excused from the Community Services and Municipal Services Standing Committee Meetings on March 12<sup>th</sup>, 2024.

IN FAVOUR – CR. CAMPBELL, CR. FERGUSSON, CR. TUCKEY, D/M KOROL, CR. COUVRETTE

ABSTAINED – CR. PISCHINGER, CR. BEAULIEU

MOTION CARRIED



I. **DATE OF NEXT COUNCIL MEETING**

Protective and Corporate Services Standing Committee Meetings – April 2<sup>nd</sup>, 2024  
Community and Municipal Services Standing Committee Meetings – April 9<sup>th</sup>, 2024  
Regular Meeting of Council 04-24 – April 16<sup>th</sup>, 2024

J. **ADJOURNMENT**

24-078 Moved by: D/M Korol Seconded by: Cr. Tuckey  That the meeting be adjourned at 8:09 p.m.  CARRIED UNANIMOUSLY
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Minutes adopted this 16<sup>th</sup> day of April 2024.

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Mayor Fred Daniels

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas

K. **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, April 9<sup>th</sup>, 2024 at 6:30 pm  
Town Hall Council Chambers

Chairperson: Cr. Tuckey  
Members: Mayor Daniels (Conference Call), D/M Korol, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette  
Regrets: Cr. Fergusson  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Katie Reid, Executive Secretary  
Emily Colucci, Director of Community Services

1. Call to Order

Mayor Daniels called the meeting to order at 6:31 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.

**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 March 5<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on March 19<sup>th</sup>, 2024. Cr. Couvrette noted that communication to the public regarding the upcoming fire season was discussed and it was suggested that the Town hold a communications session in April. He requested an update on the initiative. Administration replied that they are looking to hold the event in mid-May after the after-action review has been completed. D/M Korol noted that other communities have already completed their after-action reviews and felt that public consultation mid-May may be too late in consideration of already moderate fire-risk conditions. Cr. Couvrette requested the after-action report be distributed to Council for review at the next meeting. D/M Korol requested the Emergency Plan be updated for distribution at the Trade Show along with the after-action review for public feedback.
- c. Vision and Values – The Vision and Values were reviewed.

4. Protective Services Statistics

- a. Fire Department Statistics March 2024 – The Fire Department Statistics were reviewed.
- b. Ambulance Department Statistics March 2024 – The Ambulance Department Statistics were reviewed.
- c. Fire/EMS Training Report March 2024 – The Fire/EMS Training Report was reviewed.
- d. Fire/EMS Graphs March 2024 – The Fire/EMS Graphs were reviewed.

- e. Land and Development/Bylaw Report March 2024 – The Land and Development and Bylaw Report was reviewed. Administration reviewed the new reporting style and requested feedback on the template or the need for additional information. D/M Korol was pleased that the new format of reporting is standardized and asked if reporting could tie into community workplans for relevance to the community.

D/M Korol requested an update on feedback from Aurora Ford on the Bylaw Enforcement vehicle and on body cameras for the department. Administration advised that less-expensive body cameras were found and ordered from Amazon and noted that she is waiting for an update from the RCMP once they find a product that can function in extreme weather. Administration would follow up regarding the Bylaw Enforcement vehicle. D/M Korol asked if advice from legal counsel was received regarding using body cameras. Administration replied that use of body cameras is standard and they are visible and upfront.

5. Advisory Boards

- a. Sustainable Development Advisory Board – There were no meetings in March 2024.

6. Administration

- a. Briefing Note 2024 Board of Revision – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That Councillor Kevin Campbell be appointed to the 2024 Board of Revision on behalf of Council; and**

**Further, that Denise Yuhas, John Gray, and Mary Ellen Piche be appointed from the general public to the 2024 Board of Revision; and**

**That the Chairperson and Board Members be paid \$100 per day in accordance with legislation.**

**IN FAVOUR – MAYOR DANIELS, D/M KOROL, CR.**

**PISCHINGER, CR. BEAULIEU, CR. COUVRETTE**

**ABSTAINED – CR. CAMPBELL**

**RECOMMENDATION CARRIED**

- b. Briefing Note Variance Request – The briefing note was reviewed. Cr. Campbell felt there is no incentive for home occupation businesses to purchase land and felt that home occupation businesses should not be eligible for the tax rebate program. Cr. Couvrette noted that the request is for an increase in allowable building size and asked if there are recommendations coming forward from the Community Plan and Zoning Bylaw review to increase the allowable space for caretaker units on commercial and industrial lots. Administration replied that the draft plan hasn't been received yet as they are still reviewing surveys and data collected. She noted that changes would be a Council decision once a draft is brought forward of what was heard from the public. D/M Korol noted the Lands Officer's recommendation that approval could set precedence. She noted that the allowable space is currently 80 square meters for a caretaker unit and the unit is already exceeding this at 125 square meters. It was noted that the property was likely built before the last Community Plan and Zoning Bylaw review.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That the Variance Request submitted by Colter Freund for Lot 1767, Plan 4325, 57 Highway 5, in Fort Smith be approved.**

**RECOMMENDATION TABLED**

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

**That the Variance Request submitted by Colter Freund for Lot 1767, Plan 4325, 57 Highway 5, in Fort Smith be tabled until more information is received.**

**CARRIED UNANIMOUSLY**

- c. Briefing Note DPA-005-24-A Home Occupation Business – The briefing note was reviewed. D/M Korol asked if the home occupation includes a tiny home build. Cr. Campbell noted that home-based businesses create more traffic in residential areas but supports the intent of business in offering counselling services. Administration noted that the development permit is for a home occupation business and an addition to the property to accommodate the business. Cr. Couvrette was uncertain from the application if the expansion is for an addition or a stand-alone accessory building or if the request is permitted within the current Zoning Bylaw. He requested briefing notes be brought forward with more information in the future as it is Council’s responsibility to make informed decisions. He found the vagueness of the applications troublesome in being the approving authority. Further, he suggested when reviewing the Business License Bylaw that documentation for conditional uses be discussed, including a checklist for the minimum amount of information required for Council to make an informed decision. Cr. Campbell agreed that guidelines need to be established for Council to approve home occupation businesses and felt that tax rebates should not be offered to properties with home occupation businesses. Cr. Pischinger agreed with the comments and had concerns with building on a residential property to accommodate business ventures.

D/M Korol requested an update on the timeline for the Community Plan and Zoning Bylaw review to be done. Cr. Couvrette advised that EDAB’s business licensing recommendations are planned to be finalized next week and will be recommended to be brought to the Bylaw Review Committee by Mayor and Council. Cr. Campbell suggested tabling all home occupation briefing notes until the recommendations are brought forward from EDAB. D/M Korol suggested that Council review the briefing notes without proposed changes to the building footprint. Cr. Couvrette agreed with D/M Korol and noted that standards need to be established to ensure an informed process for when Council is acting as the development authority. Cr. Campbell agreed and didn’t think home occupation businesses are being monitored and enforced for compliance and noted that all indicate operations as desk operations. Administration confirmed that the next two applications are not requesting changes to the blueprints of the building.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

**That DPA-005-24-A, submitted by Jessica Carriere, to operate a home occupation counselling, coaching, and workshops business, Soul Full Heart Inc., from Lot 588, Plan 319, 27 Wren Crescent in Fort Smith be approved.**

**RECOMMENDATION TABLED**

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That DPA-005-24-A, submitted by Jessica Carriere, to operate a home occupation counselling, coaching, and workshops business, Soul Full Heart Inc., from Lot 588, Plan 319, 27 Wren Crescent in Fort Smith be tabled until more information is received.**

**CARRIED UNANIMOUSLY**

- d. Briefing Note DPA-006-24 Home Occupation Business – The briefing note was reviewed. D/M Korol noted that the applicant is looking to operate his business from his mother’s home and suggested review of the tax rebate bylaw in consideration of home occupation businesses and the impacts.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That DPA-006-24, submitted by William-John McNeill, to operate a home occupation plumbing and heating business, River Flows Mechanical, from Lot 1371, Plan 1760, 429 Calder Avenue in Fort Smith be approved.**

**IN FAVOUR – D/M KOROL, MAYOR DANIELS, CR.**

**PISCHINGER, CR. BEAULIEU, CR. COUVRETTE**

**ABSTAINED – CR. CAMPBELL**

**RECOMMENDATION CARRIED**

- e. Briefing Note DPA-008-24 Home Occupation Business – The briefing note was reviewed. D/M Korol noted that the application is a resubmission without welding as per the Development Appeal Board’s decision.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: D/M Korol**

**That DPA-008-24, submitted by Craig and Pam Walsh, to operate a home occupation general contracting business, The Newfie Workshop & Online Sales, from Lot 25, Block 18, Plan 212, 22 Ptarmigan Street in Fort Smith be approved.**

**IN FAVOUR – D/M KOROL, MAYOR DANIELS, CR.**

**PISCHINGER, CR. BEAULIEU, CR. COUVRETTE**

**ABSTAINED – CR. CAMPBELL**

**RECOMMENDATION CARRIED**

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Couvrette**

**That Cr. Pischinger be excused from the Protective Services Standing Committee meeting on April 9<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on May 7<sup>th</sup>, 2024.

9. Adjournment

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 7:15 pm.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Corporate Services Standing Committee  
Tuesday, April 9<sup>th</sup>, 2024 at 7:00 pm  
Town Hall Council Chambers

Chairperson: Cr. Tuckey  
Members: Mayor Daniels (Conference Call), D/M Korol, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette  
Regrets: Cr. Fergusson  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Katie Reid, Executive Secretary  
Emily Colucci, Director of Community Services

1. Call to Order

Mayor Daniels called the meeting to order at 7:17 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. Campbell**

**Seconded by: Cr. Couvrette**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The Corporate Services Standing Committee Minutes of March 5<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on March 19<sup>th</sup>, 2024.

D/M Korol noted that it was requested that the Ambulance Bay facility go to tender and requested an update. Administration replied that there has been no movement on this.

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

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

4. Governance

- a. Communications Committee

- i. Draft Communications Plan – The draft Communications Plan was reviewed. D/M Korol is unsure how to move forward with the plan with the EDO and Executive Assistant position vacant and in consideration of changes with the Executive Secretary position.

Cr. Couvrette felt the plan was a great start and is needed to move forward with next steps towards a communications strategy and policy. Cr. Couvrette asked if there are guidelines in responding to public inquiries such as timelines to provide responses and noted that he didn't notice this incorporated into the draft plan. He noted that the plan designated the Executive Assistant position as the first point of contact for communications and felt that with the position vacant, that communications would be come overwhelming added to SAO duties.

Administration advised that the draft Communications Plan was developed but never advanced in early 2023. Further, she noted that the human resources plan put forward by the former SAO included the removal of the Executive Assistant position from the org chart. Administration continued that she is determining which position could take the role of communications and how communications could be shared amongst the organization.

D/M Korol noted that the last Communications Committee meeting and Bylaw Review Committee meeting were held in April 2023.

b. Bylaw Review Committee

- i. Draft 2024 Mill Rate Bylaw 1058 – The Draft 2024 Mill Rate Bylaw 1058 was reviewed. D/M Korol thanked Administration for the briefing note and noted that the tables were helpful in understanding the weighting as Council had approved a 2.58% property tax revenue increase.

Cr. Couvrette noted that Council had motioned to weight the property tax revenue increase of 2.58% on institutional properties but has noticed that all mill rates have increased including for residential-developed properties. He noted that there appears to be increased weighting to institutional properties compared to residential but was unsure how the increase would impact residential property tax amounts. He clarified that he would like to ensure that most of the tax revenue increase is weighted institutionally and requested an update on billing amounts as well as for developed versus undeveloped properties. Cr. Couvrette felt that holding undeveloped land goes against the community's best interest and that developing vacant land should be incentivized through increased property taxes.

Cr. Campbell requested additional information and options for weighing different property classifications for review at the Regular Council Meeting on April 16<sup>th</sup>. Administration confirmed that she would bring options to Council for consideration.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

**That the 2024 Mill Rate Bylaw 1058 be forwarded to the Regular Meeting of Council on April 16<sup>th</sup>, 2024, for First and Second Reading.**

**CARRIED UNANIMOUSLY**

- c. Post-Secondary Education Committee – Cr. Couvrette advised that PSEC has not met recently but plans to meet with the Board of Governors in the next six weeks.
- d. NTPC Intervention Committee – Cr. Couvrette advised that NTPC had submitted a rate increase application to the PUB for an increase of 12% across the NT and that Stand Alone Energy Ltd. was contracted on behalf of the Town to intervene. He continued that the PUB had made a decision on the application and has limited their proposed revenue increase from \$11.5 million to \$2.5 million. Cr. Couvrette felt the intervention was successful in decreasing the proposed rate increase and advised that he would bring additional information to the Regular Council Meeting next week.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List from March 2024 was reviewed. Cr. Campbell noted an expenditure of \$19k to NSixty and asked if the work went to tender. Administration replied that the amount was for multiple expenditures for materials and services. Cr. Campbell requested that combined expenditures be broken out for Council's review.

Cr. Campbell requested an update on the expense for \$12k to Arctic Supply Centre. Administration replied that the expense was for the HR Consultant.

- b. Correspondence – The Correspondence List from March 2024 was reviewed.
- c. License Report – The License Report from March 2024 was reviewed. D/M Korol was pleased with the amount of dog tags issued in March.

6. Administration

- a. Briefing Note MACA O&M Funding Contribution Agreement – The briefing note was reviewed. Administration was concerned regarding the level of certainty with MACA funding only being issued for three-months and that she has inquired to MACA but has yet to receive a response. D/M Korol replied that the GNWT budget has not yet been approved and as a result, that they can only issue funds up until June 2024.

Cr. Couvrette noted that the funding amount looks similar to previous years and requested inquiring to determine if there are intentions to increase funding at least to inflation. Administration advised that she has a meeting planned with MACA tomorrow and would follow up.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

**That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for the fiscal periods of April 2024, May 2024, and June 2024, with a total funding amount of \$565,750.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note MACA Water and Sewer Subsidy Funding Contribution Agreement – The briefing note was reviewed. Cr. Couvrette noted a discrepancy in the funding amounts in the contribution agreement as the written amount indicates a total of \$202k rather than \$151.5k and hopes that the Town would be receiving the larger amount. Administration advised that she would follow up with MACA.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for the fiscal periods of April 2024, May 2024, and June 2024, with a total funding amount of \$151,500.**

**CARRIED UNANIMOUSLY**

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

**That Cr. Fergusson be excused from the Corporate Services Standing Committee Meeting on April 9<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on May 7<sup>th</sup>, 2024.

9. Adjournment

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

**That the meeting be adjourned at 7:47 pm.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Community Services Standing Committee  
Tuesday, April 9<sup>th</sup>, 2024, at 7:30 pm  
Town Hall Council Chambers

Chairperson: Cr. Couvrette  
Members Present: Mayor Daniels, D/M Korol, Cr. Campbell, Cr. Tuckey, Cr. Pischinger, Cr. Beaulieu  
Regrets: Cr. Fergusson  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Emily Colucci, Director of Community Services  
Katie Reid, Executive Secretary  
Sarah Westwell, Recording Secretary

1. Call to Order

Cr. Couvrette called the meeting to order at 7:58 pm and handed the Chair to Cr. Fergusson.

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. Cr. Campbell requested adding discussion on the swimming pool to the agenda.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

**That the agenda be adopted as amended to include discussion about the swimming pool schedule.**

**CARRIED UNANIMOUSLY**

b. Minutes – The Community Services Standing Committee Minutes of March 12<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on March 19<sup>th</sup>, 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 March 2024 – The CRC statistics were reviewed.

The Director of Community Services advised that there were a lot of events in March. We were able to take part in the career fair at Aurora College on March 5<sup>th</sup>, 2024. We had two booths with information on employment with the Town. We were the location for some of the frolics kids carnival games during the frolics weekend. We are thankful for the volunteer organizations and Smiths Landing that put on fun events for kids. Big Fun also happened during the same weekend and was also successful. Community planning and zoning bylaw project hosted open houses at the CRC in the Seniors' Room and the Loppet registration also took place in the CRC. The Wildfire Community information session was held there, a curling championship that took place from March 18<sup>th</sup>–22<sup>nd</sup> and we have also been hosting the healthy family sessions every Wednesday. We are still working on promotional campaigns for self-led programs. We have just hired a Yoga instructor

and will be announcing some classes coming up. Working on signage within the community and more first aid training and searching for funding to update the squash court. We also finished our MACA funding, and we will be reapplying for that. We were able to spend it in ways that supported our child and youth resiliency programming around story time, parents and tots in the pool, and in the gymnasium, our Youth Centre initiative funding and our sport and rec funding. Adding on – we have installed permanent sound system in the fitness room. We will be starting Zumba again soon. Ongoing maintenance; painting and refreshing continues. In the pool: the paddling club has done some of their pool sessions, it is something we have tried to do every year with them and work around a schedule to get the paddling club in for rentals. We are still going through our regular in-services. We have two individuals going through the lifeguarding certification process right now and are preparing an aqua fit program. The arena: it is closed now. We were happy to have the Fort Smith Skating Club hold their carnival near the end of month, and we had great attendance. We were also able to have free family skates sponsored by SLFN.

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

For the library, you can see in your graphs that there is lower attendance, and we usually see a decrease due to spring break, but we were able to have two school visits and spring break activity during both weeks. We are changing up some of our adult programming for bring your own craft night, we are going to be trying an adult weaving program trying to respond to what our patrons want to see. We were able to tie in activities during the frolics, we are continuing the curious creators club every Friday introducing activities that include literacy, skill building, and STEM with more events planned for April. We will have Earth Day, junior librarian club, continuing the curious creators club and adult programming. We will also be at the trade show and will be able to get people signed up for new library cards and such.

Cr. Couvrette asked during the off-season use of the arena, if there any plans for things like broom ball or ring hockey. The Director of Community Services responded that we do try to work with community groups to support the space, but we do not budget for staff in the arena during the off season. We try to find community groups to take on the scheduling and organization of the club itself and then we can support the space by keeping it clean and open. We do not have it in the budget for programming during the off season as it is only budgeted for 6-months for wages.

D/M Korol was approached about having a community yard sale out of the arena as a one-day event if that was a possibility. The Director of Community Services suggested having them contact her and it could be tied into the farmers market, making it a larger event. D/M Korol stated it is exciting that there is a yoga instructor in the future. Is there somewhere else in rec center other than the fitness room for zen. Inquired about the curling club lounge, the seniors room, or the daycare for an hour in the evening. The Director of Community Services responded, It is not out of the realm of possibility. The gymnasium would be the best place for a class like that. The curling lounge is all carpet so it would not be hygienic for a fitness class. The daycare would be possibility but there is a lot of furniture in the way so it would be a lot of moving. The training room in the pool is really the only other room and it is not great as a fitness room. The fitness room is the best for it. Thankfully we have instructors that have been great to work with and are flexible. We are trying to make the best out of the situation we have and we are trying to take the feedback that we get and adjust from there.

5. Advisory Boards

- a. Community Services Advisory Board – CSAB did not occur in March and is rescheduled for the end of April.
- b. Economic Development Advisory Board
  - i. EDAB Minutes March 21<sup>st</sup>, 2024 – The EDAB minutes were reviewed. The main take-away was to deal with the proposed recommendations coming from the board with regards to the business licensing bylaw. The Boards vice chair agreed to consolidate them and have them for next meeting in April. It is anticipated that the document can go immediately forward to the Mayor and council then on to the bylaw review committee.
  - ii. EDAB New Appointment – Ken Rehm  
**RECOMMENDATION**  
**Moved by: D/M Korol**  
**Seconded by: Cr. Tuckey**  
**That Ken Rehm be appointed to the Economic Development Advisory Board for a two-year term ending December 31<sup>st</sup>, 2025.**  
**CARRIED UNANIMOUSLY**
  - iii. EDAB Reappointments – Mike Keizer, Helena Katz, Kevin Antoniak  
**RECOMMENDATION**  
**Moved by: Cr. Campbell**  
**Seconded by: Cr. Tuckey**  
**That Mike Keizer, Helena Katz, and Kevin Antoniak be reappointed to the Economic Development Advisory Board for a two-year term ending December 31<sup>st</sup>, 2025.**  
**CARRIED UNANIMOUSLY**

6. Other Business

- a. Swimming Pool Scheduling – Cr. Campbell noted that we have just had a \$4 million dollar renovation on the whole place with not much done on the pool but we seem to be closing the doors more often than not. We need to find what the problem is, if that means bringing in an engineer or a professional to do an assessment of it and repair it. We are down too many days of the year. We need answers on how we can prevent these things with preventative maintenance. It is a huge community asset that is not being used to its full potential.

Cr. Tuckey agreed with Cr. Campbell and wanted to share research that he did. Looking online between Hay River, Yellowknife, Inuvik and Fort Smith in terms of the recreation facilities. Hay River hours of operation for their swimming pool is Monday-Friday 6:30am-8pm and Saturday and Sunday from 12 noon -6pm. It is open 7 days a week, with 3 pools. During the day the community has on average 14 hours per day of access to the pool, adding up to 79.5 hours weekly, 4,134 hours annually. Hay River rated #1. Yellowknife came in second with hours of operation from 6am – 9pm, closed Saturdays and Sundays. The community has access to the pool on average 15 hours per day which adds up to 75 hours per week and 3,900 hours annually. Inuvik hours of operation from 10am – 9pm, closed Monday and Tuesday. The community has access to the pool on average 10.5 hours per day which adds up to 52.5 hours per week and 2,730 hours annually. Fort Smith hours of operation 6am -9:30pm, 3 days per week, closed Monday, Wednesday, Friday and Sunday. The community has access to the pool on average 6 hours per day which adds to 18 hours per week and 936 hours annually. Cr. Tuckey the swimming

pool is and must be the biggest asset in the Recreation Center. He asked about pool frequency and has yet to receive an answer. He agrees that we need to get someone to review and assess the pool. We should be open 8-9 hours if we are only open 3 days a week. We need to find out what the issue is, we have trained everyone. We should give a directive and make a motion that we expect to have the pool open 5-days a week with a full schedule and access to the community. William Schaefer was open 7 days a week, and they fixed their problems with minimal shutdowns. Would like to go in-camera to discuss personnel regarding an issue at the pool. Kids are working, but for some reason they do not want to work at the rec center, and we need to start asking questions. The problems are not just mechanical issues and wasted 2.5 years. We should have been given a directive from start of the term; we should be open 5 days a week with a full schedule.

Mayor Daniels suggested getting other communities pool facilities maintenance records and agreed to bring a person in to look at the pool. One of the issues around the pool is the generator that is not there, when the power goes it floods and hasn't been dealt with.

Cr. Campbell agreed with Cr. Tuckey that it needs to be open more. Even with having a hard time with lifeguards we must work on staying on schedule. We need to fix the issues with drain leaks over pressurized and pumps going down. Things could be brought in the next day and bring people in to do it right. Suggested bringing in an engineer to go through mechanical system at the pool.

D/M Korol made a recommendation to request a detailed analysis to maintain the pool and keep the pool open and what would be needed mechanically and staffing wise to increase capacity to keep the pool open. Cr. Campbell seconded.

Cr. Campbell agreed that we need someone to tell us how to correct the issues. We would need the analysis ASAP.

Administration is not sure how to respond to these type of statements made in a public meeting. She came prepared to discuss the aging infrastructure and what the current situation is with the pool being shut down. As for the overall assessment of the pools' condition and what needs to be done, there is no timeline available. Council gave direction and priority to public health and safety, and preparing for the upcoming wildfire season, and now wants the pool as a priority.

Cr. Campbell suggested hiring an engineering firm to complete an assessment of the mechanics of the swimming pool ASAP. We need a swimming pool specialist to tell us what is going on with the swimming pool.

Cr. Couvrette called a point of order for a detailed analysis to be completed and brought back to Mayor and council. Cr. Pischinger's understanding is that with this motion there is no timeline. Agreed there should be an analysis but when will it be done. The biggest complaint from the community is that the pool is not open, so how are we going to change that without a timeline to get information. How and when are we going to get the pool open. Cr. Tuckey agreed with Cr. Campbell but the bigger question in terms of the timeline is who is going to do the analysis and recommended it be done on a highly professional basis.

Administration would like the motion to include direction to develop a briefing note with the timeline and the cost, impacts on budget and other priorities. D/M Korol agreed to the amendment to the Motion.

Cr. Campbell does not want to wait for a cost analysis and to have the pool closed for several weeks. Wants an assessment done now to get the pool operational ASAP.

Cr. Beaulieu agrees with Cr. Campbell and is embarrassed by the comments made. Hay River has a beach and it is still open 7 days a week. We do not have a beach we should have a pool open 7 days a week. Agrees with Cr. Campbell to get an engineer instead of spending millions on maintenance.

Cr. Campbell agreed to it but there needs to be a timeline. Two weeks. D/M agrees to a two-week timeline.

Mayor Daniels suggested visiting Hay River and working with them regarding their pool operations.

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

**Administration will prepare a briefing note on the cost and timeline of a full assessment of the pools mechanical structure within a two-week period.**

**CARRIED UNANIMOUSLY**

Cr. Pischinger asked if we know how long the pool will be closed. Administration has a report for municipal services standing committee meeting.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Pischinger**

**That Cr. Fergusson be excused of the Community Services Standing Committee meeting on April 9<sup>th</sup>, 2024.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on May 14<sup>th</sup>, 2024.

9. Adjournment

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

**That the meeting be adjourned at 8:47 pm.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Standing Committee  
Tuesday, April 9<sup>th</sup>, 2024, at 8:00 pm  
Town Hall Council Chambers

Chairperson: Cr. Campbell  
Members Present: Mayor Daniels, D/M Korol, Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger  
Regrets: Cr. Fergusson  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Katie Reid, Executive Secretary  
Emily Colucci, Director of Community Services  
Sarah Westwell, Recording Secretary

1. Call to Order

Deputy Mayor Korol -called the meeting to order at 8:52 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Tuckey**

**That the agenda be adopted as amended to include an update on the pool status.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The Municipal Services Standing Committee Minutes of March 12<sup>th</sup>, 2024, were reviewed and adopted at the Regular Meeting of Council on March 19<sup>th</sup>, 2024.

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

4. Directors Report

- a. Municipal Services Director Report March 2024 – The Director’s report was reviewed.

Administration advised that there is a new template for the Directors report. Capital plan projects: The remediation work from the fire actions in 2023 is coming close to completion. Review of the remediation work shows that Tamarac is 100% complete. the Snow depot area is 100% complete with all the logs deemed usable being moved to the snow depot area. Frog pond area is 95% complete, just some final mulching to be done. Wilderness to Wintergreen is 70% complete, some burning and mulching to be done. Landfill remediation work will begin this week and the water plant area is at 95% and the remediation work should be completed by the end of April.

Administration provided an update on Public Works. They are hauling snow prioritizing the areas that will help with the spring melt. Learning to use the snowblower attachment for the muti-hog. Peeling ice off the roads and sidewalks is taking longer due to the increase of the ice from the freezing rain in January and the above temperatures experienced this winter. Vacuum trucks and pumps are ready if needed, however, areas are quickly drying up.

Ongoing regular operations with the water plant having no update with nothing outside regular operations.

Additionally, administration provided an update on Facilities Maintenance. CIMCO has serviced the ice plants and they have been shut down. The ice has been removed from both the curling rink and arena surfaces with nothing else to report.

D/M Korol asked with the remediation work done and logs been taken for use. How, when, and who gets to take the logs as well, Did the new plant for curling club come in or timeline and did they practice blowing the snow into trucks.

Administrations understanding of how the logs get distributed throughout the community is a council decision on fair and equitable distribution of the firewood. Director of Community Services responded to the second question stating they will be starting construction on the ice plant by building it remotely prior to transporting it here. We are still determining the details and specs about where it will be placed once it arrives. Once that is settled and its built, it will be brought in on skids and placed. The current plant has an extension that comes out to cool and circulate through plant. The best recommended location is to slide it to the side and back of the building rather than the link way. We are currently going through details and have a project manager working on it. Third question. Administration stated they had problems blowing snow into trucks because of the level of ice and lack of free snow to practice on.

D/M Korol asked if we had any problems when ice left the curling rink with flooding.

Director of Community Services responded the ice is still melting and is graded so that the water pools at the far end of curling rink currently using squeegee over the easy sheets to speed up drying process. due to fragility of sheets, can not utilize floor machines to suck up water, so we try to speed it up during the day with doors open and heat and there is still water leaking into the basement. Cr. Campbell asked if panels are being covered. Responded that it is leaking near but not over the panels at this point and we are watching it and cleaning water.

## 5. Other Business

- a. Pool Update – Administration provided an update on the current pool status. It was noted that there was a lot of water is being lost and upon testin, determined that the pumps are not holding pressure, CAB construction (original builders) were brought in and suggested breaching the tile flooring from the middle of the system and check inlet by inlet, prior to that there is one other test to sound the system. . Will provide updates as information is available. This is likely due to the age of the infrastructure and has happened three times throughout its lifetime already at various spots.

Cr. Campbell asked if we could put liners down the lines. Cr. Couvrette emphasizes the point that it is a 20-year old swimming pool. Disappointed that it wasn't included in the rec center mid-life retrofit and with the amount of problems we have had over the past 12 months we may have to do a midlife retrofit on the pool. Dig into reserves to get pool back to where it will be a reasonably reliable asset. Administration to do a BN to obtain pricing for a full pool assessment and report on retrofit options.

Cr. Campbell questioned why the problem was not fixed any other time this has happened. We are band-aid fixing the concrete and suggested bringing an engineer in and keeping the pool closed to get problem fixed.

Director of Community Services stated that in other pools, usually there is a trench system around the pool to expose the lines, however, Fort Smith's pool lines are buried and this makes it harder to maintain the lines. We are not able to be proactive and detect emerging issues before there is a problem.

Cr. Pischinger suggested finding other similar pools to seek out information.

Cr. Beaulieu mentioned that they remember the past Mayor and council had dug up the lines and wondered why they would rebury them. Director of Community Services responded lines run right under the pool deck and tiles. It is not an ideal design, but we are left with little options to change without a large scale rebuild. Cr. Beaulieu suggested reaching out to Hay River or Yellowknife to determine their build.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Tuckey**

**That Cr. Fergusson be excused from the Municipal Services Standing Committee meeting on April 9<sup>th</sup>, 2024.**

**CARRIED UNANIMOSLY**

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 14<sup>th</sup>, 2024.

8. In-Camera Session S.23 (3)(e)

**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)(e) *a matter still under consideration and on which Council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carry out its activities or negotiations.***

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That Council move out of in-camera at 9:29 pm.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: D/M Korol**

**Seconded by: Cr. Couvrette**

**That the meeting be extended beyond 3 hours by 15 minutes.**

**CARRIED UNANIMOUSLY**

**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)(e) *a matter still under consideration and on which Council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carry out its activities or negotiations.***

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: D/M Korol**  
**Seconded by: Cr. Couvrette**  
**That Council move out of in-camera 9:45 pm.**  
**CARRIED UNANIMOUSLY**

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Beaulieu**

**The meeting be adjourned at 9:46 pm.**

**CARRIED UNANIMOUSLY**



## BRIEFING NOTE

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To: Mayor & Council  
Date: April 09, 2024  
Subject: 2024 Mill Rate Bylaw

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### **Purpose:**

To present the 2024 Mill Rate Bylaw.

### **Background:**

Council approved the 2024 Operating Budget which included proposed property tax revenue of \$3,966,149: an approximate 2.58% increase over the 2023 amount. This requires revision of the Mill Rate. Mill Rate is determined as follows:

$$(\text{Property Tax Revenue Requirement}) / (\text{Total Assessed Value of all properties in Town}) = \text{Mill Rate}$$

From this equation two things can be determined:

- With a fixed Total Assessed Value, an increase in the Revenue Requirement will result in an equivalent increase in the Mill Rate; and
- With a fixed Revenue Requirement, an increase in the Total Assessed Value will result in an equivalent decrease in the Mill Rate.

So, the 2.58% increase in Property Tax Revenue should result in an average 2.58% increase in the Mill Rate. Note that increases in Total Assessed Value (i.e., new construction) and the re-weighting of property classes will reduce the Mill Rate increase necessary to meet the Property Tax Revenue Requirement.

Some Notes regarding Assessed Values:

- The Town does not assess properties; this information is provided by the GNWT, and the role of the Town is to establish the Mill Rate based on the approved Property Tax Revenue Requirement; and
- The GNWT assesses properties by 'class'; these classes include Residential, Commercial, Industrial, and Institutional; these classes are further subdivided by grantable (government properties) or taxable (private properties) and developed or vacant.
- These classes, while similarly named, are not the same as municipal development zones, i.e., a person running a home occupation in a Residential Zone may be assessed in the Commercial Class.

When property owners disagree with the GNWT assessment of their property, they can dispute the assessment at the Board of Revision, which meets each Spring. The outcome of this meeting may result in minor changes to the Total Assessed Value. Although the Board of Revision may meet in May 2024, there are likely to be no substantial changes to the current assessment."

The Council can assign different mill rates to different classes of property and can use these reallocations to distribute the tax burden across classes of property. The 2024 assessment calculations are based on the class of property and the percentages assigned to their respective taxable assessment, as shown in the table below. However, four Scenarios are proved for council to select.

**Scenario 1:** There will be no mill rate increases for residential developed and country residential developed properties. However, there will be a slight increase in mill rates for residential non-developed and country residential non-developed properties.

PT on \$100,000 assessed value (see your assessment notice) NOT MARKET VALUE					
PT CLASSES	WEIGHTING	PT ON \$100,000 ASSESSED VALUE	MILL RATE 2024	MILL RATE 2023	EST. PT
Residential	0.4350	\$ 100,000	13.87	13.87	-\$ 0
Residential - Undeveloped	0.4475	\$ 100,000	14.27	14.18	\$ 9
Commercial	0.8250	\$ 100,000	26.31	25.43	\$ 87
Commercial - Undeveloped	0.8750	\$ 100,000	27.90	26.97	\$ 93
Industrial	0.8255	\$ 100,000	26.32	25.43	\$ 89
Industrial - Undeveloped	0.8850	\$ 100,000	28.22	26.97	\$ 125
Institutional	1.1300	\$ 100,000	36.03	34.22	\$ 181
Institutional - Undeveloped	1.1800	\$ 100,000	37.63	35.76	\$ 187
Recreation	0.5000	\$ 100,000	15.94	15.41	\$ 53
Telecommunications	1.1100	\$ 100,000	35.39	34.22	\$ 118
Country - Residential	0.3866	\$ 100,000	12.33	12.33	-\$ 0
Country - Undeveloped	0.3890	\$ 100,000	12.40	12.33	\$ 7
Country - Mixed	0.4500	\$ 100,000	14.35	13.87	\$ 48

**Scenario 2:** There will be no mill rate increases for residential developed properties. However, there will be a slight increase in mill rate for residential non-developed.

PT on \$100,000 assessed value (see your assessment notice) NOT MARKET VALUE					
PT CLASSES	WEIGHTING	PT ON \$100,000	MILL RATE 2024	MILL RATE 2023	EST. PT
Residential	0.4355	\$ 100,000	13.87	13.87	\$ 0
Residential - Undeveloped	0.4475	\$ 100,000	14.25	14.18	\$ 7
Commercial	0.8250	\$ 100,000	26.28	25.43	\$ 85
Commercial - Undeveloped	0.8750	\$ 100,000	27.87	26.97	\$ 90
Industrial	0.8255	\$ 100,000	26.30	25.43	\$ 86
Industrial - Undeveloped	0.8850	\$ 100,000	28.19	26.97	\$ 122
Institutional	1.1300	\$ 100,000	36.00	34.22	\$ 178
Institutional - Undeveloped	1.1800	\$ 100,000	37.59	35.76	\$ 183
Recreation	0.5000	\$ 100,000	15.93	15.41	\$ 51
Telecommunications	1.1100	\$ 100,000	35.36	34.22	\$ 114
Country - Residential	0.4000	\$ 100,000	12.74	12.33	\$ 41
Country - Undeveloped	0.4000	\$ 100,000	12.74	12.33	\$ 41
Country - Mixed	0.4500	\$ 100,000	14.33	13.87	\$ 46

**Scenario 3:** The weight of industrial underdeveloped properties has increased from .8750 to .8755. However, since the taxable assessment for such properties is less than 1% of the taxable base, any change has only a minor impact on the overall mill rate. On the other hand, residential properties constitute more than 60% of the taxable base. The weightage for residential properties has been adjusted down from .45 to .445. This minor adjustment has a relatively more significant impact as it reduces the burden on residential payers.

PT on \$100,000 assessed value (see your assessment notice) NOT MARKET VALUE					
PT CLASSES	WEIGHTING	PT ON \$100,000 ASSESSED VALUE	MILL RATE 2024	MILL RATE 2023	EST. PT
Residential	0.4450	\$ 100,000	14.10	13.87	\$ 23
Residential - Undeveloped	0.4600	\$ 100,000	14.58	14.18	\$ 40
Commercial	0.8250	\$ 100,000	26.15	25.43	\$ 72
Commercial - Undeveloped	0.8750	\$ 100,000	27.73	26.97	\$ 76
Industrial	0.8250	\$ 100,000	26.15	25.43	\$ 72
Industrial - Undeveloped	0.8755	\$ 100,000	27.75	26.97	\$ 78
Institutional	1.1100	\$ 100,000	35.18	34.22	\$ 96
Institutional - Undeveloped	1.1600	\$ 100,000	36.77	35.76	\$ 101
Recreation	0.5000	\$ 100,000	15.85	15.41	\$ 43
Telecommunications	1.1100	\$ 100,000	35.18	34.22	\$ 96
Country - Residential	0.4000	\$ 100,000	12.68	12.33	\$ 35
Country - Undeveloped	0.4000	\$ 100,000	12.68	12.33	\$ 35
Country - Mixed	0.4500	\$ 100,000	14.26	13.87	\$ 39

**Scenario 4:** This scenario utilized the 2023 weight without any adjustments for the 2024 weighing.

PT on \$100,000 assessed value (see your assessment notice) NOT MARKET VALUE					
PT CLASSES	WEIGHTING	PT ON \$100,000 ASSESSED VALUE	MILL RATE 2024	MILL RATE 2023	EST. PT
Residential	0.4500	\$ 100,000	14.19	13.87	\$ 32
Residential - Undeveloped	0.4600	\$ 100,000	14.51	14.18	\$ 33
Commercial	0.8250	\$ 100,000	26.02	25.43	\$ 59
Commercial - Undeveloped	0.8750	\$ 100,000	27.60	26.97	\$ 62
Industrial	0.8250	\$ 100,000	26.02	25.43	\$ 59
Industrial - Undeveloped	0.8750	\$ 100,000	27.60	26.97	\$ 62
Institutional	1.1100	\$ 100,000	35.01	34.22	\$ 79
Institutional - Undeveloped	1.1600	\$ 100,000	36.58	35.76	\$ 82
Recreation	0.5000	\$ 100,000	15.77	15.41	\$ 36
Telecommunications	1.1100	\$ 100,000	35.01	34.22	\$ 79
Country - Residential	0.4000	\$ 100,000	12.61	12.33	\$ 28
Country - Undeveloped	0.4000	\$ 100,000	12.61	12.33	\$ 28
Country - Mixed	0.4500	\$ 100,000	14.19	13.87	\$ 32

**Recommendation:**

That Council approve the 2024 Mill Rate Bylaw by selecting one of the above scenarios.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1058

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL AND EDUCATION MILL RATE, PASSED PURSUANT TO SECTION 76 OF THE PROPERTY ASSESSMENT AND TAXATION ACT, BEING CHAPTER P-10, OF THE REVISED STATUTES OF THE NORTHWEST TERRITORIES 1988.

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 and is required by the provision of the Property Assessment and Taxation Act to establish Mill Rates for Municipal and School purposes; and

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

- 1. That this bylaw may be cited as the "2024 Mill Rate Bylaw".
2. That assessed property in the Town of Fort Smith, liable to taxation and in respect of which grants-in-lieu of taxes may be paid, shall be liable for taxation and grants-in-lieu of taxes as follows:
a) Residential Developed.....
b) Residential Non-Developed.....
c) Commercial Developed.....
d) Commercial Non-Developed.....
e) Industrial Developed.....
f) Industrial Non-Developed.....
g) Institutional Developed.....
h) Institutional Non-Developed.....
i) Recreational.....
j) Telecommunications.....
k) Country Residential Developed.....
l) Country Residential Non-developed.....
m) Country Residential Mixed Use.....

- 3. That the rate of taxation to be applied to lands and improvements liable to taxation, or in respect of which grants-in-lieu may be paid, for school purposes shall be as follows for the year 2024.
a) School Levy..... 2.86

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

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



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 1058**

---

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:** Regular Meeting of Council

**Date:** April 16, 2024

**Subject:** Funding Agreement - Community Public Infrastructure Funding

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**Purpose:**

To provide information to the committee regarding funding for Community Public Infrastructure from MACA.

**Background:**

Each fiscal year Municipal and Community Affairs provides a contribution agreement to provide funding to the Town of Fort Smith for infrastructure replacement. This agreement is for three months.

**Analysis:**

In 2022 and 2023, CPI received a total amount of funding of \$1,446,000 from Municipal and Community Affairs, which was distributed in one lump sum. This agreement is \$361,500 for April, May, and June 2024

**Recommendation:**

That Council approves the CPI Funding Contribution Agreement with MACA for the fiscal periods of April 2024, May 2024, and June 2024, with a total funding amount of \$361,500.

## CONTRIBUTION AGREEMENT

## COMMUNITY PUBLIC INFRASTRUCTURE

Contribution Agreement: **Town of Fort Smith**

Schedule "A": Quarterly Report form

### Instructions:

Print two copies of the Contribution Agreement package and send both copies to the Recipient for signature. Instruct the Recipient to sign and date both copies and then send both signed copies to the Regional Superintendent designated for the Department of Municipal and Community Affairs (MACA) for execution. Have the MACA official sign and date both copies.

**After both copies of the Contribution Agreement are signed by both parties, send one original copy of the signed Agreement back to the Recipient and process the other signed original.**

**NOTE:** No funds will be released to the Recipient until the Contribution Agreement package, signed by both parties, has been processed by the regional Shared Financial Services.

**CONTRIBUTION AGREEMENT  
COMMUNITY PUBLIC INFRASTRUCTURE**

**THIS AGREEMENT** made on **April 1, 2024**

**BETWEEN:**

**Government of the Northwest Territories**  
as represented by  
**the Regional Superintendent**  
**South Slave Region**  
**Department of Municipal and Community Affairs**  
(the "GNWT")

OF THE FIRST PART

**AND:**

**Town of Fort Smith**  
(the "Recipient")

OF THE SECOND PART

The Recipient is eligible for Community Public Infrastructure ("CPI") funding which includes mobile equipment, buildings, and all associated infrastructure under the Department of Municipal and Community Affairs' ("MACA") Community Public Infrastructure Funding Policy, Revised October 3, 2023, ("CPI Policy). The GNWT has determined that the Recipient meets the criteria of the CPI Policy.

The Recipient was authorized by Council Motion or Resolution no. \_\_\_\_\_ dated \_\_\_\_\_ to make its application for CPI funding and enter into this Agreement.

The parties agree as follows:

**Contribution and Payment**

1. If the Recipient has:
  - a) met all of its duties and obligations under the Community Public Infrastructure funding agreement for 2023-2024,
  - b) submitted its Capital Plan for the fiscal year 2024-2025 to the GNWT, and
  - c) disclosed all sources of funding, including those received in kind, respecting the CPI,the GNWT shall pay to the Recipient the total amount of **Three Hundred and Sixty One Thousand Five Hundred dollars (\$361,500)** the "CPI Funds"), as soon as practicable after the signing of this Agreement.

2. The Recipient acknowledges and agrees that payment by the GNWT of the CPI Funds is subject to section 97 of the Financial Administration Act, S.N.W.T. 2015, c. 13 as amended, which states:

It is a condition of every contract and other agreement made by or on behalf of Government requiring an expenditure that an expenditure pursuant to the contract or agreement will be incurred only if there is a sufficient uncommitted balance in the appropriation for the department for the Government fiscal year in which the expenditure is required under the contract or agreement.

3. The Recipient shall, during the term of this Agreement, disclose, in writing, any additional sources of funding that become available to it with respect to CPI, within thirty (30) days of such funding becoming available.

#### Use of the CPI Funds and Unspent Funds

4. The Recipient shall use the CPI Funds to complete the projects set out in the Recipient's Capital Plan for the fiscal year 2024-2025 and subject to eligible use of funds outlined in the CPI Policy.
5. Any Unspent Funds, will be deposited by the Recipient, recorded into a separate and distinct account, and subject to eligible use of funds outlined in the CPI Policy.

#### Term

6. This Agreement commences on April 1, 2024 and terminates on March 31, 2025 unless terminated or amended in accordance with the provisions of this Agreement.
7. This Agreement may be amended in writing by the parties.

#### Transfer of CPI and Lands

8. The parties acknowledge that certain lands (the "Lands"), improvements and chattels, furnishings, equipment and other personal property used by the Recipient to deliver municipal programs and services (the "CPI") are located on Commissioner's lands.
9. The GNWT shall transfer to the Recipient all of the GNWT's estate and interest in CPI to the Recipient and the Recipient shall assume ownership of and responsibility for the CPI except as otherwise set out in this Agreement.
10. If the Lands may be sold by the Commissioner, the GNWT shall transfer title to the Lands to the Recipient in fee simple and the GNWT shall bear the costs of such title transfers.
11. The Recipient shall apply for one or more leases of Commissioner's land for the Lands now reserved by notation for MACA in the Commissioner's lands database known and referred to as the Land Administration System, if the Lands cannot be sold by the Commissioner.

#### Recipient's Obligations for CPI

12. The Recipient shall have care and custody of the CPI, including but not limited to, the following obligations:
  - a) operate the CPI to preserve the integrity of all structures and safeguard public access and keep structures in good repair;

- b) operate the CPI to deliver municipal programs and services to all of the residents;
- c) arrange for and pay for all electrical utilities, heating fuel, telephone and cable services, water and sewage removal, and garbage disposal as required for the CPI;
- d) arrange and pay for all mechanical, heating, electrical, gas and boiler and pressure vessel maintenance, as required for the CPI;
- e) arrange and pay for all snow and ice removal, and security and supervision for the CPI, as necessary to maintain the CPI; and
- f) insure the CPI for their full replacement cost.

#### Financial accountability and reporting

- 13. The Recipient shall keep proper accounts and records of the revenues and expenditures related to this Agreement, including all working papers and all original invoices, receipts, vouchers and proof of payment, and provide copies of them to the GNWT on request or allow the GNWT, at any reasonable hour, to carry out an audit or inspection of the accounts and records for a period of seven (7) years after the termination of this Agreement.
- 14. The Recipient shall, immediately on receipt of a written request from the GNWT, refund any monies paid to the Recipient under this Agreement for which, in the opinion of the GNWT, no satisfactory evidence has been provided by the Recipient that the monies have been expended in accordance with this Agreement.
- 15. The Recipient shall:
  - a) deposit the CPI Funds into a bank account separate from the Recipient's general operating and other bank accounts, and this separate bank account shall be used solely for the CPI Funds;
  - b) credit to the CPI Funds bank account any funds received from the disposal of any assets that are Community Public Infrastructure ("Assets") that are transferred or purchased pursuant to this Agreement; and
  - c) ensure that Assets sold are sold at fair market value.

#### Quarterly and Final Financial Reports

- 16. The Recipient shall:
  - a) on the last day of each of July 31, 2024, October 31, 2024, January 31, 2025 and April 30, 2025, submit a quarterly report in the form set out in Schedule "A", Quarterly Report, along with copies of all bank statements and other substantiating documents relevant to the expenditures made under this Agreement, to the GNWT; and
  - b) on or before 120 days after the Recipient's year end, submit to the GNWT an audited schedule of revenues and expenditures related to this Agreement, in the form, "Financial Reporting Model for NWT Municipalities" located on the MACA website at [http://www.maca.gov.nt.ca/sites/maca/files/resources/financial\\_statements\\_format.pdf](http://www.maca.gov.nt.ca/sites/maca/files/resources/financial_statements_format.pdf), and subject to any additional information required by the GNWT.

### **Additional Reporting Information**

17. The GNWT may seek additional reporting information from the Recipient concerning the performance of this Agreement and the Recipient shall not unreasonably withhold such information from the GNWT.
18. During the term of this Agreement, upon the request of the GNWT, the Recipient shall meet with the GNWT and provide information and particulars to the GNWT concerning the carrying out of the CPI.

### **Withholding or Reduction of Funds**

19. The GNWT may withhold any part of the CPI Funds for non-compliance with the requirements of *Community Public Infrastructure Funding Policy*. The GNWT may provide to the Recipient the withheld CPI Funds when the Recipient is in compliance with this Agreement.
20. The GNWT may deduct from any payment of the CPI Funds or may require repayment of:
  - a) any portion of previous payments of the CPI Funds not accounted for as required by this Agreement, and
  - b) any portion of previous payments of the CPI Funds not spent or returned to the GNWT within the time specified in this Agreement or as directed by the GNWT.

### **Confidentiality**

21. The Recipient shall ensure that any information related to the affairs of the GNWT to which the Recipient becomes aware of as a result of this Agreement is treated as confidential during and after the term of this Agreement and shall not be disclosed without the prior written approval of the GNWT.
22. The Recipient acknowledges that the GNWT may be required to release information about this Agreement in accordance with the requirements of the Access to Information and Protection of Privacy Act.
23. The Recipient acknowledges and agrees that this Agreement may be disclosed to the Legislative Assembly of the Northwest Territories through the public accounts process.

### **Liability and indemnification**

24. The GNWT, its officers, servants or agents shall not be liable to the Recipient, its administrators, successors and assigns for any direct, indirect, special, incidental, exemplary, consequential or punitive damages, or any other types of commercial damage or loss of every nature and kind attributable to the performance of this Agreement, or whether directly or indirectly as a result of any breach of this Agreement, or from any tortious acts, errors or omissions on the part of the GNWT, its officers, servants or agents.
25. The Recipient shall defend, indemnify and hold harmless the GNWT, its Ministers, officers, employees, servants and agents from and against all claims, actions, causes of action, demands, costs, losses, damages, expenses, suits or other proceedings by whomever made, brought or prosecuted in any manner based upon or related wholly or partially to the acts or omissions of the Recipient in its performance of this Agreement, except to the extent that that such losses or damages were caused by the gross negligence or wilful misconduct of the GNWT, its Ministers, officers, employees, servants or agents.

26. The Recipient shall notify the GNWT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the use or expenditure of the CPI Funds under this Agreement.

### **Insurance**

27. The Recipient shall maintain insurance for the full replacement costs of the CPI.

28. The Recipient shall, without limiting its obligations or liabilities in this Agreement, obtain, maintain and pay for during the term of this Agreement, the following insurance with limits not less than those shown:

- a) Commercial General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use of bodily part or function, or property. Such insurance shall include but not be limited to the following terms and conditions:
  - i. Blanket contractual liability;
  - ii. Personal injury liability;
  - iii. Medical payments;
  - iv. Employee as additional insured\*
  - v. Broad form property damage;
  - vi. Cross liability;
  - vii. Contingent employers liability;
  - viii. Products and completed operations liability\*
  - ix. Contractor's protective liability\* and
  - x. Non-owned automobile liability\*

\* WHERE APPLICABLE

The insurance policies in this clause shall be endorsed to show the GNWT as additional named insured and the Recipient shall provide satisfactory evidence of such insurance to the GNWT or a standing authorization to obtain the information from the Recipient's insurance provider, within thirty (30) days of the signing of this Agreement.

- b) Professional Liability Insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and two million dollars (\$2,000,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this Agreement.

- c) All policies shall provide that thirty days written notice be given to the GNWT prior to any material changes or cancellations of any such policies.

### **Termination**

29. This Agreement may be terminated for any reason by either party at any time before the Recipient has spent all of the CPI Funds. In the event of such termination, the Recipient shall return to the GNWT all CPI Funds

not spent under this Agreement and provide the GNWT with an accounting of all expenditures made under this Agreement within thirty (30) days of termination.

### **Notices and Addresses**

30. In this Agreement, if the GNWT or the Recipient gives any notice, it shall be in writing and will be determined to have been received:

- a) immediately, if delivered in person;
- b) one (1) day after transmittal, if sent electronically; or
- c) ten (10) days after mailing, if sent by registered mail;

if sent to the following address:

if to the GNWT at: Bobby Bourque  
Regional Superintendent  
South Slave Region  
Municipal and Community Affairs  
BOX 127  
FORT SMITH NT X0E 0P0  
Email: bobby\_bourque@gov.nt.ca  
Fax: (867) 872-6526

if to the Recipient at: Mayor Fred Daniels  
BOX 147  
FORT SMITH NT X0E 0P0  
Email: mayor.daniels@fortsmith.ca  
Fax: (867) 872-8401

or to such other address or person that either party may identify by notice to the other.

### **Dispute Resolution**

31. All disputes about the interpretation and application of this Agreement shall be resolved by the Minister of Municipal and Community Affairs on behalf of the GNWT, in the Minister's sole discretion, and the Minister's decision shall be final.

### **Severability**

32. The parties intend that all provisions of this Agreement shall be fully binding and effective but if any particular provision or part of or all of one provision is found to be void or unenforceable for any reason, then that particular provision shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in force.

### **General Terms and Conditions**

33. This Agreement shall be interpreted and governed by the laws of the Northwest Territories and the laws of Canada as applicable.

34. Time shall be of the essence in this Agreement.
35. The term “Recipient” includes all officers, employees, servants and agents of the Recipient, as the case requires.
36. There shall be no waiver of a breach of any term or condition of this Agreement unless the waiver is in writing signed by the party who has waived the breach and specifically sets out the breach and the agreement to waive the same. A waiver with a respect to a specific breach shall not affect any rights of the parties relating to other or future breaches.
37. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their administrators, successors, and assigns.
38. No member of the Legislative Assembly shall be permitted to obtain any share of part of this Agreement or be entitled to receive any financial benefit arising from this Agreement.
39. Words in this Agreement importing male gender include female gender and words importing the singular include the plural and vice versa.

[The remainder of this page is intentionally left blank.]

40. This Agreement may be executed by the parties in separate counterparts, each of which shall be deemed to constitute an original, and all of which together shall constitute one and the same agreement. This Agreement will be considered fully executed when both parties have executed an identical counterpart, despite all signatures not appearing on the same counterpart. This Agreement may be executed and delivered by facsimile or electronic signatures.

**IN WITNESS WHEREOF** the parties have executed this Agreement through their authorized representatives as follows:

**SIGNED** on behalf of the Government of the Northwest Territories on \_\_\_\_\_ (month) \_\_\_\_ (day), 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bobby Bourque  
Regional Superintendent, South Slave Region

**SIGNED** on behalf of the Town of Fort Smith on \_\_\_\_\_ (month) \_\_\_\_\_ (day), 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mayor Fred Daniels





## BRIEFING NOTE

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**To:** Mayor and Council

**From:** Administration

**Date:** April 16, 2024

**Subject:** 2024 Emergency Management Committee (EMC)

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**Purpose:**

To identify Council members for EMC and upcoming Training

**Background:**

The Fort Smith Emergency Management Plan outlines the composition and role of the Local Emergency Management Organization (LEMO). Contained within the LEMO, is the Emergency Management Committee comprised of Town of Fort Smith representatives, specifically :

- Town of Fort Smith – Mayor (Alt. Deputy Mayor)
- Town of Fort Smith – Councillor
- Town of Fort Smith – Councillor
- Town of Fort Smith – SAO
- Town of Fort Smith – Emergency Management Coordinator ( Designated by SAO)
- Town of Fort Smith – Director of Protective Services ( Alt. Deputy Fire Chief)
- Town of Fort Smith – Director of Municipal Services (Alt. Public Works Foreman)
- Town of Fort Smith – Director of Community Services (Alt. Recreation Supervisor)
- Town of Fort Smith – Director of Corporate Services (Alt. Accounts Payable Clerk)

The overall role of the EMC is to participate within the LEMO structure to facilitate:

- Emergency Plan Activation
- Assessing an emergency
- Notifying the Northwest Territories Emergency Management Organization (via the MACA Regional Superintendent or the emergency line)

- Determining the appropriate response
- Coordinating community resources
- Notifying the public and other departments of the emergency
- Requesting mutual aid; and
- Liaising with other government officials as the situation dictates.

**Analysis:**

- Identification of specific council members to obtain ICS 100,200 & 300 training and participate in tabletop exercises.
- Training requirement is a self-directed online course for ICS 100 (council provided with information prior), and a 5 day 200 & 300 training session in June 2024, followed by a one day tabletop exercise.
- Council members must be willing and able to attend training, obtain certification and be available to participate on EMC when and as needed, for as long as needed.

**Recommendation:**

**That Council, by motion, identify 1-3 individuals to be a member of the Emergency Management Committee and obtain the required training as identified above.**