



Council of the Town of Fort Smith
Meeting 11-24, November 19th, 2024 @ 7 pm

AGENDA

1. CALL TO ORDER

- a. Confirmation of Quorum
- b. Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

- a. Fort Smith Policing Report October 2024

4. APPROVAL OF MINUTES

- a. Regular Council Meeting 10-24 Minutes from October 15th, 2024
- b. Special Meeting of Council SP-11-24 Minutes from November 13th, 2024

5. BUSINESS ARISING FROM THE MINUTES

None.

6. DECLARATION OF FINANCIAL INTEREST

None.

7. COUNCIL BUSINESS

- a. Administration
 - i. Briefing Note to incoming Council: SAO as Northern Representative on CAMA Board
 - ii. Briefing Note – 2025 CAMA Executive Leadership Program
 - iii. Briefing Note – Appointment of Jim Hood as Interim Director of Corporate Services and Signing Authority
 - iv. Briefing Note – Road Closure Santa Claus Parade 2024
 - v. Briefing Note – Road Closure NYE Fireworks 2024
 - vi. Briefing Note – Request for Fort Smith Mental Health and Addiction renewal Working Group Members

b. Bylaws and Policies

c. Appointments

d. Mayor and Council / Board Representative

b. PROCLAMATIONS

None.

c. DATE OF NEXT COUNCIL MEETING

d. EXCUSING OF COUNCILLORS

e. ADJOURNMENT

f. QUESTION PERIOD



FORT SMITH
POLICING REPORT
October 2024



Fort Smith RCMP Detachment
G Division
Northwest Territories

The Fort Smith RCMP Detachment responded to a total of 186 calls for service to the Town of Fort Smith during the month of October 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 8 reports of possible impaired drivers from members of the public during the month of October. Police were able to lay charges in one of these complaints.

Police conducted 6 targeted enforcement actions over the month. Targeted enforcement includes monitoring intersections for violations, conducting radar enforcement in reduced speed zones, and monitoring vehicles leaving local liquor establishments. Approximately 220 vehicles were checked or stopped during the month for minor infractions. Several warnings and tickets were issued.

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

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

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

- a. Cst Rhett Kleaman has been participating in Vestry meetings.
- b. On October 22nd, Cst Rhett Kleaman has participated in a lock down drill at JBT elementary school.
- c. On October 30th, Sgt Cagri Yilmaz and Cst Rhett Kleaman participated in the swearing of new councilors at Salt River First Nation.



- d. On October 31st, Sgt Cagri Yilmaz and Cst Rhett Kleaman participated in the swearing of the new Mayor and councilors at the Town of Fort Smith.
- e. On October 31st, Cst Jesse Woodward took part in the Halloween festivities at JBT elementary school and was one of the judges during the Halloween costume contest.
- f. On October 31st, throughout the evening, all members took part in the various Halloween functions in town.

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:

The Fort Smith detachment responded to 7 calls for service under the Mental Health Act. These types of complaints are very time sensitive and require immediate attention as to mitigate any potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for assessment by medical professionals.



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	20	199	19	188
Sexual Offences	2	13	1	14
Break and Enters (Residence & Business)	3	16	3	20
Theft of Motor Vehicle	0	16	1	15
Theft Under \$ 5000.00	11	62	8	59
Theft Over \$ 5000.00	0	0	0	3
Drugs (Possession)	1	7	3	3
Drugs (Trafficking)	2	52	6	18
Liquor Act	8	80	2	45
Unlawful Sale (Bootlegging)	0	1	0	0
Causing a disturbance / Mischief (total)	57	433	31	495
Causing a Disturbance	9	75	1	119
Mischief - damage to property	6	48	4	61
Mischief - obstruct enjoyment	42	310	26	315
Impaired Driving	7	59	9	82
Other Complaints	41	486	46	560
Total Violations	152	1424	129	1502
Total Calls for service	186	1713	148	1735



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	0	17	0	16
Victim Services Referral - Declined	7	69	7	133
Victim Services - Proactive Referral	0	7	1	5
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	1	2	0	3
Emergency Protection Orders (Detachment Initiated)	0	17	1	6
ODARA Reports	1	30	8	57
Prisoners Held	20	202	23	219
Prisoners Escorted	0	3	0	2
Prisoners Held non-PROS Agency	0	0	0	1
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	2	26	0	12

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

Sgt Cagri Yilmaz

Detachment Commander

Fort Smith RCMP

Telephone: 867-872-1111



**Council of the Town of Fort Smith
Meeting 10-24, October 15th, 2024**

MINUTES

The Regular meeting of the Council 10-24 was held on Tuesday, October 15th, 2024 @ 7 pm within the Town Hall Council Chambers.

Present: Mayor Daniels, Cr. Couvrette, Cr. Tuckey, Cr. Campbell, D/M Korol
Regrets: Cr. Pischinger and Cr. Beaulieu
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary

A. CALL TO ORDER

Mayor Daniels called the meeting to order at 7 pm.

Mayor Daniels confirms quorum and reads the acknowledgment of First Nations.

B. APPROVAL OF AGENDA

24-276

Moved by: Cr. Fergusson

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

PASSED UNANIMOUSLY

C. DELEGATIONS

- a. Fort Smith Policing Report September 2024

D. APPROVAL OF MINUTES

Regular Meeting of Council 09-24

24-277

Moved by: D/M Korol

Seconded by: Cr. Couvrette

That the minutes of Regular Meeting 09-24 of September 17th, 2024, be adopted as presented.

PASSED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

a. Administration

- i. Briefing Note – Reallocating Capital Budget for Public Health and Safety Initiatives

24-278

Brought forward by the SAO

It is recommended that Council, by motion, direct Administration to utilize the \$75,000 identified in the current capital plan to perform detailed assessments with Class D-level estimates on key assets. This reallocation represents the best use of funds at this time, ensuring the town can effectively provide essential services, manage land use, and maintain community development while prioritizing public safety, which is fundamental to the role of municipalities.

Defeated by Council



**Council of the Town of Fort Smith
Meeting 10-24, October 15th, 2024**

F. DECLARATION OF FINANCIAL INTEREST

- a. **Statement of Disclosure Interest**
None.

G. COUNCIL BUSINESS

- a. **Standing Committee Meeting Minutes**

i. **Protective Services Standing Committee**

PROTECTIVE	# 24-279	Moved by: Cr. Fergusson Seconded by: D/M Korol
	That the Protective Services Standing Committee minutes from October 1 st , 2024, be adopted as presented.	
		PASSED UNANIMOUSLY

PROTECTIVE	# 24-280	Moved by: Cr. Fergusson Seconded by: Cr. Tuckey
	That DPA-043-24, submitted by Edward Robinson, to operate a home occupation Martial Arts Sports Club, Fort Smith Taekwondo Tigers, from Lot 222, Plan 207, 81 Pine Crescent, in Fort Smith be approved.	
		PASSED UNANIMOUSLY

ii. **Corporate Services Standing Committee**

CORPORATE	# 24-281	Moved by: Cr. Campbell Seconded by: Cr. Couvrette
	That the Corporate Services Standing Committee minutes from October 1 st , 2024, be adopted as presented.	
		PASSED UNANIMOUSLY

CORPORATE	# 24-282	Moved by: D/M Korol Seconded by: Cr. Fergusson
	That Denise Yuhas be reappointed as the representative for the Fort Smith Housing Authority for an additional term from November 1 st , 2024, to October 31 st , 2026.	
		PASSED UNANIMOUSLY

CORPORATE	# 24-283	Moved by: Cr. Fergusson Seconded by: Cr. Campbell
	That Council direct Administration to proceed with the necessary steps under the Town's Land Administration Bylaw, including a cost value analysis for the future Council to review and other legal processes to facilitate the proposed land exchange. This will ensure that the transaction adheres to Municipal regulations and benefits both the Town of Fort Smith and the Fort Smith Metis Council.	
		PASSED UNANIMOUSLY



**Council of the Town of Fort Smith
Meeting 10-24, October 15th, 2024**

iii. Community Services Standing Committee

COMMUNITY	# 24-284	Moved by: D/M Korol Seconded by: Cr. Tuckey
	That the Community Services Standing Committee minutes from October 8 th , 2024, be adopted as presented.	
		PASSED UNANIMOUSLY

iv. Municipal Services Standing Committee

MUNICIPAL	# 24-285	Moved by: Cr. Fergusson Seconded by: Cr. Tuckey
	That the Municipal Services Standing Committee minutes from October 8 th , 2024, be adopted as presented.	
		PASSED UNANIMOUSLY

MUNICIPAL	# 24-286	Moved by: D/M Korol Seconded by: Cr. Fergusson
	That Council direct Administration to put out a tender for the supply of the chain link fence material for the Cemetery fences.	
		PASSED UNANIMOUSLY

b. Bylaws and Policies

i. Council Code of Ethics and Conduct

# 24-287	Moved By: Cr. Couvrette Seconded By: Cr. Fergusson
Third and Final Reading of the Council Code of Ethics and Conduct	
Bylaw 1059	
A BY-LAW OF THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH IN THE NORTHWEST TERRITORIES, TO ESTABLISH A CODE OF ETHICS AND CONDUCT FOR MEMBERS OF COUNCIL. WHEREAS, PURSUANT TO SECTION 35(1) OF THE CITIES TOWNS AND VILLAGES ACT S.N.W.T., 2003, C.22; A COUNCIL MAY MAKE RULES RESPECTING THE BEHAVIOUR OF COUNCIL MEMBERS;	
PASSED UNANIMOUSLY	

c. Appointments

None

d. Mayor and Council/Board Representative

i. Cr. Tuckey

Expressed his heartfelt condolences to the Leguerrier family on the passing of Marie Lou Pineda Leguerrier, a long-time practitioner at the Northern Lights Special Care Home. She was known for her loving and caring nature and will be deeply missed by both the staff and residents.

ii. Cr. Fergusson

Extended her condolences to all the families grieving the loss of loved ones. /cr. Fergusson reflected on her experiences over the past three years on Council, expressing gratitude to everyone for being part of the first Council she had the opportunity to work with and acknowledging what a valuable learning experience it has been.



Council of the Town of Fort Smith Meeting 10-24, October 15th, 2024

iii. **Cr. Campbell**

Offered his condolences to the Leguerrier family and mentioned that the NWTAC will be heading to Ottawa next week to meet with the Minister and the NDP leadership. The goal of the visit is to discuss various projects and funding options that could be more cost-effective, and to ensure they are held accountable to their commitments.

iv. **Cr. Couvrette**

Offered his condolences to everyone who has lost a loved one in the past month and urged community members to vote next Monday if they haven't already. Highlighted the importance of voting as a democratic right, something we, as Canadians, are fortunate to have—unlike many people in other parts of the world.

Cr. Couvrette voiced his frustration following the 2023 Wildfire after-action review meeting. He pointed out that while the GNWT held a review in town for public consultation, they failed to inform the community, Indigenous Affairs, or the Town Council. He questioned whether the government truly considered this an adequate public consultation, given that the wildfire was one of the most significant events the community has experienced. Cr. Couvrette also shared that none of the local government leaders he spoke to had been informed about the public consultation taking place in Fort Smith.

v. **Cr. Pischinger**

Excused.

vi. **Cr. Beaulieu**

Excused.

vii. **D/M Korol**

Noted that this Council has navigated a pandemic, experienced the loss of a fellow Council Member, and had to adapt to significant changes. D/M Korol extended her best wishes to all the candidates running for re-election and expressed her excitement about the positive impact they can make for the town in the future. She also shared her gratitude for the opportunity to serve on this Council.

viii. **Mayor Daniels**

Offered his heartfelt condolences to the Leguerrier family and reflected on his time with the Council, sharing how much he has enjoyed the experience and how much he has learned. Mayor Daniels also encouraged the community to participate in the upcoming election by getting out to vote on election day.

H. PROCLAMATIONS

None.

I. ABSENCE OF COUNCIL MEMBERS

24-288

Moved by: D/M Korol

Seconded by: Cr. Couvrette

That Cr. Fergusson be excused from the Protective Services Standing Committee meeting on October 1st, 2024.

PASSED UNANIMOUSLY



**Council of the Town of Fort Smith
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24-289 **Moved by: D/M Korol**
 Seconded by: Cr. Couvrette

That Cr. Fergusson and Cr. Tuckey be excused from the Corporate Services Standing Committee meeting on October 1st, 2024.

PASSED UNANIMOUSLY

24-290 **Moved by: Cr. Fergusson**
 Seconded by: Cr. Campbell

That Cr. Pischinger and Cr. Beaulieu be excused from the Regular Meeting of Council 10-24 meeting on October 1st, 2024.

PASSED UNANIMOUSLY

J. DATE OF NEXT COUNCIL MEETING

November 19th, 2024.

K. ADJOURNMENT

24-291 **Moved by: D/M Korol**
 Seconded by: Cr. Tuckey

That the meeting be adjourned at 7:55 pm.

PASSED UNANIMOUSLY

Minutes adopted this 15th day of October 2024.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Tracy Thomas

L. QUESTION PERIOD

A question period was offered in accordance with policy.



Council of the Town of Fort Smith
SP-11-24, November 13th, 2024

MINUTES

The Special Meeting of the Council 11-24 was held on
Wednesday, November 13th, 2024 @ 12 pm within the Town Hall Council Chambers.

Present: Cr. Bathe, Cr. Benwell, Cr. Couvrette, Cr. Cox, Mayor Fergusson, Cr. Heaton,
Cr. Karasiuk, D/M Keizer, and Cr. Tuckey

Regrets:

Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary

1. CALL TO ORDER

Mayor Fergusson called the meeting to order at 12 pm.

Mayor Fergusson confirms quorum and reads the acknowledgment of First Nations.

2. ADOPTION OF AGENDA

24-292

Moved by: Cr. Couvrette
Seconded by: Cr. Karasiuk

That the agenda be adopted as presented.

PASSED UNANIMOUSLY

3. APPOINTMENT OF A DEPUTY MAYOR

#24-293

Moved by: Mayor Fergusson
Seconded by: Cr. Tuckey

That Councillor Michael Keizer be appointed Deputy Mayor in accordance with the Cities, Towns and Villages Act Section 39 and the Council Procedures Bylaw 902 for the term ending November 13, 2025.

PASSED UNANIMOUSLY

4. SIGNING AUTHORITIES

24-294

Moved by: Cr. Couvrette
Seconded by: Cr. Cox

That the signing authorities for the Town of Fort Smith shall be Mayor Dana Fergusson, Deputy Mayor Michael Keizer and Councillor Leonard Tuckey on behalf of Council, and

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

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

PASSED UNANIMOUSLY

5. APPOINTMENT OF COUNCILLORS TO COMMITTEES & BOARDS

24-295

Moved by: Cr. Bathe
Seconded by: Cr. Cox

That D/M Keizer be appointed as Council Representative to the NWT Association of Communities

PASSED UNANIMOUSLY



Council of the Town of Fort Smith
SP-11-24, November 13th, 2024

# 24-296	Moved by: Cr. Bathe Seconded by: Cr. Cox
That Cr. Karasiuk and Cr. Couvrette be appointed as Council Representatives to the Organizational Review Steering Committee	
PASSED UNANIMOUSLY	
# 24-297	Moved by: Cr. Karasiuk Seconded by: Cr. Bathe
That Cr. Couvrette be appointed as Chair of the Protective Services Standing Committee.	
PASSED UNANIMOUSLY	
# 24-298	Moved by: Cr. Cox Seconded by: Cr. Benwell
That Cr. Heaton be appointed as Chair of the Community Services Standing Committee.	
PASSED UNANIMOUSLY	
# 24-299	Moved by: Cr. Couvrette Seconded by: Cr. Tuckey
That Cr. Benwell be appointed as Chair of the Municipal Services Standing Committee.	
PASSED UNANIMOUSLY	
# 24-300	Moved by: Cr. Bathe Seconded by: Cr. Cox
That Cr. Tuckey be appointed as Chair of the Corporate Services Standing Committee.	
PASSED UNANIMOUSLY	
# 24-301	Moved by: Cr. Heaton Seconded by: Cr. Karasiuk
That Cr. Benwell, Cr. Bathe, Cr. Cox, and Couvrette be appointed as Council Representatives for the Bylaw Review Committee.	
PASSED UNANIMOUSLY	
# 24-302	Moved by: Cr. Cox Seconded by: Cr. Benwell
That Cr. Tuckey, Cr. Bathe, Cr. Karasiuk, D/M Keizer be appointed as Council Representatives for the Human Resources Committee.	
PASSED UNANIMOUSLY	
# 24-303	Moved by: Cr. Cox Seconded by: Cr. Tuckey
That Cr. Heaton, and Cr. Karasiuk be appointed as Council Representatives for the Communications Committee.	
PASSED UNANIMOUSLY	
# 24-304	Moved by: Cr. Heaton Seconded by: D/M Keizer
That Cr. Bathe, Cr. Tuckey, and Cr. Couvrette be appointed as Council Representatives for the Post Secondary Education Committee.	
PASSED UNANIMOUSLY	
# 24-305	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
That Cr. Benwell be appointed as Council Representative for the Northern Life Museum and Culture Centre.	
PASSED UNANIMOUSLY	



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# 24-306	Moved by: Cr. Karasiuk Seconded by: Cr. Tuckey	
<p>That Cr. Cox, Cr. Bathe, and Cr. Couvrette be appointed as Council Representatives for the NTPC Intervention Committee</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		
# 24-307	Moved by: Cr. Cox Seconded by: Cr. Couvrette	
<p>That Cr. Benwell be appointed as Council Representative for the Economic Development Advisory Board (EDAB)</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		
# 24-308	Moved by: Cr. Couvrette Seconded by: Cr. Benwell	
<p>That Cr. Bathe be appointed as Council Representative for the Sustainable Development Advisory Board (SDAB)</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		
# 24-309	Moved by: Cr. Cox Seconded by: Cr. Benwell	
<p>That Cr. Heaton be appointed as Council Representative for the Community Services Advisory Board (CSAB)</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		
# 24-310	Moved by: Cr. Bathe Seconded by: Cr. Couvrette	
<p>That Cr. Cox be appointed as Council Representative for the Development Appeal Board</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		
# 24-311	Moved by: D/M Keizer Seconded by: Cr. Couvrette	
<p>That Cr. Bathe be appointed as Council Representative for the Board of Revisions</p> <p style="text-align: right;">PASSED UNANIMOUSLY</p>		

6. SCHEDULE FOR STANDING COMMITTEE MEETINGS

#24-312	Moved by: Cr. Couvrette Seconded by: Cr. Tuckey											
<p>That the meeting structure for Council be as follows:</p>												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 50%;">Standing Committee</th> <th style="width: 50%;">Meeting Schedule</th> </tr> </thead> <tbody> <tr> <td>Protective Services Standing Committee</td> <td>First Tuesday of Every Month @ 6 pm</td> </tr> <tr> <td>Corporate Services Standing Committee</td> <td>First Tuesday of Every Month @ pm</td> </tr> <tr> <td>Community Services Standing Committee</td> <td>Second Tuesday of Every Month @ 6 pm</td> </tr> <tr> <td>Municipal Services Standing Committee</td> <td>Second Tuesday of Every Month @ 6 pm</td> </tr> </tbody> </table>			Standing Committee	Meeting Schedule	Protective Services Standing Committee	First Tuesday of Every Month @ 6 pm	Corporate Services Standing Committee	First Tuesday of Every Month @ pm	Community Services Standing Committee	Second Tuesday of Every Month @ 6 pm	Municipal Services Standing Committee	Second Tuesday of Every Month @ 6 pm
Standing Committee	Meeting Schedule											
Protective Services Standing Committee	First Tuesday of Every Month @ 6 pm											
Corporate Services Standing Committee	First Tuesday of Every Month @ pm											
Community Services Standing Committee	Second Tuesday of Every Month @ 6 pm											
Municipal Services Standing Committee	Second Tuesday of Every Month @ 6 pm											
PASSED UNANIMOUSLY												



Council of the Town of Fort Smith
SP-11-24, November 13th, 2024

7. OTHER BUSINESS

a. Council Technological Requirements

#24-313

Moved by: Cr. Couvrette

Seconded by: Cr. Tuckey

That Administration look at purchasing 'Boox' for Council's technological requirement, plus a laptop for Cr. Heaton with a maximum spending of \$7500.

PASSED UNANIMOUSLY

8. REVIEW OF UPCOMING EVENTS AND TRAINING

a. Discussion of key dates including:

New Council Training	November 15 th & 16 th
Legal Responsibilities Training	Tentatively January 2025 – more information will be provided.
Strategic Planning	Evening February 7 th , and full days 8 th , and 9 th 2025

9. EXCUSING OF COUNCILLORS

10. ADJOURNMENT

24-314

Moved by: Cr. Tuckey

Seconded by: Cr. Bathe

That the meeting be adjourned at 12:53 pm.

PASSED UNANIMOUSLY

Minutes adopted this 13th day of November 2024.

Mayor Dana Fergusson

Certified Correct by the
Senior Administrative Officer Tracy Thomas



Briefing Note

To: Mayor and Council
From: CAMA
Date: November 19th, 2024
Subject: Briefing Note to Incoming Council: SAO as Northern Representative on CAMA Board

PURPOSE:

To inform the incoming Council about the Senior Administrative Officer's (SAO) role as the northern representative on the Canadian Association of Municipal Administrators (CAMA) Board.

BACKGROUND:

CAMA is a national organization dedicated to supporting municipal administrators across Canada by offering professional development, leadership, and networking opportunities. The Board of Directors includes representatives from different regions, including the North. The SAO of Fort Smith has been selected to serve as the northern representative for NWT, Nunavut, and Yukon, bringing valuable insights due to her experience living and working in all three territories. Traditionally, the SAO has always been a member of CAMA. Recently, this membership has been extended to the Acting SAO and Executive Secretary.

INFORMATION:

- **Representation of Northern Interests:** The SAO advocates for issues affecting northern municipalities, including challenges such as difficulty attracting and retaining employees, lack of available training and support resources, remoteness, and infrastructure challenges.
- **Access to Peer Networks:** Through CAMA, the SAO is connected with a national network of municipal administrators, facilitating the sharing of solutions, best practices, and innovative approaches that can benefit Fort Smith.
- **ASK CAMA Feature:** A significant resource of CAMA membership is the ASK CAMA tool, which enables members to seek support on specific issues. For instance, while developing the RFP for the Organizational Review, the SAO utilized ASK CAMA to gather examples and lessons learned from municipalities across Canada, ensuring the RFP was tailored to Fort Smith's needs and will aid in project oversight.
- **Access to Resources:** CAMA provides a wealth of shared tools, research, and frameworks to help address municipal challenges effectively.
- **Support for Executive Staff:** In addition to supporting the SAO, CAMA offers resources and professional development opportunities for the Town's executive staff, enhancing the leadership team's overall effectiveness. **Commitments**
 - 4 in person Board meetings per year
 - Participation in online Committees – SAO currently sits on toolkits/resource development and Membership and Communications Committees.
 - CAMA pays all costs associated with 3 board meetings
 - 4th board meeting is in conjunction with annual conference and is covered by Town under Training
 - SAO and A-SAO are currently registered for the Executive Leadership Program – to be held in January in Toronto – BN will be provided separately.
 - Currently, Executive Secretary is registered for the Masterclass for Executive Assistants – Empowering Administrative Excellence in Local Government.

CONCLUSION:

This briefing is provided to inform the incoming Council of the SAO's role as the northern representative on the CAMA Board and how her unique experience, along with access to networks, resources, and executive staff support, will benefit the Town of Fort Smith.



Briefing Note

To: Mayor and Council
From: CAMA
Date: November 19th, 2024
Subject: 2025 CAMA Executive Leadership Program

PURPOSE:

To provide an overview of the 2025 CAMA Executive Leadership Program, which offers professional development and networking opportunities for Chief Administrative Officers (CAOs) and senior managers in local government across Canada, and to seek approval for the SAO to attend.

BACKGROUND:

The Canadian Association of Municipal Administrators (CAMA) Board has introduced the 2025 Executive Leadership Program to help CAOs and senior managers enhance their leadership skills and address key issues facing local governments. This program is designed to foster growth, resilience, and effective leadership in an ever-evolving governmental landscape.

PROGRAM OVERVIEW:

The 2025 CAMA Executive Leadership Program is a four-day event that will focus on six essential leadership and management areas for local governments:

1. Leadership
2. Strategic Planning
3. Human Resources Management
4. Governance
5. Political Acumen
6. Resilience

Participants will engage in educational sessions, case studies, and practical exercises. The program will culminate in participants presenting a personal leadership plan. CAMA Toolkits will also be utilized as key resources during the sessions.

PROGRAM DETAILS:

- **Dates:** January 28-31, 2025
- **Location:** Kingbridge Centre, 25 minutes from Toronto Pearson Airport
- **Cost:** \$3,395.00 CAD (plus 13% HST) – Includes accommodations, meals, and professional development sessions.
 - Travel and transportation costs are not included.
- **Registration:** Opens on April 25, 2024, at 12:00 PM EST, on a first-come, first-served basis. Only 25 participants will be accepted.
 - A \$500 deposit is required at registration.
- **Certification:** Participants will receive 16 hours of training that may count towards professional certification. A Certificate of Completion will be issued.
- **Current Registration:** Both the SAO and Acting SAO are registered and have provided the deposit to secure their spots in the program.

BENEFITS OF ATTENDANCE:

Participation in this program offers the following benefits for both the individuals attending and the organization as a whole:

- **Enhanced Leadership Skills:** Focus on developing critical leadership competencies, including strategic decision-making, human resource management, and political acumen, which will improve the SAO and Acting SAO's ability to navigate complex governance environments.
- **Networking Opportunities:** Attendees will network with CAOs and senior managers from across Canada, building valuable connections and exchanging best practices relevant to local government challenges.



Briefing Note

- **Access to Resources:** The program leverages CAMA's Toolkits and case studies, providing practical tools and strategies that can be applied directly to improve organizational performance and service delivery.
- **Resilience and Innovation:** Participants will return with actionable insights and a renewed sense of purpose, ready to inspire innovation and resilience within the organization.
- **Personal Leadership Development:** The personal leadership plan exercise will offer the SAO and Acting SAO tailored guidance to further their own professional growth, which in turn supports organizational stability and future succession planning.
- **Knowledge Transfer:** The learnings and skills gained can be shared within the organization, enhancing the capabilities of the broader leadership team.

RECOMMENDATION:

It is recommended that Council:

1. **Approve the attendance** of the SAO at the 2025 CAMA Executive Leadership Program from January 28-31, 2025, at the Kingbridge Centre.
2. **Acknowledge the benefits** of this professional development opportunity, which will enhance the leadership capacity and contribute positively to the Town's governance and administration.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 19, 2024
Subject: Appointment of Jim Hood as Interim Director of Corporate Services and Signing Authority

PURPOSE:

To inform Council of the appointment of Jim Hood as Interim Director of Corporate Services and to request that he be added as an authorized signatory for the Town of Fort Smith.

BACKGROUND:

Jim Hood, former SAO and Director of Corporate Services, has been hired as the Interim Director of Corporate Services. His role will begin immediately and is set to conclude on April 30, 2025, unless otherwise extended or revised in writing.

We are very excited to have Jim return to support the Town during this transitional period. His extensive municipal experience will be invaluable in maintaining stability and progress in the Corporate Services Department.

ANALYSIS:

As a member of the Senior Management Team, Jim Hood will support the following:

Corporate Services Team: Providing guidance, mentorship, and oversight to ensure the team operates effectively and meets key deadlines.

Budget Development and Oversight: Working with the SAO on the preparation of the annual budget, aligning it with strategic priorities and financial policies.

Year-End Financial Processes: Ensuring accurate and timely completion of year-end reports, reconciliations, and submissions.

Audit Preparation: Coordinating the audit process, working closely with external auditors, and addressing any audit-related inquiries or requirements.

Financial Management: Monitoring expenditures, revenues, and overall financial performance to maintain accountability and compliance with policies.

Operational Collaboration: Working with other members of the Senior Management Team to ensure interdepartmental coordination and the delivery of organizational goals.

Interim Leadership: Acting as the main point of contact for Corporate Services matters during the search for a permanent Director.

Additionally, to support operational efficiency, it is necessary to add Jim Hood as an authorized signatory. Currently, all cheques require one Council representative and one staff representative to co-sign. By adding Jim, the Town will have three staff signing authorities, aligning with the three Council signing authorities, and reducing the risk of delays in financial operations.

RECOMMENDATION:

That Council approves the addition of Jim Hood as an authorized signatory for the Town of Fort Smith.

This step ensures robust financial oversight, operational continuity, and efficiency while supporting the Corporate Services Department during this transitional period.

Santa Claus Parade

Saturday, November 30th
Parade at 5:00PM



Event Zone
Parade Start / End
Community &
Recreation Centre



Parade Route



Road Closure

Get ready for a **jolly good time** at the Santa Claus Parade starting and ending at the **Community & Recreation Centre!**

The parade will loop through the **Post Office parking lot** to return along the same route, before stopping for pictures at the CRC!



Fort Smith
NORTHWEST TERRITORIES



Briefing Note

To: Mayor and Council
From: Community Services
Date: November 19, 2024
Subject: Santa Claus Parade Road Closure

PURPOSE:

To request a road closure for the 2024 Santa Claus Parade

BACKGROUND:

The Santa Claus Parade Road closure requires Council's approval.

Advertisements for participation in the parade are out and the event and road closure will be advertised to the community. Protective Services and the RCMP will also be made aware of the closures in case of emergency response.

The Santa Claus Parade will start at 5:00pm on November 30th at the CRC and will go north on King Street, then east on McDougal Road to Portage Avenue to the Post Office Parking Lot, then turn around and return to the CRC. The Santa Float will park at the CRC. The CRC and trees will be decorated for the event from 5:00-6:00pm.

RECOMMENDATION:

That Council approve the following road closure for the Santa Claus Parade;
That King Street from the CRC Parking Lot to McDougal Road, and McDougal Road to Portage Avenue, be closed to traffic at 5:00pm on November 30th, 2024 for the duration of the Santa Claus Parade.



Briefing Note

To: Mayor and Council
From: Community Services
Date: November 19, 2024
Subject: New Year's Eve Fireworks Road Closure

PURPOSE:

To request a road closure of Marine Drive between Mills Street and Walrus Street to all traffic from 6:30pm to 8:00pm on Tuesday, December 31st for the NYE Fireworks event.

BACKGROUND:

To support the safe viewing of the fireworks on December 31st a road closure from 6:30pm to 8:00pm is requested for Marine Drive, between Mills Street and Walrus Street. This will ensure safe viewing for community members who may prefer to watch the fireworks outdoors or who do not have access to a vehicle during the event and to prevent vehicle congestion in that section of Marine Drive. Protective Services and the RCMP will also be made aware of the closures in case of emergency response.

RECOMMENDATION:

That Council approve the following road closure;
That Marine Drive, between Mills Street and Walrus Street, be closed to vehicle traffic from 6:30pm to 8:00pm on Tuesday, December 31st, 2024 for the annual New Year's Eve fireworks display.



Briefing Note

To: Mayor and Council
From: Administration
Date: November 19, 2024
Subject: Request for Fort Smith Mental Health and Addiction Renewal Working Group Members

PURPOSE:

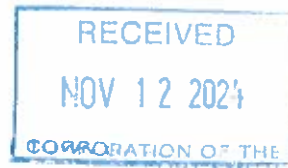
The Fort Smith Regional Wellness Council (RWC) for the Northwest Territories Health and Social Services Authority (NTHSSA) has approved the establishment for a Fort Smith Mental Health and Addictions Renewal Working Group.

BACKGROUND:

Building on similar work that has been done in the Beaufort Delta and Sahtu regions, the Working Group will provide oversight and direction to NTHSSA Fort Smith in redesigning their Community Counselling Program to ensure that it provides culturally safe, effective and efficient services to the residents of our region. The redesign may include re-writing job descriptions, reviewing required qualifications, making recommendations on recruitment processes, as well as advising on program and service delivery.

RECOMMENDATION:

That Mayor and Council appoint _____ as the Council Representative for the Fort Smith Mental Health and Addictions Renewal Working Group.



November 7, 2024

Dear Mayor Dana Fergusson

RE: Request for Fort Smith Mental Health and Addiction renewal Working Group Members

The Fort Smith Regional Wellness Council (RWC) for Northwest Territories Health and Social Services Authority (NTHSSA) has approved the establishment of a Fort Smith Mental Health and Addictions Renewal Working Group (Working Group).

Building on similar work that has been done in the Beaufort Delta and Sahtu regions, the Working Group will provide oversight and direction to NTHSSA Fort Smith in re-designing their Community Counselling Program to ensure it provides culturally safe, effective and efficient services to the residents of our region.

The redesign may include re-writing job descriptions, reviewing required qualifications, making recommendations on recruitment processes, as well as advising on program and service delivery.

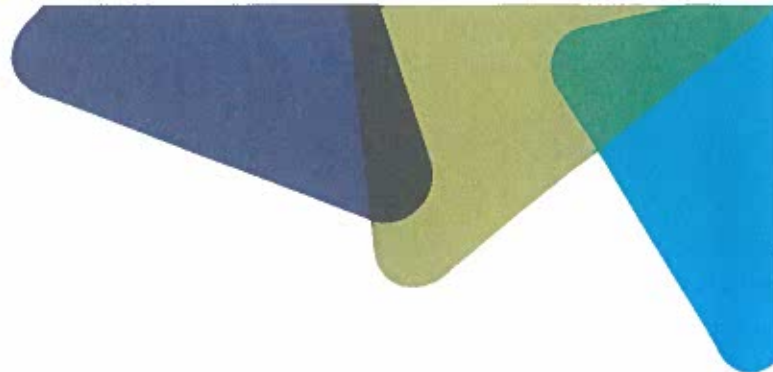
We extend an invitation to the following organizations to appoint a representative to sit on the Working Group:

- Town of Fort Smith – 1 seat
- Salt River First Nation – 1 seat
- Smiths Landing First Nation – 1 seat
- Fort Smith Metis Council – 1 seat
- Regional Wellness Council – 2 seats

Once the Working Group is established, we will schedule our first meeting. A virtual meeting is intended to provide background on the Mental Health and Addiction Renewal project and outline the scope of work. I am requesting the name and contact information of your organizational representative be provided to me at Lisa_Sanderson@gov.nt.ca no later than November 27th, 2024, so we can include them in the meeting.

If you would like more information on the Mental Health and Addiction Renewal initiative prior to appointing a representative, feel free to contact myself, or the NTHSSA Project Lead, Arlene Jorgensen at Arlene_Jorgensen@gov.nt.ca

We know Community and Indigenous governments are invested in the health and wellness of Fort Smith residents. Having a representative be part of the Working Group will strengthen the outcome of the Mental Health Renewal initiative and offer an opportunity for collaboration and partnership.



We look forward to working with you on this initiative.

Respectfully,



Lisa Sanderson, Chief Operating Officer NTHSSA Fort Smith

CC: Dianna Korol, Fort Smith RWC Chair
Arlene Jorgensen, Senior Project Manager NTHSSA