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**Council of the Town of Fort Smith**  
**Meeting 12-24, December 17<sup>th</sup>, 2024 @ 7 pm**

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**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 November 2024

**4. APPROVAL OF MINUTES**

- a. Regular Council Meeting 11-24 Minutes from November 19<sup>th</sup>, 2024

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

None.

**7. COUNCIL BUSINESS**

- a. Standing Committee Meeting Minutes
  - i. Protective Services Standing Committee Meeting on December 3, 2024
  - ii. Corporate Services Standing Committee Meeting on December 3, 2024
  - iii. Community Services Standing Committee Meeting on December 10, 2024
  - iv. Municipal Services Standing Committee Meeting on December 10, 2024
- b. Administration
  - a. Briefing Note
    - i. Briefing Note – Project Management Standing Offer Agreement
    - ii. Briefing Note – Call for Resolutions for the NWTAC AGM – February 2025
    - iii. Briefing Note – Community Government Carbon Tax Revenue Sharing Grant
    - iv. Briefing Note – Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show 2025
    - v. Briefing Note – Updated Attendance at the NWTAC 2025 Annual General Meeting
- c. Bylaws and Policies
  - i. First Reading of The Community Planning Bylaw 1060
- d. Appointments
  - i. Appointment of Rohma Nawaz CSAB
  - ii. Appointment of Rebecca Pumphrey CSAB
- e. Mayor and Council / Board Representative

**8. PROCLAMATIONS**

None.

**9. DATE OF NEXT COUNCIL MEETING**

**10. EXCUSING OF COUNCILLORS**

**11. ADJOURNMENT**

**12. QUESTION PERIOD**



FORT SMITH  
POLICING REPORT  
November 2024



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 151 calls for service to the Town of Fort Smith during the month of November 2024.

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

The current fiscal year priorities Initiatives are identified as:

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

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

This initiative is enforcement based – focusing on road safety through targeted enforcement activities (checkstops, stopping vehicles leaving licensed establishments, etc.), and also by investigating complaints made by members of the public. Police received 3 reports of possible impaired drivers from members of the public during the month of October.

Police conducted 3 targeted enforcement action over the month. Targeted enforcement includes monitoring intersections for violations, conducting radar enforcement in reduced speed zones, and monitoring vehicles leaving local liquor establishments. Approximately 80 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. On November 9th, Cst Rhett Kleaman participated in a potluck and songs at the Anglican Church.
- b. On November 11<sup>th</sup>, Cst Rhett Kleaman participated in the Remembrance Day parade.
- c. On November 13<sup>th</sup>, Cst Jesse Woodward swore in the remaining members of the Fort Smith Town Council.
- d. Between November 20<sup>th</sup> and 22<sup>nd</sup> the Cst Rhett Kleaman, Cst Adolphus Norris, Cst



Alex Ostola and Sgt Cagri Yilmaz conducted presentations at the Salt River First Nation Band Hall, JBT Elementary and PWK High School in relation to the Community Drug Symposium in Fort Smith.

- e. On November 24<sup>th</sup>, Cst Rhett Kleaman removed snow and greeted church goers at the Anglican Church

**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 11 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)	15	215	16	188
Sexual Offences	6	19	3	14
Break and Enters (Residence & Business)	2	18	1	20
Theft of Motor Vehicle	0	16	0	15
Theft Under \$ 5000.00	9	71	3	59
Theft Over \$ 5000.00	0	0	0	3
Drugs ( Possession )	0	7	0	3
Drugs ( Trafficking )	3	55	2	18
Liquor Act	1	81	2	45
Unlawful Sale (Bootlegging)	0	1	0	0
Causing a disturbance / Mischief (total)	43	476	33	495
Causing a Disturbance	9	85	4	119
Mischief - damage to property	4	52	7	61
Mischief - obstruct enjoyment	30	339	22	315
Impaired Driving	3	62	6	82
Other Complaints	44	534	44	560
<b>Total Violations</b>	<b>126</b>	<b>1555</b>	<b>110</b>	<b>1502</b>
<b>Total Calls for service</b>	<b>151</b>	<b>1861</b>	<b>137</b>	<b>1735</b>

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	3	20	1	16
Victim Services Referral - Declined	3	74	14	133
Victim Services - Proactive Referral	1	8	1	5
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	1	3	0	3
Emergency Protection Orders (Detachment Initiated)	1	18	0	6
<b>ODARA Reports</b>	1	31	3	57
<b>Prisoners Held</b>	25	227	17	219
<b>Prisoners Escorted</b>	2	5	0	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>	1	28	1	12

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

Cpl. Daniel Doucet

Detachment Commander

Fort Smith RCMP

Telephone: 867-872-1111



## Council of the Town of Fort Smith Meeting 11-24, November 19<sup>th</sup>, 2024

### MINUTES

The Regular meeting of the Council 11-24 was held on  
Tuesday, November 19<sup>th</sup>, 2024 @ 7 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 7 pm.

Mayor Fergusson confirmed quorum and read the acknowledgment of First Nations.

#### 2. APPROVAL OF AGENDA

# 24-315

Moved by: Cr. Karasiuk  
Seconded by: Cr. Cox

That the agenda be adopted as presented.

**PASSED UNANIMOUSLY**

#### 3. DELEGATIONS

a. Fort Smith Policing Report October 2024

#### 4. APPROVAL OF MINUTES

a. Regular Meeting of Council 10-24

# 24-316

Moved by: Cr. Couvrette  
Seconded by: Cr. Heaton

That the minutes of the Regular Meeting 10-24 of October 15<sup>th</sup>, 2024, be adopted as presented.

**PASSED UNANIMOUSLY**

b. Special Meeting of Council 11-24

# 24-317

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

That the minutes of the Special Meeting 11-24 of November 15<sup>th</sup>, 2024, be adopted as presented.

**PASSED UNANIMOUSLY**

#### 5. BUSINESS ARISING FROM THE MINUTES

None.

#### 6. DECLARATION OF FINANCIAL INTEREST

None.



**Council of the Town of Fort Smith  
Meeting 11-24, November 19<sup>th</sup>, 2024**

**7. COUNCIL BUSINESS**

**a. Administration**

Briefing Note to Incoming Council: SAO as Northern Representative on CAMA Board

**# 24-318**

**Moved by: Cr. Cox**

**Seconded by: Cr. Tuckey**

That Council receive this briefing note as information

**PASSED UNANIMOUSLY**

Briefing Note – 2025 CAMA Executive Leadership Program

**# 24-319**

**Moved by: Cr. Karasiuk**

**Seconded by: Cr. Cox**

That Council:

1. Approve the attendance of the SAO at the 2025 CAMA Executive Leadership Program from January 28-31, 2025, at the Kingsbridge 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

**PASSED UNANIMOUSLY**

Briefing Note – Appointment of Jim Hood as Interim Director of Corporate Services and Signing Authority

**# 24-320**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Couvrette**

**Amended:**

That Council appoints Jim Hood as Director of Corporate Services with a term ending April 2025 and approves the addition of Jim Hood as an authorized signatory for the Town of Fort Smith.

**PASSED UNANIMOUSLY**

Briefing Note – Santa Claus Parade Road Closure

**# 24-321**

**Moved by: D/M Keizer**

**Seconded by: Cr. Tuckey**

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 5:00 pm on November 30<sup>th</sup>, 2024 for the duration of the Santa Claus Parade.

**PASSED UNANIMOUSLY**

Briefing Note – New Year's Eve Fireworks Road Closure

**# 24-322**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

That Council approve the following road closure;

That Marine Drive, between Mills Street and Walrus Street, be closed to vehicle traffic from 6:30 pm to 8:00 pm on Tuesday, December 31<sup>st</sup>, 2024, for the annual New Year's Eve Fireworks display.

**PASSED UNANIMOUSLY**



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**Council of the Town of Fort Smith**  
**Meeting 11-24, November 19<sup>th</sup>, 2024**

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Briefing Note – Request for Fort Smith Mental Health and Addictions Renewal  
Working Group Members

**# 24-318**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Karasiuk**

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

**PASSED UNANIMOUSLY**

**b. Bylaws and Policies**

None

**c. Appointments**

None

**d. Mayor and Council/Board Representative**

i. Cr. Tuckey

Cr. Tuckey expressed gratitude for being re-elected and congratulated the newly elected council members, emphasizing his eagerness to collaborate with them. He strongly encouraged all council members to attend the upcoming three-day Drug Awareness Workshops, highlighting the importance of the topic and the quality of the speakers. Additionally, he shared enthusiasm about visiting the elementary and high schools alongside Deputy Mayor Keizer, looking forward to hearing personal stories from individuals who have lost loved ones.

ii. Cr. Cox

Looking forward to starting work as a Council member.

iii. Cr. Benwell

Is looking forward to the committee groups and seeing what they are all about.

iv. Cr. Couvrette

Cr. Couvrette extended condolences to those who have lost loved ones recently and discussed activities with the NTPC Intervention Committee. He noted that NTPC has filed for a General Rate Application proposing an additional 17% power rate increase, following a 7.1% hike approved over the summer. The Town of Fort Smith has applied to become an intervenor, which Cr. Couvrette sees as a responsibility to challenge the rate increase, citing mismanagement by NTPC as a key factor. He plans to email committee members to arrange a meeting in the coming week to address this issue and other related matters.

v. Cr. Heaton

Expressed how grateful she was to be voted in as a member of Council. Gave a shout-out to Municipal Services for all their hard work right now with how much snow has come down, the roads have been great. Community Services, the amount of programs that are coming out of the rec centre right now is inspirational. Every type of ability is accommodated and that takes a lot of organization. So grateful for Protective Services who provided lights for the Halloween Party at the Four Way. Cr. Heaton expressed how much she loves the advertising that is happening on Facebook and the website. Advertising local events on that main page is amazing.

vi. Cr. Karasiuk

Cr. Karasiuk expressed enthusiasm about collaborating with the Council and participating in the two-day training that took place last weekend. Cr. Karasiuk is pleased with the council's cohesion and shared commitment to improving Fort



## Council of the Town of Fort Smith Meeting 11-24, November 19<sup>th</sup>, 2024

Smith. Additionally, he also appreciated the "Weekly Activity Calendar," noting positive feedback from community members.

vii. Cr. Bathe

Cr. Bathe commended the MACA team for the weekend training, noting it provided a strong start for the council and offered valuable insights into roles and responsibilities. Also highlighted the success of the weekend hockey tournament, appreciating the vibrant use of the facility and the positive feedback from community members about its quality and the enjoyment it brought to local youth.

viii. Deputy Mayor Keizer

Deputy Mayor Keizer highlighted the November monthly newsletter, the first for the current council, and encouraged the community to pick up a copy. He also expressed gratitude to the team responsible for its creation.

ix. Mayor Fergusson

Mayor Fergusson congratulated council members on their election and expressed appreciation for their commitment during the weekend training and their enthusiasm to participate in standing committees and advisory groups. She discussed the upcoming meeting of the TLC with Aurora College's president and board of governors to enhance programming and address Fort Smith's needs. She encouraged participation in the ongoing drug campaign and criticized NTPC's short notice on the interim rate application, stating it was premature, violated principles of fairness and cost causation, and should be rejected by the NWT Public Utility Board.

### 8. PROCLAMATIONS

None.

### 9. ABSENCE OF COUNCIL MEMBERS

None.

### 10. DATE OF NEXT COUNCIL MEETING

Protective Services Standing Committee	December 3 <sup>rd</sup> , 2024, at 6 pm
Corporate Services Standing Committee	December 3 <sup>rd</sup> , 2024, at 7 pm
Community Services Standing Committee	December 10 <sup>th</sup> , 2024, at 6 pm
Municipal Services Standing Committee	December 10 <sup>th</sup> , 2024, at 7 pm
Regular Meeting of Council	December 17 <sup>th</sup> , 2024, at 7 pm

### 11. ADJOURNMENT

# 24-319

**Moved by: Cr. Karasiuk**

**Seconded by: Cr. Bathe**

That the meeting be adjourned at 7:40 pm.

**PASSED UNANIMOUSLY**



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**Council of the Town of Fort Smith  
Meeting 11-24, November 19<sup>th</sup>, 2024**

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Minutes adopted this 19<sup>th</sup> day of November 2024.

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Mayor Dana Fergusson

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas

**12. QUESTION PERIOD**

A question period was offered in accordance with policy.



## Protective Services Standing Committee Meeting December 3<sup>rd</sup>, 2024

### MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, December 3<sup>rd</sup>, 2024, @ 6 pm within the Town Hall Council Chambers.

Present: D/M Keizer, Cr. Heaton, Cr. Bathe, Cr. Tuckey, Cr. Kox, Cr. Benwell, Cr. Couvrette  
Regrets: Mayor Fergusson and Cr. Karasiuk  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Adam McNab, Director of Protective Services  
Jim Hood, Director of Corporate Services

#### A. CALL TO ORDER

Tracy Thomas called the meeting to order at 6 pm and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

**Moved by: Cr. Cox**

**Seconded by: Cr. Bathe**

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Cr. Cox**

**Seconded by: Cr. Benwell**

The minutes from the Protective Services Standing Committee Meeting on October 1<sup>st</sup>, 2024, be received as information.

**PASSED**

##### c. Vision and Values - Review

##### d. Declaration of Financial Interest - None

#### C. DIRECTOR'S REPORT

##### a. The Protective Services Report for October

Councillor Heaton suggested that the Protective Services Department address the recent increase in break-ins within the community by issuing public service announcements. These could include general safety tips, such as keeping lights on, arranging for house sitters during absences, and other precautions, particularly with the holiday season approaching. Director McNab responded that he would reach out to the RCMP to explore options.

Councillor Heaton also thanked the Protective Services Department for their support in organizing the Halloween Party at the Four-Way.

Councillor Tuckey inquired whether the number of calls in October and November was as expected. Director McNab confirmed that the volume was consistent with the average for the same period last year.



## Protective Services Standing Committee Meeting December 3<sup>rd</sup>, 2024

Councillor Heaton congratulated Director McNab on earning his “Train the Trainer” certification, noting how beneficial it is to have the capacity to train firefighters locally. She asked if there was a scheduled date for firefighter training and inquired about age requirements. Director McNab explained that the department is currently focused on in-house training for medical services, having recently completed an EMR course. Once the medical training is finalized, they will transition to fire training. According to the Standard Operating Guidelines (SOGs), members must be 18 years or older to join the Fire Department. He also noted that new members are welcome to join the upcoming 10-01 training starting in the new year.

### D. ADMINISTRATION

#### a. Briefing Note – Update on Ongoing Land Acquisition Process

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Heaton**

That Council accepts this briefing note as information.

SAO asked if there were there any specific questions about the ongoing land acquisition process? This process began in 2022. She explained that she started midway and have since received regular updates while collaborating with the Director of Protective Services to better understand its implications for the town. Currently, the project is approximately three-quarters of the way through.

Cr. Couvrette asked if the town has received any revenues from the GNWT as grants in lieu of taxes from the GNWT or other governments. SAO stated that she was advised that since this is untenured land, the town does not receive any grants in lieu. Cr. Couvrette states that he believes it is appropriate to move forward in hopes that the land will generate revenues or benefits to our community.

**PASSED**

#### b. DPA-054-24 Walsh’s Heavy Duty Repairs Ltd.

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Cox**

That DPA-045-24, submitted by Matthew Walsh, from Lot 1817, Plan 4403, 21 SS. Distributor Dr., in Fort Smith, be approved.

Councillor Cox asked if business licenses are renewed annually and whether complaints against a business could lead to the town withholding license renewal until the issues are addressed.

Director McNab clarified that when an application is submitted, the town reviews the business to ensure compliance with home occupation requirements, the zoning bylaw, and the business licensing bylaw. The business licensing bylaw mandates that home occupations be reviewed by council annually during the renewal process. If no concerns are raised about the business, the license is renewed. This process provides council with an opportunity to evaluate business licenses each year.

Cr. Bathe inquired if there is any information on how often issues arise with home occupations, such as non-compliance, noise, or other complaints. He noted that having this background information would be helpful as these matters are being considered.

Director McNab expressed appreciation for the question, noting that many complaints in the community are anecdotal. In a small town, residents often mention concerns informally but are less likely to submit formal complaints, making it difficult to track statistics. He explained that proactively identifying compliance issues, particularly for



## Protective Services Standing Committee Meeting December 3<sup>rd</sup>, 2024

home occupations involving heavy equipment stored on-site, is challenging. However, formal complaints from neighbors are rare and difficult to quantify.

Cr. Cox asked at what point in the process neighbors are informed about the development and whether they have an opportunity to voice their concerns.

Director McNab explained that, in this case, council acts as the development officer responsible for conditional use decisions in this zone. The process mirrors what development officers typically follow: first, reviewing the bylaw and determining whether the development is appropriate. After making this decision, neighbors are notified. Similarly, council, as the development officer, will decide if the development is suitable and aligns with the vision for the community. If deemed appropriate, neighbors will be informed and given 15 days to respond. During this period, the applicant is not permitted to begin development, and if they do, it is at their own risk.

**PASSED**

### E. OTHER BUSINESS

### F. EXCUSING OF COUNCILLORS

**Moved by: Cr. Tuckey**  
**Seconded by: Cr. Heaton**

**AMENDED**

That Mayor Fergusson and Cr. Karasiuk be excused from the Protective Services Standing Committee meeting on October 1<sup>st</sup>, 2024.

**PASSED**

### G. DATE OF NEXT MEETING

That next Protective Services Standing Committee Meeting will be on January 7<sup>th</sup>, 2025.

### H. ADJOURNMENT

**Moved by: Cr. Benwell**  
**Seconded by: Cr. Cox**

That the meeting be adjourned at 6:22 pm.

Minutes adopted this 3<sup>rd</sup> day of December 2024.

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Mayor Dana Fergusson

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas



## Corporate Services Standing Committee Meeting December 3<sup>rd</sup>, 2024

### MINUTES

The Corporate Services Standing Committee Meeting was held on Tuesday, December 3<sup>rd</sup>, 2024 @ 6:30 pm within the Town Hall Council Chambers.

Present: D/M Keizer, Cr. Heaton, Cr. Bathe, Cr. Tuckey, Cr. Kox, Cr. Benwell, Cr. Couvrette  
Regrets: Mayor Fergusson and Cr. Karasiuk,  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Jum Hood, Director of Corporate Services

#### A. CALL TO ORDER

Deputy Mayor Keizer called the meeting to order at 6:25 pm and handed the Chair to Cr. Tuckey. Cr. Tuckey read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

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

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Heaton**

That the minutes from the Corporate Services Standing Committee Meeting on October 1<sup>st</sup>, 2024, be received as information.

**PASSED**

- c. Vision and Values - Review
- d. Declaration of Financial Interest - None

#### C. DIRECTOR'S REPORT

##### a. The Corporate Services Director's Report for October

**Moved by: Cr. Heaton**  
**Seconded by: Cr. Benwell**

##### RECOMMENDATION

That Administration provide a report detailing the current number of vacant positions within the Town of Fort Smith, to be submitted prior to the next Corporate Services Standing Committee Meeting meeting.

**PASSED**

- b. Licencing Report
- c. Accounts Payable Report
- d. Correspondence

**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Heaton**

##### RECOMMENDATION

That Administration coordinate and encourage the completion of ICS 100 training for all Council members to be completed by June 2025.



**Corporate Services Standing Committee Meeting  
December 3<sup>rd</sup>, 2024**

**PASSED**

**D. ADMINISTRATION**

- a. Briefing Note – Budget Variance Report as of September 30<sup>th</sup>, 2024

**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Bathe**

That Council accept this third quarter variance report for information.

**PASSED**

- b. Briefing Note – Approval of Auditor Selection for Fiscal Years 2024-2026

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

That Council approve the selection of Avery Cooper & Co as the Town’s auditor for the fiscal years 2024, 2025, and 2026. Their proposal offers the lowest cost, ensures continuity, and aligns with the Town’s standards for quality and timeliness in financial auditing.

**PASSED**

- c. Briefing Note – Procurement Process Update – Evergreen Fleet Renewal

**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Benwell**

That Council retroactively approve awarding the purchase of two trucks to Aurora Ford Yellowknife.

**PASSED**

- d. Briefing Note – Christmas Eve Half-Day

**Moved by: Cr. Heaton**  
**Seconded by: Cr. Couvrette**

That all Town facilities close at noon on Tuesday, December 24<sup>th</sup>, 2024; and

That Town staff, dependent on operational needs, be given a half-day on December 24<sup>th</sup>, 2024. Should operational requirements necessitate employment on this noted date, that the employee be given equivalent time off in lieu at a mutually agreed time.

**PASSED**

**E. OTHER BUSINESS**

**F. EXCUSING OF COUNCILLORS**

**Moved by: Cr. Cox**  
**Seconded by: D/M Keizer**

That Mayor Fergusson and Cr. Karasiuk be excused from the Corporate Services Standing Committee meeting on December 3<sup>rd</sup>, 2024.

**PASSED**



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**Corporate Services Standing Committee Meeting  
December 3<sup>rd</sup>, 2024**

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**G. DATE OF NEXT MEETING**

That next Corporate Services Standing Committee meeting be on January 7<sup>th</sup>, 2025.

**H. ADJOURNMENT**

**Moved by: D/M Keizer**

**Seconded by: Cr. Cox**

That the meeting be adjourned at 7 pm.

**PASSED**

Minutes adopted this 3<sup>rd</sup> day of December 2024.

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Mayor Dana Fergusson

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas



## Community Services Standing Committee Meeting December 10<sup>th</sup>, 2024

### Minutes

The Community Services Standing Committee Meeting was held on Tuesday, December 10<sup>th</sup>, 2024 @ 6 pm within the Town Hall Council Chambers.

Present: Mayor Fergusson, Cr. Heaton, Cr. Bathe Cr. Kox, Cr. Benwell, Cr. Couvrette  
Regrets: Cr. Karasiuk, D/M Keizer and Cr. Tuckey  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary

#### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:03 pm and handed the Chair to Cr. Heaton. Cr. Heaton read the acknowledgment of First Nations.

#### B. REVIEW

##### a. Agenda

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

That the agenda be adopted as presented.

**PASSED**

##### b. Minutes

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

The minutes from the Community Services Standing Committee Meeting on October 8<sup>th</sup>, 2024, be received as information.

**PASSED**

##### c. Vision and Values - Review

##### d. Declaration of Financial Interest - None

#### C. DIRECTOR'S REPORT

##### a. The Community Services Report for October and November

Mayor Fergusson commended the new reporting format, describing it as detailed and comprehensive. She noted the full schedule of activities across the Town's gyms, pools, and ice surfaces, highlighting the addition of creative events like "glow swimming" on Fridays, which might appeal to adults. She expressed appreciation for the report and congratulated the staff on their excellent work.

Councillor Cox expressed that the report looked excellent and highlighted its potential usefulness for identifying trends over time. He inquired about how library statistics are collected, specifically whether individuals who visit the library to read a book without signing it out are accounted for in the data.

Director Colucci explained that the library tracks usage in several ways due to the varied nature of how people use the space. Attendance is recorded for everyone who enters the library, regardless of whether they stay for a long period or just briefly. Separate attendance is also taken for each program, allowing the library to differentiate between general foot traffic and program-specific visits. This helps identify trends, such as peak times and program popularity, with data collected by day and hour. Circulation statistics are also tracked, showing the difference between those who visit the library for social purposes versus those who are borrowing materials. Initially, the library saw a large increase in attendance at the new location, but circulation was slower, though it has since picked up.



## Community Services Standing Committee Meeting December 10<sup>th</sup>, 2024

By collecting these statistics separately, the library can better understand user needs, optimize programming, and adjust hours based on peak usage times.

Councillor Couvrette praised the town's energetic Economic Development Officer (EDO) and highlighted their work on various initiatives.

### D. ADMINISTRATION

- a. Briefing Note – Revised Draft Community Plan and Recommendation for First Reading

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Couvrette**

That Council, having reviewed the revised Draft Community Plan, recommend to the first reading at the December 17<sup>th</sup> Council meeting, subject to any further revisions based on the December 10<sup>th</sup> Standing Committee discussion.

**PASSED**

- b. Attendance at the NWTAC 2025 Annual General Meeting.

**Moved by: Cr. Couvrette**  
**Seconded by: Mayor Fergusson**

**Recommendation:**

That Administration prepare a briefing note on the cost analysis for council members to attend the 2025 Annual General Meeting in Yellowknife.

**PASSED**

### E. OTHER BUSINESS

- a. Expression of Interest for the Community Services Advisory Board: Rohma Nawaz

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

That Council approve the reappointment of Rohma Nawaz onto the Community Services Advisory Board for a two-year term ending December 2026.

**PASSED**

- b. Expression of Interest for the Community Services Advisory Board: Rebecca Pumphrey

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Cox**

That Council approve the appointment of Rebecca Pumphrey onto the Community Services Advisory Board for a two-year term ending December 2026.

**PASSED**

### F. EXCUSING OF COUNCILLORS

**Moved by: Mayor Fergusson**  
**Seconded by: Cr. Cox**

That Cr. Karasiuk, D/M Keizer and Cr. Tuckey be excused from the Community Services Standing Committee meeting on December 10<sup>th</sup>, 2024.

**PASSED**



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**Community Services Standing Committee Meeting  
December 10<sup>th</sup>, 2024**

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**G. DATE OF NEXT MEETING**

The next Community Services Standing Committee Meeting will be on January 14<sup>th</sup>, 2025.

**H. ADJOURNMENT**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Co**

That the meeting be adjourned at 6:30 pm.

**PASSED**

Minutes adopted this 10<sup>th</sup> day of December 2024.

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Mayor Dana Fergusson

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas



# Municipal Services Standing Committee Meeting December 10<sup>th</sup>, 2024

## Minutes

The Municipal Services Standing Committee Meeting was held on Tuesday, December 10<sup>th</sup>, 2024 @ 7 pm within the Town Hall Council Chambers.

Present: Mayor Fergusson, D/M Keizer, Cr. Heaton, Cr. Bathe, Cr. Kox, Cr. Benwell, Cr. Couvrette  
Regrets: Cr. Karasiuk  
Staff Present: Tracy Thomas, Senior Administrative Officer  
Raveena Brown, Executive Secretary

### A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:59 pm and handed the Chair to Cr. Benwell. Cr. Benwell read the acknowledgment of First Nations.

### B. REVIEW

#### a. Agenda

**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Heaton**

That the agenda be adopted as presented.

**PASSED**

#### b. Minutes

**Moved by: Mayor Fergusson**  
**Seconded by: D/M Keizer**

The minutes from the Municipal Services Standing Committee Meeting on October 8<sup>th</sup>, 2024, be received as information.

**PASSED**

- c. Vision and Values - Review
- d. Declaration of Financial Interest - None

### C. DIRECTOR'S REPORT

#### a. The Municipal Services Report for October and November

Mayor Fergusson inquired about when the Main Lift Station would be completed.

SAO Thomas shared that a capital project update is being worked on and will likely be brought forward in January. Administration along with Municipal Services is waiting for some tests and additional information to address final details before it can be presented.

Cr. Cox inquired about the wood piles, whether they are going to be cleaned up to prepare for snow removal.

SAO Thomas noted that the area has been left open for local harvesters as long as possible. The area is needed for the snow dump. The remainder will be burned off.

### D. ADMINISTRATION

#### a. Briefing Note – Old Library Building Assessment



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**Municipal Services Standing Committee Meeting  
December 10<sup>th</sup>, 2024**

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b. Briefing Note – William Schaefer Memorial Pool Inspection – Engineering Assessment

**Moved by: Mayor Fergusson  
Seconded by: Cr. Couvrette**

That Council accept this briefing note for information and approve the proposed actions to address identified deficiencies.

**PASSED**

**E. OTHER BUSINESS**

**F. EXCUSING OF COUNCILLORS**

**Moved by: Cr. Couvrette  
Seconded by: Mayor Fergusson**

That Cr. Karasiuk and Cr. Tuckey be excused from the Municipal Services Standing Committee meeting on December 10<sup>th</sup>, 2024.

**PASSED**

**G. DATE OF NEXT MEETING**

The next Municipal Services Standing Committee Meeting will be on January 14<sup>th</sup>, 2025.

**H. ADJOURNMENT**

**Moved by: D/M Keizer  
Seconded by: Mayor Fergusson**

That the meeting be adjourned at 7:25 pm.

**PASSED**

Minutes adopted this 10<sup>th</sup> day of December 2024.

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Mayor Dana Fergusson

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** December 17, 2024  
**Subject:** Project Management Standing Offers – Pre-Qualification RFP Update

### PURPOSE:

The purpose of this briefing note is to inform Council of the outcome of the two Requests for Proposals (RFPs) issued for Project Management Standing Offers and to recommend entering into agreements with the most qualified candidates. These standing offers aim to pre-qualify Project Managers with engineering capacity to oversee municipal projects on an as-needed basis.

### BACKGROUND:

The Town of Fort Smith issued two RFPs to establish a pre-qualified list of Project Managers:

1. **August RFP:** Focused on project management services with engineering capacity, receiving one response from WSP.
2. **November RFP:** Expanded the pool of candidates, resulting in four additional responses.

This initiative aims to streamline the procurement process and ensure access to qualified professionals for municipal projects, including infrastructure upgrades and community facility developments.

### CURRENT SITUATION:

Five proposals were evaluated based on their experience, qualifications, methodology, pricing, references, and Northern expertise. The findings are summarized below:

1. **Colliers Project Leaders (91/100):** Demonstrated exceptional Northern knowledge through extensive work on disaster recovery and infrastructure projects in the Northwest Territories, enhanced by a partnership with a local Indigenous-owned engineering firm.
2. **WSP Canada Inc. (89/100):** Showcased robust experience in municipal infrastructure projects across the North and is currently working in Fort Smith, indicating a strong understanding of the community's needs.
3. **Maskwa Engineering Ltd. (88/100):** Highlighted its local presence in Fort Smith and extensive history with the Town's infrastructure projects, such as roads and subdivisions.
4. **Dillon Consulting (88/100):** Brought over 40 years of experience in Northern Canada, with a proven track record in managing projects in remote communities across the Northwest Territories, Yukon, and Nunavut.
5. **Rajesh Kumar (80/100):** Presented a strong project management background but lacked substantive Northern or municipal experience, making him less relevant compared to the other candidates.

The pre-qualification process has successfully identified four highly qualified candidates for inclusion in the Town's standing offer agreements. These agreements will provide access to experienced professionals capable of managing upcoming municipal projects while addressing the unique challenges of Northern communities.



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## Briefing Note

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Should Council require further details or a deeper analysis of the responses, additional information can be provided.

### RECOMMENDATION:

That Council approves entering into standing offer agreements with the following pre-qualified candidates for Project Management services:

1. **Colliers Project Leaders**
2. **WSP Canada Inc.**
3. **Maskwa Engineering Ltd.**
4. **Dillon Consulting**

These agreements will enable the Town to access qualified professionals with relevant Northern experience for municipal projects as needed.



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** December 17, 2024  
**Subject:** Call for Resolutions for the NWTAC AGM - February 2025

### PURPOSE:

To inform Council of the opportunity to submit resolutions for the Northwest Territories Association of Communities (NWTAC) Annual General Meeting (AGM) and to seek Council's direction on whether the Town of Fort Smith will bring forward any resolutions.

### BACKGROUND:

The NWTAC AGM will take place in February 2025, and the Call for Resolutions is now open. Resolutions provide an essential platform for addressing shared priorities and challenges faced by NWT communities. They are integral to the NWTAC's ability to advocate effectively on behalf of its members.

Resolutions from previous years, including those reaffirmed for 2023-2024, can be reviewed at the following link: [2023-2024 Resolutions, Past Resolutions, and Reaffirmed Resolutions](#). Reviewing past resolutions may assist Council in identifying priorities or issues to address.

The deadline for submission of resolutions is **January 24, 2025**. To assist with the process, the resolution submission form, including detailed instructions, has been attached. Councils are encouraged to plan ahead to ensure adequate time for discussion and approval of resolutions.

### CURRENT SITUATION:

Resolutions brought forward to the AGM represent a collective voice for municipalities and can drive advocacy efforts to secure support for community priorities. Council's participation in this process can strengthen the Town's position and ensure Fort Smith's needs and concerns are represented.

### RECOMMENDATION:

That Council:

1. Review the attached information and submission form.
2. Consider whether the Town of Fort Smith will bring forward any resolutions to the NWTAC AGM.

### NEXT STEPS:

If Council decides to bring forward resolutions:

1. Identify topics or priorities for resolutions.
2. Work with Administration to draft and finalize the resolution(s).
3. Submit the approved resolutions by the January 24, 2025, deadline.

Administration remains available to assist with any questions or drafting support required for this process. Your input is valued, and we look forward to receiving resolutions that reflect the collective needs of our community and region.



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** December 17, 2024  
**Subject:** Community Government Carbon Tax Revenue Sharing Grant

### PURPOSE:

To inform Council of the 2023-24 Community Government Carbon Tax Revenue Sharing Grant allocation and recommend its use to support asset assessments for improved efficiency and sustainability.

### BACKGROUND:

The 19th Legislative Assembly amended carbon tax legislation in 2023 to include annual community government carbon tax revenue-sharing grants. These grants represent 10 percent of fiscal year carbon tax revenues, net offsets, and administrative costs. The distribution follows the completion of the public accounts audit and is outlined in Schedule A of the Petroleum Products and Carbon Tax Regulations.

For the 2023-24 fiscal year, net carbon tax revenues after offsets and administration costs amount to \$15.493 million, with \$1.55 million distributed to community governments. The Town of Fort Smith has been allocated \$82,115. While the funding is unconditional, it is encouraged to be used for initiatives that reduce greenhouse gas emissions or support climate change adaptation activities.

### CURRENT SITUATION:

In the spirit of the grant's intended purpose, it is recommended that the \$82,115 allocation be directed toward conducting asset assessments. This initiative would explore opportunities to improve the efficiency and sustainability of essential assets that directly impact housing preparedness.

Key assets, such as the water treatment plant and related infrastructure, are critical to the town's resilience and preparedness. Assessing these assets would position the Town of Fort Smith to:

- Identify and prioritize areas for efficiency improvements.
- Develop strategies to enhance sustainability.
- Be better prepared for future funding opportunities that may arise for asset upgrades or climate resilience projects.

Issuing an RFP (Request for Proposals) for a comprehensive assessment of these assets would be a proactive step in ensuring long-term benefits for the community.

### RECOMMENDATION:

That Council allocate the \$82,115 from the Community Government Carbon Tax Revenue Sharing Grant toward funding an asset assessment initiative. This initiative will focus on critical infrastructure, such as the water treatment plant, to identify opportunities for improved efficiency, sustainability, and preparedness for future funding opportunities.



December 03, 2024

Worship Mayor Dana Fergusson  
Town of Fort Smith  
BOX 147  
FORT SMITH, NT X0E 0P0

Dear Mayor Fergusson:

**Community Government Carbon Tax Revenue Sharing Grants**

The 19<sup>th</sup> Legislative Assembly amended the carbon tax legislation in 2023 to include annual community government carbon tax revenue sharing grants equal to 10 per cent of fiscal year carbon tax revenues net of carbon tax offsets and administration costs to be distributed following the completion of the public accounts audit.

Net 2023-24 carbon tax revenues after carbon tax offsets and administration costs are \$15.493 million. Therefore, community governments will share \$1.55 million based on the allocation specified in Schedule A of the *Petroleum Products and Carbon Tax Regulations*.

The Town of Fort Smith will receive a 2023-24 grant of \$82,115. Although this funding is unconditional, we hope your community government uses it to either reduce greenhouse gas emissions or support climate change adaptation activities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Caroline Wawzonek'.

Caroline Wawzonek  
Minister of Finance

c. Distribution List

Distribution List:

Honourable Jay Macdonald  
MLA, Thebacha

Dr. Joe Dragon  
Principal Secretary

Kyla Kakfwi-Scott, Deputy Secretary  
Premier's Office

William McKay  
Deputy Minister  
Finance

John MacDonald  
Secretary to Cabinet/Deputy Minister  
Executive and Indigenous Affairs

Tracy Thomas  
Community Officer  
Town of Fort Smith



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** December 17, 2024  
**Subject:** Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show 2025

### PURPOSE:

To provide information to the Mayor and Council regarding the 2025 FCM Annual Conference and Trade Show and to facilitate consideration during upcoming budget discussions.

### BACKGROUND:

The Federation of Canadian Municipalities (FCM) is hosting its Annual Conference and Trade Show, Canada's largest gathering of elected officials, in Ottawa, Ontario, at the Rogers Centre. This event brings together municipal leaders from across the country to network, engage with federal representatives, and access tools and insights to address municipal challenges and opportunities.

The conference will be held from **May 29 to June 1, 2025**, and includes a variety of activities and programming designed to enhance municipal governance and foster collaboration among peers.

### ANALYSIS:

Participation in FCM's Annual Conference provides Council members with valuable opportunities to:

1. **Network** with elected officials and municipal leaders across Canada.
2. **Engage** directly with federal representatives to advocate for local priorities.
3. **Learn** about best practices, innovative solutions, and funding opportunities that could benefit the Town of Fort Smith.

The estimated cost for each Council member to attend is approximately **\$6,000**, which includes registration, travel, accommodation, and per diems. Attendance decisions will need to be weighed against budgetary priorities during the upcoming budget discussions.

### RECOMMENDATION:

That Council receive this briefing note for information and consideration, with further discussion to occur during budget deliberations.



## Briefing Note

**To:** Mayor and Council  
**From:** Administration  
**Date:** December 17, 2024  
**Subject:** \*Update -Attendance at the NWTAC 2025 Annual General Meeting

### PURPOSE:

To confirm Council's attendance at the Northwest Territories Association of Communities (NWTAC) 2025 Annual General Meeting (AGM) and Mayors' Bootcamp, scheduled to be held in Yellowknife. This will allow Administration to finalize registrations and release any unneeded hotel rooms.

### BACKGROUND:

The NWTAC 2025 AGM will take place in Yellowknife from February 27 to March 1, 2025, with a Mayors' Bootcamp on February 26. This event provides municipal leaders with opportunities for professional development, networking, and practical learning to support community priorities.

To secure accommodation, rooms have been pre-booked for all Council members. Registration is now open, and timely confirmation of attendance will ensure proper arrangements are made while avoiding unnecessary costs.

### HIGHLIGHTS OF THE AGM:

- **Expert-Led Sessions:** Covering topics relevant to community priorities and governance.
- **Networking Opportunities:** Building connections with peers, experts, and decision-makers from across the NWT.
- **Practical Tools and Insights:** Offering actionable knowledge to enhance Council's effectiveness.

### ANALYSIS:

Participation in the AGM and Mayors' Bootcamp will provide Council members with valuable tools, resources, and relationships to advance the Town's priorities. The event also offers an opportunity to represent Fort Smith and engage with peers on shared challenges and opportunities.

**Cost to attend is estimated at \$3300 per council member (based on mileage/hotels/per diem and registration)**

### RECOMMENDATION:

Council members are requested to confirm their attendance by the Regular Meeting of Council on December 17<sup>th</sup>, 2024.

This will allow Administration to:

1. Register all confirmed attendees.
2. Release any unneeded rooms to minimize costs.



## Town of Fort Smith Expression of Interest

Date: November 05, 2024

Name: Rohma Khurram Nawaz

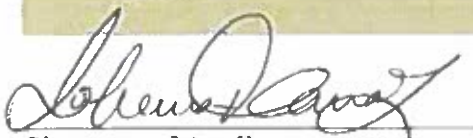
I am interested in sitting on the: Community Services Advisory Board

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

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

- Member of board since March 2021 applying for reappointment.
- Experience working/planning/organizing community events and initiatives both in Fort Smith and other Communities.
- Past experience working for the TOFS & NLMCC.
- Educational experience (BA) supports diverse, inclusive and creative community planning Approaches and strategies.

Email address: rohma.k.nawaz@gmail.com

  
Signature of Applicant



## Town of Fort Smith Expression of Interest

Date: September 16, 2024

Name: Rebecca Pumphrey

I am interested in sitting on the: Community Services  
Advisory Board

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

I have been a community member of Fort Smith for just over three years as the community's regional dietitian. I have a strong passion for promoting and supporting healthy living including nutrition and physical activity. I would like to take my knowledge and passion further by being involved with the community to advocate for strong recreation programs in the community.

Email: pumphreyrebecca@gmail.com

R. Pumphrey  
Signature of Applicant