



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

Tuesday, June 20, 2023, 7:00 p.m. – Council Chambers

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|---|--|
| A. Call to Order and Confirmation of Quorum Acknowledgement of First Nations | |
| B. Approval of Agenda | |
| C. Presentations a. RCMP Police Report May 2023 |  Fort Smith Policing Report 2023-05.pdf |
| D. Approval of Council Minutes a. Regular Council Meeting Minutes 05-23 May 16, 2023 b. Special Meeting of Council SP-07-23 May 23, 2023 |   Council Minutes Special Meeting May 16, 2023.pdf Minutes SP-07-23 M |
| E. Business Arising from the Minutes | |
| F. Declaration of Financial Interest a. Statement of Disclosure of Interest |  Statement of Disclosure of Interest |
| G. Council Business | |
| a. Introduction and Consideration of Standing Committee Reports i. Corporate Services June 6 th , 2023 ii. Community Services June 13 th , 2023 iii. Municipal Services June 13 th , 2023 |   Corporate Services Community Services Minutes June 6 2023:Minutes June 13 2023  Municipal Services Minutes June 13 2023 |
| b. Enactment of Bylaws and Policies i. Bylaw 1048 Amend the Council Procedures Bylaw 902 – Third Reading ii. Bylaw 1049 Emergency Management Plan – Third Reading |   Bylaw 1048 Bylaw 1049 Amendment to the Emergency Management Plan |
| c. Appointments i. Appointment of Chair for Protective Services Standing Committee | |
| d. Mayor and Council/Board Representative | |
| e. Administration i. Briefing Note SRFN Contribution Request ii. Briefing Note DPA-028-23 Mabel Vogt iii. Briefing Note DPA-029-23 Tony Vermillion iv. Briefing Note Sea Cans v. South Slave Tourism Development Workshop Report and Financials |   BN SRFN Aboriginal Day Contribution Request BN DPA-028-23.pdf   BN DPA-029-23.pdf BN SSDTW Reports.pdf |
| H. Proclamations | |
| I. Absence of Council Members | |
| J. Date of Next Council Meeting | |
| K. In-Camera Session <i>CTV Act S.23(3)(c)</i> Personnel Issue | |
| L. Adjournment | |
| M. Question Period | |



FORT SMITH
POLICING REPORT
May 2023



Fort Smith RCMP Detachment
G Division
Northwest Territories

The Fort Smith RCMP Detachment responded to a total of 183 calls for service to the Town of Fort Smith during the month of May 2023.

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

The current fiscal year priorities Initiatives are identified as:

- 1) Road Safety
- 2) Police / Community Relationships
- 3) Reconciliation & Youth

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 6 reports of possible impaired drivers from members of the public during the month of May. Police were able to lay charges in 1 of the 6 impaired driving investigations.

Police conducted 5 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. 21 vehicles were stopped during the month for minor infractions. Several drivers were issued tickets for various offences under the motor vehicle act, in addition several warnings were issued and 2 field sobriety tests were administered.

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

2) This month the detachment addressed the issue of Police / Community Relationships by:

This initiative is focused on maintaining good communication with our community partners (governments, partner agencies, etc.). This includes attending meetings, the sharing of information, and RCMP involvement in community activities.

- a. On May 3rd, Mrs Beaulieu's Kindergarten class attended the detachment for a tour. They spent an hour with their guide Cst Jason Emmons who showed them what police officers do during a typical shift.
- b. On May 5th, Cst Jesse Woodward with the assistance of Fort Smith By law made a presentation on how to safely cross walk/sidewalk to children attending the day care.
- c. On May 10th, Cst Darryl Nadeau, Cst Jason Emmons and Community Safety Cst Jordan Groenwegen made a presentation on "sexting" and "sextortion" to high school students.

- d. On May 27th, members attended the Fort Smith Fire Department open house.
- e. On May 30th, Sgt Cagri Yilmaz coached the Fort Smith soccer club.

3) This month the detachment addressed the issue of Reconciliation & Youth 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 also what activities we can undertake in the spirit of reconciliation.

- a. On May 5th, Cst Jesse Woodward helped an elder stack firewood on their property.

Notable Occurrences for the Month:

- a. The Fort Smith RCMP arrested a 20 year old on May 25th after he broke into a number of houses and stole items from within and at different places in town. Community members are encouraged to lock their doors at all times to prevent thieves from stealing.
- b. The Fort Smith RCMP has been investigating Frank Gruben's disappearance. The public is encouraged to contact the police for any tips they may have regarding his disappearance.



| OCCURRENCES | Current Month | Year to Date | Current Month of previous year | Previous Year Total |
|--|---------------|--------------|--------------------------------|---------------------|
| Assaults (Not including sexual assaults) | 15 | 93 | 12 | 201 |
| Sexual Offences | 0 | 6 | 1 | 17 |
| Break and Enters (Residence & Business) | 1 | 6 | 4 | 32 |
| Theft of Motor Vehicle | 2 | 7 | 0 | 9 |
| Theft Under \$ 5000.00 | 8 | 22 | 5 | 68 |
| Theft Over \$ 5000.00 | 0 | 0 | 1 | 3 |
| Drugs (Possession) | 0 | 0 | 0 | 4 |
| Drugs (Trafficking) | 0 | 3 | 1 | 10 |
| Liquor Act | 7 | 23 | 13 | 126 |
| Unlawful Sale (Bootlegging) | 0 | 0 | 0 | 0 |
| Causing a disturbance / Mischief (total) | 55 | 240 | 67 | 605 |
| Causing a Disturbance | 23 | 58 | 16 | 159 |
| Mischief - damage to property | 6 | 27 | 7 | 75 |
| Mischief - obstruct enjoyment | 26 | 155 | 44 | 371 |
| Impaired Driving | 7 | 32 | 1 | 58 |
| Other Complaints | 44 | 237 | 47 | 525 |
| Total Violations | 139 | 669 | 152 | 1658 |
| Total Calls for service | 183 | 784 | 210 | 2202 |



| JUSTICE REPORTS | Current Month | Year to Date | Current Month of previous year | Previous Year Total |
|--|---------------|--------------|--------------------------------|---------------------|
| Victim Services Referral - Accepted | 0 | 7 | 0 | 16 |
| Victim Services Referral - Declined | 8 | 64 | 1 | 83 |
| Victim Services - Proactive Referral | 0 | 0 | 0 | 7 |
| Victim Services - Not Available | 0 | 0 | 0 | 0 |
| Restorative Justice Referrals | 0 | 1 | 0 | 1 |
| Emergency Protection Orders (Detachment Initiated) | 0 | 2 | 0 | 0 |
| ODARA Reports | 0 | 0 | 0 | 0 |
| Prisoners Held | 18 | 101 | 18 | 187 |
| Prisoners Escorted | 0 | 1 | 0 | 3 |
| Prisoners Held non-PROS Agency | 0 | 0 | 0 | 0 |
| Prisoners Escorted Non-PROS Agency | 0 | 0 | 0 | 0 |
| Liquor Destroyed Immediately | 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



Mayor Daniels requested an update on the fire at the JBT Culture Camp. Sgt. Yilmaz advised that the fire was caused by youth. He noted that the youth have been spoken to and that youth under 12 years old cannot be charged in Canada regardless of the offence.

- b. EMO Update – The Director of Protective Services provided an Emergency Management Operations update on the fires around Hay River and K’atl’odeeche First Nations (KFN).

The Director advised that the Fort Smith EMS provided transport support services with a Town ambulance and NTHSSA homecare vehicle. He advised that two of the volunteers were deployed to assist in Hay River but have returned bringing the department back to full strength.

The Director advised that current wind conditions are favorable for smoke and visibility but are expected to change back towards Hay River and KFN, and that work was done to prepare for this. Additionally, there is potential for smoke and fire to move towards the highway. He noted that any changes will be communicated through MACA EMO and directly communicated to the public.

The Director noted that local fire conditions have improved and recommended to continue to be prepared. He advised that the Fire Department had responded to several fires this year and that none were recreational fires. He indicated that there has been proactive community feedback and interest on fire restrictions and safety, and that a fire ban could be considered if conditions revert to extreme.

The Director stated that implementing an ATV ban was discussed but there are no mechanisms for a ban in the bylaw or for enforcement, and that the ban would only be effective within municipalities where limited activity occurs.

The Director noted that the fire over the weekend was suspicious and a risk of being a recurring activity. He advised that the department is looking to hold proactive education sessions in the school and is working with Social Services regarding the youth involved. He added that a junior fire starters program was initiated but not well attended.

Further, he advised that the Protective Services department is working on a campaign of public service announcements with emergency management information and responses through a separate Protective Services Facebook page. He added that critical posts would be shared with indigenous governments to inform members and would be posted to bulletin boards in the community.

The Director advised that the Emergency Management Bylaw and Plan are being updated and would be brought to Council for review. Additionally, he advised that there is an EMO meeting scheduled for May 18th, 2023.

Cr. Fergusson was pleased with the update and clear communication through the dedicated Protective Services Facebook page. She suggested additional safety messaging in consideration of camping over May long weekend. The Director confirmed additional fire safety information would be posted.

Cr. Pischinger asked if the Alberta government had banned ATVs and if MACA has considered this. The Director confirmed they are banned in Alberta and that he would follow up with MACA. Cr. Couvrette suggested the Mayor contact the Premier with the request.

Mayor and Council thanked the Director for his hard work and presentation.



D. **APPROVAL OF MINUTES**

Regular Meeting of Council 04-23

23-120 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That the minutes of Regular Meeting 04-23 of April 18th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-02-23

23-121 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That the minutes of Special Meeting SP-02-23 of April 18th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-03-23

23-122 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That the minutes of Special Meeting SP-03-23 of April 27th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-04-23

23-123 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That the minutes of Special Meeting SP-04-23 of May 4th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-05-23

23-124 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That the minutes of Special Meeting SP-05-23 of May 9th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Special Meeting of Council SP-06-23

23-125 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That the minutes of Special Meeting SP-06-23 of May 9th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

F. **DECLARATION OF FINANCIAL INTEREST**

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



G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

23-126 Moved by: Cr. Korol
Seconded by: Cr. Tuckey

That the Corporate Services Standing Committee minutes from May 2nd, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Post-Secondary Education Committee Terms of Reference – Cr. Couvrette advised that the Vancouver Island University is looking to offer an online Bachelor of Education program and felt this may be problematic for the future of the BED program at the Aurora College due to the university's ranking. He suggested the Post-Secondary Education Committee further discuss this at their next meeting.

23-127 Moved By: Cr. Fergusson
Seconded By: Cr. Korol

That the Post-Secondary Education Committee's Terms of Reference be adopted as presented.

CARRIED UNANIMOUSLY

DPA-016-23 Home Occupation Business Alan Karasiuk

23-128 Moved By: Cr. Korol
Seconded By: Cr. Pischinger

That DPA-016-23, submitted by Alan Karasiuk, to operate a home occupation business, AWKWA Ed-Tech Services, from Lot 1162, Plan 1588, 117 Wilderness Road in Fort Smith be approved.

CARRIED UNANIMOUSLY

Functional Review

23-129 Moved By: Cr. Fergusson
Seconded By: Cr. Korol

That Administration be directed to prepare a Terms of Reference for a complete Functional Review of all programming and operations of the Town of Fort Smith; and

Further that a proposed budget be developed for the Functional Review and that the Functional Review will include, but not be limited to, current programs and services delivered by the Town, systems review for employee and management practices, management control and responsibility, hiring process, general processes and procedures, work planning and capacity, communications and reporting standards, strategic planning, and contingency planning.

CARRIED UNANIMOUSLY

Community Services Standing Committee

23-130 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That the Community Services Standing Committee minutes from May 9th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY



Terms of Reference for Council Documents for Review

23-131 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That Administration identify a process for Council to draft a Terms of Reference for the reviews needed for the Economic Development Plan, Strategic Plan, Vision and Values, and Functional Review.

CARRIED UNANIMOUSLY

Community Services Advisory Board Reappointment

23-132 Moved by: Cr. Korol
Seconded by: Cr. Pischinger

That Rohma Nawaz be reappointed to the Community Services Advisory Board for a period ending December 31st, 2024.

CARRIED UNANIMOUSLY

Economic Development Advisory Board Reappointments

23-133 Moved by: Cr. Fergusson
Seconded by: Cr. Couvrette

That Kevin Antoniak, Pierre-Emmanuel Chaillon, Michael Keizer, and Alyssa Etsell be reappointed to the Economic Development Advisory Board for a period ending December 31st, 2024.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee – Cr. Campbell requested an update on Multihog training. Administration replied that employees have received some training but still require training for the sweeping attachment. He noted that intent is not to deploy the unit until it can be operated properly and not damaged. He advised that he would follow up when training has been completed.

23-134 Moved By: Cr. Korol
Seconded By: Cr. Pischinger

That the Municipal Services Standing Committee minutes from May 9th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Housing NWT Land in Lieu

23-135 Moved By: Cr. Fergusson
Seconded By: Cr. Korol

That the Town of Fort Smith enter into negotiations with Housing NWT for the transfer of 27 Whooping Crane Crescent.

CARRIED UNANIMOUSLY

Sea Can Stay Order Implications – Cr. Campbell asked if legal counsel would be obtained and noted that some residents have sold their sea cans as result of the orders. Administration confirmed that legal would be consulted. He noted that order appeals as per the Zoning Bylaw are required to be heard by the Development Appeal Board and indicated that a call for members has been advertised with intention to reestablish the board to hear future appeals.

23-136 Moved By: Cr. Korol
Seconded By: Cr. Fergusson

That Administration prepare a briefing note with the implications on staying the orders placed on sea cans respective to the Zoning Bylaw 936.

CARRIED UNANIMOUSLY



b. Mayor and Council/Board Representative Updates

- i. Cr. Tuckey – Cr. Tuckey gave condolences to the Bourke and Jamieson families. He reminded everyone to be cautious in consideration of recent fire activity and the long weekend.
- ii. Cr. Korol – Cr. Korol gave condolences to the families who lost loved ones. Cr. Korol gave a shout out to the Protective Services department and volunteers. She also thanked those who coordinated and executed searches for Frank Gruben.

Cr. Korol reminded the community that the Pool officially opened today and that the grand opening of the CRC would be June 12-13th, 2023. She noted that Community Services Advisory Board recently met.

- iii. Cr. Fergusson – Cr. Fergusson thanked the Fire Department and volunteers for their fast action in extinguishing the fire over the past weekend. She reminded the community to be fire safe over the long weekend. She also commended volunteers in their efforts searching for Frank Gruben.
- iv. Cr. Campbell – Cr. Campbell gave a big shout out to Emergency responders assisting with extinguishing fires and searching for Frank Gruben.
- v. Cr. Couvrette – Cr. Couvrette gave condolences to families who lost loved ones. Cr. Couvrette recognized and commended emergency responders across the country and reminded everyone to be fire safe over the long weekend.
- vi. Cr. Pischinger – Cr. Pischinger gave condolences to the Bourke and Jamieson families. She thanked all emergency responders and volunteers searching for Frank Gruben. She asked residents to check their properties.

Cr. Pischinger requested Mayor and Council send a letter to the Department of Infrastructure last fall to request repairs to road damages resulting from the airport resurfacing project and requested a follow up. She also requested an update on the cemetery project and if upgrades to Conibear Park are moving forward.

Cr. Pischinger noted the change of speed limit from 50km/h to 60km/h, and back to 50km/h on McDougal Road up to the sewage lagoon to the airport and suggested the speed limit be 50km/h the entire stretch.

- vii. Cr. Beaulieu – Cr. Beaulieu gave condolences to those who lost loved ones. She commended emergency responders for their fast actions to fires and volunteers assisting with the search and rescue. She asked the community to report anything suspicious in efforts to find Frank Gruben.
- viii. Mayor Daniels – Mayor Daniels gave condolences to the Bourke and Jamieson families. He commended the Fire Department and volunteers for their responses. He requested the community check their properties to assist with the search.

Mayor Daniels advised that a group from Fort Chipewyan and John D'or Prairie were planned to come to Fort Smith but rescheduled.

Mayor Daniels requested ATV drivers to slow down while driving on streets and follow speed limits. He also reminded the community to be fire safe while camping over the long weekend.



c. Administration

- i. Briefing Note Changing of Signing Authorities – The briefing note was reviewed.

23-137 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That the signing authorities for the Town of Fort Smith shall be Mayor Fred Daniels, Deputy Mayor Jay Macdonald, and Councillor Leonard Tuckey on behalf of Council; and

That the signing authorities for the Town of Fort Smith shall be Jim Hood, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; and Emily Colucci, Director of Community Services on behalf of Administration; and

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

CARRIED UNANIMOUSLY

H. PROCLAMATIONS

There were no proclamations.

I. ABSENCE OF COUNCIL MEMBERS

23-138 Moved by: Cr. Korol
Seconded by: Cr. Pischinger

That Cr. Fergusson and Cr. Beaulieu be excused from the Corporate Services Standing Committee Meeting on May 2nd, 2023.

CARRIED UNANIMOUSLY

23-139 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That D/M Macdonald be excused from the Regular Meeting of Council on May 16th, 2023.

CARRIED UNANIMOUSLY

J. DATE OF NEXT COUNCIL MEETING

Corporate Services Standing Committee Meeting – June 6th, 2023
Community and Municipal Services Standing Committee Meetings – June 13th, 2023
Regular Meeting of Council 06-23 – June 20th, 2023



K. **IN-CAMERA SESSION CTV ACT S.23(3)(c)**

23-140 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That Council move in-camera in accordance with the Cities, Town, and Villages Act, Section 23(3)(c) to discuss a personnel issue.

CARRIED UNANIMOUSLY

23-141 Moved by: Cr. Couvrette
Seconded by: Cr. Pischinger

That Council move out of in-camera at 9:26 pm.

CARRIED UNANIMOUSLY

23-142 Moved by: Cr. Campbell
Seconded by: Cr. Tuckey

That Council award the contract for the staffing of the Senior Administrative Officer position to Ravenhill Group in the amount of \$27,700.

CARRIED UNANIMOUSLY

23-143 Moved by: Cr. Fergusson
Seconded by: Cr. Pischinger

That Council work with legal counsel to rewrite the Senior Administrative Officer (SAO) Employment Bylaw; and

That the SAO Employment Bylaw be completed before the hiring of the new Senior Administrative Officer.

CARRIED UNANIMOUSLY

23-144 Moved by: Cr. Korol
Seconded by: Cr. Tuckey

That Council work with legal counsel and excluded employees to rewrite the Excluded Employees Bylaw.

CARRIED UNANIMOUSLY



L. **ADJOURNMENT**

23-145 Moved by: Cr. Korol
Seconded by: Cr. Couvrette

That the meeting be adjourned at 9:27 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 20th day of June, 2023.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Jim Hood

M. **QUESTION PERIOD**

A question period was offered in accordance with policy.

Mr. Senfuma reviewed the Statement of Financial Position (p.1) and net balances. He advised that there was reduction in cash from \$16.8 million in 2021 to \$13.7 million in 2022; that outstanding School Tax Payables were paid in 2022 in the amount of \$1.1 million; and that Deferred Revenue decreased from \$10 million in 2021 to \$7.3 million in 2022 due to capital spending on projects. He noted that deferred revenue is funds received in advance of spending to be used in the next year or years. As a result, Tangible Capital Assets have increased in value from \$40.9 million in 2021 to \$49 million in 2022 and are amortized (p.25) to show a reduction in value over time. Further, he advised that the Town's accumulated surplus has increased, resulting from the increase in non-financial assets due to increased capital projects, from \$46.2 million in 2021 to \$54.9 million in 2022.

Mr. Senfuma reviewed the Statement of Operations (p.2) including revenues and expenses by function and advised that the largest revenue source in 2022 was government transfers for capital at \$9.3 million due to increased capital projects. He noted that the Town's total revenue increased from \$16.3 million in 2021 to \$20.3 million in 2022, and expenses increased from \$11.5 million in 2021 to \$11.7 million in 2022. He reviewed the Schedule of Revenue and Expenses of General Government Services (p.26) and indicated that government transfers increased in revenue and were from capital transfers for projects and not from operations.

Mr. Senfuma reviewed the Schedule of Revenue and Expenses for Water and Sewer Services (p.30) and noted a deficit in 2021 of \$335k compared to a surplus of \$80k in 2022. He advised that the surplus was a result of increased water and sewer charges for private customers. He anticipates further increases as water meters are fixed and in knowing consumption.

Mr. Senfuma reviewed Expenses by Object (p.42) as per expenses on the Statement of Operations (p.2) and reviewed total expenses for all functions by object. He noted the biggest expense being salaries and benefits at \$5.3 million and that the actual expense was well aligned with the budgeted amount.

Mr. Senfuma reviewed the Notes to the Financial Statements and the salaries of Mayor and Council.

Mr. Senfuma reviewed the Memorandum of Accounting Systems and Internal Control and advised that many of the recommendations were removed due to being actively addressed by Administration. He noted that a key area of concern was the fixing of water meters and that this is being addressed. He advised that water and sewage reporting to MACA includes water charges which cannot be determined without functional meters.

Mayor and Council thanked Mr. Senfuma for his presentation.

Mr. Senfuma left the meeting.

Cr. Fergusson commended staff for their efforts and advised that she would bring forward questions to Administration.

D/M Macdonald noted the first recommendation from the memorandum, that the Town did not have sufficient funds in the required reserve bank accounts as of December 31st, 2022, that they were not fully funded by \$2.554 million, and that the required Gas Tax Fund has a shortfall of \$30k, and requested an update. Administration replied that the Town keeps funds in the General Operating Fund to pay for expenses for capital projects and that quarterly and yearend reports of expenses are generated to balance. He advised that reserve contribution was not paid by yearend but corrected shortly after.

D/M Macdonald noted that most external funding sources for capital projects require a monetary commitment by the Town and asked if the Town is in good standing to fund and manage the amount of capital projects approved. Administration replied that due to resources and capacity, they would not all be completed this year and that any uncompleted projects would be carried over to the next year. He advised that top priority projects would be brought forward first and suggested considering external project management. He noted that Directors being tasked with project management takes away from regular operations in running departments and providing programs and services. He added that procurement projects are easier to manage and require a tender process but that many projects on the 2022 Capital Plan are large engineering projects.

Cr. Couvrette asked if there are funds allocated for engineering or project management to remove the burden from Directors. Administration confirmed that projects should include engineering services, quality control, and project oversight, while still being overseen by Directors to ensue the project is done to scope.

D/M Macdonald referenced computer security in the memorandum and IT vulnerabilities and requested an update. Administration replied that they are waiting for a proposal from the IT provider to address issues with the server along with other issues. He noted that the intent is to bring the recommendation as per the memorandum directly to the IT provider to address while they prepare the proposal for IT infrastructure issues.

Administration provided an update on the Water Meter Replacement Project and advised that approximately 110 customers are still requiring replacement meters. He noted that all meters in stock have been installed and that 50 are on back order. He advised that another order is being placed with the remaining meters requiring replacement along with larger meters for commercial services.

D/M Macdonald asked if clients not able to get a meter have had their rates changes to reflect an unmetered user. Administration responded that their rate would not change as it the Town's responsibility to provide the meter.

23-147 Moved by: Cr. Couvrette
Seconded by: Cr. Fergusson

That the Town of Fort Smith 2022 Audited Financial Statements be approved.

CARRIED UNANIMOUSLY

- ii. Emergency Management Plan – The Emergency Management Plan was reviewed. Administration advised that the Director of Protective Services would provide an plan overview and address questions at the upcoming Corporate Services Standing Committee meeting on June 6th, 2023.

Emergency Management Bylaw 1049/First Reading

23-148 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That the Emergency Management Bylaw 1049 be introduced and given First Reading;

WHEREAS, the Council of the Town of Fort Smith is responsible for the direction and control of its emergency response and is required to prepare and approve Emergency Response Plans and programs, appoint a Local Emergency Management Committee, establish and maintain a Local Emergency Management Organization; appoint a Coordinator of the Local Emergency Management Organization and establish the duties of the Coordinator;

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

1. Short Title

This By-Law shall be cited as the Emergency Management By-Law.

2. Repeal

That By-law 399 is hereby repealed.

3. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

CARRIED UNANIMOUSLY

Emergency Management Bylaw 1049/Second Reading

23-149 Moved by: Cr. Korol
Seconded by: Cr. Couvrette

That the Emergency Management Bylaw 1049 be given Second Reading by title only.

CARRIED UNANIMOUSLY

- iii. Bylaw 1048 Amend the Council Procedures Bylaw 902/First Reading – D/M Macdonald asked if Corporate Services and Protective Services meetings align and would be on the same night. Administration confirmed and advised that licensing and fines align Corporate Services with Protective Services and Bylaw Enforcement.

Cr. Couvrette requested an update on related documents being reviewed by the Bylaw Review Committee. Cr. Korol replied that they are being reviewed and that she hopes to have them for Council review by the end of summer.

23-150 Moved by: Cr. Korol
Seconded by: D/M Macdonald

That Bylaw 1048, Amend the Council Procedures Bylaw 902, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rules respecting the procedures for Council; and to allow for the orderly, open, and efficient conduct of its meetings; and to establish the appointment and terms of reference for its standing committees;

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

1. Section 25 “Committees of Council” of the “Council Procedures Bylaw 902” be repealed and replaced with Section 2 of Bylaw 1048.
2. Committees of Council
 - a. Establishment of Standing Committees
 - (i) The following Standing Committees of Council are hereby established:
 1. The Committee of the Whole;
 2. The Standing Committees on:
 - (i) Corporate Services
 - (ii) Protective Services
 - (iii) Community Services
 - (iv) Municipal Services

CARRIED UNANIMOUSLY

Bylaw 1048 Amend the Council Procedures Bylaw 902/Second Reading

23-151 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That Bylaw 1048, Amend the Council Procedures Bylaw 902, be given Second Reading by title only.

CARRIED UNANIMOUSLY

D. **ABSENSE OF COUNCIL MEMBERS**

23-152 Moved by: D/M Macdonald
Seconded by: Cr. Korol

That Cr. Campbell be excused from the Special Meeting of Council SP-07-23 on May 23rd, 2023.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

23-153 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That this meeting be adjourned at 7:45 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 20th day of June, 2023.

Mayor Fred Daniels

Certified Correct by Jim Hood
Senior Administrative Officer

F. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, June 6th, 2023 at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Tuckey
Members: Mayor Daniels, Cr. Korol, Cr. Fergusson, Cr. Campbell, Cr. Pischinger, Cr. Couvrette
Regrets: D/M Macdonald, Cr. Beaulieu
Staff Present: Jim Hood, Senior Administrative Officer
Obrian Kydd, Director of Corporate Services
Adam McNab, Director of Protective Services
Katie Reid, Executive Secretary

1. Call to Order

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

Cr. Tuckey read the acknowledgement of First Nations.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda –The agenda was reviewed. Cr. Fergusson requested adding a briefing note on enforcement actions at PWK High School. Cr. Korol requested adding discussion about writing a letter to the Minister of Justice regarding passing the deadlines of the Missing Persons Act. Cr. Couvrette requested adding discussion on blood testing and diagnostics at the Health Centre.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That the agenda be adopted as amended to include a briefing note with regards to development enforcement at PWK High School, discussion about writing a letter to the Minister of Justice regarding the Missing Persons Act, and discussion regarding blood testing and diagnostics at the Fort Smith Health Centre.

CARRIED UNANIMOUSLY

- b. Minutes – The Corporate Services Standing Committee Minutes of May 2nd, 2023, were reviewed and adopted at the Regular Meeting of Council on May 16th, 2023.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

- a. NTPC Intervention Committee
 - i. NTPC Intervention Committee Minutes May 31st, 2023 – The minutes were reviewed. Cr. Couvrette advised that the terms of reference is being revised and would be brought to the next NTPC Intervention Committee meeting for approval.

Cr. Couvrette advised that NTPC has submitted a request to the NWT Public Utilities Board to extend the response deadline for the information requests submitted by the Town to July 12th, 2023.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List from May 2023 was reviewed. Cr. Korol noted a payment for CRC air handling unit repairs resulting from a power outage and asked if a request for reimbursement was submitted to NTPC. Administration was unaware if a statement/claim had been submitted but would follow up with the Director of Community Services for more information.

Cr. Campbell noted purchases for road maintenance products from outside of the community and asked why the products aren't procured from local vendors. Administration replied that some materials are not stocked by local vendors and past practice has been to order. Cr. Campbell suggested supporting local businesses by requesting they order the materials.

Cr. Couvrette noted that Council had previously indicated the need to review the Town's local procurement policy and position on acquiring goods from local contractors by identifying a mechanism with parameters and variances for non-stocked, shipped items. He suggested the review of the policy be included in the Functional Review.

Cr. Korol noted a heating invoice from the GNWT for the CRC and requested an update. Administration replied that the invoice is for yearend.

Cr. Couvrette advised that CRC heating was discussed during budgeting and indicated that when the initial heating agreement was negotiated with PWK High School, they were to provide heat for the CRC in exchange for facility use. He asked if there have been efforts to renew the partnership and also suggested reviewing alternative heating sources for the building.

Administration replied that the initial agreement to exchange heat for CRC use was before the Pool was added to the facility and that the heat from Pool also comes from PWK High School but isn't included in the initial agreement. He advised that a meter reads the amount of heat to the CRC from PWK High School and is generated by heating units divided by the number BTUs sent to the CRC and is billed when on backup heat for actual BTUs used. He noted that there has been an agreement in place since 2015 and that invoices are based on the actual amount of heat being used by the CRC.

Cr. Fergusson was pleased with the update and was unaware heat to the CRC was metered. She asked if the payment for water meters was as per a partial invoice. The Director of Corporate Services replied that that the cheque was a progress payment. Cr. Fergusson requested an update on project progress. The Director of Corporate Services replied that 212 meters were installed, and that an additional 50 meters were received for Tamarac Crescent and Caribou Court. He advised that there are still more meters due for replacement.

Cr. Korol noted significant funds spent on the South Slave Tourism Development Workshops and asked if an analysis was done on value and if revenue was generated. Administration will request a report from the Director of Community Services on the outcome of the conference and financial accounting including funding.

- b. Correspondence – The Correspondence List from May 2023 was reviewed. Mayor Daniels advised that Jeannie-Marie Jewell is waiting for a decision on water meter reimbursement and that a letter was received from Blades Construction to purchase lots. Administration replied that he would cover a list of items under Administration. He noted that the Water and Sewer Bylaw does not allow meter deposit refunds and would require changing the bylaw, and that the bylaw is being reviewed by the Bylaw Review Committee.

- c. License Report – The License Report from May 2023 was reviewed. Cr. Campbell asked what the implications are for operating a business without a license. The Director of Protective Services advised that fines are associated.
- d. Briefing Note 2023 First Quarter Variance and Reports – The briefing note and first quarter variance were reviewed. The Director of Corporate Services advised that there is minimal activity in the first quarter variance and that capital spending is lower than normal, but he expects it to increase later in the year. He noted that Arena revenues are down due to closures that occurred.

Cr. Korol requested to include a column with the percentage of budget spent. She noted that legal costs have already been expended. Administration noted multiple legal issues brought forward this year along with human resource issues. He noted that groups of accounts (budget lines) in the budget are generally reviewed holistically, and if overspent, savings are reviewed in other groups. Additionally, he noted that legal invoices are received upfront which includes audit fees. He indicated that legal fees may be increased depending on the organizations undertaking or additional areas may be reviewed as part of the audit which is uncontrollable.

Cr. Couvrette noted from the briefing note that fuel heating costs have stabilized but exceed the YTD budget. He asked if carbon tax has been accounted for in the budget. Administration replied in comparing YTD vs day-to-day expenditures, the budget shows overspent for the period but with no expenses over the summer, the budget should even out by yearend resulting from spreading out the amounts.

Cr. Korol noted that there were no expenses for Pool heating in the variance report. Administration replied that invoice from the GNWT was received after the first quarter and that the expense would be included in the second quarter variance report.

Cr. Fergusson noted that wages YTD seem high compared to the full year. Administration replied that Public Works wages, including the Director's salary, equvalate to a quarter of the budgeted amount spent to date.

Cr. Korol asked if Capital Project would be revised and reflected in the budget. Administration replied that he would provide a more detailed update later in the meeting but that number of projects, and size, was beyond capacity. In the past, Administration did a decision-making priority matrix of projects with substantiation to weigh the most important projects to facilitate that year. He noted that projects already underway would be considered such as the Sewage Lagoon Liner Replacement project. Administration intends to bring an updated Capital Plan with high priority projects for Council review.

Cr. Campbell did not see payment to CIMCO and asked if maintenance was performed on the Curling Rink ice plant or if the plant would be replaced. Administration replied that the ice plants were shut down end of March and that expenditures would be included in the second quarter variance. Additionally, there is concern regarding the condition of the Curling Rink ice plant. He believes that CIMCO will recommend replacement and noted that a quote has been submitted but requires review.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

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

CARRIED UNANIMOUSLY

6. Administration

- a. Briefing Note Development Appeal Board Appointment – The briefing note and expressions of interest were reviewed.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Campbell

That Chris Westwell, John Gray, and Karl Cox be appointed to the Development Appeal Board for three-year terms; and

That Councillor Kevin Campbell be appointed to the Development Appeal Board for the remainder of their Council term; and

That the Executive Secretary be appointed to the role of Secretary of the Development Appeal Board.

CARRIED UNANIMOUSLY

- b. Briefing Note Motion 23-135/Land in Lieu Transfer of 27 Whooping Crane Crescent to Housing NWT – The briefing note was reviewed. Administration advised that Council was previously presented with a briefing note with lot options to trade Housing NWT for the property on St. Ann's Street with playground equipment, and Council had passed motion 23-135 to give 27 Whooping Crane Crescent. He indicated that SRFN may have expressed interest in 27 Whooping Crane Crescent to the previous Mayor and Council and suggested in fairness, and in consideration CLI, to offer Housing NWT a different lot to develop. Administration suggested remediating 27 Whooping Crane Crescent, as per the Zoning Bylaw, and offering the property for sale for SRFN to have the option to purchase.

Cr. Campbell requested an update on the remediation process. Administration replied that the Town would go through the process of ensuring no hazardous materials and follow steps any contractors would follow to ensure proper remediation. Cr. Campbell noted that there is a remediation company currently in Town and suggested following up to cost-share.

Cr. Couvrette asked what lot would be offered to fulfil the terms of the property exchange. He noted that there was another property identified for exchange and asked if the property is applicable to exchange in consideration of the Land Administration Bylaw 862. Administration replied that Bylaw 862 does allow transfer of land to both federal and territorial governments and considers Housing NWT a territorial agency. He advised that he would work with Housing NWT to identify an appropriate lot.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Council rescind Motion 23-135; and

That Administration enter into negotiations with Housing NWT for the transfer of a Town-owned lot of appropriate zoning in consideration for the acquisition of Lot 719A Rem and Lot 720A, Plan 601, 69 & 71 St. Ann's Street in Fort Smith; and

That the Town remediate 27 Whooping Crane Crescent, determine the sale price of the property, and offer it for sale as required under the Land Administration Bylaw 862.

CARRIED UNANIMOUSLY

- c. Briefing Note Motion 23-116/55-57 McDougal Road Anneliese and Brandon Kikoak – The briefing note was reviewed. The Director of Protective Services noted that encroachments are an ongoing issue and noted thirteen properties that are non-compliant with the Land Administration Bylaw 862.

He advised of three possible recommendations for consideration to bring the property owners into compliance. He noted that the first option would be a land lease but that there is a motion 21-073 excluding leasing of publicly owned land to citizens. Additionally, he advised that land leases put the Town in a position of environmental liability or being relinquished back to the Town with improvements requiring disposal.

Secondly, he reviewed land sale options and the implications. He advised that as per Bylaw 862, the property could be sold directly to the adjacent property owner if it is deemed to only be of use to the adjoining property owner or additional lands required for expansion of the owner's lot. He advised that if the lot were sold, it would impact the adjacent trail green space and that access to the property should be considered. He continued that the existing property line is 23 meters from the trail and the proposed acquisition would reduce the distance by 8 meters, and the appropriate roadway allowance is 16 meters, which would result in the loss of green space along the trail. Additionally, the sale would result in untenured empty space between the roadway access and the rear property of the adjacent lots.

The Director reviewed the third option to cease unauthorized land use and identify a roadway allowance. He advised that this option would include removing items from Town property and that items in contravention of the Garbage Bylaw or Unsightly Lands Bylaw be disposed of at the Landfill, and not extend contravention onto the properties. He advised that this option would ensure appropriate property access while retaining trail greenspace and identify a roadway allowance along the northern property lines for Lots 895, 896, 897, 898, Plan 988, for all property owners serviced by the allowance to be responsible for a hard surfaced or packed gravel driveway access to their properties and that parking areas be maintained on the properties as per the Zoning Bylaw 936, Section 6.7.

Cr. Fergusson thanked the Director for the update and would like to consider land sale. Cr. Campbell doesn't think it is fair to offer land sale in consideration of multiple other encroachments in the community. He suggested to cease land use and allow for road allowance. Cr. Couvrette agreed with Cr. Campbell and foresees issues with individuals encroaching on Town property to assume additional land. Cr. Campbell made a recommendation to cease unauthorized land use and identify a roadway allowance.

Cr. Korol seconded the recommendation and asked what mechanisms are in place for easements. The Director replied that there is a process for requesting the purchase of public lands as per the Lands Administration Bylaw. He noted that the encroachment wouldn't be considered an easement but is on a single block of Town land with no roadway allowance that is adequate for drainage, snow removal, or garbage collection.

Cr. Korol asked if the owners would be responsible for providing the roadway. The Director confirmed that the Zoning Bylaw requires land owner's to provide roadway access to their property and a hard surface parking area. He noted that one property does not have a parking space and are utilizing Town land for parking. He added that a safe roadway is required for Town services including snow removal, garbage pick-up, etc.

Administration advised that the over the next year the Town would undertake establishing a road allowance for immediate access to the properties including establishing a road standard for maintenance to allow for emergency and essential services. He noted that road construction to standards acceptable by Public Works would be incorporated into the 2024 Capital Plan and that property owners would be expected to hard surface their driveways to meet the standard and be in compliance.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Korol

That the Town of Fort Smith cease unauthorized land use and identify a roadway allowance for 55/57 McDougal Road.

IN FAVOUR – CR. CAMPBELL, CR. KOROL, MAYOR DANIELS, CR. PISCHINGER, CR, COUVRETTE

OPPOSED – CR. FERGUSSON

MOTION CARRIED

Mayor Daniels declared a conflict and left the meeting.

- d. Briefing Note SLFN Contribution Request – The briefing note was reviewed. Cr. Fergusson asked if the Town would be contributing anything else in addition to the \$500. Cr. Korol responded that the Town is contributing labour to rebuild the Cultural Centre at the NLMCC. Cr. Fergusson thinks the Town could participate more in the event. Administration replied that Director of Community Services would reach out to the coordinator to determine other ways to contribute. Cr. Fergusson suggested holding additional programming at the CRC to support their events.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Korol

That Council contribute \$500 to Smith's Landing First Nation to assist with feast expenses for the Dene National Assembly and the 50th Anniversary of the Paulette Caveat Decision from July 18-20th, 2023.

CARRIED UNANIMOUSLY

Mayor Daniels returned to the meeting.

- e. Briefing Note Emergency Management Plan – The briefing note was reviewed. The Director of Protective Services advised that the plan was rewritten to better align with territorial requirements, and regional and territorial emergency management operations. He advised that it brings forward more hazard specific approaches reactively and proactively. Additionally, maps and plans would be reviewed over the next year and before the next fire season, along with tabletop exercises to carry out the plan as presented.

Cr. Fergusson was pleased with the plan and felt it was well done. She asked if the community would be engaged to discuss and implement the plan. The Director replied that the plan identifies a process for community outreach and annual review of the plan, along with tabletop exercises and engaging volunteer groups to ensure an adequate compliment of support. Further, the plan distributes responsibilities to agencies in the case of an emergency.

Cr. Couvrette commended the Director and asked why the plan is tied to the bylaw in consideration of the lengthy process in amending bylaws. The Director replied that this issue was identified, and a bylaw is required to outline responsibilities and grant authorities, and that the bylaw has been updated to no longer be tied to the plan.

Cr. Korol commended the Director and noted a few minor adjustments.

Cr. Fergusson asked if the plan will be distributed to organizations. The Director confirmed this and advised that the plan includes a distribution list of all members of the Emergency Management Organization (EMO).

Cr. Pischinger asked what logistics are in place for evacuation south (page 35). The Director replied that a major evacuation would be in cooperation with EMO and MACA for assistance, and that evacuation south would be a last resort.

Cr. Korol asked if upgrades to the airport allow for a Hercules to land. The Director confirmed this.

Mayor Daniels suggested advertising a PSA advising the community of the plan. Administration replied that the EMO Group met a few times to discuss emergency measures, and the Town has met with community groups. Further, the Town receives regular updates from the Regional EMO Group and WBNP and relays the information to the community through Facebook and the Town website and will look for other methods to distribute information. He advised that the Fort Smith Metis Council has also offered their radio station to broadcast information to the community, and that the Town has an emergency alert system.

Cr. Fergusson suggested information be distributed at the CRC Grand Reopening. Cr. Tuckey suggested implementing an emergency services bulletin board.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That the Emergency Management Plan be adopted as presented.

CARRIED UNANIMOUSLY

- f. Briefing Note Development Enforcement Fire 23-166/Stop Work Order for Unapproved Development at PWK High School – The briefing note was reviewed. The Director of Protective Services advised that PWK High School has been building a cultural area at the street-facing property line over the past few years and the development began with a yurt and platform. The original structure was built without a development permit and at the time proactive enforcement resources were limited and the development went unnoticed. The development without a permit was not retroactively pursued.

The Director continued to advise that in April 2023, expansion of the existing development including additional deck space and a second yurt was noticed and did not have an associated development permit. The principal of PWK High School and the Department of Infrastructure were contacted to communicate the need to comply with the Zoning Bylaw and secure a development permit. He advised that DPA-019-23 was approved for the construction of a second yurt and during the process it was verbally mentioned that a seasonal teepee would be erected next to the yurt.

The Director advised that on May 11th, 2023, it was noticed that a permanent deck structure was being constructed next to the two yurts, which was not the setup of a seasonal teepee, and constitutes a permanent structure without an approved development permit. Additionally, the deck extends on to the Town's road allowance and a stop work order was issued on May 17th, 2023. The Director noted that the development on Town land cannot proceed without appropriate disposal of the land as per the Land Administration Bylaw 862 and the construction of land within a road allowance creates safety concerns, limits the Town's ability to consider the future development of sidewalks, reduces the ability to safely remove snow from roadways and ditches, and reduces sightlines for pedestrian traffic.

Cr. Campbell asked if there is sufficient room to move the deck onto their property and doesn't support encroaching Town property. Cr. Couvrette doesn't agree with encroachments and encourages development in compliance with the Zoning Bylaw.

Cr. Fergusson suggested that there is an educational component to the enforcement action and in teaching the school requirements prior to construction in addition to looking for wires, fire safety, etc. The Director agreed and advised that they educated the ENRTP program on this.

Cr. Tuckey had concerns that the development would cause visibility issues as children often run across the street without looking. He also didn't feel that yurts were cultural to the indigenous peoples of Fort Smith.

Cr. Pischinger agreed with Cr. Fergusson regarding educating about development and permits. She suggested working together and in consideration of TRC. She noted that the yurts are used for classes.

Mayor Daniels suggested assuming construction fees to move the structure to their property.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Couvrette

That PWK High School submit a development permit for the permanent deck structure being constructed in May 2023 on the street-facing property line to Conibear Crescent;

That the proposed development only be considered if it is entirely on the property being developed;

That Mayor and Council allow the reduction of the property line setback to zero to accommodate this development as accepted; and

That all developments and land uses of the Town road allowance cease and that affected Town property be returned to its original state.

IN FAVOUR – CR. CAMPBELL, CR. FERGUSSON, CR. KOROL, MAYOR DANIELS, CR. COUVRETTE

OPPOSED – CR. PISCHINGER

MOTION CARRIED

7. Other Business

- a. Missing Persons Act – Cr. Couvrette advised that many people in the NWT are missing and there is no ability within the Act for RCMP or other enforcement agencies/advocacy groups to take action for further investigation into disappearances. He suggested writing a letter to the Minister to request they talk to federal counterparts and Indigenous Affairs to move files forward rapidly including missing person Frank Gruben.

Cr. Korol advised that there was public input on the Act June/July 2022, and that it was tabled in house and not available online. She noted that the 19th Legislative Assembly has indicated they would like the legislation passed during their term and their term is coming to an end.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Couvrette

That Mayor and Council in conjunction with Community Leadership write a letter of concern to the Minister of Justice in regards to the status and completion date for legislation on the NWT Missing Persons Act.

CARRIED UNANIMOUSLY

- b. Health Centre Blood Work Testing and Diagnostics – Cr. Couvrette advised that he had discussed this during his term on the last Council regarding the lack of services and downgrading of the Fort Smith hospital to a health center. He expressed concern about the capacity and ability of the Fort Smith Health Centre to perform blood testing and diagnostics of cancer patients in the community. He advised that the GNWT had spent \$250k on medivacs due to the inability to perform blood testing on a child. He noted that the Health Centre was to get new testing equipment and questions if this is still happening. He suggested inviting the COO to provide an update to Council on the capacity of delivering basic health services in Fort Smith to the community and the future of the Health Centre. He felt that in part of Fort Smith being a great place to live, that basic health services need to be provided.

Cr. Couvrette made a recommendation. Cr. Korol requested that Regional Wellness Committee be included in distribution. Mayor Daniels requested an update on medivac expenditures resulting from lack of services.

Cr. Couvrette requested a second letter on the matter be sent from Community Leadership to support the initial letter and requested this be brought forward as an agenda item to the next Community Leadership Meeting.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Fergusson

That the Town invite the Fort Smith COO and Minister of Health and Social Services to meet with Council to discuss the status of Health Centre and the delivery of services to the community.

IN FAVOUR – CR. CAMPBELL, CR. FERGUSON, CR. KOROL, MAYOR DANIELS, CR. COUVRETTE

ABSTAINED – CR. PISCHINGER

MOTION CARRIED

8. Other Business

- a. SAO Update – Administration advised that the CRC Grand Reopening is scheduled for June 12th, 2023, and that there will be a free barbeque, ribbon cutting, and tours. He advised that the CRC Grand Reopening would continue on June 13th, 2023, with free programming including free swimming, the bouncy castle, and more.

Administration responded to multiple questions asked by Council:

- Multihog Training – Administration would request an update on training initiatives from the Director of Municipal Services at the next Municipal Services meeting.
- Large Portable Stage – SRFN has expressed interest in the large stage and that this stage is the only stage available for outside activities. He noted that the modular stage has been decommissioned due to being unsafe. He noted that the main issue with the large stage is having certified staff for set-up/takedown, and that there are two staff still certified. He noted that Bylaw 412 refers to asset disposal and that there is no mechanism for transferring assets, but they must be offered for sale.
- Water Treatment Plant Pumps – Administration would request an update from the Director of Municipal Services at the Municipal Services meeting. He advised that the Acting Director indicated that the pumps have arrived and will be installed in 14-days.

- Tamarac Crescent Lift Station Electrical – Administration stated that the Acting Director of Municipal Services advised that the lift station is operating at reduced capacity with one pump rather than two. He noted that operation with two pumps caused a power spike causing the lift station not to work properly. He noted that they are working with the electrical panel supplier and NTPC regarding installing a three-phase panel to operate the lift station sufficiently with two pumps.
- Piche Lot – The Director of Protective Services advised that the enforcement file is ongoing and that they are waiting for further direction from legal counsel before taking next steps.
- Conibear Park Progress – Administration would request an update from the respective Director of Municipal Services at the next Municipal Services meeting.
- Cemetery Fence RFP – Administration advised that they are evaluating all capital projects approved in the 2023 Capital Plan and would weigh the projects with a priority matrix by legislated, health, etc. He noted that depending on the weighting, the project may not be done this year, but carried over to next year.
- Canada Day – Administration advised that the Director of Community Services would provide an update at the Community Services meeting.
- Old Library Building – Administration advised that the old library building internet is fed by Town Hall internet. He noted that the building is being maintained for heat to prevent further deterioration until it is decided what to do with the building.
- Letter from Meika McDonald – Administration advised that a complaint letter was received from Meika McDonald regarding an order issued as per the change in use of the building for the new convenience store. He advised that the issue would go before the Development Appeal Board, and it has been requested that an appeal in proper format be submitted.
- Letter from PWK High School – Administration advised that a letter was received regarding the cultural area, and it was addressed earlier in the meeting.
- Letter from Blades Construction – Administration advised that Council was provided with a briefing note of options to reduce the cost of lots and was left with Council for further discussion. Administration will provide clarification and recommendations on options as per the Land Administration Bylaw 862 at an upcoming meeting.
- Letter from Brenda Johnson – Administration advised that a letter was received and circulated to Council from Brenda Johnson regarding sea cans. He noted that sea cans have been discussed by Council whether to continue to enforce or to stay orders. Administration did not recommend staying orders but thinks enforcement initiatives should be placed on hold, while not allowing further violations of the Zoning Bylaw, until the new Zoning Bylaw is reviewed.

- Lagoon Liner/SRFN Tie-in – Administration met with engineers to discuss the SRFN tying into the lagoon system. He advised that the liner design is complete and that the pipe size must be increased, for increased flow, to accommodate the tie in. He noted that this is new information and the Town may need to enter into negotiations for a contract with SRFN which may require in-camera discussions.
- Pool Staffing – Administration advised that lifeguard job advertisements have been reposted and on Life Saving Society. He would request an update from the Director at the next Community Services meeting.
- Summer Day Camp – Administration advised that there is no CRC programming for summer day camp and that the Director would provide an update at the Community Services meeting.
- Splash Park Proposal – Administration was advised that a letter or proposal was received for a splash park, but he cannot find any information on this, and staff are unaware. He requested information be forwarded to him for consideration and to provide a better response on the matter.
- Hospital Signage – Administration advised that it was requested to have hospital signage placed outside the hospital and that the Municipal Services department is checking sign inventory.
- Functional Review RFP – Administration is looking for a qualified contractor with expertise to develop the terms of reference. He noted that motions passed were all encompassing in updating the Strategic Plan, Economic Development Plan, and to perform a Functional Review. Further, he advised that he would contact the NWT Association of Communities for a list of qualified contractors.
- Afterschool Care/Daycare Costs – Administration has requested information on expenses to run daycare programs from the Director of Community Services.
- Staff Appreciation Barbeque – Administration is planning to hold the staff appreciation barbeque the beginning of August to ensure summer students can participate before returning to school.
- Long Service Awards – Administration is looking to hold Long Service Awards in September or October to formally recognize long serving employees that deserve recognition in a formal setting.
- Lands and Development Officer – Administration advised that the Lands and Development Officer has resigned and is taking a position in Edmonton to be closer to family. He noted that the position is out to competition and subject to the normal staffing process.

Cr. Campbell requested an update on the status of the Skate Park. Administration would follow up with an update at an upcoming meeting.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That D/M Macdonald and Cr. Beaulieu be excused from the Corporate Services Standing Committee Meeting on June 6th, 2023.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on July 4th, 2023.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Campbell

That the meeting be adjourned at 9:32 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Standing Committee
Tuesday, June 13th, 2023, at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members Present: Mayor Daniels, D/M Macdonald (Conference Call), Cr. Campbell,
Cr. Korol, Cr. Tuckey, Cr. Couvrette, Cr. Pischinger, Cr. Beaulieu

Staff Present: Jim Hood, Senior Administrative Officer
Emily Colucci, Director of Community Services
Amy Weber, Pay and Benefits Finance Clerk

1. Call to Order

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

Cr. Fergusson read the acknowledgement of First Nations.

2. Declaration of Financial Interest

a. Statement of Disclosure of Financial Interest – There were no declarations of financial interest.

3. Review

a. Agenda – The agenda was reviewed. Cr. Couvrette requested adding discussion about signage at the CRC. Cr. Tuckey requested adding discussion on parks and recreation.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Campbell

That the agenda be adopted as amended to include discussion on signage at the CRC and parks and recreation.

CARRIED UNANIMOUSLY

b. Minutes – The Community Services Standing Committee Minutes of May 9th, 2023, were reviewed and adopted at the Regular Meeting of Council on May 16th, 2023. Cr. Couvrette noted that CLI Group had previously delegated to Council and felt this was a great opportunity for local governments to access free services. He asked if this was followed up on. Cr. Couvrette noted that there was a commitment to bring a briefing note with information on the South Slave Tourism Development Workshops, including follow up activity post-conference.

D/M Macdonald replied that he has a follow-up call scheduled with CLI to discuss next steps and having a meeting in July, and that he would request Mayor Daniels coordinate with community leadership. Mayor Daniels advised that he plans to hold a leadership meeting near the end of the month.

Administration replied that he would bring a report on the South Slave Tourism Workshop to the Council Meeting on June 20th, 2023.

Cr. Korol requested an update on the CIMCO report on the ice plants. Administration replied that they are waiting for the shutdown and condition reports and that the Directors would perform a walk through of the facilities to identify issues for addressing before the ice plants are commissioned in the fall. Additionally, he advised that there are issues with Curling Rink drainage and the ice plant, and that the report would likely recommend ice plant replacement. He advised that a proposal was submitted by CIMCO for the Curling Rink ice plant replacement but that the shutdown and condition reports would be reviewed before consideration.

- 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. CRC Statistics May 2023 – The CRC Statistics for May 2023 were reviewed. Cr. Korol asked if swimming lessons would be offered during the summer. The Director of Community Services confirmed this and advised that they would advertise the updated summer Pool schedule. She noted that the Pool would be open 5-days per week including weekends and that various programming would be offered. Further, she advised that the department would focus on internal training to ensure Pool coverage for operations. Cr. Korol was pleased with the update.
 - b. Mary Kaeser Library Statistics May 2023 – The MKL Statistics for May 2023 were reviewed. Mayor Daniels suggested determining next steps for the old library building during the summer.
5. Economic Development
- a. Economic Development Report May 2023 – The Small Communities Employment Fund and Fort Smith Labour Market Study were reviewed.
6. Advisory Boards
- a. Community Services Advisory Board
 - i. CSAB Minutes May 11th, 2023 – The CSAB minutes from May 11th, 2023, were reviewed. Cr. Korol advised that CSAB had a presentation on the new brand style, and reviewed stats and upcoming events, followed by a tour of the CRC facility. She advised that the next meeting would be on June 22nd, 2023, and that meetings would conclude for the summer.
 - b. Economic Development Advisory Board
 - i. EDAB Minutes May 25th, 2023 – The EDAB minutes from May 25th, 2023, were reviewed. Cr. Couvrette advised that EDAB discussed business licensing but hasn't put forward a formal recommendation. He recognized long-term EDAB member that stepped down from the board, Linda Martin. Cr. Korol noted that EDAB requested presenting to Council on their recommendations.
 - c. Fort Smith Housing Plan Advisory Board
 - i. HPAB Minutes May 18th, 2023 – The HPAB minutes from May 18th, 2023, and presentation were reviewed. The Director of Community Services advised that there was a gap between meetings to conduct a community survey and that they received a good response. She continued that the meeting was to review survey results and responses.
 - ii. HPAB Minutes May 29th, 2023 – The HPAB minutes from May 29th, 2023, and presentation were reviewed. The Director advised that the second meeting was a visioning exercise and that the next meeting is scheduled for July to perform focused outreach to fill data gaps from the survey. She anticipates the Housing Plan's completion in August.

Mayor Daniels attended the meeting and felt it was a great meeting. He met after with leadership and the Minister of the NWT Housing Corporation and discussed transferring dilapidated housing to leadership to administer repairs to fill the housing need in the community. He noted that she was pleased with this and asked for a letter with the request.

7. Administration

- a. Briefing Note Canada Day Road Closure 2023 – The briefing note was reviewed. The Director noted a correction in the recommendation for the parade route. She advised that there would be signage for detours and barricades in place.

Mayor Daniels suggested paving the ditch adjacent to Conibear Park and noted that the area doesn't appear to have drainage issues. Cr. Korol suggested obtaining an engineered opinion before moving forward with this.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Campbell

That Council approve the following road closures for the 2023 Canada Day Celebrations.

That Portage Avenue adjacent to Conibear Park, from McDougal Road to the Old Theatre Parking Lot, before Mercredi Avenue, be closed to traffic, and that McDougal Road, adjacent to Conibear Park, from the Post Office Crosswalk to the Anglican Church Parking Lot, be closed to traffic on July 1st, 2023, from 10:30 a.m. to 5:00 p.m. for Canada Day Celebrations; and

Furthermore, that the following road closures occur for the Canada Day Parade from 11:30 a.m. to 1:00 p.m.; Portage Avenue in front of the RCMP compound to the corner of McDougal Road, along McDougal Road from Portage Avenue to King Street, and from King Street to the Community and Recreation Centre.

CARRIED UNANIMOUSLY

- b. Councillors to Review Canada Day Award Nominations – Administration advised that the Town administers Canada Day Awards for Citizen of the Year, Paul Currie Volunteer of the Year, and Elder of the Year, as per a nomination process, and that there is currently a call for nominations. He called for Councillors to review nominations and select award recipients. Cr. Korol, Cr. Campbell, and Cr. Pischinger put their names forward.

8. Other Business

- a. CRC Signage – Cr. Couvrette noted that during the Grand Reopening of the CRC, there was concern expressed about the names of Mary Kaeser Library and William Schaefer Memorial Swimming Pool being modularized into the overall identity of the CRC. He suggested finding funds for signage to include the legacy names of the facilities within the CRC, including Pete's Gym. He suggested the entry wall could be used as a memorial wall outlining their contributions and suggested identifying funds in the 2024 budget. He advised that it was also noted that the Curling Rink was named the Bob McArthur Sr. Curling Rink and suggested reinstating this name. Cr. Pischinger and Cr. Campbell agreed with Cr. Couvrette.

The Director replied that the William Schaefer Memorial Pool memorial is hung by the Pool entrance and that the memorial for Pete's Gym is hung outside Pete's Gym. She advised that the Mary Kaeser Library sign is being refurbished prior to hanging and that they are looking to create a memorial for the facility recognizing her passion for the library and for her legacy to continue. She advised that they are ensuring the CRC recognizes all legacies as memorial facilities.

Mayor Daniels expressed his support for naming the Curling Rink after Bob McArthur Sr. Cr. Couvrette noted that there may be a former motion of Council naming the facility this, and made a recommendation to name the Curling Rink the Bob McArthur Sr. Curling Rink. Cr. Fergusson suggested asking the Curling Club if they would be in agreement. Cr. Couvrette amended his motion.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the Curling Club be asked if they would be in favour of naming the Curling Rink after Bob McArthur Sr.

CARRIED UNANIMOUSLY

- b. Parks and Recreation – Cr. Tuckey advised that residents brought to his attention that there are no resting places along the walking trail and asked if there are plans to install benches. He also expressed concern regarding fallen and leaning trees in and around the cemetery, as well as an unused power pole, and stockpile of sand in the cemetery. He also was concerned about the picnic table and loitering across from the cemetery. Cr. Tuckey suggested fire smarting Highway 5 adjacent to Calder Avenue.

Administration replied that the installation of benches and bear-proof trashcans along the walking trail has been discussed by Senior Management along with the need to standardize streetscaping for a consistent look and feel. He advised that he would review the capital budget for funds or include this in the 2024 Capital Plan, and that there may be opportunity for sponsorship.

Administration advised that he would request Facilities Maintenance remove fallen trees and the stock pile of sand in the cemetery, and would have them look at leaning trees, as they do not want gravesites damaged. He advised that he would also follow up with Facilities Maintenance and NTPC regarding the power pole. Additionally, he would discuss the picnic table issue with the Protective Services department and noted that if the picnic table is on Town land, it could be moved, and the bush could be cleared.

Administration advised that the area along Highway 5 has been fire-smarted in the past and that he would discuss further action with the Director of Protective Services as there are funds allocated for fire smart initiatives and to ensure the property is on the priority list. He indicated that NWTAC has fire smart funding available in 2024 as per the community protection plan.

Cr. Korol advised that the Transportation Master Plan was approved last year and included standardized streetscaping and that there may be funding allocated.

Cr. Campbell requested an update on the tender process for the backup generator at the CRC. He also asked if drainage would be reviewed by the contractor involved in the renovations.

Administration replied that they are ready to complete the design and go to tender for the CRC backup generator pending the architect's review. Further, he has been in contact with the Department of Infrastructure to determine if they are interested in participating in the project to tender a generator big enough to power PWK High School, in addition to the CRC, as the Town's evacuation center and as both buildings work in conjunction. He is waiting for a response and would follow up.

Cr. Couvrette noted in response to the sponsorship of benches, that it was discussed that the Trade Show was a good venue to encourage sponsorship and in consideration of additional revenue and upcoming budgeting for 2024. Mayor Daniels suggested standardizing green trashcans.

Cr. Beaulieu was also concerned with the thick bush around the community and encouraged fire smart initiatives. She suggested prioritizing this in consideration of recent fire situations. She also would like to see more action from the NWT fighting fires in WBNP around Pine Lake and requested supporting Alberta Fire Crews.

9. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on July 11th, 2023.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Campbell

That the meeting be adjourned at 7:55 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, June 13th, 2023, at 8:15 pm
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members Present: Mayor Daniels, D/M Macdonald (Conference Call) Cr. Fergusson,
Cr. Korol, Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger
Staff Present: Jim Hood, Senior Administrative Officer
Amy Weber, Pay and Benefits Finance Clerk

1. Call to Order

Mayor Daniels called the meeting to order at 8:00 pm and handed the Chair to Cr. Campbell.

Cr. Campbell read the acknowledgement of First Nations.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. Mayor Daniels suggested amending the agenda to include discussion on paving at Town Hall and noted that \$250k is budgeted. Cr. Fergusson responded that Administration is planned to report back to Council with a prioritized Capital Plan.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Campbell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of May 9th, 2023, were reviewed and adopted at the Regular Meeting of Council on May 16th, 2023. Cr. Couvrette requested an update on the Zoning Bylaw review in consideration of sea can discussions. Administration replied that the Town is not proceeding with further enforcement actions on sea cans but is also not allowing further violations of the current Zoning Bylaw. Further, the request for proposals document is near completion and will be reviewed by a community government expert in Yellowknife before going to RFP. He hopes to go to RFP before the end of June.

Cr. Fergusson requested an update on ice plant maintenance and the associated workplans as mentioned in the minutes. Administration replied that they are waiting for CIMCO's ice plant shutdown and condition reports and that the inspection of the facilities would lead to a workplan of issues to address before the ice plants are re-commissioned.

Cr. Fergusson requested an update on the community cleanup program and noted that she hasn't seen this advertised. Administration replied that the program hasn't been budgeted for, or in the past, and advised that he is determining how it was funded and if the program could continue this year.

Cr. Fergusson noted that new Arena ice rink boards were budgeted to be replaced this year and suggested utilizing board sponsorships. Administration advised that that priority matrix and substantiation of capital projects would be brought to Council and that there are multiple water and sewer infrastructure projects ongoing.

- c. Vision and Values – The Vision and Values were reviewed.
- d. 2023 Capital Plan – The 2023 Capital Plan was reviewed. Cr. Couvrette asked when recommendations for projects would come forward. Administration replied that substantiation sheet, priority matrix, and listing of the most important project for the remainder of the year, would be brought to the Corporate Services Standing Committee on July 4th, 2023.

4. Directors Report

- a. Municipal Services Director Report June 2023 – The Director of Municipal Services' Report for June 2023 was reviewed. Cr. Campbell asked when the fobs for the Water Tower would arrive. Administration would follow up with the Director of Municipal Services and provide an update at the Council Meeting on June 20th, 2023.

Cr. Pischinger requested an update on the Tamarac Crescent Lift Station. Administration replied that the lift station has been operating sufficiently with one pump for the past few weeks, not requiring pump-outs, and is being monitored. He noted that the issue was a result of both pumps operating at the same time and that they are working with the manufacturer to upgrade to a three-phase panel. Additionally, NTPC has indicated that there would be no issues running a three-phase panel.

- b. Protective Services Director Report June 2023 – The Director of Protective Services' Report for June 2023 was reviewed. Administration advised that that Bylaw 1048 Amend the Council Procedures Bylaw 902 would receive third reading at the Council Meeting on June 20th, 2023, to establish a Protective Services Standing Committee, and that the Protective Services Director Report and statistics would be included. He noted that the meeting would be held after the Corporate Services Standing Committee meeting on the first Tuesday of the month.

5. Protective Services

- a. Fire Department Statistics May 2023 – The Fire Department Statistics for May 2023 was reviewed. Cr. Tuckey commended the Fire Department for their efforts.
- b. Ambulance Department Statistics May 2023 – The Ambulance Department Statistics for May 2023 were reviewed.
- c. Fire/EMS Training Report May 2023 – The Fire/EMS Training Report for May 2023 was reviewed.
- d. Fire/EMS Graphs May 2023 – The Fire/EMS Graphs for May 2023 were reviewed.
- e. Lands Enforcement Report May 2023 – The Lands Enforcement Report for May 2023 was reviewed.
- f. Bylaw Enforcement Report May 2023 – The Bylaw Enforcement Report for May 2023 was reviewed. Cr. Fergusson was pleased with the Bike Rodeo. She commended the Protective Services department.

Cr. Pischinger advised that she previously expressed concern regarding the speed limit of 60 km/h on McDougal Road from the sewage lagoon to the airport and requested the speed limit be changed to 50 km/h in consideration of speeding, trail development and safety. Administration replied that he would discuss this with the Director of Protective Services and suggested crosswalk signs be placed where the walking trail intersects McDougal Road from Calder Avenue. Mayor Daniels suggested installation by the post office too.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That Administration investigate crosswalk signage and costs for the walking trail crossing at Calder Avenue and McDougal Road.

CARRIED UNANIMOUSLY

Cr. Tuckey noted that Pine Crescent is intended to be 30km/h but is lacking signage and requested additional speed limit signage be placed in the area. Administration believe the Transportation Master Plan indicates the speed limit in the community, unless otherwise posted, is 40 km/h. He noted some areas requiring 30km/h signs and that some signs may require removal. He advised that he would review the Transportation Master Plan to ensure implementation is consistent with the plan.

Cr. Couvrette volunteered to review the plan with Administration for recommendations on trail extensions and how different types of transportation tie into the plan.

Cr. Korol asked when the JBT Elementary School and PWK High School crosswalk lights would be synced. Administration replied that the Director of Municipal Services was working with the supplier on this, and he would follow up. Cr. Korol asked if the lights should be disabled until synced. Cr. Fergusson felt the lights were still effective.

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on July 11th, 2023.

7. Adjournment

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

The meeting be adjourned at 8:30 pm.

CARRIED UNANIMOUSLY



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1048**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ALLOW FOR THE ORDERLY, OPEN AND EFFICIENT CONDUCT OF ITS MEETINGS AND TO ESTABLISH TERMS OF REFERENCE FOR ITS STANDING COMMITTEES, AMENDMENT TO BYLAW 902 TO UPDATE THE ESTABLISHMENT OF STANDING COMMITTEES TO INCLUDE A PROTECTIVE SERVICES STANDING COMMITTEE, PASSED PURSUANT TO SECTIONS 22 – 40 INCLUSIVE, OF THE *CITIES, TOWNS AND VILLAGES ACT*, S.N.W.T. 2003, C-22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rules respecting the procedures for Council; and to allow for the orderly, open, and efficient conduct of its meetings; and to establish the appointment and terms of reference for its standing committees;

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

1. Section 25 “Committees of Council” of the “Council Procedures Bylaw 902” be repealed and replaced with Section 2 of Bylaw 1048.
2. Committees of Council
 - a. Establishment of Standing Committees
 - (i) The following Standing Committees of Council are hereby established:
 1. The Committee of the Whole;
 2. The Standing Committees on:
 - (i) Corporate Services
 - (ii) Protective Services
 - (iii) Community Services
 - (iv) Municipal Services
 - b. Committee of the Whole
 - (i) The Committee of the Whole shall consider all matters of concern to the Municipal Corporation;
 - (ii) The Committee of the Whole shall meet as outlined in the Council Procedures Policy.
 - c. Standing Committees on Corporate Services, Protective Services, Community Services, and Municipal Services.
 - (i) The Standing Committees shall be appointed by resolution, on the recommendation of the Mayor;
 - (ii) These Standing Committees shall be comprised of all members of Council;
 - (iii) All members of Council may attend a meeting of these Standing Committees;
 - (iv) The Mayor, by virtue of his or her office, is a member of these Standing Committees;



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1048**

- (v) The duties and responsibilities of these Standing Committees shall be described in the Corporate Services, Protective Services, Community Services, and Municipal Services Policies.

3. This bylaw will come into effect upon receiving third and final reading.

READ FOR A FIRST TIME THIS _____ DAY OF _____, A.D. 2023.

READ FOR A SECOND TIME THIS _____ DAY OF _____, A.D. 2023.

READ FOR A THIRD TIME THIS _____ DAY OF _____, A.D. 2023.

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



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1049**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ADOPT AN EMERGENCY RESPONSE PLAN, PASSED PURSUANT TO THE EMERGENCY MEASURES ACT S.N.W.T 2018, C.17 IN FORCE NOVEMBER 30, 2018, SI-013-2018 AND SECTION 28 OF THE CITIES, TOWNS AND VILLAGES ACT, S.N.W.T. 2008, C.22, OR AMENDMENTS AND REVISIONS AS APPROVED.

WHEREAS, the Council of the Town of Fort Smith is responsible for the direction and control of its emergency response and is required to prepare and approve Emergency Response Plans and programs, appoint a Local Emergency Management Committee, establish and maintain a Local Emergency Management Organization; appoint a Coordinator of the Local Emergency Management Organization and establish the duties of the Coordinator;

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

1. Short Title

This By-Law shall be cited as the Emergency Management By-Law.

2. Definitions

- a. “Council” means the Council of the Town of Fort Smith;
- b. “SAO” means the Senior Administrative Officer for the Town of Fort Smith;
- c. “Town” means the Municipal Corporation of the Town of Fort Smith;
- d. “Act” means the Emergency Measures Act SNWT 2018, c-17, or amendments and revisions approved;
- e. “Emergency” means an urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property;
- f. “The Coordinator” means the Emergency Management Coordinator;
- g. “The Plan” or “Emergency Plan” means the Fort Smith Emergency Management Plan;
- h. “Organization” means the Emergency Management Organization;
- i. “EMC” means the Emergency Management Committee;
- j. “LEMO” means the Local Emergency Management Organization;
- k. “Emergency Management Committee” a committee to advise Council on the development and maintenance of emergency plans and programs.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1049**

3. Emergency Management Coordinator

- a. The Director of Protective Services is hereby appointed as the Emergency Management Coordinator for the Town of Fort Smith;
- b. The SAO shall be the alternate Emergency Management Coordinator.

4. Coordinator Responsibilities

The coordinator or their designate shall:

- a. Prepare and maintain the Fort Smith Emergency Management Plan and related plans and programs for the Town of Fort Smith;
- b. coordinate all emergency services and other resources used in an emergency;
- c. develop and implement annual public education and awareness programs;
- d. Develop and implement an annual Emergency Plan review and tabletop exercise training event of the Emergency Plan;
- e. Exercise the authorities and responsibilities as granted by the Act and the Emergency Plan.

5. Senior Administrative Officer Responsibilities

The SAO shall:

- a. Act as the alternate Emergency Management Coordinator when required;
- b. Submit to Council an accounting of the costs of an emergency management response;
- c. Make available Town resources as are reasonably identified and requested by the Emergency Management Coordinator for emergency preparedness and emergency response;
- d. In coordination with the Director of Protective Services, prepare an annual budget related to emergency management to present to Mayor and Council.

6. Local Emergency Management Organization

There is hereby established a LEMO to advise the Town on the development of emergency plans and programs. The LEMO shall:

- a. Review the Emergency Plan and related plans and programs on an annual basis;
- b. Make such recommendations to the Town as the organization considers appropriate respecting the Emergency Plan and related plans and programs;
- c. Advise the Town on the status of the Emergency Plan and related plans and programs at least once each year;
- d. Provide assistance and guidance during emergency response activities as requested.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1049**

7. Composition of the Local Emergency Management Organization

- a. The LEMO shall be composed of those representatives listed in the Emergency Plan.

8. Emergency Management Committee

There is hereby established an Emergency Management Committee to act as the agent of Council to carry out its statutory powers and obligations under the Act, provided that the Emergency Management Committee shall not have the power:

- a. To declare, renew, or terminate a state of local emergency;
- b. To appoint its own members;
- c. To provide for payment of expenses of the members of the Emergency Management Committee; or
- d. To approve the Town's Emergency Plans and programs.

9. Composition of the Emergency Management Committee

The Emergency Management Committee shall:

- a. Consist of members who shall be appointed by resolution of Council;
- b. Consist of the SAO, Director of Protective Services, Director of Municipal Services, Director of Community Services, Director of Corporate Services, Mayor, and two (2) Councillors.
- c. The initial appointments of the two members of Council to the Committee shall be made when this bylaw has passed, and terms shall be effective for three years or until the next Council election, whichever comes first.
- d. Subsequent appointments shall be made each Council cycle.

10. Quorum of the EMC

- a. A quorum of the Emergency Management Committee consists of a majority of its members.

11. Duties of Council

- a. Council shall:
 - i. By resolution, appoint two of its members to serve on the Emergency Management Committee;
 - ii. Provide for the payment of expenses of the members of the Emergency Management Committee;
 - iii. Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Fort Smith by way of annual plan review;



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1049**

- iv. Ensure the public is informed of the Emergency Management Program and community risks by way of the EMC;
- v. Review and revise the Emergency Management Bylaw as required.
- vi. Any other duties as listed in the Emergency Plan.

b. Council may:

- i. By by-law, borrow, levy, appropriate, and expend, without consent of the electors, all sums required for the operation of the Emergency Management Organization;
- ii. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs; and
- iii. During or within 60 days after the declaration of a state of local emergency, by by-law, borrow the necessary funds to pay for the expenses of the emergency under the provisions and conditions of the Act.

12. Repeal

That By-law 399 is hereby repealed.

13. Effect

This by-law shall take full force and effect upon the date that this by-law receives third and final reading.

READ FOR A FIRST TIME THIS _____ DAY OF _____, A.D. 2023.

READ FOR A SECOND TIME THIS ____ DAY OF _____, A.D. 2023.

READ FOR A THIRD TIME THIS _____ DAY OF _____, A.D. 2023.

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

To: Mayor and Council – Regular Meeting of Council 06-23

Date: June 20th, 2023

Subject: SRFN Aboriginal Day Community Contribution Request

Purpose:

To brief Council on a contribution request received from Salt River First Nation to offset food expenses for Aboriginal Day Celebrations on June 21st, 2023.

Background:

Salt River First Nation has indicated that they would be purchasing food for a community feast on Aboriginal Day, Wednesday, June 21st, 2023. They are requesting contributions from community governments towards food expenses to support the feast. The Fort Smith Metis Council has contributed \$3,000 and they are requesting a matched contribution from the Town of Fort Smith and Smith's Landing First Nation.

Analysis:

The Community Contributions Budget was \$28,350. The remaining budget is \$14,350. The Town of Fort Smith did not provide a contribution to SRFN for Aboriginal Day in 2022.

The following contributions have been issued this year: \$5,000 to the Frolics, \$1,000 to the Thebacha Dog Musher's Association, \$5,000 to the Fort Smith Ski Club, \$2,500 to the Slave River Paddlefest, and a \$500 donation (pending) to SLFN for the Dene National Assembly.

Slide Zone Shredderz have submitted a request for contribution in the amount of \$5,000 and a briefing note will be brought to the Corporate Services Standing Committee on July 4th, 2023. They received \$5,000 in 2022.

Fireweed Festival has submitted a request for contribution in the amount of \$5,000 and a briefing note will be brought to the Corporate Services Standing Committee on July 4th, 2023, pending submission of their financials. They received \$2,500 in 2022 which was the budgeted amount for Music Festivals in 2022.

Recommendation:

For Council's consideration.

SENT VIA EMAIL:

From: ea.srfn@northwestel.net <ea.srfn@northwestel.net>

Sent: June 14, 2023 3:38 PM

To: Diane Seals <dseals@fortsmith.ca>

Subject: RE: Aboriginal Day

Hi Diane,

Please pass this along to Mayor Daniels.

Salt River First Nation along with Smith's Landing First Nation, Metis Association and the Town of Fort Smith, will provide food for Aboriginal Day. Salt River First Nation will purchase all of the food and supplies. The Metis Association have contribute \$3000 towards the purchase of the food and we are hoping that the Town of Fort Smith and Smith's Landing can contribute the same amount.

Thank you,

Patsy Schaefer

Executive Assistant

Salt River First Nation

P.O. Box 960

Fort Smith, NT X0E 0P0

PH: 867-872-2986 Ext. 1002





DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Mabel Vogt Interest (if not owner): _____
 Telephone: 867-621-0483 Email: vogt mabel@hotmail.com
 Mailing Address: Box 521 Ft. Smith, NT X0E0P0

Owner Information (if different than applicant):

Registered Owner's Name: _____
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 13 Pond Crescent
 Zoning: R2 Lot# 1736 Block# _____ Plan# 4310
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Existing Use(s) of Property: Garden Shed
 Proposed Use(s) of Property (if applicable): Apartment for rent

Estimated Cost of Project: \$ 0

Each application for a Development Permit **shall** be accompanied by a fee calculated in accordance with the current consolidated rates and fees bylaw.

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Mabel Vogt
 Applicant's Signature

June 6, 2023
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

1. CONSTRUCTION
 2. EXCAVATION
 3. HOME OCCUPATION
 4. RELOCATION
 5. DEMOLITION
 6. SIGN

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 1 set of site plans showing:
 - Building outlines; - Legal description - Provisions for landscaping and drainage
 - Yards/Setbacks (front, rear, and side) - Provisions for off-street loading, parking, and property access
 1 set of floor plans (minimum 1:100 scale)
 1 set of elevations (minimum 1:100 scale)
 1 set of sections (minimum 1:100 scale)
 Estimated commencement date _____
 Estimated completion date _____
 Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)

2. PROPOSED EXCAVATION

- 1 set of plans for the location of the excavation
 Plans for excess fill: _____
 Length (metres) _____ Width (metres) _____ Depth (metres) _____
 Planned Excavation Start Date _____
 Planned Excavation Completion Date _____

3. HOME OCCUPATION

- Business License Application Completed and Fees Paid.
 Business License and Zoning Bylaws reviewed to ensure the Home Occupation is suitable for a residential zone.
 A complete description of the business is submitted for review by the Development Officer.



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

4. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings the applicant is responsible for:

1. Bylaw 936 Part 6.1 (7)
2. Securing a permit to construct on the destination property if applicable.
3. Alerting NorthwesTel Inc., NWT Power Corporation, the GNWT Department of Highways, and RCMP of the move.
4. Any damages which may occur as a result of this relocation.

5. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____
- Disposal Methods: _____
- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____

6. PROPOSED SIGN

- Site Plan showing the location of the sign.
- 1 set of drawings to scale, showing:
 - Sign location - Dimensions (Height, Width, and Thickness)
 - Size of letters - Projection from the building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Planned Installation Date: _____



TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION
In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

ALL BUSINESSES AFFECTING THE USE OR INTENSITY OF USE OF A PROPERTY PER ZONING BYLAW 936 MUST BE ACCOMPANIED BY A DEVELOPMENT PERMIT APPLICATION.

| | | | |
|---|--|---|---|
| Date of Application June 1, 2023 | | New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> | |
| Name of Applicant Mabel Vogt | | Name of Business MV Suite | |
| Business Street Address 13 Pond Cres | | Legal Address Lot: 1736 Plan: 4310 | Mailing Address Box 521 |
| Phone Number 867-621-0483 | | Fax Number | Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Email Address vogt_mabel@hotmail.com | | Business Website: | |
| Do you wish to receive email newsletters from the Town regarding Business opportunities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Type of Business: RESIDENT | | Type of Business: NON-RESIDENT | |
| <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Home Occupation – Includes desk operations <input type="checkbox"/> Commercial in a residential zone – Non-conforming <input type="checkbox"/> Hawker/Peddler <input type="checkbox"/> Junior Business <input type="checkbox"/> Charitable Purposes | | <input type="checkbox"/> Non-resident <input type="checkbox"/> Non-resident Vendor <input type="checkbox"/> Charitable Purposes | |
| <input type="checkbox"/> Change Fee <input type="checkbox"/> Late Fee (if renewal received after February 15) <input type="checkbox"/> Reduced resident rate (application after Sept. 1 st) | | | |
| ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW | | | |
| PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS: | | | |
| Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.) | | | |
| Short term rental unit. Bachelor suite (single renter at a time). Renter will adhere to tenancy agreement to avoid risks of disturbance. Suite will be available for business travel, leisure travels & other short term needs. | | | |
| Date of Commencement (If New or Non-Resident): June 1, 2023 | Date of Termination (If Non-Resident): | Number of Employees Full Time: Part Time: 1 | |

I, Mabel Vogt, hereby make an application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 1 (or _____ person-years) including owner and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

*** Note: If you wish to submit this application via email please send it to reception@fortsmith.ca**

Mabel Vogt
Signature of Applicant

MV Suite
On Behalf of (Name of Business)

Signature of Development Officer

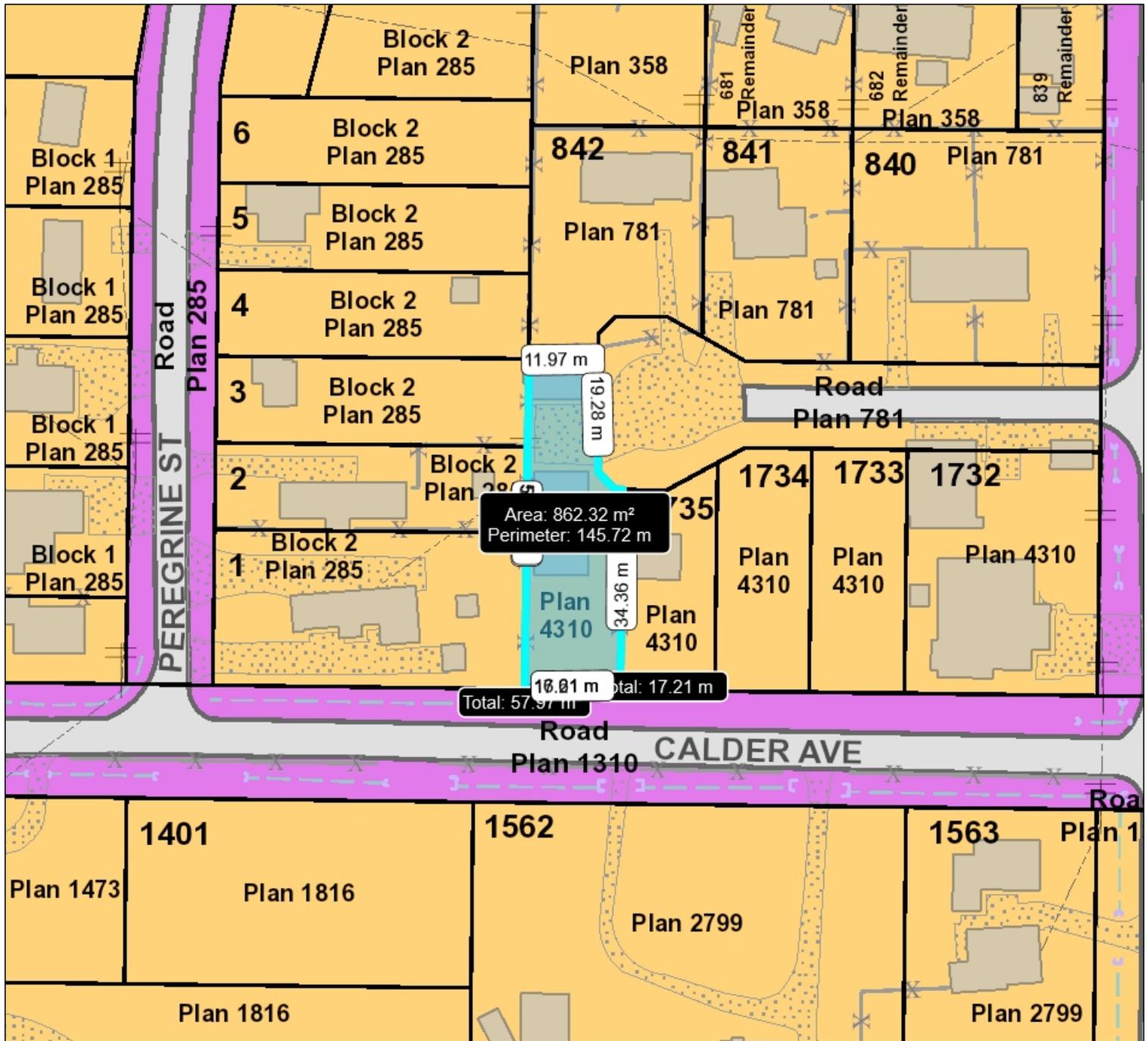
Date



ATLAS

Government of Northwest Territories

13 Pond Cres. Home Occupation - MV Suite



June 8, 2023

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order
- Tenured Commissioner's Land
- Land Application
- Federal Land
- Commissioner's Land
- Territorial Protected Area
- Municipal Land
- Salt River Reserve
- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal
- Land Application
- Tenured Territorial Land
- Indian Affairs Branch (IAB) Land
- Territorial Land
- Public Highway
- Private Land

For Mabel Vogt

Scale 1: 1,000

25 metres



UTM Zone: 12

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