



# Town of Fort Smith Corporate Services Committee

Tuesday, July 4, 2023 at 7:00 pm  
Town Hall Council Chambers

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. Strategic Plan
5. Governance
  - a. Infrastructure Renewal
  - b. Economic Growth
  - c. Communication
  - d. Lands
  - e. Human Resources
  - f. Advocacy for Excellence of Services
  - g. Post-Secondary Education Committee
  - h. NTPC Intervention Committee
    - i. NTPC Intervention Committee Terms of Reference
6. Directors Report
  - a. Accounts Paid List
  - b. Correspondence
  - c. License Report
7. Bylaw/Policy Review and Development
  - a. GV102 Standing Committee on Corporate Services Policy
  - b. GV108 Standing Committee on Protective Services Policy
8. Administration
  - a. Briefing Note Slide Zone Shredderz Donation Request
  - b. Briefing Note MACA Gas Tax Funding 2023-2024
  - c. Briefing Note Capital Project Update
  - d. Briefing Note 2023 Paving Project
9. Other Business
  - a. Recognition of NAIG Athletes
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

## Attached Documents



Statement of  
Disclosure of Interest



Corporate Services  
Minutes June 6 2023



Vision and  
Values.pdf



Strategic Plan.pdf



ToR - NTPC Ad Hoc  
Committee.pdf



Accounts Paid List  
June 2023.pdf



Correspondence -  
June 2023.pdf



Correspondence  
from Clayton Burke.pdf



Licensing Report  
June 2023.pdf



GV102 Standing  
Committee on Corporate Services



GV108 Standing  
Committee on Protective Services



BN Slide Zone  
Shredderz Contribution



BN MACA Gas Tax  
Funding 2023-2024.



BN Capital Project  
Update.pdf



BN 2023 Paving  
Project.pdf



Recognition of  
NAIG Athletes and C



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 6<sup>th</sup>, 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 2<sup>nd</sup>, 2023, were reviewed and adopted at the Regular Meeting of Council on May 16<sup>th</sup>, 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 31<sup>st</sup>, 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 12<sup>th</sup>, 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. FERGUSON**

**MOTION CARRIED**

Mayor Daniels declared a conflict and left the meeting.

- d. Briefing Note SLFN Contribution Request – The briefing note was reviewed. Cr. Ferguson 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. Ferguson 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. Ferguson 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 50<sup>th</sup> Anniversary of the Paulette Caveat Decision from July 18-20<sup>th</sup>, 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. Ferguson 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 11<sup>th</sup>, 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 17<sup>th</sup>, 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 19<sup>th</sup> 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. FERGUSSON, 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 12<sup>th</sup>, 2023, and that there will be a free barbeque, ribbon cutting, and tours. He advised that the CRC Grand Reopening would continue on June 13<sup>th</sup>, 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 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 6<sup>th</sup>, 2023.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

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

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Fergusson**

**Seconded by: Cr. Campbell**

**That the meeting be adjourned at 9:32 pm.**

**CARRIED UNANIMOUSLY**



# Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

**The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.**

# Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town's operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

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*Fort Smith*  
*Northwest Territories*  
UNEXPECTED. UNFORGETTABLE.

# TOWN OF FORT SMITH

## STRATEGIC PLAN - 2018



WELCOMING | INNOVATIVE | SUSTAINABLE | UNIFIED | COMMITTED

# Message from the Mayor



On behalf of the Town Council for the Town of Fort Smith, I am pleased to present the new Strategic Plan. This plan provides direction for how the Town will move forward in priorities, decisions, and opportunities for the next several years.

We have been able to meet with residents, businesses, and other Governments throughout the town to talk about what is vital to our community growth, wellness, sustainability, roles, economy, values, and identity. It is through the engagement process that we identified and consolidated the goals that you see as essential for the municipality. Many are under the mandate of the Town, while many others highlight the role that we need to take as a facilitator on social and wellness issues and as an advocate for our community.

Our decision-making process connects to the vision that our community has put forward. As we resolve issues that come before Council and how we will proceed, the Strategic Plan will be an integral part of those discussions. The Strategic Plan will be brought forward to the community for continued engagement through implementation.

We look forward to bringing to life the vision that we have created together.

**Mayor Lynn Napier-Buckley**

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# Introduction

Building on the successful implementation of the 2010 Strategic Plan, Town Council initiated a Strategic Plan update. A community engagement process was undertaken to better understand the priorities that residents feel their local government should focus on.

This Strategic Plan is an important document for our town. It defines where we want to go as a community and provides us with the map to get there. It helps us to respond effectively and efficiently to issues facing our community and to take advantage of new opportunities that arise. It's about setting the direction that will help to maintain the kind of town we want.

We spoke with over 200 Fort Smith residents about your priorities for our town through an intensive engagement process. Whether you responded to the survey, attended a community event or participated through an advisory board, we thank you for being part of the process.

Strategic Planning is an on-going process. We will need additional input from our residents as we implement this plan. We hope that you will continue to partner with us, so we can continue to meet your needs now and in the future.

On behalf of the Town of Fort Smith Council and Staff, the Mayor and Council are pleased to present our 2018 Strategic Plan. This Plan establishes our goals and sets our direction over the next several years.

# Background

The Town of Fort Smith is nestled on the banks of the Slave River<sup>1</sup>. Once the capital of the Northwest Territories, Fort Smith has always been a hub of activity. For centuries, the Dene and Métis hunted and fished the land and tributaries flowing into the Slave River. The waterway was key to their movements, following the ancient rhythms of animals and seasons. Explorers and fur traders later used the Slave as a gateway from the Prairies when travelling north from Lake Athabasca.

Fort Smith was the site of a Hudson Bay settlement. For 200 years, all freight from the south travelled the Slave River. Due to the formidable rapids at Fort Smith, this freight would need to be portaged. This was the route to the Arctic until a highway to Hay River was built in 1949 and freight was transported to Great Slave Lake. Fort Smith was the capital of the Northwest Territories until 1967.

Today, its residents describe Fort Smith as a friendly, welcoming community. It has much to offer to residents and visitors alike. The Town has modern facilities, including a library, arena, snowboard park, track and field facility, pool, curling rink, and large gymnasium; excellent health and social services; and regular community programming for all age levels. Health and safety are ensured by the local RCMP detachment, volunteer fire and ambulance departments, the volunteer animal society, and the Fort Smith Health and Social Services Centre.

Fort Smith is the NWT education capital. All grades are available, from Nursery School, Head Start, Junior Kindergarten, Kindergarten to Grade 12, as well as French immersion and alternative education programs. The town is also home to Aurora College's headquarters and largest of three campuses.

World-class rapids, the world's largest Dark Sky Preserve, a UNESCO World Heritage Site and territorial and national parks are all nearby. The Northern Life Museum and Cultural Centre features impressive cultural and natural collections from the Thebacha region.

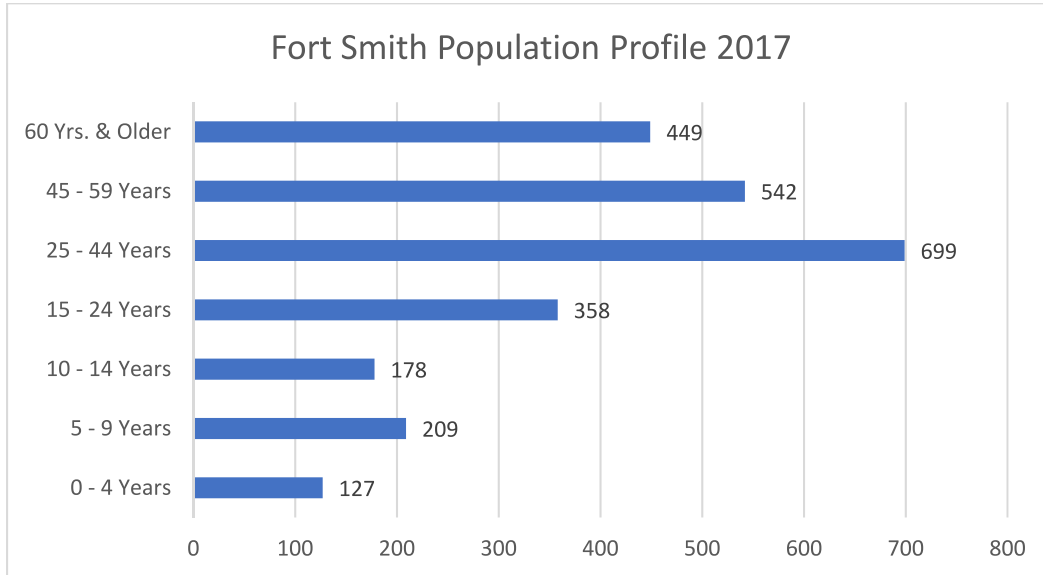
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<sup>1</sup> From Town of Fort Smith Website

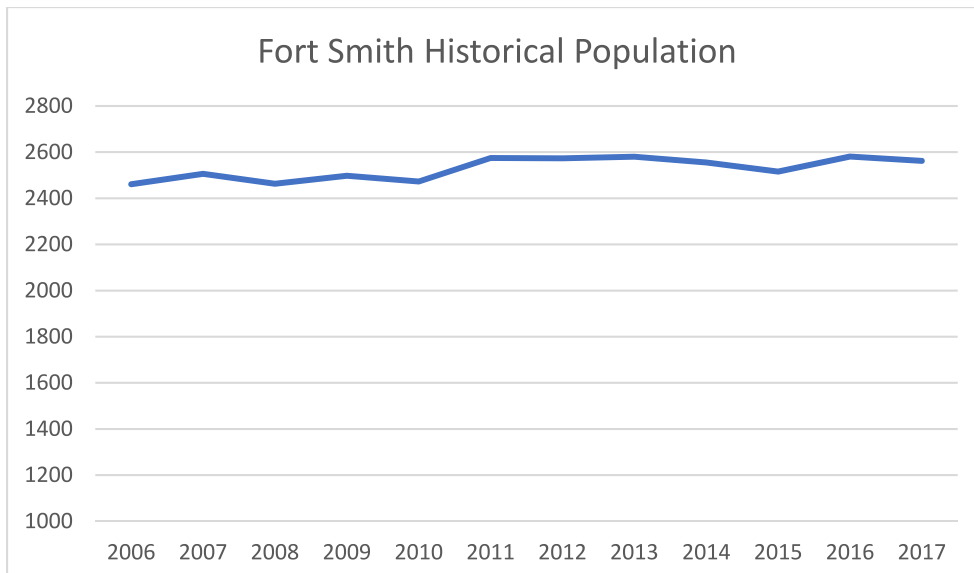


# Demographics

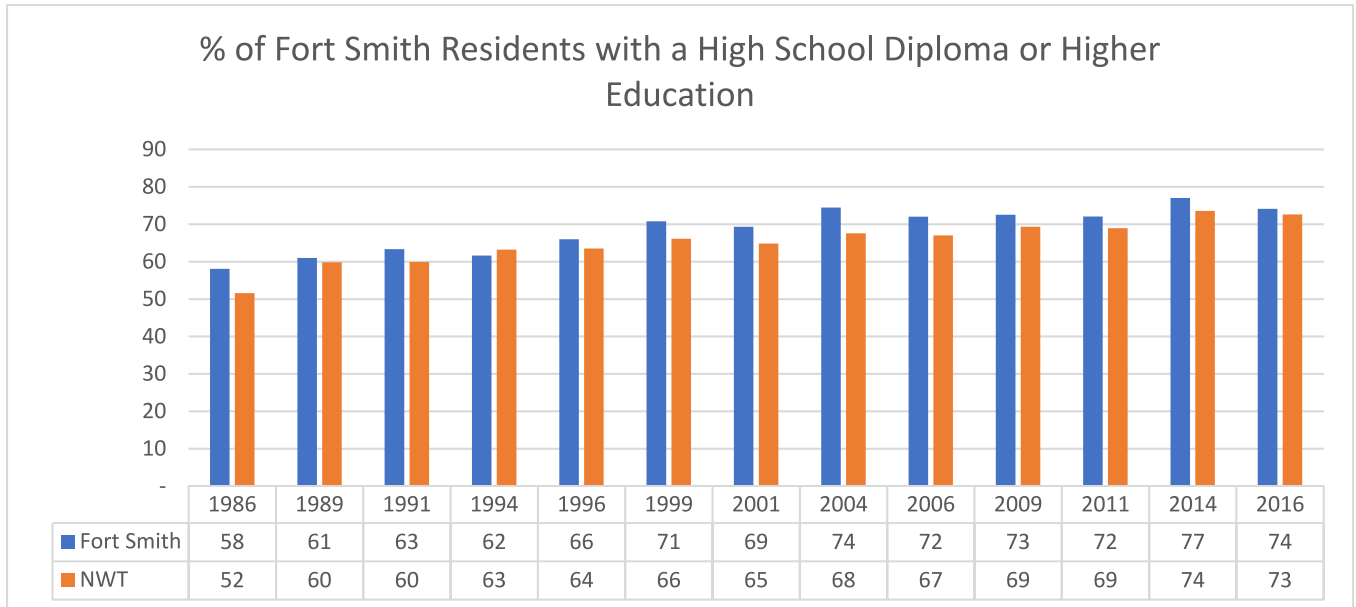
The 2017 population profile below shows that the largest age group in Fort Smith is from ages 25-44. While this is significant, it is also worth noting that 34% of the population is under the age of 24 and 39% of the population is over the age of 45.



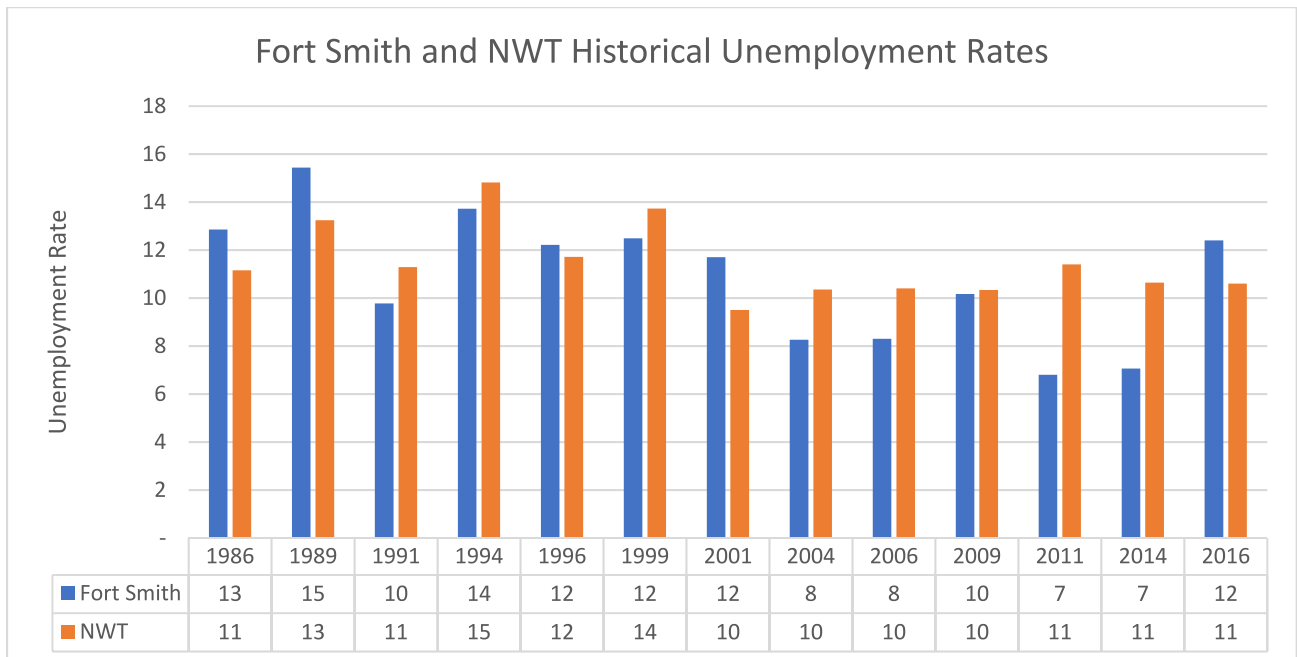
From 2007 to 2017 there was a slight increase in the population of Fort Smith. It grew by 0.2% in that time frame. However, the population of the age group 60 + rose by 4.2% over those 10 years.



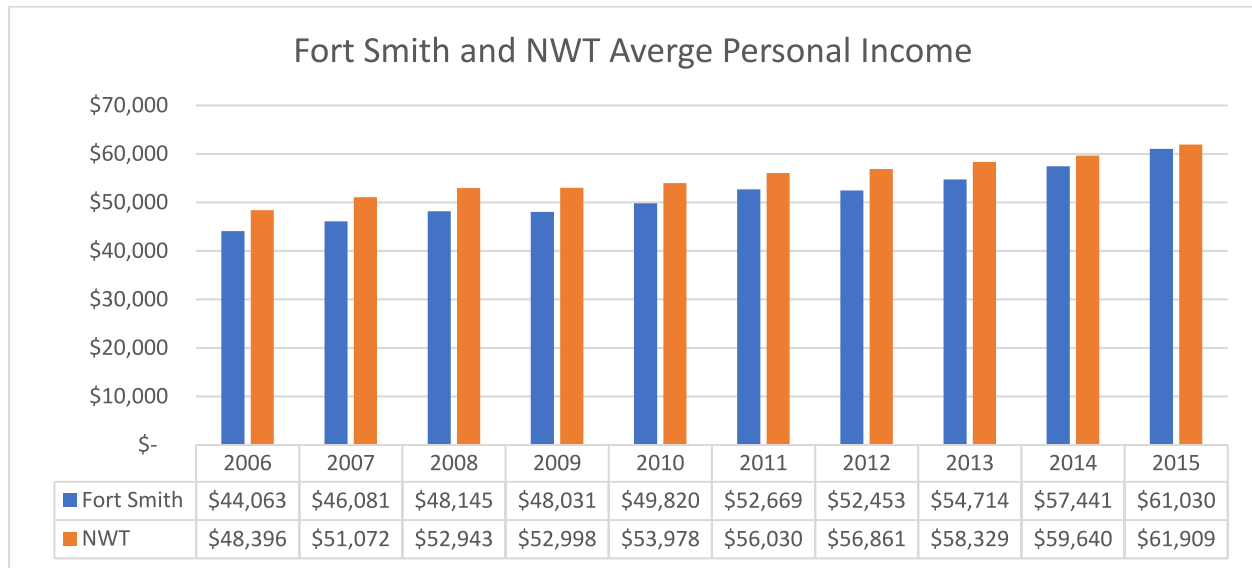
Fort Smith is a well-educated community. Those who hold a high school graduation diploma or have achieved higher education has increased in Fort Smith and throughout the NWT from 1986 to 2016. In general, the percentage of residents with a high school diploma or higher education is higher among those living in Fort Smith than the whole of the NWT.



The unemployment rate in Fort Smith is generally lower than the NWT.



Average incomes in Fort Smith continue to rise. From 2006 to 2015, the average personal income has been slightly lower in Fort Smith than in the Northwest Territories. However, the increase in income during this period has been higher in Fort Smith.



# Process

The community engagement process took place over a 12-month period in 2017 and 2018. More than 200 residents participated and identified opportunities for Fort Smith's future. The perspectives gathered provide direction for the updated Strategic Plan. The process included the following opportunities for engagement:

- Community Survey
- Stakeholder workshops (7) – Northern Life Museum, Fort Smith Housing Authority, Chamber of Commerce, Fort Smith Métis Council, Fort Smith Seniors Society, Salt River First Nation, Smith's Landing First Nation, and Fort Smith Health and Social Services Society.
- Mayor and Council Workshops (3)
- Town of Fort Smith Advisory Board Workshops – Culture, Recreation, Tourism and Trade, and Sustainable Development.
- Information Booth at Aurora College
- Youth Visioning Workshop
- World Café

# Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

**The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.**

# Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town's operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

# Priorities

Key themes and priorities emerged through the community engagement process. The residents of Fort Smith have a clear perspective on our Town's priorities. They are presented in two sections. The first includes priorities within the Town's mandate to address; the second include priorities that the Town can work with other governments and agencies to achieve.

## Town Mandate

- responsive government
- youth
- attraction and retention of residents
- partnerships with Indigenous governments and others
- safety and legislation
- infrastructure
- community services
- communication

## Town as Facilitator

- health and wellness
- child care
- sustainability, energy and climate change
- education
- economy
- affordable housing



# Goals, Strategies and Actions

Based on the priorities our goals are:

- **To retain existing and attract new residents**
- **To be the healthiest community in the Northwest Territories**
- **To be a leader in sustainability**
- **To grow our role as the education capital in the NWT**
- **To create a diversified local economy**
- **To operate a responsive and transparent government**

Each goal is supported by strategies and actions to address the priorities. We are committed to working toward achieving these goals.

## To retain existing and attract new residents.

### Accomplishments

- ✓ Downtown Development Plan
- ✓ Special awards program that contributes to communication with elders
- ✓ Community engagement
- ✓ Development of Westgrove III

### Strategies

- Support the development of affordable housing within the town
- Support the development of high quality and affordable child care in the town
- Work with Indigenous governments to support their development plans
- Promote Fort Smith as the Best Place to Live North of 60
- Develop a road connecting Fort Smith with the south

### Support the development of affordable housing within the town

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Identify tools the Town has to reduce housing costs	A		
Work with local developers to promote diversity of housing types	A		
Work with the Fort Smith Housing Authority		A	
Work with the College to explore feasibility of renovating and renting vacant student housing			G
Work with the GNWT to explore the feasibility of renovating and renting the RCMP homes being replaced			G
Lobby GNWT, Minister, and Federal Government for support to develop housing			G

### Support the development of high quality and affordable child care in the town

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with partners to develop child care (including infant, toddler, pre-school and after school care) in the town	A		
Identify tools available to the Town to support the development of additional child care spaces	A		

### Work with Indigenous governments to support their development plans

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Provide and expand municipal services to accommodate growth and development			A
Prepare for future and support settled land claims			A

### Promote Fort Smith as the Best Place to Live North of 60 “Unexpected; Unforgettable”

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Develop and implement a promotional campaign stressing location, quality of life, outdoor recreation, facilities and services	A		
Partner with businesses and government agencies on a strategy to attract new residents		A	
Develop a Fort Smith fact sheet for orientation to Town services, amenities, recreation opportunities, etc.		A	

### Develop a road connecting Fort Smith with the south

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the GNWT, Government of Alberta, the Federal Government and Indigenous Governments in and around Wood Buffalo National Park to create the connection			G

## To be the healthiest community in the Northwest Territories.

### Accomplishments

- ☑ Rebuilding the arena
- ☑ Increased and stronger bylaw enforcement
- ☑ Fire smart program
- ☑ Partnership with RCMP
- ☑ Pedestrian and vehicle safety improvements
- ☑ Improvement in community services
- ☑ Track and field facility
- ☑ Thebacha Trail
- ☑ Snowboard park
- ☑ Hosting the Arctic Winter Games

### Strategies

- Increase community wellness and overall health
- Maintain and improve existing community facilities
- Ensure the safety of our residents

### Increase community wellness and overall health

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with partners to update the Community Wellness Plan	G		
Work with partners to identify funding for a Community Wellness Coordinator	G		
Offer healthy food and beverage options at all Town facilities	A		
Develop a youth-led strategy for meeting their health and recreation needs	A		
Continue to develop both indoor and outdoor active recreation opportunities	A		
Provide additional STEAM and literacy-based recreational opportunities	A		
Member of Council to attend the Seniors' lunch program to develop awareness of elder needs	G		

### Maintain and improve existing community facilities

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Implement recreation facility upgrade (midlife retrofit)	A		
Implement park space assessment recommendations		A	
Replace Town Hall		A	
Replace Library		A	

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Develop new Protective Services Building (firehall and ambulance)		A	
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### Ensure the safety of our residents

<b>Actions (A – Administrative; G – Governance)</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>6+ Yrs</b>
Update and implement emergency preparedness plan	A		
Roll out and use the Mass Notification System	A		
Organise and attend monthly meetings with RCMP and quarterly meetings with Ambulance and Fire Department	G		
Increased and stronger bylaw enforcement presence (speeding, dog control, contamination and littering)		G	
Work with inter-agency to address youth crime	G		
Identify barriers among homeowners regarding implementing the FireSmart Education Program	A		
Update and implement the FireSmart program for Town lands, private lands and Commissioner lands	A		
Citizens on Patrol in Town (work with RCMP and Indigenous Governments)	G		

## To be a leader in sustainability.

### Accomplishments

- ☑ Contributions of the Advisory Boards
- ☑ Waste Management Strategy
- ☑ Arena has electrified boiler (back up oil boiler only used if no power)

### Strategies

- Be the first carbon neutral community in the NWT
- Reduce waste

### Be the first carbon neutral community in the NWT

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Update and continue to implement and monitor the Energy Plan	A		
Develop a climate change adaptation plan		A	
Explore the feasibility of replacing Town vehicles with electric vehicles			A
Develop a plan to replace fuel oil with hydro electricity for residents			A
Educate residents on energy efficiency measures			A
Work with builders to develop sustainable housing			A
Explore partnerships with the GNWT to retrofit existing buildings with energy efficient alternatives	A		
Partner with the GNWT to identify funding to support this strategy	A		

### Reduce waste

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Implement recommendations of solid waste management and recycling study	A		
Explore feasibility of collection and composting of organics (food and garden waste)	A		
Identify funding opportunities to move plan implementation ahead more quickly	A		



## To grow our role as the education leader in the NWT.

### Accomplishments

- ☑ Enhanced partnerships with Joseph Burr Tyrell Elementary School and Paul William Kaeser High School
- ☑ Town support for school events and activities

### Strategies

- Lobby the GNWT to maintain and grow Fort Smith's educational status in the NWT
- Building strong relationships with the Aurora College Student Community
- Foster relationship with our schools – Joseph Burr Tyrell Elementary School and Paul William Kaeser High School
- Maintain the headquarters for NWT post-secondary education in Fort Smith

### Lobby the GNWT to maintain and grow Fort Smith's educational campus status in the Northwest Territories

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Aurora College to initiate discussions with the GNWT about current and future plans for post-secondary education in the Northwest Territories	G		
Continue to emphasise Fort Smith's role as a campus town with lots to offer students	A		

### Build strong relationships with the Aurora College Student Community

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Ensure college students feel welcome (i.e. add student tab to Town website)	A		
Host Town-sponsored events for students	A		
Connect high school students within and outside the community with College offerings	G		
Lobby the GNWT to replace Breynat Hall and replace/upgrade student housing	G		

### Maintain the headquarters for NWT post-secondary education in Fort Smith

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Communicate regularly with the Campus Director	G		
Become closer to the governance of the College; communicate with the Office of the President	G		
Appoint a Council liaison person	G		
Identify opportunities to participate in Aurora College activities such as orientation, student appreciation week and graduation	A		

Lobby the GNWT to ensure that Aurora College headquarters remain in Fort Smith, to reestablish appropriate governance of Aurora College, and to reinstate programs recently abolished (teacher education, social work)	G		
Work with other territorial governments (municipal, Indigenous) GNWT Ministers and MLAs to emphasise the benefits of having Aurora College headquarters in Fort Smith, and the dangers of GNWT centralisation	G		

### Foster relationship with our schools – Joseph Burr Tyrrell Elementary School and Paul William Kaeser High School

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Transition to elected members to the District Education Authority (DEA) with regular reporting back to Council	G		
Offer student awards	G		
Support lunch and crosswalk programs	G		
Review and update joint use agreement	A		
Provide tournament support	A		
Identify other opportunities to partner with our schools	A		
Hold annual youth visioning workshop	G		
Coordinate training in municipal government for youth in grades 10,11, and 12	A		
Create a youth voice on advisory boards	G		

## To create a vibrant local economy.

### Accomplishments

- ☑ Economic Development Strategy
- ☑ Hired Economic Development Officer

### Overall Strategies

- Support implementation of Economic Development Strategy
- Continue training of Economic Development Officer
- Build capacity of the Economic Development department
- Ensure continuing roles for the Tourism and Trade Advisory Board

### Goals + Strategies (from 2017 Economic Development Strategy)

#### Goal #1: Foster and Encourage Business and Job Creation and Retention Strategies

- Opportunities assessment
- Develop land & business inventory
- Gather input from business community
- Identify investment objectives & strategies
- Implement investment strategy
- Strengthen government positions in Fort Smith

#### Goal #2: Increase Communication with and within the Business Community Strategies

- Assess local business climate
- Provide educational & networking opportunities
- Regular communication with business community
- Support Chamber of Commerce with “Shop Local” campaign

#### Goal #3: Diversify the Local Economy Strategies

- Create a cooperative planning strategy with community and regional partners
- Identify areas of economic “leakage” and areas to recapture spending
- Encourage youth and emerging entrepreneurs

#### Goal #4: Attract and Retain Residents to live in Fort Smith Strategies

- Identify the current situation
- Define key target markets, messaging & strategy
- Develop a marketing strategy
- Increase housing options
- Create a resident ambassador program

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**Goal #5: Enhance Livability**

**Strategies**

- Identify areas needing improvement
- Strengthen public engagement
- Create a community improvement plan/program
- Create municipal funding program
- Identify transportation concerns
- Grow culture and arts sector

**Goal #6: Attract Shoppers and Visitors from the Region into our Community**

**Strategies**

- Direct marketing campaign
- Improve visitor experience

**Goal #7: Champion and Assist with Tourism Product Development and Packaging**

**Strategies**

- Champion new development
- Identify the barriers to tourism development
- Encourage cultural aspects of tourism products

**Goal #8: Increase number of Festivals, Sporting Events and Conferences held in Fort Smith**

**Strategies**

- Create/maintain active Volunteer Base
- Collaborate with local and territorial organisations to host and market events

**Goal #9: Work with Regional Partners to Market Fort Smith (Hay River, Fort McMurray, Yellowknife, Edmonton)**

**Strategies**

- Market Fort Smith regionally, nationally and internationally

## To operate a responsive and transparent government.

### Accomplishments

- ☑ Paving of roads
- ☑ More streetlights
- ☑ Improved clearing of roads and sidewalks
- ☑ Waste Management Plan
- ☑ Updating bylaws
- ☑ 20 Year Capital Plan
- ☑ Council representative on the Museum Board
- ☑ Continuing implementation of Infrastructure Plan
- ☑ Stability in management
- ☑ Invigoration of Advisory Boards
- ☑ Website
- ☑ Opportunities for citizens to be involved in governance without being on Council

### Strategies

- Continue to provide high quality programs and services to our citizens
- Implement the calls to action for municipal governments from the Truth and Reconciliation Commission
- Be the employer of choice in the NWT
- Maintain and improve existing community infrastructure
- Review legislation to ensure it is up to date and relevant
- Ensure community members are well-informed
- Improve communication and dialogue with other levels of government including government agencies and boards
- Formalise orientation for new and returning Mayor and Council by Administration to ensure continuity after elections

### Continue to provide high quality programs and services to our citizens

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Undertake annual community services satisfaction survey to identify improvements and solicit ideas for new programs and services	A		
Continue tax relief program for seniors and disabled persons		G	
Coordinate annual meeting of all Advisory Boards; facilitate sharing of information between Boards; quarterly Chair meetings	G		
Develop a Sponsorship Policy to increase revenue available for programs and services	A		

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Recognise and support the work of volunteers	G		
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### Implement the calls to action for municipal government from the Truth and Reconciliation Commission

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Fully adopt and implement the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> as the framework for reconciliation	G		
Reform policies and bylaws in support of decolonisation	G		
Provide education to staff on the history of Indigenous people, including the history and legacy of residential schools, the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> , Treaties and Indigenous rights, and Indigenous-Crown relations	A		

### Be the employer of choice in the NWT

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Organise regular staff and Council meetings and social activities	A		
Highlight staff achievements	G		
Maintain a safe and respectful workplace	GA		
Maintain stability in management	GA		

### Maintain and improve existing community infrastructure

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Repair and upgrade roads as required	A		
Repair and upgrade sidewalks as required	A		
Lobby GNWT and Federal Government to stabilise the slide zone		G	
Increase streetlighting as required	A		
Ensure that costs for water and solid waste are fully covered by users through user fees	A		
Continue to implement the 20 Year Capital Plan	A		

### Review legislation to ensure it is up to date and relevant

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Continue the review of all bylaws, policies and procedures to ensure effectiveness and relevance	A		
Create new bylaws as required (i.e. legalization of marijuana)	A		

**Ensure residents, college students and visitors are well-informed**

<b>Actions (A – Administrative; G – Governance)</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>6+ Yrs</b>
Develop community communications guidelines and policies	G		
Host an annual Open House to provide an update on Town activities and provide opportunities for public input	G		
Continue monthly calendar and community news sheet advertising local businesses and community events	A		
Make more effective use of media platforms to communicate Town events	A		
Work with the College to share information on Town activities	A		
Replace and relocate electronic sign	A		

**Improve communication and dialogue with other levels of government including Indigenous governments**

<b>Actions (A – Administrative; G – Governance)</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>6+ Yrs</b>
Work with Indigenous governments to implement Municipal Service Agreements	G		
Foster partnerships with other agencies and organisations	G		
Regular meetings with Smith's Landing First Nation, Salt River First Nation and the Fort Smith Métis Council to discuss areas of common concern and provide support where applicable	G		

**Formalise orientation for new and returning Mayor and Council by administration to ensure continuity after elections**

<b>Actions (A – Administrative; G – Governance)</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>6+ Yrs</b>
Develop a policy mandating orientation		A	
Develop procedures for when and how orientation will take place		A	

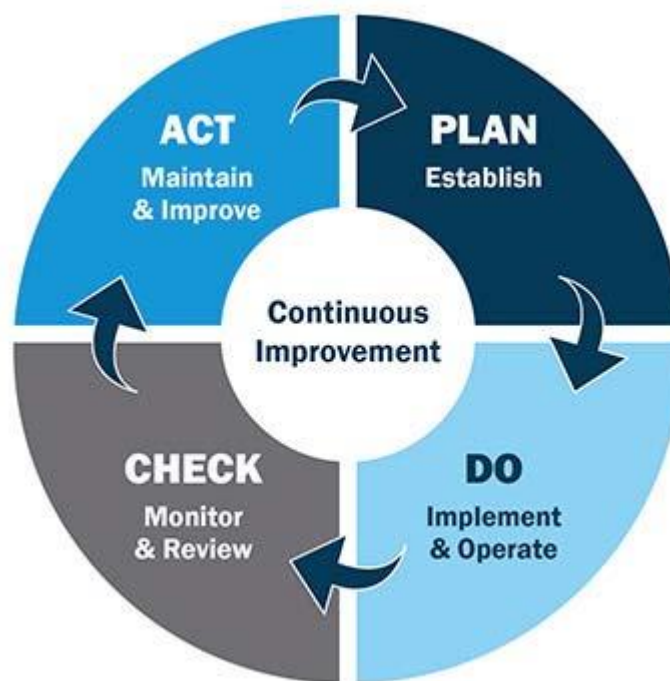
## Next Steps

As a next step, we will work with staff to develop the financial plans to support the implementation of our Strategic Plan. Some of our strategies can be pursued, and action items can be accomplished, over the short-term while others might need to be pursued over the long-term.

Meeting our goals will require a coordinated effort from Mayor and Council, staff, Advisory Boards, other agencies and residents. Each Strategic Plan goal includes an implementation plan with suggested strategies and actions for addressing that goal. This is a critical starting point for the implementation of the Plan.

Evaluation and monitoring is the second key implementation tool. Evaluation and monitoring annually will enable us to:

- prioritize goals each year;
- set specific performance measures and performance targets;
- analyze progress towards meeting targets;
- reconsider goals and timing considering progress;
- involve residents in evaluating success; and
- communicate successes and challenges to residents as well as plans for the upcoming year.



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This approach provides a continual loop of planning, implementation and evaluation. It includes all stakeholders and involves residents in proactively planning community services as well as evaluating how community programs and services are meeting their needs.

Through this process we have identified our community values and priorities, and these will be our guide as we move forward. Our progress toward addressing these priorities and achieving our goals will be formally reported on through the Town's Annual Report.

Strategic Planning is an on-going process and your feedback is an important part of moving forward.

# Appendix - Foundational Documents

## Foundational documents

Below is a list of the documents reviewed as part of the process of developing the 2018 Town of Fort Smith Strategic Plan.

GNWT, **Cities, Towns and Villages Act** (2014)  
GNWT, **Summary of Community Statistics** (2018)  
Salt River First Nation, **Municipal Services Agreement** (2001)  
Smith Landing First Nation, **Municipal Services Agreement** (nd)  
Town of Fort Smith, **5 Year Capital Plan** (2010)  
Town of Fort Smith, **20 Year Capital Plan** (2014)  
Town of Fort Smith, **Capital Plan** (2016)  
Town of Fort Smith, **Community Energy Plan** (2010)  
Town of Fort Smith, **Community FireSmart Protection Plan** (2010)  
Town of Fort Smith, **Community Services Master Plan** (2012)  
Town of Fort Smith, **Drainage Assessment** (2010)  
Town of Fort Smith, **Economic Development Strategy** (2017)  
Town of Fort Smith, **Integrated Community Sustainability Plan** (2010)  
Town of Fort Smith, **Parks and Open Space Plan** (2017)  
Town of Fort Smith, **Tourism/Visitor Services Branding and Marketing Strategy** (2011)

## **Terms of Reference**

### **NTPC / PUB Intervention & Electric Heat Committee**

#### **Mandate**

To serve as an advisory and response committee on behalf of Mayor and Council in reference to matters arising from activities or actions relating to NTPC (*Northwest Territories Power Corporation*) and the NWT's PUB (*Public Utilities Board*) including:

- To monitor and approve the work of the Town's consultant (*Stand Alone Energy*) on the current application in front of the PUB relating to the issues of NTPC and NUL "Sale and Purchase of Hay River Franchise Property" agreement and related matters.
- To monitor and recommend actions regarding potential partnering activities in matters related to advocating for the supply of energies for "Electric Heat", with other municipal and indigenous governments in the South Slave Region.

The Committee shall undertake action that may include:

- To establish a plan to lobby members of the Northwest Territories Legislative Assembly to move forward the plan for electric heat as an affordable renewable energy alternative.
- To engage the citizens of the Town of Fort Smith to research to identify resources and to action resources to fulfill our mandate.
- To acquire the services of message promotion and document creation to support our mandate.

#### **Committee Composition:**

This is an ad hoc committee may be dissolved when the community of Fort Smith has meet its goal of securing and providing to residents, an affordable electric heat option.

The committee's initial membership shall consist of at least 3 members of Council and the Mayor.

The committee will select a chairperson and vice-chair from its council membership.

The committee may expand its membership to include members from the public should it be deemed that additional resources would be beneficial to the committee's objectives. Community representatives may be appointed by resolution of Council from submitted Expressions of Interest.

#### **Conduct of Committee:**

Regular Meetings of the Committee should occur once per month and the meetings will be open to the public.

The Chairperson or their delegate shall submit the minutes to the next regular meeting of Council or appropriate Committee of Council. These minutes shall include all recommendations made by the committee and the vote thereon.

The Committee may establish Working Groups to review matters brought before it.

A call for agenda items has to go out a week prior, and an agenda issued two days prior. Meeting minutes will be recorded.

### **Power and Duties of the Committee:**

The powers and duties for the committee will be established through Resolution of Council.

### **Budget and Finance:**

The committee shall liaise with the council in the preparation of the budget affecting the Committee.

The Committee and/or any member hereof, shall not have the power to pledge the credit of the Town in connection with any matter whatever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town, but can recommend expenditures to the council.

TOWN OF FORT SMITH  
ACCOUNTS PAID LIST  
FOR THE PERIOD ENDING June 30,2023

CHQ #	SUPPLIER	Description	AMOUNT	DEPT
40678	Bank of Montreal	Mastercard purchases - Cynthia White	\$176.40	Admin
		EDAB lunch from Berro's		
40679	Bank of Montreal	Mastercard purchases - Adam McNab	\$2,503.65	Protective Services
		EMS supplies/promotional items for EMS week		
40680	Cascade Publishing Ltd.	EMS posters	\$120.75	Protective Services
40681	Receiver General	Payroll Deductions CPP EI , Income Tax	\$64,421.01	Admin
40682	TK Elevator (Canada) Ltd.	Elevator maintenance	\$1,456.78	RCC
40683	Rocky Mountain Phoenix	SCBA tanks	\$5,604.90	Fire Department
40684	Northwestern Air Lease Ltd.	Freight charges	\$48.28	Water Plant
40685	NEBS Pension Fund	June premiums	\$41,482.68	Admin
40686	Bank of Montreal	Mastercard purchases - Obrian Kydd	\$2,968.90	Admin/Public Works
		April and May Bell bills/Garmin fees/land fees		
40687	ESRI Canada	Software subscription	\$1,438.50	Protective Services
40688	Terry's Carpentry Service	Ambulance bay lease payment	\$2,940.00	Ambulance
40689	TDC Contracting Ltd.	Materials and supplies	\$736.76	Public Works
40690	NEBS Group Insurance Fund	June premiums	\$16,174.41	Admin
40691	Fields	Sheet pans and mugs for event	\$165.01	Library
40692	Debbie's Sewing	Hem overalls	\$21.00	Protective Services
40693	NSixty Trading Company Ltd.	Printer/paint/stationary supplies/IT support	\$3,618.79	Multiple
40694	Paul Kaesers Stores Ltd.	Snack for trade show/cooler/cleaning supplies	\$507.27	Multiple
40695	NWT Power Corporation	May power bills	\$33,575.67	Multiple
40696	Xerox Canada Ltd.	Lease and usage payments	\$2,323.94	Admin
40697	PWK High School	Yearbook ad fee	\$150.00	Admin
40698	Northern Stores Inc.	Fire hall supplies	\$46.70	Protective Services
40699	Accu-Flo Meter Service Ltd.	Water meters	\$35,532.00	Water Plant
40700	Xylem Canada Company	Parts for lift station	\$8,778.00	Water Plant
40701	Employee	Reimbursement - work boots	\$125.98	Facilities
40702	Midnight Petroleum	Gas charges	\$1,468.90	Multiple
40703	TDC Contracting Ltd.	Gas charges	\$935.43	Multiple
40704	Arctic Alarm/Diamondtel	Alarm monitoring	\$119.60	RCC/Arena
40705	Cam's Husqvarna Sales & Service	Filters for mowers/safety boots	\$274.89	Facilities
40706	NSixty Trading Company Ltd.	Batteries/stationary supplies/IT services	\$1,712.99	Multiple
40707	Cancelled			
40708	Cancelled			
40709	Upandup Studios Inc.	Municipal website redesign project	\$5,250.00	Admin
40710	Bank of Montreal	Mastercard purchases - Andrew Grenier	\$286.27	Public Works/Facilities
		Chain link fence parts/vehicle registration		
40711	Cascade Publishing Ltd.	Pool lights/zoning map/tipping fee forms	\$2,247.26	Pool/PS/Landfill
40712	Paul Kaesers Stores Ltd.	Fruit trays/snacks for story time	\$136.74	Admin/Library
40713	Freund Building Supplies	Materials and supplies	\$1,221.00	Multiple
40714	PWK High School	Town sponsored awards for R. Virassamy/K. MacDonald	\$168.00	Public Relations
40715	Bank of Montreal	Mastercard purchases - Emily Colucci	\$2,462.65	RCC/Library/Daycare
		Ad fees/Nintendo games/lunches/art supplies		
40716	Aurora College	Management course fee	\$350.00	Admin
40717	TDC Contracting Ltd.	Battery for Kohler	\$359.92	Water Plant
40718	Manitoulin Transport	Freight - parts from Phoenix Fence	\$126.15	Public Works
40719	Employee	Travel claim/boot allowance	\$477.51	Municipal Services
40720	Infosat Communications	June sat phone bill	\$95.32	Protective Services
40721	Employee	Boot allowance	\$199.49	Facilities
40722	Town of For Smith	Petty cash replenishment	\$56.00	Library
40723	Hay River Heavy Truck Sales Ltd.	Medical oxygen	\$336.00	Ambulance
40724	Precision Industries	Change water valve at residential property	\$5,250.00	Water Plant
40725	NSixty Trading Company Ltd.	Snack for author visit/IT services	\$320.25	Library/Admin/Lands
40726	Walshe's Heavy Duty Repairs Ltd.	Repair and maintenance of all pumps and generators	\$1,935.95	Water Plant
40727	Stephen Kakfwi	Reimbursement - author visits meals and gas	\$466.74	Library
40728	Paul Kaesers Stores Ltd.	EDAB and tourism workshop groceries	\$99.92	Economic Development
40729	Link Home Hardware	Varnish for crafts activities for grand opeing	\$29.38	Library
40730	Northwestel	June internet and phone bills	\$6,122.90	Multiple
40731	Northwestern Air Lease Ltd.	Shipping - fire equipment	\$53.42	Fire Department
40732	Fort Smith Construction NT Ltd.	Tire repair	\$65.10	Facilities
40733	McLennan Ross	Legal fees	\$6,377.18	Admin
40734	Fields	Supplies for recreation centre grand opening	\$75.16	Library
40735	NSixty Trading Company Ltd.	IT services/grand opening prizes	\$319.12	Economic Dev./Library
40736	Superior North America Inc.	Compactor service kits	\$5,046.63	Landfill Site

40737 Employee	Boot allowance	\$262.45	Public Works
40738 Kavanaugh Bro. Ltd.	Clean compactor	\$5,159.70	Landfill Site
40739 Receiver General	Payroll Deductions CPP EI , Income Tax	\$72,291.47	Admin
40740 Cleartech	Clearpac chemicals	\$33,340.81	Water Plant
40741 CIMCO Refrigeration	Ice plant service and repairs	\$16,494.80	RCC/Arena
40742 Paul Kaesers Stores Ltd.	Daycare and ASCP groceries/supplies/craft supplies	\$3,175.79	Multiple
40743 Northern Stores Inc.	Prizes for grand opening	\$20.99	Library
40744 Northwestern Air Lease Ltd.	Freight - parts and water samples	\$143.59	Water Plant
40745 Pelican Rapids Inn	Stays - CIMCO technicians/visiting author	\$733.20	RCC/Library
40746 High Country Refrigeration	Service AC units at Town Hall	\$1,134.84	Admin
40747 Master Pools Alta Ltd.	Pool liner replacement	\$89,129.25	Pool
40748 NU Mechanical	Final payment WTP pumps/progress pymt boiler	\$166,740.00	Multiple
40749 Fields	ASCP supplies/craft supplies	\$171.38	RCC/Library
40750 Avery Cooper & Co.	2022 audit services	\$33,206.23	Admin
40751 NSixty Trading Company Ltd.	Ink cartridges/paper/stationary supplies/IT support	\$1,280.61	Multiple
40752 Board Member	Attendance - Fort Smith Housing Plan Advisory Board	\$250.00	Admin
40753 MSS Ltd.	EMS supplies	\$1,759.04	Ambulance
40754 Grimshaw Trucking	Freight - service kits/meters	\$1,024.56	Public Works/Water Plant
40755 Salt River First Nation	Contribution to assist with feast expenses	\$3,000.00	Admin
40756 PWK High School	Annual award	\$220.00	Protective Services
40757 TDC Contracting Ltd.	Bulk diesel	\$6,640.78	Public Works
40758 Smith Landing First Nation	Contribution to assist with feast expenses	\$500.00	Admin
40759 AECOM Canada Limited	Water and sewer compliance	\$1,559.38	Admin
40760 RDV Mechanical	Service Tana compactor	\$755.48	Landfill Site
40761 GNWT	Solid waste management course x 2	\$300.00	Public Works
40762 Walsh's Heavy Duty Repairs Ltd.	Diagnose garbage truck	\$561.75	Facilities
40763 Globalstar Canada Satellite Co.	June sat phone bill	\$127.77	Fire Department
40764 Link Home Hardware	Ratchet strap/parts/supplies	\$1,183.59	Multiple
40765 NWT Power Corporation	June power bills	\$33,262.63	Multiple
40766 Town of For Smith	June staff deductions	\$1,086.63	Admin
40767 Receiver General	Payroll Deductions CPP EI , Income Tax	\$79,776.84	Admin
40768 Public Service Alliance of Canada	June union dues	\$8,610.86	Admin
40769 GNWT - Taxation Division	June payroll deductions	\$13,541.43	Admin
40770 Globalstar Canada Satellite Co.	June sat phone bill	\$127.77	Ambulance
40771 TDC Contracting Ltd.	Gas and ambulance repairs	\$2,344.27	Multiple
40772 Town of Inuvik	Reimbursement for books lost by MKL patrons	\$89.95	Library
40773 WSP E&I Canada Limited	Professional services - primary cells liner design	\$9,241.80	Admin
40774 CPOW Productions Ltd.	Drone footage of landfill site	\$393.75	Landfill Site
40775 NSixty Trading Company Ltd.	Ink cartridges/stationary supplies/safety materials	\$848.34	Multiple
40776 Northern Hound Supply	Filter for turtle tank	\$724.44	Library
40777 Marie MacDonald	Canada Day music performance	\$200.00	Canada Day
40778 Leonard Desjarlais	Canada Day music performance	\$150.00	Canada Day
40779 Peter Paulette	Canada Day music performance	\$200.00	Canada Day
40780 George Tuccaro	Canada Day music performance	\$150.00	Canada Day
40781 Cleartech	Yearly chemical order	\$6,453.13	Water Plant
EFT Caterpillar Financial	June 2023 lease payment	\$3,312.35	
	June 2, 2023 Pay Period 11	\$135,042.56	
	June 16, 2023 Pay Period 12	\$151,931.87	
	June 30, 2023 Pay Period 13	\$176,813.56	
	Total	\$1,334,832.89	

# CORRESPONDENCE – JUNE 2023

Date	From/To	Description	Filing	CC	Response
01/06/23	NAIG/Town	Basketball NWT Sponsorship Opportunity		SAO	
06/06/23	Slide Zone Shredders/Town	Request for funding		SAO, Director of Community Services	
06/06/23	PWK/Mayor and Council	Request for Permission (Variance) to Continue the Expansion of PWK's Indigenous Cultural Area		Mayor and Council SAO	
06/06/23	Town EDA/Mayor and Council	CRC Grand Reopening Formal Invitation		Mayor and Council	
08/06/23	NLMCC/Mayor	Request for support letter		Mayor SAO	
13/06/23	Mayor/NLMCC	Support Letter for Heritage Funding		SAO	
16/06/23	PWK/Mayor and Council	Request to meet regarding development		Mayor and Council	
14/06/23	SRFN/Town	Request for Contribution for Aboriginal Day feast		Mayor and Council	
14/06/23	PWK/Mayor	Recipient Letter – Gr 7&8 Awards		Mayor	
15/06/23	Wade Johnson/Mayor and Council	Seacan Order		Mayor and Council	
22/06/23	Town/SRFN	Approved contribution and cheque			
22/06/23	Town/SLFN	Approved contribution and cheque			
25/06/23	Town/Minister of Health and Social Services	Invitation to meet with Council		Fort Smith COO	
27/06/23	Clayton Burke/Minister Shane Thompson cc:Town	In support of action to fight wildfires		SAO Mayor and Council	



**Clayton Burke**  
**Renewable Resource Tech**  
**PO Box 852 Fort Smith, NT X0E 0P0**  
**(867) 872-8096**

June 27, 2023

Mr. Shane Thompson, MLA  
Minister of Environment and Climate Change  
PO Box 1320  
Yellowknife, NT X1A 2L9

Dear Sir:

In Unity – Greetings! In support of action to fight forest wildfires, and in consultation with twenty residents of Fort Smith who have voiced their concerns and made suggestions, I have compiled the following concerns:

1. Concerns are great regarding the possibility of a community evacuation. We require advisors on a regular basis to give instruction as to how an evacuation would be conducted. There is a need to address mental health issues resulting from stress/trauma, (such as was experienced in Fort McMurray), especially with those residents who struggle with alcohol and drug issues who may be told to leave an evacuation centre.
2. Men with more fire-fighting experience are greatly needed; especially local men.
3. Monitoring of forest fires by Government is not acceptable. Fires absolutely need to be fought and not monitored until they are out of absolute control. There should be no more monitoring of large wildfires. Danger and destruction intensify when fires are not actioned while they are small.
4. There is great value in the forest and land. Not only should cabins be protected but the whole forest. Otherwise, traplines, wildlife and livelihood will be destroyed. The birds, wildlife and waterways all have great value. An example of destruction was the Caribou Range east of Fort Smith in past years.

There should be no more, just letting the bush burn unprotected. The concerns for global warming are not enhanced by allowing such wildfires. Instead, the result in an increase of carbon dioxide in the atmosphere.

5. There is a concern that politics deflect the blame rather than have people work together to better support the programs. We need more resources to action small fires. There is necessity for lively discussions amongst leadership. Ex: The MLA's, Members of Parliament and Municipal leaders in service to the people.
6. There is concern that jurisdictions are not assisting each other to the extent they could. Ex: Parks Canada and Alberta and NWT which is the case in the South Slave Region. Fort Smith being on the NWT/Alberta border is in a very vulnerable situation having only one escape route if an evacuation is ordered.
7. There is also great concern regarding the loss of fire towers and tower men since they were put down with no cross references made on spot fires. Safety was also a need as towermen could relay messages of fire crews back to headquarters.
8. Cost of some fires is nearly 90% due to aircraft. You cannot save money by cutting out fire towers.
9. We would need more trained men and more proper aircraft for future use. Safety training is lacking and pilots should be taking firefighter training to be better prepared for the job. All pilots must be clear-headed and sober.
10. Fire fighting and Forest Protection can be dangerous; good communication and good management are needed.
11. Contracting of Indigenous crews are very effective and efficient with savings to the overall budget. There is a need to bring more local fire crews including Aboriginal people filling these positions.
12. People should work together and not jurisdictional. Share resources and include more involvement from municipalities. Think outside the box!
13. Differences are great between areas and there is a great need for community meetings, especially in the Spring (March) and Fall (October).

14. If things don't change, people should get out from their job. Indigenous peoples are losing Forest Culture and their livelihood. Fire control emphasis has dropped because of the monitoring of fires. This must stop. Fight the small fires before they grow in size and intensity. This is absolutely needed.
15. Fires are extinguished by men on the ground. Don't nickel and dime the manpower on the ground. Save with good management of the use of choppers. The previous ways did work before monitoring took over. Bring aspects of the old ways back. Manpower, not technology puts the fires out. There are problems with satellites where instead of spotting the hot fire, they locate the hot spot which is by then, up in smoke.
16. Smoke patrols need to increase. They are not a waste of time and money. Lightening strikes pop up in 1 to 2 days. Smoke Patrols need to occur in the 10-mile Zone between the jurisdictions of the NWT/Alberta/Parks Canada.
17. There is a need for a firebase in Fort Fitzgerald otherwise all jurisdiction for fires comes out of Fort McMurray very far off. Communication is greatly lacking at this time, especially within the community of Fort Smith.
18. To hold Fire Community meetings in both Spring and Fall was agreed by the GNWT when Jim Bourque was looking after the Fire Program. Winter is the time for Budgeting and Planning, not in May when fire season starts. Alberta starts their fire season activity in March of the year. The NWT has to change with the times.
19. Communities need opportunities to clean up cat guards and prepare to standard. Re-cut dozer lines in 5 years with local labor. Local Bands and Metis could use their equipment such as trucks, loaders etc. This would increase the capacity to create work opportunities. This takes commitment to do things.
20. In these changing times, fire fighting has to become integrated to fight grass, house and forest fires. This can happen if jurisdictions and municipalities work together in unity.

Mr. Thompson, it is hoped that this list of concerns and suggestions could be of benefit to folks on the NWT Fire Program. I look forward to Spring and Fall Fire meetings before fire Season is upon us. Wishing you a good summer and good health.

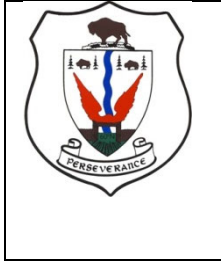
Sincerely,

  
Clayton Burke, Renewable Resource Tech, Fort Smith, NT



**Town of Fort Smith  
Licensing Report  
June 2023**

<b>Business License Holder</b>	<b>Number</b>	<b>Details</b>
Dragon Smith Paradigm Shift	176	Online coaching services
Falcon Aerial Imaging	177	Aerial imaging/photos/mapping
Wegodrywall	178	Renovations/drywall/painting services
<b>Development Permit Holder</b>	<b>Number</b>	<b>Details</b>
TDC Contracting Ltd.	27	Temporary work camp residence
Mabel Vogt	28	Home occupation
Tony Vermillion	29	Home occupation
PWK High School	30	Permanent deck structure
Jason Lepine	31	Ground level deck
Glenn Bourke	32	Driveway paving
Glenn Bourke	33	Driveway paving
NWT Housing Corporation	34	Duplex construction
Linh Nguyen	35	Garage construction
Gaylen Pischenger	36	House construction
<b>Lottery License Holder</b>	<b>Number</b>	<b>Details</b>
Salt River First Nation	19	50/50 raffle series
Uncle Gabe's Friendship Centre	20	Nevada ticket sales
Smith's Landing First Nation	21	50/50 raffle series
Fort Smith Women's Hockey	22	Raffle
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Details</b>
Jessica Michaela Tees	24	Pitbull/German Shepard/Husky Mix
Shelby Moeller/Nicholas Carbery	25	Husky/Sherard
Shelby Moeller/Nicholas Carbery	26	Sherpard/Lab



# The Corporation of the Town of Fort Smith Policy and Procedures Manual Policy GV102 Standing Committee on Corporate Services

## **1. Statement of Policy**

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of corporate services to report back to Town Council. The Corporate Services Committee incorporates the sub-committees of Finance and Audit to oversee matters relating to the area of finance and audit and the Human Resource Committee to oversee matters relating to human resources.

## **2. Purpose of Policy**

To establish the purposes, membership, meeting schedule, notice of meeting, quorum, duties and responsibilities, and reporting of the Standing Committee on Corporate Services and its sub-committees of Finance and Audit and Human Resources.

## **3. Definitions**

- a. *Corporate Services Committee* – the Standing Committee on Corporate Services with sub-committees of Finance and Audit and Human Resources
- b. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- c. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- d. *SAO* - Senior Administrative Officer of the Municipal Corporation of the Town of Fort Smith
- e. *SCM* – Senior Management Committee
- f. *Senior Management Committee* – the committee consisting of the Senior Administrative Officer, and the Directors of Corporate Services, Municipal Services and Community Services
- g. *Town* – the Municipal Corporation of the Town of Fort Smith
- h. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

## **4. Purposes of the Corporate Services Committee & Sub-Committees**

- a. To prepare, in cooperation with the SAO and the SMC, recommendations for the formulation of policy guidelines to ensure an efficient operations of the Town's corporate services, finance and audit and human resources.
- b. To thoroughly investigate all matters assigned to the Corporate Services Committee or its sub-committees on Finance and Audit and Human Resources by Council

and/or concerns and needs identifies by any Member of Council, the Mayor, SAO or the SMC.

- c. To receive delegations from staff, concerned citizens or professional individuals to hear and consider representations on matters that fall under the purview of the governance and corporate services, human resources and finance and audit.

**5. Membership of the Corporate Services Committee and Sub-Committee of Finance and Audit and Human Resources**

- a. The Corporate Services Committee and its sub-committees of Finance and Audit and Human Resources shall consist of all Council Members. The Mayor by virtue of the office is also a member.
- b. A Chairman will be selected from one of the members of the committee as noted in Paragraph 5(a) above.
- c. The SAO or delegate shall attend meetings of this committee.
- d. The Executive Secretary or delegate shall attend the meetings of this committee.
- e. The Director of Corporate Services or delegate shall attend the meetings of this committee.

**6. Meeting Schedule**

- a. The Corporate Services Committee and sub-committees shall meet in Council Chambers prior to the monthly Committee of the Whole meeting or as required.
- b. The Chairperson shall provide at least 72 hours notice prior to the holding of any meeting.
- c. Notwithstanding Paragraph 6(b) above, Corporate Services Committee and sub-committees may meet without notice to consider any manner that is deemed by the Chairperson to be of urgency.

**7. Notice of Meeting**

- a. Notice of meeting, complete with non-confidential materials, shall be provided to the Committee members not later than 72 hours preceding the scheduled Committee meeting.
- b. In the case of an emergency meeting of the Corporate Services Committee and sub-committees is required, a written notice of meeting may be waived and substituted with an oral summons, e-mail or text message.

**8. In-Camera Meetings**

- a. Where in the opinion of the majority of the members of the Corporate Services Committee and its sub-committees deems it necessary, it may conduct a portion of the meeting in-camera.
- b. In determining if a matter should be considered in-camera, the committee shall refer to the Council Procedures By-law.

## **9. Quorum**

- a. The presence of a majority of the Council Members appointed to the Corporate Services Committee and sub-committees shall constitute a quorum.
- b. In determining a quorum, the Mayor shall be considered as an appointed Council Member.

## **10. Duties and Responsibilities - Corporate Services Committee**

- a. Ensure the ongoing Strategic Planning required by the Town is carried out. This committee will perform regular review of the Strategic Plan, Vision and Values, and other planning documents.
- b. Review the Town's organizational structure as required.
- c. Review bylaw, policy and procedures recommendations brought forth from the SAO, SMC and the Bylaw Review Committee, and forward recommendations to Council. This committee will provide direction for the development of additional bylaws, policies and procedures by the SAO or appropriate Director as required.
- d. Ensure ongoing, effective communication with the Town's stakeholders is maintained.
- e. Develop bylaws, policies and procedures to ensure effective Council Governance.
- f. Develop a plan to provide ongoing professional development and training for Council.
- g. Review recommendations regarding legal matters brought forth from the SAO and the Town's legal counsel.
- h. Ensure ongoing, positive liaisons are maintained between the Town and the other governments and agencies which the Town has business dealings.
- i. Ensure that the Town's information technology capacity is meeting the needs of the operations of the Town.
- j. Ensure consultation of outside expertise as required when considering the Town's corporate services matters.
- k. Review the SAO's Annual Performance Appraisal, as completed by the Mayor, and make recommendations reflecting the consensus of the appraisal.
- l. Review and monitor Governance objectives including the review of minutes and recommendations of Council ad hoc committee as appointed by Council.

## **11. Duties and Responsibilities - Sub-Committee of Finance and Audit**

- a. Ensure the ongoing financial operations required by the Town are carried out. This sub-committee will perform regular review of financial reports prepared by the Director of Corporate Services.
- b. Ensure the development and monitoring of the Town's annual budget.
- c. Review the Town's annual audit and ensure the implementation of recommendations from this report.
- d. Monitor and update the Town's Capital Plan.
- e. Ensure efficient administration of the Town's taxation process.
- f. Ensure all reporting to outside agencies and the Town's stakeholders is completed in a timely manner.
- g. Review bylaw, policy and procedures recommendations brought forth from the SAO and SMC and forward recommendations to Council. This sub-committee will provide direction for the development of additional bylaws, policies and procedures by the SAO or appropriate Director as required.

## **12. Duties and Responsibilities - Sub-Committee of Human Resources**

- a. Negotiate any and all agreements with the Union of Northern Workers with respect to salaries and benefits and prepare a recommendation that reflects the consensus of the negotiations.
- b. Review bylaw, policy and procedures recommendations brought forth from the SAO and SMC and forward recommendations to Council.
- c. Review the Town's job descriptions as required.
  - i. In the case of the SAO and Director positions, make recommendations to Council.
  - ii. In the case of subordinate positions, the sub-committee of Human Resources will approve job descriptions.
- d. Review and evaluate staffing considerations placed before the Committee by the SMC and make recommendations to Council which may include but not be limited to: health and safety, morale, recruitment, recognition, training.
- e. That in considering any personnel matters, the terms and conditions in the Employee Collective Agreement shall be respected and adhered to.
- f. Select and interview candidates for the position of Senior Administrative Officer and Directors of Corporate Services, Municipal Services and Community Services, and make recommendations to Council for appointment of those Senior Management positions.
  - i. The interview Committee for the SAO position shall consist of:
    1. The Chair and Members of the sub-committee of Human Resources
    2. The Mayor



3. Additional members of Council as deemed necessary by the sub-committee of Human Resources.
- ii. The Interview Committee for any Director position shall consist of:
  1. The Chair or delegate of the sub-committee of Human Resources
  2. The SAO
  3. The Chair or delegate of the Standing Committee for that Director's Division.
- g. The Chairperson, or delegate, shall act as the Chairperson of all other Town staffing interview committees.
- h. Review the SAO's Annual Performance Appraisal, as completed by the Mayor, and make recommendations reflecting the consensus of the appraisal.
- i. Negotiate, review or amend the terms and conditions of the employment of the SAO. The sub-committee shall prepare a report and recommendation to Council for consideration.
- j. Recommend remedial action up to termination of employment of the SAO. The sub-committee shall prepare a report and recommend a course of action to Council for consideration.

### **13. Reporting**

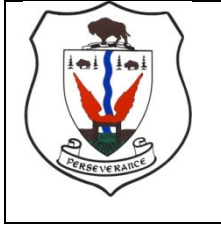
- a. The Corporate Services Committee and sub-committees shall report to Council on the proceeding of the Corporate Services Committee and sub-committees at the next Committee of the Whole following the committee or sub-committee meetings.
- b. Minutes shall be taken and included as part of the report to Committee of the Whole. Any recommendations from the Corporate Services Committee and sub-committees will be contained in these minutes.
- c. Notwithstanding Paragraph 8(a), the Corporate Services Committee and sub-committees may request a Special Meeting of Council to receive any matter considered by the committee or sub-committees to be of an urgent matter following the process outlined in the Council Procedures By-law.

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Mayor Fred Daniels

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SAO Jim Hood



# The Corporation of the Town of Fort Smith Policy and Procedures Manual Policy GV108 Standing Committee on Protective Services

## **1. Statement of Policy**

The Town of Fort Smith may establish a standing committee to oversee matters relating to the area of protective services to report back to the Town Council.

## **2. Purpose of Policy**

To establish the purposes, membership, meeting schedule, notice of meeting, in-camera meetings, quorum, duties and responsibilities, and reporting of the Standing Committee on Protective Services.

## **3. Definitions**

- a. *Council* – Mayor and Town Council of the Municipal Corporation of the Town of Fort Smith
- b. *Fort Smith* – the Municipal Corporation of the Town of Fort Smith
- c. *Protective Services Committee* – the Standing Committee on Protective Services
- d. *SAO* - Senior Administrative Officer of the Municipal Corporation of the Town of Fort Smith
- e. *SMC* – Senior Management Committee
- f. *Senior Management Committee* – the committee consisting of the Senior Administrative Officer, and the Directors of Corporate Services, Municipal Services, Community Services, and Protective Services
- g. *Town* – the Municipal Corporation of the Town of Fort Smith
- h. *Town of Fort Smith* – the Municipal Corporation of the Town of Fort Smith

## **4. Purposes of the Protective Services Committee**

- a. To prepare in, cooperation with the SAO and the SMC, recommendations for the formulation of policy guidelines to ensure the efficient operations of the Town's Protective Services.
- b. To thoroughly investigate all matters assigned to the Protective Services Committee by Council and/or concerns and needs identified by any Member of Council, the Mayor, SAO, or the SMC.
- c. To receive delegations from staff, concerned citizens, or professional individuals to hear and consider representations on protective services matters.

**5. Membership of the Protective Services Committee**

- a. The Protective Services Committee shall consist of all Council members. The Mayor by virtue of the office is also a member.
- b. A Chairperson will be selected from one of the members of the committee as noted in Paragraph 5(a) above.
- c. The SAO or delegate shall attend meetings of this committee.
- d. The Executive Secretary or delegate shall attend the meetings of this committee.
- e. The Director of Protective Services or delegate shall attend the meetings of this committee.

**6. Meeting Schedule**

- a. The Protective Services Committee shall meet in Council Chambers prior to the monthly Committee of the Whole meeting or as required.
- b. The Chairperson shall provide at least 72 hours' notice prior to the holding of any meeting.
- c. Notwithstanding Paragraph 6(b) above, Protective Services Committee may meet without notice to consider any manner that is deemed by the Chairperson to be of urgency.

**7. Notice of Meeting**

- a. Notice of meeting, complete with non-confidential materials, shall be provided to the Committee members not later than 72 hours preceding the scheduled Committee meeting.
- b. In the case an emergency meeting of the Protective Services Committee is required, a written notice of meeting may be waived and substituted with an oral summons, e-mail, or text message.

**8. In-Camera Meetings**

- a. Where in the opinion of the majority of the members of the Protective Services Committee deems it necessary, it may conduct a portion of the meeting in-camera.
- b. In determining if a matter should be considered in-camera, the committee shall refer to the Council Procedures By-law.

**9. Quorum**

- a. The presence of a majority of the Council Members appointed to the Protective Services Committee shall constitute a quorum.
- b. In determining a quorum, the Mayor shall be considered as an appointed Council Member.

## **10. Duties and Responsibilities**

- a. Review matters regarding Fire Fighting and Emergency Medical Services (EMS) operations as well as matters that are brought forth by the SAO and SMC.
- b. Review matters regarding Occupational Health and Safety as well as matters that are brought forth by the SAO and SMC.
- c. Review matters regarding Emergency Management as well as matters that are brought forth by the SAO and SMC.
- d. Review matters regarding Land and Development as well as matters that are brought forth by the SAO and SMC.
- e. Review matters regarding Bylaw Enforcement as well as matters that are brought forth by the SAO and SMC.
- f. Review bylaw, policy, and procedure recommendations regarding the operations of Protective Services brought forth by the SAO, SMC, and the Bylaw Review Committee, and forward recommendations to Council. This committee will provide direction for the development of additional bylaws, policies, and procedures by the SAO or Director of Protective Services as required.
- g. Review matters regarding sustainable development that affect the municipality that are brought forth from the SAO, SMC, the Sustainable Development Advisory Board.

## **11. Reporting**

- a. The Protective Services Committee shall report to Council on the proceeding of the Protective Services Committee at the next Committee of the Whole following the Committee meeting.
- b. Minutes shall be taken and included as part of the report to the Committee of the Whole. Any recommendations from the Protective Services Committee will be contained in these minutes.
- c. Notwithstanding Paragraph 9(a), the Protective Services Committee may request a Special Meeting of Council to receive any matter considered by the Committee to be an urgent matter following the process outlined in the Council Procedures Bylaw.

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Mayor Fred Daniels

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SAO Jim Hood



## BRIEFING NOTE

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To: Corporate Services Standing Committee

Date: July 4<sup>th</sup>, 2023

Subject: Slide Zone Shredderz Donation Request

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**Purpose:**

To brief Council on a donation request received from the Slide Zone Shredderz along with other requests for snowboard hill development.

**Background:**

The Slide Zone Shredders, Fort Smith's Snowboard Club, are requesting to be a continued recipient of Town funding in the amount of \$5,000 and sent a letter to express their gratitude for funding received in 2022.

The Slide Zone Shredders had over 100 registered members last year and have 6 CASI trained instructors, numerous parent volunteers, machine drivers, and stakeholders. In 2022 they hosted NWT Snowboarding Territorials, along with a snowboarding clinic, followed by the annual Big Fun Snowboarding event. Olympian Liam Gill of the Liidlíi Kue First Nation and Mikee Barton from Indigenous Life Sport Academy supported the weekend.

The Slide Zone Shredders receive funding from the Territorial Sports Organization, MACA Ryse, the Mackenzie Recreational Association, Aboriginal Sports Circle, membership fees, and donations from local Bands and associations.

The Slide Zone Shredders are also requesting hill development to occur during the summer including rebuilding two runs for the hill to be broader and safer for all different skills, adding jumps to the snowboard cross for riders to train for slope style racing, and rebuilding the tube run for riders to train for snowboard cross training.

**Analysis:**

The Community Contributions Budget was \$28,350. The remaining budget is \$11,350. The Town of Fort Smith first approved a \$5,000 contribution to the Slide Zone Shredders 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 \$500 to SLFN for the Dene National Assembly, and \$3,000 to SRFN for National Indigenous Peoples Day food expenses.

There are three other requests coming to Council; a \$5,000 request for Fireweed Festival, a \$2,000 request for Whooping Crane Festival, and an in-kind request from WBNP.

**Recommendation:**

For your consideration.

Slide Zone Shredderz  
Box 1201  
Fort Smith NT X0E0P0

February 19, 2023

Dear Mayor and Councillors:

Please accept this letter of request for Slide Zone Shredderz, Fort Smith's Snowboard Club, to be a **continued** recipient of the Town of Fort Smith's club funding. This year we wanted to send another letter, to recognize our gratitude to the Town's support, but also to outline some wishlist items.

Last year our club had a record number of registered members, over 100. This would not have been possible without the support of our 6 CASI trained instructors, numerous parent volunteers, machine drivers, and stakeholders. We made the most of 2022 by hosting NWT Snowboarding Territorials, along with a snowboarding clinic, followed by our annual Big Fun. To really add to the memories, Olympian Liam Gill, of the Liidlii Kue First Nation snowboarded with the riders, along with Mikee Barton, from the Indigenous Life Sport Academy supported the weekend.

The Slide Zone Shredderz works all year to secure funding to support the club's growth. Funding from our TSO, MACA Ryse, the Mackenzie Recreational Association, Aboriginal Sport Circle, membership fees, donations from our local Bands and associations, and the Town of Fort Smith allows us to function. Unfortunately, the high costs of everything has impacted our annual budget and we do not anticipate being able to have the funding to cover the costs of hill development.

Our wishlist to the Town of Fort Smith is for hill development to be done during the summer, similar to how the Town brought in Tyler from the Yukon to create features before the Arctic Winter Games in 2018. By rebuilding two runs, the hill is broader and safer with all the different skills. By adding some jumps to the snowboard cross, our riders can train for SlopeStyle racing. By rebuilding the tube run, our riders can train for snowboard cross racing. As a Board, we have noticed that our athletes really shine with the racing events, as celebrated at the 2023 Arctic Winter Games.

As it stands, Fort Smith has the opportunity to stand out from every other northern community by providing a snowboarding experience that is unique. Please swing by our Sunday Fundays at 2:00pm to celebrate our riders of ALL ages enjoying the hill or follow our *incredible social media highlights* **@slidezoneshredderz** on Facebook or Instagram.

Thank you for your time and considering our proposal to be included for annual financial support.

Sincerely,

Slide Zone Shredderz Board



# Town of Fort Smith Sponsorship Application Form

Donation and event request applications are required for financial and in-kind resources. Applications must be received at Town Hall at least 6 weeks in advance to allow for the Town's approval process.

Community Organization's Name

Name of club, non-profit, society, etc.

Slide Zone Shredderz

Contact Person's Name

Erin MacDonald

Contact Person's Phone Number (cell phone number)

867 621 2872

Contact person's email address

fortsmithsnowboarding@gmail.com

Community Organization's Address

Box 1201



### Board of Director's Names and Positions

Erin MacDonald President  
Natalie Melnick Vice President  
Laura MacDonald Treasurer  
Janna Jaque Secretary  
Terry Freund Hill Supervisor  
Jeff Turner Lead Instructor

### What type of event are you organizing?

- ☒ Athletic
- ☐ Festival
- ☐ Promotional
- ☐ Race / Run / Walk
- ☐ Educational
- ☐ Cultural
- ☒ Youth Event
- ☐ Other: \_\_\_\_\_

### Event Description

Explain your schedule, timeline and what the funding / in-kind sponsorship will be used for.

Our club hosts weekly Sunday Funday from when there's enough snow until the snow melts. We also host an annual Big Fun event that has drawn national attention through our guests, as well as Territorials every 2 years for 2 years in a row.

Support from the town would help cover the cost of hill grooming. Hill grooming opens the hill to a variety of winter activities that benefits the whole town through snowboarding, alpine skiing, tubing, sliding, and space for people to walk up and down for exercise.

The costs of running the club is increasing each year and we really want to keep the rate as low as possible.

How will this event and sponsorship donation benefit the community?

Our community benefits from the Snowboarding Hill is so many ways. We have almost 90 members, over 100 participants if we include the volunteers as well. Fort Smith generates a lot of positive publicity from our events AND from our athletes performing at Territorially, Nationally, and Internationally.

How will this funding help ensure inclusivity and accessibility for all community members?

- ☐ Provide transportation
- ☒ Increase affordability by reducing / removing registration fees
- ☐ Create an open house event
- ☐ Provide free access to facility
- ☐ Provide free access to equipment
- ☒ Provide volunteer / staff training on inclusivity and accessibility

☒ Other:

We promote KidsSport funding to help families. We also have a members share their equipment to support athletes who can't afford their own equipment.

Who is your target market?

- ☒ Local community members
- ☐ Northwest Territories
- ☐ Canada
- ☐ International
- ☐ Other:

How will the contribution be recognized?

We recognize our sponsors through social media, thank you letters, public banners, and through our speeches.

#### Sponsorship Request Details

Are you requesting a cash donation, in-kind donation or both?

Are you requesting a cash donation, in-kind donation or both?

- ☐ Cash
- ☐ In-kind
- ☒ Both

Requested Cash Donation Amount

5000

**In-kind donation request**

(A Town of Fort Smith staff member will follow up with you regarding details)

- ☐ Tables
- ☐ Chairs
- ☐ Set up / Take Down of tables and chairs
- ☐ Bouncy Castle
- ☐ BBQ - small portable
- ☐ Garbage Cans
- ☐ Dumpster bin
- ☐ Community & Recreation Centre Gym
- ☐ William Schaefer Memorial Pool
- ☐ Fort Smith Centennial Arena
- ☐ Conibear Park
- ☒ Riverside Park
- ☐ Speakers / sound system for outdoor use
- ☐ Speakers / sound system for indoor use

**Total Budget**

Planned expenses and anticipated revenues. No contributions can be used for cash prizes.

Budget can be attached separately.

Budget will be attached separately

**Other sources of Funding**

Our TSO, GNWT MACA through RYSE and Sport Leadership, MRA, local Bands, Aboriginal Sport Circle and local sponsors/businesses.

**Any other supporting information**

(Can be attached separately)

**Thank you for recognizing what Slide Zone Shredderz brings forth to Fort Smith!**

Donations made by the Town of Fort Smith are not to be regarded as a commitment by the Municipality to continue such donations in the future.

**Organization Representative's Name**

Erin MacDonald

**Signature and date (yyyy/mm/dd)**

(please print document to sign)

Erin MacDonald

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**Google Forms**

# FORT SMITH SNOWBOARDING SOCIETY

## Balance Sheet

As of 31 March 2022

	<u>31 Mar 22</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
BMO 1997-724	53,005.07
BMO Account 1996-975	3,250.00
Total Chequing/Savings	<u>56,255.07</u>
Total Current Assets	56,255.07
Fixed Assets	
Accum. Amortization	-17,295.00
ATV HALF TRACK	21,193.16
New Features	7,620.11
Rainbow Training Box	2,496.31
Snowboard Boots and Bindings	5,000.00
Toboggan for Snowmobile	7,430.96
Total Fixed Assets	<u>26,445.54</u>
<b>TOTAL ASSETS</b>	<b><u>82,700.61</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	43,304.57
Unrestricted Net Assets	35,756.26
Net Income	3,639.78
Total Equity	<u>82,700.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>82,700.61</u></b>

# FORT SMITH SNOWBOARDING SOCIETY

## Profit & Loss

April 2021 through March 2022

	<u>Apr '21 - Mar 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coupon Sales	5,010.00
Deposits	-664.25
Donations	1,100.00
Government Grants	17,340.00
NWT Snowboarding Funding	10,000.00
Other Types of Income	
Miscellaneous Revenue	17,170.61
<b>Total Other Types of Income</b>	17,170.61
Town of Fort Smith Grants	
Nonprofit Organization Grants	10,000.00
<b>Total Town of Fort Smith Grants</b>	10,000.00
<b>Total Income</b>	59,956.36
<b>Expense</b>	
Allowance for Machine Drivers	4,700.00
Amortization Expense	8,750.00
Bank Charges	512.65
CASI Course	4,512.62
Coaching	2,250.00
Contract Services	
Accounting Fees	472.50
<b>Total Contract Services</b>	472.50
Events	15,832.08
Grooming	12,816.09
Miscellaneous Expenses	3,474.47
Quad Operation	280.00
Rider's Equipment	2,716.17
<b>Total Expense</b>	56,316.58
<b>Net Ordinary Income</b>	3,639.78
<b>Net Income</b>	<u><u>3,639.78</u></u>



## BRIEFING NOTE

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**To:** Mayor and Council

**Date:** June 30, 2023

**Subject:** Funding Agreement – Federal Gas Tax Funding

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**Purpose:**

To provide information to the committee regarding funding for Federal Gas Tax.

**Background:**

Each fiscal year Municipal and Community Affairs provides a contribution agreement for the Federal Gas Tax Funding.

**Analysis:**

In 2022/23 we received \$963,00 and 2021/22, \$913,000 was received. The current contribution agreement is for \$1,014,000, which is \$51,000 more than previous years.

**Recommendation**

That Council approves the Gas Tax Funding Contribution Agreement with MACA for fiscal year 2023-2024 in the amount of \$1,014,000.



**CONTRIBUTION AGREEMENT FOR  
FEDERAL GAS TAX FUNDING**

**THIS AGREEMENT** made on **April 1, 2023**.

**BETWEEN:**

**GOVERNMENT OF THE NORTHWEST TERRITORIES**

as represented by the  
**Minister of Municipal and Community Affairs**  
(the "GNWT")

**OF THE FIRST PART**

**AND:**

**TOWN OF FORT SMITH**  
(the "Recipient")

**OF THE SECOND PART**

**WHEREAS**

- A. The GNWT, as represented by the Minister of Municipal and Community Affairs, and Her Majesty in Right of Canada, as represented by the President of the Queen's Privy Council for Canada, Minister of Infrastructure, Communities and Intergovernmental Affairs ("Government of Canada"), entered into the Administrative Agreement on the Federal Gas Tax Fund ("Gas Tax Agreement") on May 12, 2014;
- B. The Gas Tax Agreement provides a framework for the transfer of funds from the Government of Canada to the GNWT to help communities across the Northwest Territories continue to build and revitalize their public infrastructure;
- C. The Recipient meets the criteria of both an Eligible Recipient and Local Government; and
- D. The GNWT agrees, subject to receiving the appropriate funding from the Government of Canada, to contribute financial assistance to the Recipient towards expenditures outlined in the Gas Tax Agreement on the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants set forth herein and the exchange of other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

## DEFINITIONS

1. In this Agreement, a capitalized term has the meaning given to it in this section, unless defined elsewhere in this Agreement:
  - (a) “*Access to Information and Protection of Privacy Act*” means the *Access to Information and Protection of Privacy Act*, S.N.W.T. 1994, c.20.
  - (b) “Agreement” means this Agreement and the attached Annexes “A”, “B”, “C”, and “D”.
  - (c) “Annual Report” means an Annual Report, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
  - (d) “Capital Investment Plan” means a Capital Investment Plan, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
  - (e) “Community Public Infrastructure” means Community Public Infrastructure, as defined in the Gas Tax Agreement (Annex “A” – “Definitions”), attached hereto as Annex “A”.
  - (f) “Council” means the community governing authority of the Recipient.
  - (g) “Designated Contact” means the GNWT contact person identified in section 50 of this Agreement.
  - (h) “Eligible Expenditures” means Eligible Expenditures, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
  - (i) “Eligible Projects” means Eligible Projects, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
  - (j) “*Financial Administration Manual*” means the GNWT’s *Financial Administration Manual*, dated July 2008, as may be amended from time to time.
  - (k) “Financial Reporting and Audit Guidelines” means the document(s) the GNWT may issue from time to time to provide direction to Local Governments with respect to the format and content of reports and audited documents that are required by the GNWT to meet the obligations of their empowering legislation.

- (l) “First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on November 10, 2005 by the Government of Canada and the GNWT, attached hereto as Annex “B”.
- (m) “Funds” means the proportion of the funds received by the GNWT from the Government of Canada pursuant to the Gas Tax Agreement and being made available to the Recipient pursuant to this Agreement, and includes any interest earned thereon.
- (n) “Gas Tax Agreement” means the agreement for the transfer of federal gas tax revenues entered into on May 12, 2014 by the Government of Canada and the GNWT with an effective date of April 1, 2014 and an expiry date of March 31, 2024, entitled *Administrative Agreement on the Federal Gas Tax Fund*, attached hereto as Annex “A” – “Gas Tax Agreement”.
- (o) “Gas Tax Fund” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.
- (p) “Insurance Requirements” means the insurance requirements listed in Annex “D” – “Insurance Requirements”, attached hereto.
- (q) “Local Government” means Local Government, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
- (r) “Main Body” means this Agreement, minus the Schedules.
- (s) “Minister” means the Minister of Municipal and Community Affairs, unless the context indicates otherwise.
- (t) “Outcomes Report” means an Outcomes Report, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.
- (u) “Oversight Committee” means the Oversight Committee established by the Government of Canada and the GNWT to monitor the implementation of the Gas Tax Agreement, as may be further described under section 7 of the Gas Tax Agreement, attached hereto as Annex “A”.
- (v) “Parties” means the GNWT and the Recipient.
- (w) “Third Party” means a Third Party, as defined in Annex “A” – “Definitions” of the Gas Tax Agreement, attached hereto as Annex “A”.

- (x) “Ultimate Recipient” means a Recipient, as defined under section 1.1 of the First Agreement, attached hereto as Annex “A”.
- (y) “Unspent Funds” means the amount reported by the GNWT and by the Recipient as being unspent by the Recipient in the 2021-22 Annual Report or a 2021-22 Outcomes Report.

2. The following Schedules are attached hereto and form part of this Agreement:

Annex	Description
“A”	“Gas Tax Agreement”
“B”	“First Agreement”
“C”	“Reporting Requirement”
“D”	“Insurance Requirements”

3. Where there is a conflict between the Main Body of this Agreement and any incorporated Annex, the terms of the Main Body of this Agreement shall prevail, to the extent of the conflict, unless there is a provision in an Annex “A” which takes precedence over a provision in the Main Body.

## EFFECTIVE DATE AND DURATION

- 4. This Agreement shall commence on **April 1, 2023** and shall terminate on **March 31, 2024**, unless terminated earlier in accordance with the provisions of this Agreement or the Parties agree to renew it.
- 5. In the event that this Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon, held by the Recipient that have not been expended on Eligible Projects as of March 31, 2024 will nevertheless continue to be subject to this Agreement until such time as may be determined by the GNWT.

## FEDERAL GAS TAX FUND

- 6. Any funding that may be transferred by the GNWT to the Recipient pursuant to this Agreement will, when transferred, be administered by the GNWT in accordance with this Agreement and the terms and conditions set out in Annex “A” – “Terms and Conditions” of the Gas Tax Agreement, attached hereto.

7. Any Unspent Funds that were allocated by the GNWT to the Recipient but not expended, including Unspent Funds that have been withheld from the Recipient, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the First Agreement.

## **COMMITMENTS BY THE PARTIES**

8. The Recipient shall:

- (a) Complete, prior to March 31, 2023, a Capital Investment Plan;
- (b) Use the accounting standards of the Public Sector Accounting Board;
- (c) Be responsible for the completion of each Eligible Project in accordance with the Gas Tax Agreement - Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- (d) Comply with all Ultimate Recipient requirements outlined in the Gas Tax Agreement - Schedule E (Communications Protocol).
- (e) Make progress on asset management in accordance with Schedule F (Asset Management).
- (f) Invest, in a distinct account, GTF funding it receives from the GNWT in advance of it paying Eligible Expenditures.
- (g) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.
- (h) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- (i) Allow Canada reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of GTF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.

- (j) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada.
  - (k) Ensure their actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Ultimate Recipient, or between Canada and a Third Party.
  - (l) Ensure that they do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
  - (m) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
  - (n) Ensure that they will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to Gas Tax funding or an Eligible Project and that they will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to Gas Tax funding or an Eligible Project.
  - (o) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.
9. The Recipient agrees that the GNWT may hold back Funds if the Recipient is in default of this Agreement. In the event the GNWT considers there has been significant deviation or default on the part of the Recipient from the terms of funding, the GNWT has the right and responsibility to intervene, including the right to hold back Funds and the right to terminate this Agreement.
10. The Recipient:
- (a) shall comply with all NWT Acts or legislation applicable for all Eligible Projects; and
  - (b) implement all mitigation measures identified in any environmental assessment of each Eligible Project.

11. If Funds are paid by the GNWT to the Recipient in advance of the Recipient incurring and paying Eligible Expenditures, and the Recipient is incorporated under the Charter Communities Act, S.N.W.T. 2003, c.22, the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22, the Hamlets Act, S.N.W.T. 2003, c.22, or the Tlicho Community Government Act, S.N.W.T. 2004, c.7, the Recipient shall invest such Funds in accordance with its enabling Act and any other conditions set out in this Agreement

## **FUNDING ALLOCATION AND DELIVERY**

12. The allocation of the Funds to the Recipient under this Agreement is contingent on the funds the GNWT receives from the Government of Canada pursuant to the Gas Tax Agreement and shall total no more than as follows in the following Fiscal Year:

<b>Fiscal Year</b>	<b>Total Funding</b>
2023-2024	\$1,014,000

13. The GNWT shall advance Funds to the Recipient on a semi-annual basis on the following conditions:
- (a) The GNWT has received the Funds from the Government of Canada.
  - (b) All payments are contingent on the GNWT receiving annual audited financial statements with information as required by the Financial Reporting Guidelines.
  - (c) Funds shall be paid to the Recipient semi-annually as follows:
    - (i) the first installment shall be paid on July 15 or later of each Fiscal Year; and
    - (ii) the second installment shall be paid on November 15 or later of each Fiscal Year.
  - (d) The GNWT may suspend payment of the Funds if any default by the Recipient remains uncorrected after 21 days of written notice by the GNWT, to the satisfaction of the GNWT, with respect to:
    - (i) any condition, undertaking or material term in this Agreement;
    - (ii) the Recipient's delivery of any information, records or reports when required under this Agreement other than that specified in clauses (a) through (e); or

- (iii) any audits, information, records or reports that discloses non-compliance with this Agreement.
- 14. If any portion of the Funds not paid to the Recipient as a result of the Recipient's delay or default, which is not substantially cured to the GNWT's satisfaction, the GNWT may, in its sole discretion, pay the missed installments or not. In such cases, the Eligible Recipient forfeits any interest earned on these funds and the interest earned shall be retained by the GNWT for administration costs.
- 15. In the event that contribution payments by the Government of Canada to the GNWT under the Gas Tax Agreement are amended, reduced or terminated by the Government of Canada, the GNWT may, in its absolute discretion, amend, terminate or reduce contribution payments to the Recipient under this Agreement.

## **USE OF FUNDS**

- 16. The Recipient:
  - (a) shall use the Funds solely towards Eligible Expenditures of Eligible Projects in accordance with this Agreement and on the terms and conditions listed "Terms and Conditions" of the Gas Tax Agreement, attached hereto as Annex "A"; and
  - (b) may retain Unspent Funds, and interest earned thereon, for use towards future Eligible Expenditures of Eligible Projects, in accordance with this Agreement and the terms and conditions listed in "Terms and Conditions" of the Gas Tax Agreement, attached hereto as Annex "A".
- 17. In the event that the GNWT advises the Recipient that:
  - (a) the Government of Canada has determined that an Eligible Project cost for which the GNWT has advanced the Funds to the Recipient pursuant to section 12 of this Agreement is not an Eligible Expenditure;
  - (b) for any other reason, the Government of Canada refuses to reimburse the GNWT for any amount that the GNWT has advanced to the Recipient pursuant to section 12 this Agreement;
  - (c) the GNWT advanced Funds or monies to which the Recipient was not entitled under this Agreement; or
  - (d) no satisfactory evidence has been furnished by the Recipient that the Funds advanced have been expended in accordance with this Agreement;



the Recipient will work with the GNWT in accordance with the Control Management Framework to remedy the situation or repay to the GNWT the amount of the advance or portion thereof as applicable.

18. All Funds required for an Eligible Project and not accounted for by the Government of Canada's contribution towards Eligible Expenditures are the responsibility of the Recipient.

## **ACQUISITION AND DISPOSITION OF ASSETS**

19. The Recipient is responsible for the physical assets acquired through this Agreement, including ongoing operating costs, safekeeping, maintenance, repair and replacement of assets. The Recipient may dispose of assets acquired with funds from this Agreement, having no residual value, in accordance with the Recipient's policies.
20. The Recipient must advise the GNWT of any intended disposal of assets acquired with the Funds, having residual value.
21. The Recipient must allow the proceeds of sale of any asset acquired with the Funds that is sold during the term of this agreement, to be taken into account as funding under this Agreement.

## **FINANCIAL ACCOUNTS, RECORDS AND REPORTING**

22. The Recipient shall:
  - (a) keep proper and accurate accounts and records of all revenues and expenditures related to this Agreement, including, without limitation, all working papers and all original invoices, receipts, vouchers and proof of payment relating thereto, in accordance with this Agreement, the Financial Reporting and Audit Guidelines, and the terms and conditions listed in Annex "B" – "Terms and Conditions" of the Gas Tax Agreement, attached hereto as Annex "A", for a period of not less than seven (7) years after completion of the Eligible Projects; and
  - (b) upon reasonable notice, allow the GNWT and Government of Canada, at any time during the term of this Agreement, and for a period of at least seven (7) years after the termination or expiry of this Agreement, and at any reasonable hour, to carry out inspections of the books, records and accounts relating to this Agreement for the purposes of audit and evaluation.
23. The Recipient shall:

- (a) ensure that expenditures under this Agreement are audited annually in accordance with the Financial Reporting and Audit Standards and Canadian Auditing Standards;
  - (b) Provide quarterly reporting on funds received and spent under this agreement no later than July 31, October 31, January 31 and April 30 of each year and in the quarterly reporting format attached hereto as Annex "C"; and
  - (c) submit to the GNWT no later than July 31 of the year following the Fiscal Year in which the Eligible Expenditure was incurred, the annual audits required by the Financial Reporting and Audit Standards.
24. The Recipient authorizes the Government of Canada and the GNWT to gather data required under the Gas Tax Agreement, and to perform audits and to monitor the Eligible Projects as the Government of Canada and the GNWT see fit.
25. The Recipient will disclose all sources of funding other than the funding received from the GNWT under this Agreement, within thirty (30) days that such funding becomes available for the Eligible Project.
26. Any amount owed to the GNWT under this Agreement shall constitute a debt due to the GNWT, which the Recipient will pay immediately, on demand, to the GNWT.

#### **ADDITIONAL REPORTING AND PROJECT STATUS REPORTING**

27. The GNWT may, from time to time, seek additional reporting information from the Recipient concerning the performance of this Agreement, including for the purposes of preparing Annual Reports and Outcome Reports, and the Recipient shall not unreasonably withhold such information from the GNWT.
28. The GNWT may share with the Government of Canada the results of:
- (a) any information collected from the Recipient that the GNWT incorporates in an Annual Report or an Outcomes Report, which may be made public or be used by the Government of Canada in whole or in part into any report that the Government of Canada may prepare for its own purposes, including any reports that may be made public;
  - (b) any audit GNWT completes of any Eligible Projects of the Recipient at the Government of Canada's request; and
  - (c) any compliance or performance audit it performs under this Agreement.

## **CONTRACT PROCEDURES AND PROVISIONS**

29. Any contract awarded by the Recipient related to Eligible Projects shall include provisions authorizing the Government of Canada and the GNWT to gather data required for the Gas Tax Agreement and this Agreement, and to perform audits and to monitor the Eligible Project as each sees fit.

## **CONFIDENTIALITY**

30. The Recipient shall ensure that all and any information related to the affairs of the GNWT to which the Recipient becomes privy as a result of this Agreement is treated as confidential during and after the term of this Agreement and shall not be divulged, released or published without the prior written approval of the GNWT.
31. All information, including documents, submitted to the GNWT is in the custody or under the control of the GNWT and thus subject to the protection and disclosure provisions of the *Access to Information and Protection of Privacy Act*, S.N.W.T. 1994, c.20. The Recipient acknowledges that the GNWT may be required to release, in whole or in part, this Agreement and any other information or documents in the GNWT's possession or control relating to this Agreement pursuant to the *Access to Information and Protection of Privacy Act*.

## **LIABILITY AND INDEMNIFICATION**

32. The Recipient shall not enter into any agreement that would bind the GNWT legally, such as entering into a loan, a capital lease or other long term obligation in relation to this Agreement.
33. Under no circumstances, and notwithstanding any other provision in this Agreement or any applicable statutory provisions, shall the GNWT, its officers, servants or agents be liable to the Recipient, its administrators, successors and assigns for any direct, indirect, special, incidental, exemplary, consequential or punitive damages, loss of goodwill or business profits, work stoppage, data loss, computer failure or malfunction, or any and all other types of commercial damage or loss of every nature and kind whatsoever attributable to the performance of this Agreement, or whether directly or indirectly as a result of any breach of this Agreement, fundamental or otherwise, or from any tortious acts, errors or omissions on the part of the GNWT, its officers, servants or agents.
34. The Recipient shall defend, indemnify and hold harmless the GNWT, its Ministers, officers, employees, servants and agents from and against all claims, actions, causes of action, demands, costs, losses, damages, expenses, suits or other proceedings by whomever made, brought or prosecuted in any manner based upon or related wholly or partially to the acts or omissions of the Recipient in its performance of this Agreement, including with respect to:

- (a) all Eligible Projects;
- (b) the performance of the Gas Tax Agreement or the breach of any term or condition of the Gas Tax Agreement by the GNWT and the Government of Canada, and their officers, employees and agents, or by a Third Party and any of its officer, employees, servants or agents;
- (c) the performance of this Agreement or the breach of any term or condition of this Agreement by the GNWT and the Government of Canada, and their officers, employees and agents, or by a Third Party and any of its officer, employees, servants or agents;
- (d) the design, construction, operation, maintenance and repair of any part of an Eligible Project; and
- (e) any omission or other willful or negligent act of the GNWT and the Government of Canada or Eligible Recipient or Third Party and their respective employees, officers, servants or agents.

The obligation to indemnify and hold harmless shall not apply to the extent that a court of competent jurisdiction finally determines that such losses or damages were caused by the intentional or negligent acts or omissions of the GNWT, its Ministers, officers, employees, servants or agents.

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

## **INSURANCE**

36. Without limiting the scope of the effectiveness of the indemnity referred to above, the Recipient shall maintain a policy of insurance, in scope and amount of coverage being set out in the Insurance Requirements, attached hereto as Annex "D".

37. The Recipient shall provide the Designated Contact with a certificate(s) evidencing the policy described herein, or a standing authorization to obtain the information from the Recipient's insurance provider, within 30 days of the signing of the Agreement.
38. The Recipient shall require its contractors to obtain and maintain liability, fire, and damage insurance, acceptable to the GNWT, and to maintain the said insurance for the duration of the Eligible Project.
39. Prior to assuming ownership of assets for the purposes of an Eligible Project, including buildings, equipment and mobile equipment, the Recipient shall obtain and subsequently maintain insurance, acceptable to the GNWT, to protect the assets on a new replacement cost basis.

## **COMMUNICATIONS**

40. All communications by the Recipient referring to projects funded under this Agreement will clearly acknowledge the contributions made by the Government of Canada.
41. The Recipient shall apply all communications activities in accordance with this Agreement and on the terms and conditions listed in "Schedule E – Communications Protocol" of the Gas Tax Agreement, attached hereto as Annex "A"; and
42. The GNWT may place information about the Recipient and the Eligible Projects funded under this Agreement on the GNWT Website.

## **TERMINATION AND AMENDMENT**

43. This Agreement may be terminated by either party at any time before the Funds have been fully expended by the Recipient, for any reason whatsoever, on twenty-three (23) months' written notice. In the event that this Agreement is so terminated, any funding transferred pursuant to this Agreement, any Unspent Funds, and any interest earned thereon held by the Recipient that have not been expended on Eligible Projects as of the date of termination will nevertheless continue to be subject to this Agreement until such time as may be determined by the GNWT.
44. Should this Agreement expire or be terminated for any reason, all of the GNWT's rights and the Recipient's obligations under this Agreement that by their nature extend beyond the term of this Agreement, including the Parties' rights and obligations set out in sections 8, 17, 22, 24, 26, 30, 31, 32, 33, 34 and 35 herein, survive the expiry or termination of this Agreement.

45. This Agreement may be amended at any time by the mutual written consent of the Parties to incorporate any clause(s) or provision(s) that the Parties believe would enhance the achievements and the stated objectives of this Agreement. All amendments hereto shall be in writing, approved by the Parties.
46. The Recipient acknowledges and agrees that it is a condition of this Agreement that payment hereunder is subject to section 46 of the *Financial Administration Act*, R.S.N.W.T. 1988, c. F-4 as amended, which provides that:

It is a condition of every contract made by or on behalf of the government requiring an expenditure, that an expenditure pursuant to the contract will be incurred only if there is a sufficient uncommitted balance in the appropriated item for the fiscal year in which the expenditure is required under the contract.

## **WARRANTIES AND REPRESENTATIONS**

47. The Recipient represents and warrants that it is aware of and in compliance with all conflict of interest legislation, policy and guidelines in force in the Northwest Territories.
48. The Recipient declares that it has disclosed all sources of funding, including those received in kind, respecting the Eligible Project(s) and will, during the term of this Agreement, disclose immediately, in writing, any additional sources of funding which become available to it with respect to the Eligible Project(s).

## **NOTICES AND ADDRESS**

49. In this Agreement, if the GNWT or the Recipient gives any notice, it shall be in writing and will be determined to have been received:
- (a) immediately, if delivered in person;
  - (b) one day after transmittal, if sent electronically; or
  - (c) ten days after mailing, if sent by registered mail;

if sent to the following address:

if to the GNWT at: Deputy Minister  
Municipal and Community Affairs  
Government of the Northwest Territories  
P.O. Box 1320  
Yellowknife, NT X1A 2L9  
Fax: (867) 873-0309

if to the Recipient at: His Worship Mayor Fred Daniels  
Town of Fort Smith  
Box 147  
Fort Smith, NT X0E 0P0  
Fax: (867) 872-8401  
Email: jhood@fortsmith.ca

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

## **GENERAL TERMS AND CONDITIONS**

50. This Agreement includes all general criteria, terms, conditions, definitions and requirements for transfer agreements as set out in the GNWT's *Financial Administration Manual*, and all specific terms, conditions and requirements in the attachments to this Agreement.
51. No implied terms or obligations of any kind by or on behalf of the GNWT shall arise from anything in this Agreement, and the express provisions and agreements hereof contained are the only provisions and agreements upon which any rights against the GNWT may be founded.
52. This Agreement shall be interpreted and governed by the laws of the Northwest Territories and the laws of Canada applicable therein, and any action taken relating to this Agreement shall be commenced in the Supreme Court of the Northwest Territories.
53. Time shall be of the essence in this Agreement unless otherwise stated herein.
54. The term "Recipient" includes all officers, employees, servants and agents of the Recipient, as the case requires.
55. There shall be no waiver of a breach of any term or condition of this Agreement unless the waiver is in writing signed by the party who has waived the breach and specifically sets out the breach and the agreement to waive the same. A waiver with a respect to a specific breach shall not affect any rights of the parties relating to other or future breaches.
56. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their administrators, successors, and assigns.
57. No member of the Legislative Assembly shall be permitted to obtain any share of part of this Agreement or be entitled to receive any financial benefit arising therefrom.
58. Words in this Agreement importing male gender include female gender and words importing the singular include the plural and vice versa.

59. References to a statute or regulation shall be a reference to such statute or regulation, as amended or re-enacted from time to time and every statute or regulation that may be substituted therefore, and to all subsidiary instruments made pursuant to such statute or regulation.
60. Nothing in this Agreement is to be construed as authorizing one party to contract for or to incur any obligation on behalf of the other or to act as agent for the other. Nothing in this Agreement is to be construed as authorizing the Recipient or any Third Party to contract for or to incur any obligation on behalf of the Government of Canada or the GNWT or to act as agent for the Government of Canada or the GNWT.
61. Each party declares to the other that the signing and execution of this Agreement was duly and validly authorized, and that each has incurred a legal and valid obligation in accordance with the terms and conditions of the Agreement.
62. In this Agreement, a reference to the Gas Tax Agreement refers to it as may be amended, supplemented or replaced and in effect from time to time.
63. No principal-agent, employer-employee, partnership or joint venture relationship is created by virtue of this Agreement, and the Recipient will not represent itself as an agent, employee or partner of the GNWT or of the Government of Canada, including in any agreement with a Third Party.

## **SEVERABILITY**

64. If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid, illegal or unenforceable, in whole or in part, and such holding if appealed in a court of competent jurisdiction is not reversed on appeal, it shall be considered severed from this Agreement. All other provisions of the Agreement, and all rights and obligations therein, shall continue to be in force and effect.

## **DISPUTES**

65. The Recipient and the GNWT shall keep the other informed of any disagreement or contentious issue, and the Parties will attempt to resolve the issue.
66. There shall be no waiver of a breach of any terms or conditions of this Agreement unless the waiver is in writing signed by the party who has waived the breach and specifically sets out the breach and the agreement to waive the same. A waiver with respect to a specific breach shall not affect any rights and obligations of the Parties relating to other or future breaches.



67. In the event of any unresolved issue regarding the interpretation and application of this Agreement, if the Parties fail to achieve a resolution it is understood that the final decision with respect to such issue will rest solely with the Minister on behalf of the GNWT, and the Minister's decision is absolute and final.

### COUNTERPART SIGNATURE

68. This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement through their duly authorized representatives as of the date and year as first above written.

SIGNED ON BEHALF OF THE  
GOVERNMENT OF THE  
NORTHWEST TERRITORIES

SIGNED ON BEHALF OF TOWN OF  
FORT SMITH

\_\_\_\_\_  
Deputy Minister  
Municipal and Community Affairs  
Government of Northwest Territories

\_\_\_\_\_  
FRED DANIELS  
MAYOR  
TOWN OF FORT SMITH

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ANNEX A**  
**GAS TAX AGREEMENT**

The 2014-2024 agreement is available for download here:

[http://www.maca.gov.nt.ca/resources/gas\\_tax\\_agreement\\_2014-2024.pdf](http://www.maca.gov.nt.ca/resources/gas_tax_agreement_2014-2024.pdf)

**ANNEX B**  
**FIRST AGREEMENT**

The 2005 agreement is available for download here:

[http://www.maca.gov.nt.ca/resources/gas\\_tax\\_agreement\\_2005-2015.pdf](http://www.maca.gov.nt.ca/resources/gas_tax_agreement_2005-2015.pdf)

## ANNEX C REPORTING REQUIREMENTS

### **Annual Expenditure Report**

The Recipient's annual audited expenditure report must be in the format outlined in MACA's Financial Reporting Guidelines.

### **Quarterly Report**

The recipient must include the following information in their quarterly reports:

#### **Funding Detail:**

Gas Tax Opening Balance (from audited financial statements)	\$xxx,xxx
Interest earned	xx,xxx
Annual allocation	xxx,xxx
<sup>1</sup> Gas Tax Funds Withheld	xxx,xxx
Spent on Eligible Projects	xxx,xxx
<sup>2</sup> Bank Account(s) Balance	xxx,xxx

<sup>1</sup> "Gas Tax Funds Withheld" are amounts that are allocated to the Recipient that are withheld by the GNWT due to compliance issues.

<sup>2</sup> "Bank Account Balance" is the total amount of unspent funds paid to the Recipient held in an account solely for the purpose of the Gas Tax Fund.

#### **Project Detail:**

Project Name	Gas Tax Funds Spent	Project Category
--------------	---------------------	------------------

For example

<i>Water Truck – Freightliner M2106</i>	<i>\$195,000</i>	<i>Drinking Water</i>
<i>Community Hall</i>	<i>\$1,000,000</i>	<i>Recreational Infrastructure</i>

## ANNEX C

### INSURANCE REQUIREMENTS

1. The Recipient shall, without limiting its obligations or liabilities hereto, obtain, maintain and pay for during the period of this Agreement, the following insurance with limits not less than those shown:
  - (a) Comprehensive general liability insurance with limits of not less than **Two Million Dollars (\$2,000,000)** inclusive per occurrence for bodily injury, death and damage to or loss of use of property. Such insurance shall include but not be limited to the following terms and conditions:
    - i. Products And Completed Operations Liability;\*
    - ii. Contractor's Protective Liability;\*
    - iii. Blanket Contractual Liability;
    - iv. Broad Form Property Damage;
    - v. Personal Injury Liability;
    - vi. Cross Liability;
    - vii. Medical Payments;
    - viii. Non-owned Automobile Liability;\*
    - ix. Contingent Employers Liability;\* and
    - x. Employees as Additional Insureds.\*
  - \* where applicable

The policy shall name the GNWT as additional insured and shall extend to cover the employees of the insureds thereunder.

  - (b) Professional liability insurance with limits sufficient to cover any and all claims arising out of the rendering of professional services under this Agreement.
2. The Recipient and its employees and agents shall, without limiting its obligations or liabilities hereto, obtain, maintain and pay for throughout the term of this Agreement, Professional Liability Insurance in an amount sufficient to cover any and all claims arising out of the rendering of professional services under this Agreement.



## BRIEFING NOTE

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**To: Mayor and Council**

**Date: June 30, 2023**

**Subject: Capital Project Update**

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**Purpose:**

To provide Mayor and Council with information on Capital Projects and the Capital Project Priority Matrix.

**Background:**

Council approved a Capital Budget for 2023 which included 44 projects and a total dollar amount of \$10,503,900 in spending.

**Analysis:**

Council approved 44 Capital Projects totalling \$10,503,900 for 2023. This is far too much work for any organization the size of the Town of Fort Smith to manage. The SAO and Directors struggle to manage this additional workload on top of their other full-time duties managing their departments. A way of prioritizing these projects is needed to ensure scarce financial and human resources are focused on the most important projects.

Each Capital Project should start with a Project Substantiation Sheet. This sheet outlines the project name, a brief project description, and a justification or rationale for the project. The project is then scored according to the Priority Criteria. Additional information such as source of funding for the project is included in this substantiation sheet. The estimated cost of the project is included as well as the type of expense the project will entail. For example, does the project require Wages, Professional Fees such as Engineering or Architectural. Will there be Materials purchased as part of the project or will there be Contracted Services. Is the project a procurement of Equipment and are there any Miscellaneous costs that can be identified. If the project is a multi-year project, the costs for each year can be recorded on the substantiation sheet.

In previous years, the Town used a tool called the Capital Project Priority Matrix to rank projects based on four Priority Criteria. These criteria are Legislated Requirements, Health and Safety, Maintenance of Operational Standard and Nice to Have. These four criteria are then weighted depending on how important they are. For example, a Legislated Requirement should have a heavier weighting as compared to a Nice to Have. A Rating guide also makes up this Priority Criteria so the user knows how to score each category. The Capital Project Priority Criteria is attached to this briefing note.

Each Capital Project should start with a Project Substantiation Sheet. This sheet outlines the project name, a brief project description, and a justification or rationale for the project. The project is then scored according to the Priority Criteria. Additional information such as source of funding for the project is included in this substantiation sheet. The estimated cost of the project is included as well as the type of expense the project will entail. For example, does the project require Wages, Professional Fees such as Engineering or Architectural. Will there be Materials purchased as part of the project or will there be Contracted Services. Is the project a procurement of Equipment and are there any Miscellaneous costs that can be identified. If the project is a multi-year project, the costs for each year can be recorded on the substantiation sheet.

Once the Project Substantiation Sheets are complete and the priority scoring has been done, the score is recorded on the Capital Project Priority Matrix spreadsheet. This spreadsheet has the Project Title, the Score for each criteria, the weighting of the criteria and the total score. These scores are ranked from highest to lowest with the highest scoring projects being the most important.

The Directors and SAO met to complete the substantiation sheets and scored them according to the priority criteria. The projects were recorded and ranked on the priority matrix spreadsheet and the results are attached to this briefing note.

If this exercise was done before the approval of the Capital Budget, the high priority projects would be focused on and the lower ranking projects would only be undertaken if time allowed or would be carried over to future years. Unfortunately, this was not the case so some lower ranking projects are underway and will be completed this year.

**Recommendation:**

Council support the process for ranking capital projects and the completion of the following projects for 2023.

Community Plan and Zoning Bylaw Review  
Town Hall Retrofit  
Sidewalk Repairs/Improvements  
Hydrant Replacement/Renewal  
Water and Sewer System Upgrades  
Intake Pumphouse Replacement

Main Lift Station Mid-Life Retrofit  
Lagoon Liner Replacement  
Landfill Reclamation and Expansion  
Landfill Compactor Building  
CRC Retrofit (Complete)  
Recreation Equipment Replacement (Procurement)  
Water Truck Fill Station  
Fire Training Burn Can  
Bunker Gear Evergreen (Procurement)  
Communications Equipment Evergreen (Procurement)  
Emergency Equipment Evergreen (Procurement)  
Engineering Standards  
Arena Upgrades  
Protective Services Building Replacement  
IT Upgrade Plan  
Whooping Crane Property Remediation  
Energy Upgrades  
Website Renewal  
Asset Management System Implementation  
Annual Fire Abatement  
CRC/Pool Backup Generator  
IT Evergreen (Procurement)  
Skid Steer Replacement Program (Procurement)  
Fleet Replacement (Procurement)  
Town Hall Vehicle Replacement (Procurement)  
Completion of Road Paving  
Corporate Services Software (Complete)



**TOWN OF FORT SMITH  
2023 BUDGET  
CAPITAL PROJECT PRIORITY MATRIX**

Rank	Project Title	Health and Safety		Legislation		Maintenance and Operations		Nice to Have		Total Score		Project Value		Total Capital Projects
		Score	Weight (x300)	Score	Weight (x400)	Score	Weight (x200)	Score	Weight (x100)					
1	Community Plan and Zoning Bylaw Review	10	300	10	400	10	200	10	100	100	100	100,000	100,000	
2	Town Hall Retrofit	10	300	10	400	10	200	10	100	100	100	250,000	350,000	
3	Sidewalk repairs/improvements	10	300	10	400	10	200	10	100	100	100	221,649	571,649	
4	Hydrant replacement/renewal	10	300	10	400	10	200	10	100	100	100	50,000	621,649	
5	Water and Sewer System Upgrades	10	300	10	400	10	200	10	100	100	100	250,000	871,649	
6	Intake Pumphouse Replacement	10	300	10	400	10	200	10	100	100	100	1,481,000	2,352,649	
7	Main Lift Station mid-life retrofit	10	300	10	400	10	200	10	100	100	100	862,000	3,214,649	
8	Lagoon Liner Replacement	10	300	10	400	10	200	10	100	100	100	1,000,000	4,214,649	
9	Landfill Reclamation and Expansion	10	300	10	400	10	200	10	100	100	100	250,000	4,464,649	
10	Landfill Compactor Building	10	300	10	400	10	200	10	100	100	100	250,000	4,714,649	
11	CRC Retrofit	10	300	10	400	10	200	10	100	100	100	646,726	5,361,375	
12	Recreation Equipment Replacement	10	300	10	400	10	200	10	100	100	100	10,000	5,371,375	
13	Water Truck Fill Station	10	300	10	400	10	200	5	50	95	95	60,000	5,431,375	
14	Burn Can	10	300	10	400	10	200	1	10	91	91	300,000	5,731,375	
15	Bunker Gear Evergreen	10	300	10	400	10	200	1	10	91	91	10,000	5,741,375	
16	Communications Equipment Evergreen	10	300	10	400	10	200	1	10	91	91	10,000	5,751,375	
17	Emergency Equipment Evergreen	10	300	10	400	10	200	1	10	91	91	10,000	5,761,375	
18	Engineering Standards	10	300	10	400	5	100	10	100	90	90	25,000	5,786,375	
19	Arena Upgrades	10	300	10	400	5	100	10	100	90	90	200,000	5,986,375	
20	Protective Services Building Replacement	10	300	10	400	5	100	10	100	90	90	200,000	6,186,375	
21	IT Upgrade Plan	9	270	10	400	10	200	1	10	88	88	20,000	6,206,375	
22	Whooping Crane Property Remediation	10	300	10	400	1	20	10	100	82	82	50,000	6,256,375	
23	Energy Upgrades	10	300	5	200	10	200	10	100	80	80	400,500	6,656,875	
24	Website Renewal	5	150	10	400	5	100	10	100	75	75	50,000	6,706,875	
25	Asset Management System Implementation	5	150	10	400	5	100	5	50	70	70	3,900	6,710,775	
26	Annual Fire Abatement	10	300	5	200	5	100	10	100	70	70	10,000	6,720,775	
27	CRC/Pool Backup Generator	10	300	5	200	5	100	5	50	65	65	750,000	7,470,775	
28	Skatepark Upgrade	10	300	1	40	10	200	5	50	59	59	150,000	7,620,775	
29	IT Evergreen	9	270	1	40	10	200	5	50	56	56	10,000	7,630,775	
30	Skid Steer Replacement Program	10	300	1	40	10	200	1	10	55	55	20,000	7,650,775	
31	Fleet Replacement - 2 trucks	10	300	1	40	10	200	1	10	55	55	120,000	7,770,775	
32	Town Hall Vehicle Replacement	10	300	1	40	10	200	1	10	55	55	65,000	7,835,775	
33	Streetscape	5	150	5	200	5	100	10	100	55	55	50,000	7,885,775	
34	Completion of Road Paving	9	270	1	40	5	100	10	100	51	51	750,000	8,635,775	
35	Engineering Services	5	150	1	40	5	100	5	50	34	34	25,000	8,660,775	
36	Pool Retrofit	5	150	1	40	5	100	5	50	34	34	50,000	8,710,775	
37	Slope Stability Design	5	150	1	40	1	20	10	100	31	31	110,000	8,820,775	
38	Corporate Services Software	1	30	1	40	5	100	10	100	27	27	10,000	8,830,775	
39	Snowboard Park and Lookout Development	5	150	1	40	1	20	5	50	26	26	1,033,125	9,863,900	
40	Cemetery Retrofit	1	30	1	40	5	100	5	50	22	22	75,000	9,938,900	
41	Conibeat Park Development	1	30	1	40	1	20	10	100	16	16	500,000	10,438,900	
42	Community Art Initiative	1	30	1	40	1	20	5	50	14	14	25,000	10,463,900	
43	CRC Membership Software Replacement	1	30	1	40	1	20	5	50	14	14	15,000	10,478,900	
44	Boat Launch Upgrade	1	30	1	40	1	20	1	10	10	10	25,000	10,503,900	
		0	0		0		0		0	0	0			

# TOWN OF FORT SMITH

## Capital Project Priority Criteria

Category	Description	Weight %	Rating guide (1-10)
<b>Legislated Requirement</b>	The project is required by federal, territorial legislation or by municipal bylaw	40	10 pts if the service or program is required by legislation and is past due.
			5 pts if the service or program is required by legislation in the coming year or is required by municipal bylaw.
			1 pt if the service or program is recommended but no timeline is specified.
<b>Health and Safety</b>	The project will minimize the risk of injury or harm to people or the environment (see risk matrix below)	30	10 pts if the project addresses a known problem, injury or harm has already occurred, or the community is at imminent risk of legal action being taken against it (by regulators or community members)
			9 pts if the project will reduce a risk identified as highly likely of occurring with severe consequences.
			5 pts if the project will reduce a risk identified as a medium risk of occurring with less severe consequences.
			1 pt if the project addresses a risk identified as unlikely to occur with minor or insignificant consequences.
<b>Maintenance of Operational Standard</b>	The project is needed to allow core Municipal services to be delivered	20	10 pts if the service cannot continue to be delivered at all if the project does not proceed within the year period.
			5 pts if the program or service can continue to be delivered, but at a reduced level of service for another 5 years
			1 pt if an acceptable level of service can be maintained for another 5 years without the project
<b>Nice to Have</b>	Public/Political support for spending on this project	10	10 pts if the public has been demanding the project proceed
			8 pts if the community government has conducted a survey and more than 60% of residents have responded favorably
			5 pts if the public would like the project to proceed but have not demanded it.
			1 pt if there has been no public discussion

## Slope Stability Design

Project Name:	Slope Stability Design	
Project Description:	Consultant hired to provide remediation plan for the slope.	
Justification/Rationale:	At this point it is unlikely we will be able to completely remediate but should continue examining monitoring systems and remediation as required.	
Priority:	5 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI, CCPN	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$110,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$110,000</b>	

## COMMUNITY PLAN/ZONING BYLAW

Project Name:	Community Plan/Zoning Bylaw	
Project Description:	Renewal of Community Plan Bylaw and Zoning Bylaw as required by MACA	
Justification/Rationale:	Community Plan and Zoning Bylaw need to be reviewed as per MACA and territorial legislation. This review is past due.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI Funding is available for this project.	
Estimated Costs:	2023	2024
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$100,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$100,000</b>	

## ENGINEERING STANDARDS

Project Name:	Engineering Standards	
Project Description:	Standards for development of properties, including driveways, culverts, etc.	
Justification/Rationale:	Allows for ease of enforcement for various types of development.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$25,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$25,000</b>	

## ENGINEERING SERVICES

Project Name:	Engineering Services	
Project Description:	Project Management and investigation support	
Justification/Rationale:	Support unexpected engineering needs	
Priority:	5 - Health & Safety 1 - Legislated Requirement 5 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$25,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$25,000</b>	

## ENERGY UPGRADES

Project Name:	Energy Upgrades	
Project Description:	Moving identified buildings to electric heat	
Justification/Rationale:	Installing electric boilers and energy efficient backups in municipal works garage and water treatment plant. Animal shelter completed in 2022.	
Priority:	10 - Health & Safety 5 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI, GHG	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$400,500	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$400,500</b>	



# ASSET MANAGEMENT SYSTEM IMPLEMENTATION

Project Name:	Asset Management System	
Project Description:	Asset management software, supporting bylaws, policies, and asset management plans	
Justification/Rationale:	Required by GNWT for ongoing funding.	
Priority:	5 - Health & Safety 10 - Legislated Requirement 5 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CCBF	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$30,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$30,000</b>	



## TOWN HALL RETROFIT

<b>Project Name:</b>	Town Hall Retrofit	
<b>Project Description:</b>	Update of exterior and interior, new windows, new high efficiency, electric, or biomass heat system.	
<b>Justification/Rationale:</b>	Built in 1970. Very poor efficiency. Minimal upgrades and maintenance to date. Extend life until a more robust retrofit or a new facility is built.	
<b>Priority:</b>	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
<b>Additional Information:</b>	CPI	
<b>Estimated Costs:</b>		
<b>Available Funding</b>		
<b>Wages</b>		
<b>Professional Fees</b> (Engineering, Architectural, Legal, etc.)		
<b>Materials</b>		
<b>Contracted Services</b>	\$250,000	
<b>Equipment</b>		
<b>Miscellaneous</b>		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$250,000</b>	

## WEBSITE RENEWAL

Project Name:	Website Renewal	
Project Description:	Municipal Website	
Justification/Rationale:	Current website dated and will no longer be able to be hosted, more likely to crash as it ages.	
Priority:	5 - Health & Safety 10 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$50,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$50,000</b>	

## CORPORATE SERVICES SOFTWARE

Project Name:	Corporate Services Software	
Project Description:	Corporate Services Software	
Justification/Rationale:	Initial upgrade and ongoing upgrade. Business license software extension, improve customer service.	
Priority:	1 - Health & Safety 1 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$10,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## IT Evergreen

Project Name:	IT Evergreen	
Project Description:	Annual computer replacement plan.	
Justification/Rationale:	Approximately 9 computers to be replaced yearly on a five year cycle.	
Priority:	9 - Health & Safety 1 - Legislated Requirement 10 - Maintenance of Operational Standard 5 - Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials	\$10,000	
Contracted Services		
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## IT UPGRADE PLAN

Project Name:	IT Upgrade Plan	
Project Description:	Connectivity between municipal buildings to create a shared drive system	
Justification/Rationale:	Connect all town facilities to same network. This will be line of sight as fiber optic was significantly more expensive. Upgrade IT in Council Chambers.	
Priority:	9 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:	2023	2024
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$20,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$20,000</b>	

## SKID STEER REPLACEMENT PROGRAM

Project Name:	Skid Steer Replacement	
Project Description:	Bi-annual replacement of skid steers	
Justification/Rationale:	Maintain cost effectiveness of this equipment and warranty.	
Priority:	10 - Health & Safety 1 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$20,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$20,000</b>	

## SIDEWALK REPAIR/IMPROVEMENTS

<b>Project Name:</b>	<b>Sidewalks</b>	
<b>Project Description:</b>	Replacement of damaged sidewalks throughout the community	
<b>Justification/Rationale:</b>	Upgrades required for community safety and accessibility. New cycle will be developed with asset management plan.	
<b>Priority:</b>	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
<b>Additional Information:</b>	CCBF	
<b>Estimated Costs:</b>		
<b>Available Funding</b>		
<b>Wages</b>		
<b>Professional Fees (Engineering, Architectural, Legal, etc.)</b>		
<b>Materials</b>		
<b>Contracted Services</b>	<b>\$221,649</b>	
<b>Equipment</b>		
<b>Miscellaneous</b>		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$221,649</b>	

## HYDRANT REPLACEMENT/RENEWAL

Project Name:	Hydrant Replacement/Renewal	
Project Description:	Replacement of aged hydrants	
Justification/Rationale:	Replacement of aged hydrants to modernize system and reduce failure. Many of the hydrants are beyond end of life and upgrades need to happen and then replacement will be addressed through asset management program. 2-3 hydrants replaced/year until all outstanding are renewed.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CCBF	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$50,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$50,000</b>	



## WATER AND SEWER SYSTEM UPGRADES

Project Name:	Water and Sewer System Upgrades	
Project Description:	Annual upgrading, repairs to problem areas	
Justification/Rationale:	Updating infrastructure as required in identified problem areas.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CCBF	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$250,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$250,000</b>	

## WATER TRUCK FILL STATION

Project Name:	Water Truck Fill Station	
Project Description:	Completion of new fill station catwalk, purchase of gasboy, and paving	
Justification/Rationale:	Improve safety and efficiency, better track water consumption	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CCBF	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$60,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$60,000</b>	

# INTAKE PUMPHOUSE REPLACEMENT

Project Name:	Intake pumphouse replacement	
Project Description:	Renewal of the intake pumphouse, including mechanical, electrical, and structural.	
Justification/Rationale:	Intake pumphouse built in 1959. Below grade concrete in good condition but above grade structure does not meet code and safety issues identified, too small, no proper mechanical pulley system, catwalk unsafe.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	RESERVES  Design is complete, AECOM preparing tender document for tendering by end of June. Construction in 2024.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$1,481,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$1,481,000</b>	

## MAIN LIFT STATION MID-LIFE RETROFIT

Project Name:	Main lift station mid-life retrofit	
Project Description:	Renewal of above ground structure.	
Justification/Rationale:	Significant deterioration in structure and mechanical and electrical systems, safety issues identified.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	RESERVES  Design is complete, AECOM preparing tender document for tendering by end of June. Construction in 2024. Included solar power in design.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$862,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$862,000</b>	

# LAGOON LINER REPLACEMENT

Project Name:	Lagoon Liner Replacement	
Project Description:	Replacement and upgrade of liners in Cell 1 & 2.	
Justification/Rationale:	During recent desludging of Cell 1 in relation to SRFN tie in damage occurred to liner in cell 1, additional damage has been noted since. Built in 1978.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	RESERVES  Design to be completed by end of June and ready for tender. Require upgrade to force mains to accommodate SRFN development connection.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$1,000,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$1,000,000</b>	

## FLEET REPLACEMENT

Project Name:	Fleet Replacement	
Project Description:	Anticipated end of useful life. Replace 2 pick up trucks.	
Justification/Rationale:	Anticipated end of useful life. Will investigate hybrid/electric options.	
Priority:	10 - Health & Safety 1 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$120,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$120,000</b>	

## TOWN HALL VEHICLE REPLACEMENT

Project Name:	Town Hall Vehicle	
Project Description:	replace with a hybrid or electric option, larger model with 4X4	
Justification/Rationale:	Reduce GHG emissions while purchasing a vehicle which is more appropriate for the conditions and staff travel if required.	
Priority:	10 - Health & Safety 1 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$65,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$65,000</b>	

## COMPLETION OF ROAD PAVING

Project Name:	Completion of Road Paving	
Project Description:	Completion of paving gravel roads and completion of Thebacha Trail loop around community.	
Justification/Rationale:	Continue to develop accessible outdoor recreation facilities	
Priority:	9 - Health & Safety 1 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CCBF	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$750,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$750,000</b>	



# LANDFILL RECLAMATION AND EXPANSION

Project Name:	Landfill Reclamation and Expansion	
Project Description:	Completion of designs for tender	
Justification/Rationale:		
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$250,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$250,000</b>	

## CEMETERY RETROFIT

Project Name:	Cemetery Expansion	
Project Description:	Modifications to current fence, gravel on paths, benches and other amenities	
Justification/Rationale:	Improve the visual appeal of the space and make it more comfortable for those visiting.	
Priority:	1 - Health & Safety 1 - Legislated Requirement 5 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials	\$75,000	
Contracted Services		
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$75,000</b>	

# WHOOPING CRANE PROPERTY REMEDIATION

Project Name:	Whooping Crane Property Remediation	
Project Description:	27 Whooping Crane to be demolished	
Justification/Rationale:	Aged home, needs to be remediated/demolished and property prepared for sale for future residential development.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 1 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$50,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$50,000</b>	

## BOAT LAUNCH UPGRADE

Project Name:	Boat Launch Upgrade	
Project Description:	Upgrades to the boat launch for increased community accessibility. Resurfacing of parking area, resurfacing of launch ramp.	
Justification/Rationale:	Plan development	
Priority:	1 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$25,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$25,000</b>	

# LANDFILL COMPACTOR

Project Name:	Compactor	
Project Description:	Compactor for the landfill	
Justification/Rationale:	We have been obtaining sub-optimal compaction at the landfill, this results in cells being closed prior to expected end of life and airspace in the cell which creates fire risk.	
Priority:	0 - Health & Safety 0 - Legislated Requirement 0 - Maintenance of Operational Standard 0- Nice to have (1-10 top)	
Additional Information:	CPI  Compactor has been purchased and delivered. Currently in service at landfill.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$250,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$250,000</b>	

## COMMUNITY ART INITIATIVE

Project Name:	Community Art Initiative	
Project Description:		
Justification/Rationale:	Downtown Beautification	
Priority:	1 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CPI, Arts Council	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$25,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$25,000</b>	

# STREETSCAPE

Project Name:	Streetscape	
Project Description:	Develop and install wayfinding and point of interest signage, update the Town signs, purchase and install of new benches, picnic tables, garbage cans, landscaping.	
Justification/Rationale:	Using the themes developed from the Conibear Park and Landscape design work completed in 2022, create and purchase amenities to meet the themes.	
Priority:	5 - Health & Safety 5 - Legislated Requirement 5 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI, Other	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials	\$50,000	
Contracted Services		
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$50,000</b>	

## SNOWBOARD PARK AND LOOKOUT

Project Name:	Snowboard Park and Lookout Development	
Project Description:	Installation of lift, replacement of current lookout platform, new building with public washrooms, storage, warming room, outdoor amenities	
Justification/Rationale:	Upgrading a well used outdoor recreational facility, to be used all year round.	
Priority:	5 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 5 - Nice to have (1-10 top)	
Additional Information:	CPI, ICIP	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$1,033,125	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$1,033,125</b>	



# SKATEPARK UPGRADE

Project Name:	Skatepark Upgrade	
Project Description:	Install concrete pad, remediate current features, develop new features, move to Riverside Park	
Justification/Rationale:	Current asphalt pad is failing, features need to be repaired and brought up to safety standards, move to Riverside Park to develop an outdoor adventure sport site.	
Priority:	10 - Health & Safety 1 - Legislated Requirement 10 - Maintenance of Operational Standard 5 - Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$150,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$150,000</b>	

# CONIBEAR PARK DEVELOPMENT

Project Name:	Conibear Park Development	
Project Description:	Removal of building, develop parking lot, stage, cultural exhibit	
Justification/Rationale:	Revitalization of this downtown greenspace	
Priority:	1 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI, ICIP	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$500,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$500,000</b>	

## CRC/POOL BACKUP GENERATOR

Project Name:	CRC/Pool backup generator	
Project Description:	Engineering and installation of a backup generator of the CRC and pool operating systems.	
Justification/Rationale:	CRC is our emergency shelter but we have no means to operate essential systems in the case of a power outage. Pool systems shut down and cause flooding during power outages.	
Priority:	10 - Health & Safety 5 - Legislated Requirement 5 - Maintenance of Operational Standard 5 - Nice to have (1-10 top)	
Additional Information:	CPI  Design is nearly complete. Approach GNWT Infrastructure to partner so heating system at PWK can be powered by generator.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$750,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$750,000</b>	

# POOL RETROFIT

Project Name:	Pool Retrofit	
Project Description:	Install sound baffling to reduce ambient noise. Replace beach area liner.	
Justification/Rationale:	Ambient noise in the pool has long been an issue for staff and patrons, impacting public safety and programs. Beach area liner needs to be replaced.	
Priority:	5 - Health & Safety 1 - Legislated Requirement 5 - Maintenance of Operational Standard 5- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials	\$50,000	
Contracted Services		
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$50,000</b>	

# CRC MEMBERSHIP SOFTWARE REPLACEMENT

Project Name:	CRC Membership Software Replacement	
Project Description:	Replace current membership and booking software with one that better meets the needs of our facilities	
Justification/Rationale:	Current software does not fit with our facility membership, booking, and registration needs.	
Priority:	1 - Health & Safety 1 - Legislated Requirement 1 - Maintenance of Operational Standard 5 - Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$15,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$15,000</b>	

## CRC RETROFIT

Project Name:	CRC Retrofit	
Project Description:	Completion of Project	
Justification/Rationale:	Completion of Project	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI, SCF  Project is complete and final payment is being processed.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$646,726	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$646,726</b>	

# RECREATION PROGRAM EQUIPMENT REPLACEMENT

Project Name:	Recreation Program Equipment	
Project Description:	Recreation Program Equipment	
Justification/Rationale:	Annual replacement program.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI,	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$10,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## ARENA UPGRADES

Project Name:	Arena Additions	
Project Description:	Install electric heaters over the stands. Install fall arrest points on roof. Replace boards.	
Justification/Rationale:		
Priority:	10 - Health & Safety 10 - Legislated Requirement 5 - Maintenance of Operational Standard 10 - Nice to have (1-10 top)	
Additional Information:	CPI,	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$200,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$200,000</b>	



# BURN CAN

Project Name:	Burn Can	
Project Description:	Used for volunteer fire department training, current one at end of life and no longer safe for use.	
Justification/Rationale:	End of life, required for volunteers to train on interior attack.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI,	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$300,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$300,000</b>	

## BUNKER GEAR EVERGREEN

Project Name:	Bunker Gear Evergreen	
Project Description:	Regular planned replacement of volunteer fire fighter bunker gear.	
Justification/Rationale:	Bunker gear as a regulated useful life of # years for use in interior attack.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI,	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$10,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## COMMUNICATIONS EQUIPMENT EVERGREEN

Project Name:	Communications Equipment Evergreen	
Project Description:	Regular planned replacement of hand held and mounted radio equipment for Protective Services and Municipal Services.	
Justification/Rationale:	Radio communication equipment required for emergency situations and more reliable in areas with no cell service on the outskirts of the municipality.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 1- Nice to have (1-10 top)	
Additional Information:	CPI,	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$10,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## ANNUAL FIRE ABATEMENT

Project Name:	Annual Fire Abatement Work	
Project Description:	Annually planned fire abatement around community and assets.	
Justification/Rationale:	Community safety, reduction in fuel within the community for spread of wildfire.	
Priority:	10 - Health & Safety 5 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$10,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

## EMERGENCY EQUIPMENT EVERGREEN

Project Name:	Annual Emergency Equipment Evergreen	
Project Description:	Regular planned replacement of larger piece of emergency equipment.	
Justification/Rationale:	Community safety.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 10 - Maintenance of Operational Standard 1 - Nice to have (1-10 top)	
Additional Information:	CPI	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services		
Equipment	\$10,000	
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$10,000</b>	

# PROTECTIVE SERVICES BUILDING REPLACEMENT

Project Name:	Fire Hall Replacement	
Project Description:	Build a Protective Services building which will house all equipment, moving ambulances out of health center bay and leased building.	
Justification/Rationale:	Current building does not meet code or safety standards for a fire hall. Unable to store all equipment on site. No room for growth of service to meet future community needs. Anticipate a debenture will be required for part of the project.	
Priority:	10 - Health & Safety 10 - Legislated Requirement 5 - Maintenance of Operational Standard 10- Nice to have (1-10 top)	
Additional Information:	CPI Design work for this year.	
Estimated Costs:		
Available Funding		
Wages		
Professional Fees (Engineering, Architectural, Legal, etc.)		
Materials		
Contracted Services	\$200,000	
Equipment		
Miscellaneous		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$200,000</b>	



## BRIEFING NOTE

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**To: Mayor and Council**

**Date: June 30, 2023**

**Subject: 2023 Paving Project**

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**Purpose:**

To provide Mayor and Council with an update on the 2023 Paving Project.

**Background:**

The Town has had an ongoing paving project for the last few years. There were portions of the agreed work from 2022 which were not completed and carried over to 2023. Some additional work was added to repair pavement breaks as a result of water and sewer installations and repairs.

**Analysis:**

Work carried over from the 2022 paving program and required work from 2023 is as follows:

- Trail extension from Wintergreen Street to McDougal Road along Calder Avenue and connecting to the existing trail. Estimated cost \$137,755.00
- Wintergreen Street from Wood Bison Avenue to the trail. Estimated cost \$46,850.00
- Patch on Wood Bison for water and sewer connection. Estimated cost \$6,750.00
- Culvert across McDougal Road at Wilderness Road for Drainage. Estimated cost \$4,510.00
- Water Tower parking lot/fill station. Estimated cost \$23,320.00
- Valve at Sunset Chalet. Estimated cost \$7,500.00
- Break at the corner of Wood Bison Avenue and Wintergreen Street. Estimated cost \$6,480.00

Total estimated cost for the approved work \$230,165.00

Additional proposed work has been identified and would require council approval. This work is as follows:

- Conibear Park Parking Lot. Estimated cost \$130,572.50
- Wolverine Street from Wood Bison to Marine Drive. Estimated cost \$84,603.00
- Unnamed Street from Wood Bison to Marine Drive. Estimated cost \$104,516.50
- Walrus Street from Wood Bison to Marine Drive. Estimated cost \$83,657.50
- Weasel Street from Wood Bison to Marine Drive. Estimated cost \$85,931.00

Total proposed estimated cost of additional work \$489,280.50

**Recommendation:**

Council approves the proposed work be completed for a total estimated cost of \$489,280.50 for a total project estimated cost of \$719,445.50 for 2023.



**TOWN OF FORT SMITH  
2023 PAVING PROJECT  
June 30, 2023**

**APPROVED WORK**

<b>LOCATION</b>	<b>ESTIMATE</b>
Trail Extension along Calder to McDougal	137,755.00
Wintergreen Street from Wood Bison to Trail	46,850.00
Patch on Wood Bison for W/S Connection	6,750.00
Culvert at Wilderness and McDougal	4,510.00
Water Tower Parking Lot	20,320.00
Break at Corner of Wood Bison and Wintergreen	6,480.00
Valve in driveway at Sunset Chalet	7,500.00
<b>TOTAL APPROVED WORK</b>	<b>230,165.00</b>

**PROPOSED WORK**

Conibear Park Parking Lot	130,572.50
Wolverine from Wood Bison to Marine Dr.	84,603.00
Unnamed Street from Wood Bison to Marine Dr.	104,516.50
Walrus from Wood Bison to Marine Dr.	83,657.50
Weasel from Wood Bison to Marine Dr.	85,931.00
<b>TOTAL PROPOSED WORK</b>	<b>489,280.50</b>

<b>TOTAL PROJECT</b>	<b>719,445.50</b>
<b>PROJECT BUDGET</b>	<b>750,000.00</b>

Recognition of NAIG Athletes and Coaches

Tsia	Villeneuve	Athlete	3D Archery
Carolynn	Fergusson	Athlete	Athletics
Cedar	Vogt	Athlete	Athletics
Rylie	McDonald	Athlete	Athletics
Storm	Cabell-White	Athlete	Athletics
Cynthia	White	Coach	Athletics
Dreighson	Mercredi	Athlete	Athletics
Easton	Johns-Courtoreille	Athlete	Athletics
Kowen	Modeste	Athlete	Athletics
Kyren	Postras	Athlete	Athletics
Leland	Daniels	Athlete	Athletics
Andie	Cockney	Athlete	Badminton
Agnes	Cockney	Manager	Badminton
Andrew	Kay-Grenier	Athlete	Badminton
Dante	Kay-Grenier	Athlete	Badminton
Jobe	Paulette	Athlete	Badminton
Ella	Jewell	Athlete	Basketball
Kenna	MacDonald-Taylor	Athlete	Basketball
Sean	Grandjambe	Athlete	Basketball
Trace	Arey	Athlete	Basketball
Carter	Coleman	Athlete	Golf
Deacon	Lantz	Athlete	Golf
Jacob	Heron	Athlete	Golf
Bronwyn	Rutherford-Simon	Apprentice Coach	Soccer
Ferghus	Rutherford-Simon	Athlete	Soccer
Mackynnen	MacDonald-Taylor	Athlete	Soccer
Tyrell	Coleman	Athlete	Soccer
Dennay	Catholique	Athlete	Volleyball
Elexia	Popson	Athlete	Volleyball
Kache	Ross	Athlete	Volleyball
Sanis	Villeneuve	Athlete	Volleyball
Tayla	Minute	Athlete	Volleyball
Anthony	Roberts	Athlete	Volleyball
Imoosie	Hunter	Athlete	Volleyball
Joel	Catholique	Athlete	Volleyball
Trey	Currie	Athlete	Volleyball
Brandon	Thompson	Coach	Volleyball