












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

November 15, 2022, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report October 2022	 Fort Smith Mayor's Report October 2022
D. Approval of Council Minutes a. Regular Council Meeting Minutes 10-22 October 18, 2022 b. Special Meeting Minutes SP-05-22 October 24, 2022	  Council Minutes Special Meeting October 18, 2022.pd Minutes SP-05-22 O
E. Business Arising from the Minutes	
F. Declaration of Financial Interest a. Statement of Disclosure of Interest	 Statement of Disclosure of Intere:
G. Council Business	
a. Introduction and Consideration of Standing Committee Reports i. Corporate Services November 1, 2022 ii. Community Services November 8, 2022 iii. Municipal Services November 8, 2022	   Corporate Services Community Services Municipal Services Minutes November Minutes November Minutes November
b. Enactment of Bylaws and Policies i. Bylaw 1036 Forgiveness of AR Debt	 Bylaw 1036 Forgiveness of AR D
c. Appointments i. Appointment of Acting Mayor December 13, 2022 at 8:30am to December 19, 2022 at 8:30am	
d. Mayor and Council/Board Representative	
e. Administration i. DPA-036-22 Bret Moore Home Occupation Business	 DPA-036-22 Bret Moore Home Occup
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



**MONTHLY
MAYOR'S / CHIEF'S
POLICING REPORT
October 2022**

**Fort Smith Detachment
“G” Division
Northwest Territories**

Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved APP'S are:

- a. Enhance Road Safety
 - b. Contribute to the safety and wellbeing of Indigenous communities
 - c. Contribute to relationship building with indigenous communities
-
1. **This month the detachment addressed the issue of Enhance Road Safety by:**
 - a. Fort Smith RCMP continue to patrol the roadways in an effort to deter and detect unsafe driving situations. Members conducted 6 checkstops this month in the community and stopped a total of 131 vehicles. As a result of the stops, several tickets and warnings were issued.
 2. **This month the detachment addressed the issue of Contribute to the safety and wellbeing of Indigenous communities by:**
 - a. On October 15th, Cst Jesse Woodward was in attendance for the High School volleyball tournament.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada 

- b. On October 19th, members and their spouses organized a “trash cleanup” where several bags of trash were collected and made our town of Fort Smith a little cleaner.



- c. Cpl Leduc, Cst Ritchie and other members spouses have attended beading classes several times at the Metis building
- d. On October 28th, Cst Woodward attended the PWK high school grade 8 class and made a career presentation.

3. This month the detachment addressed the issue of Contribute to relationship building with indigenous communities-Reconciliation by:

- a. On October 3rd, Cst Woodward attended the swearing in of the new Chief and council for the Salt River First Nation in his red Serge.

4. Notable Occurrence for the Month:

- a. The Fort Smith Detachment responded to a total of 7 complaints under the Mental Health Act involving individuals who had threatened harm to themselves and to others. These types of complaints are very time sensitive and require immediate attention as to mitigate the potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for assessment by medical professionals.
- b. The detachment received 2 complaints of sexual assaults this month and both investigations lead to charges being laid against 2 males.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	16	148	22	234
Sexual Offences	2	12	5	28
Break and Enters (Residence & Business)	1	32	3	23
Theft of Motor Vehicle	3	7	1	13
Theft Under \$ 5000.00	7	58	3	62
Theft Over \$ 5000.00	0	2	0	2
Drugs (Possession)	0	3	0	4
Drugs (Trafficking)	0	8	2	14
Liquor Act	6	112	18	138
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	69	534	42	393
Causing a Disturbance	25	152	7	45
Mischief - damage to property	6	67	6	67
Mischief - obstruct enjoyment	38	315	29	281
Impaired Driving	2	48	10	97
Other Complaints	41	397	56	659
Total Violations	147	1361	162	1667
Total Calls for service	197	1856	200	2094

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	4	9	2	24
Victim Services Referral - Declined	9	65	10	102
Victim Services - Proactive Referral	0	2	0	7
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	0	0	2
Emergency Protection Orders (Detachment Initiated)	1	4	1	9
ODARA Reports	1	31	5	58
Prisoners Held	21	147	12	157
Prisoners Escorted	1	3	1	12
Prisoners Held non-PROS Agency	0	0	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	2	5	2	9

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

Cpl Stephanie Leduc
Acting Detachment Commander
Fort Smith RCMP
Telephone: 867-872-1111



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 10-22
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF OCTOBER AND THE
TENTH FOR THE YEAR 2022**

PRESENT: Mayor F. Daniels Cr. A. Pischinger
 Cr. K. Campbell Cr. D. Korol
 Cr. D. Fergusson

REGRETS: D/M J. MacDonald Cr. L. Beaulieu
 Cr. L. Tuckey

STAFF: C. White, Senior Administrative Officer
 A. Weber, Executive Secretary
 K. Reid, Finance Clerk

GALLERY: Sergeant Marc Jones, Fort Smith RCMP
 Craig Browne

Meeting 10-22	7:00 PM
October 18 th , 2022	Town Hall Council Chambers

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Daniels called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present. Mayor Daniels acknowledged the Town of Fort Smith being located within the Treaty 8 territory and it being the traditional lands of SRFN, SLFN, and the Indigenous Peoples of Fort Smith.

Mayor Daniels gave his sincere condolences to Bourke, Schaefer, Benwell, Tuckey, and Edkins/MacDonald families.

B. APPROVAL OF AGENDA

22-181 Moved by: Cr. Fergusson
 Seconded by: Cr. Korol

That the agenda be adopted as amended to include an In-Camera Session in accordance with Section 23(3)(e) of the Cities, Towns, and Villages Act.

CARRIED UNANIMOUSLY

C. PRESENTATIONS

- a. RCMP Delegation – Sgt. Marc Jones reviewed the monthly Mayor’s report. He reviewed the community priorities and noted that there have been incredible efforts with community involvements and enhanced road safety in the school zone.

Sgt. Jones advised that they spoke about mental health issues at the last Council meeting and that there were fourteen mental health complaints in September.

Sgt. Jones reviewed trends and noted a 23% increase in calls for service and thinks the increase is attributable to students from the college. He noted an increase in files and prisoners for September 2022 compared to 2021. He felt that Victim Services is under utilized and that he would like to see referrals to Victim Services more often. Additionally, he would like to monitor the prisoner count over the next few months for a continuous increase trend.



Sgt. Jones advised that the RCMP would continue to pay close attention to traffic enforcement and mental health calls, and utilize interagency resources such as Victim Services.

Mayor and Council, and Administration commended the RCMP and thanked Sgt. Jones for his service in Fort Smith. Sgt. Jones advised that Cst. Leduc would be returning from maternity leave and that the detachment has two new cadets.

- b. Barkley Heron Delegation – Mr. Heron did not attend the meeting.

Mayor Daniels apologized and retracted comments he made at the NWTAC that were not representative of the Town of Fort Smith, Council, or the community of Fort Smith.

D. **APPROVAL OF MINUTES**

Regular Meeting of Council 09-22 – The Regular Council Minutes were reviewed.

22-182 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That the minutes of Regular Meeting 09-22 of September 20th, 2022, be adopted as presented.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

F. **DECLARATION OF FINANCIAL INTEREST**

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

G. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – The Corporate Services Standing Committee Minutes were reviewed.

22-183 Moved by: Cr. Campbell
Seconded by: Cr. Fergusson

That the Corporate Services Standing Committee minutes from October 4th, 2022, be adopted as presented.

CARRIED UNANIMOUSLY



DPA-030-22 Renee Rodgers Home Occupation Business License

22-184 Moved By: Cr. Korol

Seconded By: Cr. Fergusson

That a Development Permit be granted for a Home Occupation Business at 67 Pine Crescent, Lot 231, Plan 207, subject to compliance requirements outlined in the approved Development Permit.

CARRIED UNANIMOUSLY

DPA-029-22 Anupama Parmar Home Occupation Business License – Cr. Campbell asked if the Town would follow-up to see if the applicant would find a facility to operate from. Administration advised that the Business License Bylaw is due for immediate review and that this could be incorporated.

22-185 Moved By: Cr. Fergusson

Seconded By: Cr. Campbell

That a Development Permit be granted for a Home Occupation Business at 71 Tamarac Crescent, Lot 797, Plan 490, subject to compliance requirements outlined in the approved Development Permit.

CARRIED UNANIMOUSLY

Changing of Signing Authorities

22-186 Moved By: Cr. Campbell

Seconded By: Cr. Fergusson

That the Signing Authorities for the Town of Fort Smith shall be Mayor Fred Daniels, D/M Jay MacDonald, and Cr. Leonard Tuckey on behalf of Council; and

That the Signing Authorities for the Town of Fort Smith shall be Cynthia White, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; and Emily Colucci, Director of Community Services on behalf of Administration; and

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

CARRIED UNANIMOUSLY

Community Services Standing Committee – The Community Services Standing Committee minutes were reviewed.

22-187 Moved by: Cr. Korol

Seconded by: Cr. Pischinger

That the Community Services Standing Committee minutes from October 11th, 2022, be adopted as presented.

CARRIED UNANIMOUSLY

Integrated Transportation Master Plan

22-188 Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That the Integrated Transportation Plan be approved.

CARRIED UNANIMOUSLY



Municipal Services Standing Committee – The Municipal Services Standing Committee minutes were reviewed.

22-189 Moved By: Cr. Korol
Seconded By: Cr. Campbell

That the Municipal Services Standing Committee minutes from October 11th, 2022, be adopted as presented.

CARRIED UNANIMOUSLY

Appointment of Development Officer, Raji Cavala

22-190 Moved By: Cr. Fergusson
Seconded By: Cr. Korol

That Raji Cavala be appointed as a Lands Development Officer for the Town of Fort Smith.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies

Lottery and Chase the Ace Bylaw 1037 First Reading

22-191 Moved by: Cr. Korol
Seconded by: Cr. Campbell

That Bylaw 1037, Lottery and Chase the Ace Bylaw, be introduced and given First Reading;

WHEREAS, the Town of Fort Smith, in the Northwest Territories, has been granted the authority to regulate and licence lottery schemes pursuant to the *Lotteries Act, R.S.N.W.T. 1988, c. L-11* and *Fort Smith Delegation Regulation R.R.N.W.T. , 1996*;

AND WHEREAS the Council of the Municipal Corporation of the Town of Fort Smith deems it desirable to regulate lottery schemes including, but not limited to chase the ace schemes within the Town of Fort Smith.

CARRIED UNANIMOUSLY

Lottery and Chase the Ace Bylaw 1037 Second Reading

22-192 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That Bylaw 1037, Lottery and Chase the Ace Bylaw, be given Second Reading by title only.

CARRIED UNANIMOUSLY



Appointment of Bylaw Officer, Raji Cavala, Bylaw 1038 First Reading

22-193 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That Bylaw 1038, Appointment of Bylaw Officer Raji Cavala, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;

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

1. That Raji Cavala be appointed Bylaw Enforcement Officer for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.

CARRIED UNANIMOUSLY

Appointment of Bylaw Officer, Raji Cavala, Bylaw 1038 Second Reading

22-194 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That Bylaw 1038, Appointment of Bylaw Officer Raji Cavala, be given Second Reading by title only.

CARRIED UNANIMOUSLY



Land Acquisition Lot 870, Plan 837, Bylaw 1039 First Reading – Cr. Campbell asked if the Town would be acquiring the property to remediate. Administration confirmed this and advised that an invitational tender could be put out to expediate the process.

22-195 Moved by: Cr. Korol

Seconded by: Cr. Campbell

That Bylaw 1039, Land Acquisition of Lot 870, Plan 837, be introduced and given First Reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to acquire the lands described hereunder, and

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to acquire a freehold interest or fee simple title in the following parcels of land from Buckley, Leonard, and the whole of Lot 0870 Plan 0837 FORT SMITH 24 Tamarac Crescent, in consideration for the sum of amount owed to the Town as of the auction date.
2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, bids, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

CARRIED UNANIMOUSLY

Land Acquisition Lot 870, Plan 837, Bylaw 1039 Second Reading

22-196 Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That Bylaw 1039, Land Acquisition of Lot 870, Plan 837, be given Second Reading by title only.

CARRIED UNANIMOUSLY

c. Appointments – There were no appointments.

d. Mayor and Council/Board Representative Updates

- i. Cr. Korol – Cr. Korol gave her condolences to the Bourke, Schaefer, Benwell, Tuckey, and Edkins/MacDonald families for their losses.

Cr. Korol commended the NWT Recreation and Parks Association for the wonderful conference they held and thanked the community members that assisted with venues and food services.

Additionally, she advised that there is a Municipal Bi-Election upcoming to fill a vacancy on Council and encouraged residents to run. She noted that nominations close October 24th and that nomination packages can be picked up from Town Hall.

Cr. Korol advised that the Town is seeking input from residents on how to improve communications and advised that there is a Communication's Survey available until October 21st at Town Hall or online.



Additionally, Cr. Korol advised that she has been appointed as a representative to the Northwest Territories Health and Social Services Authority Regional Wellness Committee and that they held a meeting in September. She noted that the next meeting is in November and that she will bring updates after.

- ii. Cr. Fergusson – Cr. Fergusson gave condolences to the families that experienced loss. She didn't have any further updates at this time.
 - iii. Cr. Campbell – Cr. Campbell gave condolences to the families that experienced loss. He didn't have any further updates.
 - iv. Cr. Pischinger – Cr. Pischinger gave condolences to the families that have lost loved ones. She requested an update on the Sewage Lagoon liner.
 - v. Mayor Daniels – Mayor Daniel's didn't have any updates. He looks forward to working with Council on winter projects and advised that it was Council's one-year anniversary. He hoped the community is pleased with the leadership and he looks forward to serving the community over the next year.
- e. Administration – Administration provided an update on the Sewage Lagoon liner. She noted that a request was put forward by SRFN's contractor to begin cleaning the liner for repair. She noted that this is the first plan to repair that has been put forward, but there is confusion about who is responsible for the repair work. She noted that the repair work isn't a final fix, and that liner needs to be properly replaced. She responded that the Town will only move forward with the plans if there is acknowledgement that the Town is not responsible for replacement as there were no signs of failure prior to the project which caused the liner to be damaged.

Administration provided an update on the Paving Project. She advised that most of the planned paving has been completed along with a great deal of drainage work that identified during the project. She noted that there was a question regarding the drainage on Caribou Crescent and advised that it has been filled with pit run prior to the contractor leaving for the season.

Administration advised that the contractor would be leaving to Hay River to fix issues caused by the flood but would return next season to finish the trail from Wintergreen Street to McDougal Road along Calder Avenue. Other paving for next season includes a new parking lot for Conibear Park and paving at the Water Intake Station. She noted that there may be other places for potential patch work.

Administration provided an update on the Arena. She advised the Fire Suppression Technician continues to identify new issues and that a request has been put forward to the Town's Insurer for alternative fire watch system which may require reduced capacity. She hopes the fire suppression will be done this week and advised that CIMCO will be coming on October 25th to commission both the Arena and Curling ice plants. She hopes to have the Arena operational by the end of the October.

Administration advised that she would connect with the Director of Community Services about having a soft opening for the new Library next week.

- i. Burton Appeal Decision – Administration advised that Council heard the Berton's appeal, and Legal Counsel, on August 24th, 2022, to devise a place to remediate the Berton properties over a reasonable amount of time. She noted that the property on Weasel Street is in the danger zone and has significant materials stored. Further, there are significant materials stored on the McDougal lot and Ms. Berton has agreed to remediate this property first, with the remaining properties remediated respectively after.



Administration advised that that Legal Counsel has provided a motion to address the unsightly lands issue. Cr. Fergusson asked if this is the plan moving forward. Administration confirmed this and advised that Council may want to negotiate deadlines to remediate the properties for in the agreement. Further, she advised that the Berton's are responsible for the remediation by the end of November, or the Town can move forward with a court order to remediate the property and invoice accordingly.

22-197 Moved by: Cr. Korol

Seconded by: Cr. Fergusson

WHEREAS on July 25, 2022, the Town of Fort Smith issued the following Notices of Unsightly Lands Bylaw Contravention, pursuant to Unsightly Lands Bylaw No. 855 (the "Bylaw"):

1. File No. 22-106: Issued to Gelindo Berton re 88 Breynat Street – Lot 39, Plan 14
2. File No. 22-107: Issued to Gelindo Berton re 28 McDougal Road – Lot 331, Plan 207
3. File No. 22-108: Issued to Gelindo Berton re Portage/Peble – Lot 444-447, Plan 225
4. File No. 22-109: Issued to Nerina Berton re Weasel Street – Lot 546, Plan 272
5. File No. 22-110: Issued to Gelindo Berton re Peble Avenue East – Lot 761, Plan 418
6. File No. 22-111: Issued to Gelindo Berton re Peble Avenue West – Lot 762, Plan 418
7. File No. 22-113: Issued to Gelindo Berton re 292 McDougal Road – Lot 847, Plan 786
8. File No. 22-114: Issued to Fabrizio Berton re 290 McDougal Road – Lot 848, Plan 786
9. File No. 22-115: Issued to Gelindo Berton re 284 McDougal Road – Lot 851, Plan 786
10. File No. 22-116: Issued to Gelindo Berton re 223 McDougal Road – Lot 922, Plan 907
11. File No. 22-117: Issued to Gelindo Berton re 37 Breynat Street – Lot 1030, Plan 1397
12. File No. 22-122: Issued to Nerina Berton re 298 McDougal Road – Lot 884, Plan 786

(collectively, the "Notices");

AND WHEREAS the notices have been deemed to have been lawfully served and the lands are unsightly;

AND WHEREAS the Notices required the said lands to be brought into compliance with the Bylaw August 24, 2022;

AND WHEREAS on August 9, 2022, Armando Berton and Nerina Berton (together, the "Appellants") appealed the Notices to the Town Council as agents of Gelindo Berton and Fabrizio Berton, pursuant to section 9 of the Bylaw (the "Appeal"), on the following grounds:

1. The Notices do not comply with section 6(c) of the Bylaw, as they fail to provide reasonable particulars of the extent of the clean-up, removal, clearing or other actions required to be made;
2. The Notices were issued by a person who was not duly authorized under section 144 of the Cities, Towns and Villages Act, SNWT 2003, c 22, Sch B;
3. The Lands are not unsightly, or the required action had already been taken before the Notices were issued;
4. The issuance of the Notices simultaneously against all of the lands is unreasonable; and
5. The issuance of the Notices is improper, being in furtherance of an ongoing campaign by the Town unfairly and maliciously targeting the Appellants.

AND WHEREAS on August 24, 2022, the Town Council conducted a hearing of the Appeal;

AND WHEREAS the Town Council heard from Matthew Turzansky, legal counsel for the Appellants, at the hearing of the Appeal;

AND WHEREAS the Town Council directed the Senior Administrative Officer to work with the Appellants over the course of the next month to develop a plan to address the issues raised in the Notices;



THEREFORE BE IT RESOLVED THAT the Notices are hereby amended as follows:

1. The deadline to comply with the following Notices shall be amended to November 30, 2022:
 - a. File No. 22-106: Issued to Gelindo Berton re 88 Breynat Street – Lot 39, Plan 14;
 - b. File No. 22-107: Issued to Gelindo Berton re 28 McDougal Road – Lot 331, Plan 207 (Since remediated to compliance by the Town of Fort Smith as agreed);
 - c. File No. 22-116: Issued to Gelindo Berton re 223 McDougal Road – Lot 922, Plan 907;
 - d. File No. 22-109: Issued to Nerina Berton re Weasel Street – Lot 546, Plan 272
2. The deadline to comply with the following Notices shall be amended to March 31, 2023:
 - a. File No. 22-108: Issued to Gelindo Berton re Portage/Peble – Lot 444-447; Plan 225;
 - b. File No. 22-110: Issued to Gelindo Berton re Peble Avenue East – Lot 761, Plan 418;
 - c. File No. 22-111: Issued to Gelindo Berton re Peble Avenue West – Lot 762, Plan 418;
 - d. File No. 22-117: Issued to Gelindo Berton re 37 Breynat Street – Lot 1030, Plan 1397;
3. The deadline to comply with the following Notices shall be amended to September 01, 2023:
 - a. File No. 22-113: Issued to Gelindo Berton re 292 McDougal Road – Lot 847, Plan 786;
 - b. File No. 22-114: Issued to Fabrizio Berton re 290 McDougal Road – Lot 848, Plan 786;
 - c. File No. 22-115: Issued to Gelindo Berton re 284 McDougal Road – Lot 851, Plan 786;
 - d. File No. 22-122: Issued to Nerina Berton re 298 McDougal Road – Lot 844, Plan 786.

CARRIED UNANIMOUSLY

H. **PROCLAMATIONS**

There were no proclamations.

I. **ABSENCE OF COUNCIL MEMBERS**

22-198 Moved by: Cr. Campbell
Seconded by: Cr. Pischinger

That Mayor Daniels, Cr. Tuckey, and Cr. Fergusson be excused from the Community Services and Municipal Services Standing Committee Meetings on October 11th, 2022.

CARRIED UNANIMOUSLY

22-199 Moved by: Cr. Fergusson
Seconded by: Cr. Campbell

That D/M MacDonald, Cr. Beaulieu and Cr. Tuckey be excused from the Regular Meeting of Council 10-22 on October 18th, 2022.

CARRIED UNANIMOUSLY



Special Meeting of Council – Administration advised that there would be the need to hold a Special Meeting of Council prior to the Tax Auction Sale on October 27th, 2022, to pass Third Reading of Land Acquisition Bylaw 1039 and that Bylaws 1037 and 1038 could be given Third Reading at the Special Meeting as well.

22-200 Moved by: Cr. Korol
Seconded by: Cr. Fergusson

That a Special Meeting of Council be held on Monday, October 24th, 2022, at 12:00 pm to have Third Reading of Bylaws 1037, 1038, and 1039.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Special Meeting of Council – October 24th, 2022; 12:00 pm
Corporate Services Standing Committee Meeting – November 1st, 2022
Community and Municipal Services Standing Committee Meetings – November 8th, 2022
Regular Meeting of Council 11-22 – November 15th, 2022

Cr. Pischinger advised that she may be out of town on November 1st, 2022.

K. **QUESTION PERIOD**

A question period was offered in accordance with policy.

L. **IN-CAMERA SESSION**

22-201 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That Council move in-camera in accordance with Section 23(3)(e) of the Cities, Towns, and Villages Act.

CARRIED UNANIMOUSLY

22-202 Moved by: Cr. Campbell
Seconded by: Cr. Korol

That Council move out of in-camera at 9:20 pm.

CARRIED UNANIMOUSLY



M. **ADJOURNMENT**

22-203 Moved by: Cr. Campbell
Seconded by: Cr. Korol

That the meeting be adjourned at 9:21 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of November, 2022.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer Cynthia White

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH
SPECIAL MEETING SP-05-22
THE FIFTH SPECIAL MEETING OF COUNCIL FOR
THE YEAR 2022**

PRESENT: Mayor F. Daniels Cr. D. Korol
 Cr. K. Campbell Cr. D. Fergusson
 Cr. A. Pischinger

REGRETS: D/M J. MacDonald Cr. L. Beaulieu
 Cr. L. Tuckey

STAFF: C. White, Senior Administrative Officer
 A. Weber, Executive Secretary
 K. Reid, Finance Clerk

GALLERY:

Special Meeting SP-05-22	12:00 PM
October 24, 2022	Council Chambers

The purpose of the Special Meeting is to have Third Reading of Bylaws 1037, 1038, and 1039. Respectively, Lottery and Chase the Ace Bylaw 1037, Appointment of Bylaw Officer Raji Cavala Bylaw 1038, and Land Acquisition of Lot 870, Plan 837, Bylaw 1039.

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Daniels called the meeting to order at 12:10 pm and confirmed quorum of Council was present.

B. APPROVAL OF AGENDA

22-204 Moved by: Cr. Fergusson
 Seconded by: Cr. Korol

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. DISCUSSION

Lottery and Chase the Ace Bylaw 1037 – Third Reading

22-205 Moved by: Cr. Korol
 Seconded by: Cr. Fergusson

That Bylaw 1037, Lottery and Chase the Ace Bylaw, be given Third Reading by title only.

CARRIED UNANIMOUSLY

Appointment of Bylaw Officer Raji Cavala Bylaw 1038 – Third Reading

22-206 Moved by: Cr. Fergusson
 Seconded by: Cr. Campbell

That Bylaw 1038, Appointment of Bylaw Officer Raji Cavala, be given Third Reading by title only.

CARRIED UNANIMOUSLY

Land Acquisition of Lot 870, Plan 837, Bylaw 1039 – Third Reading

22-207 Moved by: Cr. Campbell
Seconded by: Cr. Korol

That Bylaw 1039, Land Acquisition of Lot 870, Plan 837, be given Third Reading by title only.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

22-208 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That Cr. Beaulieu, Cr. Tuckey, and D/M MacDonald be excused from the Special Meeting of Council on October 24, 2022.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

22-209 Moved by: Cr. Fergusson
Seconded by: Cr. Korol

That this meeting be adjourned at 12:14 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of November, 2022.

Mayor Fred Daniels

Certified Correct by Cynthia White
Senior Administrative Officer

F. **QUESTION PERIOD**



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, November 1st, 2022 at 7:00 pm
Town Hall Council Chambers

Chairperson: D/M MacDonald
Members: Mayor Daniels, Cr. Tuckey, Cr. Korol, Cr. Tuckey, Cr. Fergusson
Regrets: Cr. Campbell, Cr. Pischinger, Cr. Beaulieu

Staff Present: Cynthia White, Senior Administrative Officer
Obrian Kydd, Director of Corporate Services
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:00 pm.

Mayor Daniels gave condolences to the Bourke family and handed the Chair to D/M MacDonald.

2. Delegation

There were no delegations.

3. Declaration of Financial Interest

There were no declarations of financial interest.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That the agenda be adopted as amended to include an in-camera session in accordance with Section 23(3)(d) of the CTV Act and changes in dates for the period of Acting SAO.

CARRIED UNANIMOUSLY

- b. Minutes – The Corporate Services Standing Committee Minutes of October 4th, 2022, were reviewed and adopted at the Regular Meeting of Council on October 18th, 2022.
- c. Vision and Values– The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

- a. Infrastructure Renewal – Administration advised that the 5-Year Capital Plan would be brought to the Municipal Services Standing Committee meeting which will provide an overview of the projects that have been completed and are planned moving forward.
- b. Economic Growth – Administration advised that the Town is developing strategies on how to attract visitors. Additionally, the Town is inviting community members, indigenous governments, and the Aurora College and PWK High School to participate in an advisory board for a housing study with the first meeting on November 14th.
- c. Communication – Administration advised that the October Newsletter was sent with utility invoices. She hopes the new method of outreach will increase viewing. She added that the newsletter is also posted to Facebook, the Town website, and around the community.

- d. Lands – Administration did not have a lands update.
- e. Human Resources – Administration advised that there are two job competitions out for Accounts Receivable Finance Clerk and Childcare Primary Care Worker.
- f. Advocacy for Excellence of Services – Administration advised that Council had requested a letter be sent to the Department of Infrastructure regarding the condition of the road to the airport. She confirmed that the letter has been sent and asked if there are additional letters Council wishes to send. Administration advised that the Fort Smith Health Centre COO would be delegating at the November 8th Community Services Standing Committee meeting.

6. Director's Report

- a. An Overview of Financial Management and Budgets – The Director of Corporate Services advised that it is budget season. He noted that Part 5 of the CTV Act outlines Council's role in the budget process and that a balanced budget must be approved by December 31st.

The Director advised that the budget presents priorities and goals, as well as estimates of revenues and expenditures. He noted that there are two types of budgets: Operations and Maintenance (O&M) and Capital. Further, he noted that the O&M Budget is divided into the General Operating Fund, Utility Fund and Environmental Fund, and that all funds are self-balancing. He noted that each fund consists of revenue expenditures and the O&M Budget is for municipal operations, the Utility Fund for the delivery of water services, and the Environmental Fund is for garbage disposal services, the Landfill and its future remediation.

The Director advised that Council's role in the budget process is to identify priorities, fund resources and meet the needs of the community by setting levels of standards for services. He noted that the review of bylaws also ties into the budgeting process, such as the review of the Consolidated Rates and Fees Bylaw and Mill Rate Bylaw. Further, he suggested Council review the strategic operations of the budget in consideration of the municipality's financial position in the future.

The Director advised that the approved budget sets a level of service in the upcoming year, and will provide resources to accommodate this through staffing, equipment, etc. Further, he noted that the Town is expected to work within the budget and cannot spend funds that are not authorized by motion or legal obligation. He added that implementation of new services mid-year, and changing the scope of the budget, introduces financial risk and that additional revenue sources may need to be identified to implement the new service.

The Director advised that the budget is split with revenue at the top, and expenditures at the bottom, and should balance to zero. He noted that expenditures need to match revenues by increasing rates and fees or property taxes. Further, he noted that additional funds should be saved in reserves for future infrastructure replacement.

The Director advised that the Capital Budget consists of expenditures towards long term assets. He noted that the Capital Budget also affects the O&M Budget as operations and maintenance are required for project implementation.

- b. Accounts Paid List – The Accounts Paid List from October 2022 was reviewed.
- c. Correspondence – The Correspondence List from October 2022 was reviewed. Cr. Fergusson requested that responses be issued as per the correspondence list. Administration advised that the letter from SRFN was hand delivered and that she provided a verbal response. Additionally, she noted that the letter from Premier Cochrane was to Mayor and Council in response to the NWTAC AGM and she asked if Council wishes to reply.

Regarding the letter from the Darkes, Administration advised that Council is open to discuss and decide how to respond. Cr. Fergusson suggested distribution of a public service announcement (PSA) on how to safely navigate from the Slave River to the boat launch to town by snowmobile. She noted that the current snowmobile routes are dangerous and suggested creating a path or identifying a route for users. D/M MacDonald felt it was important to ensure safety by detouring snowmobilers from using the current routes. He felt the boat launch road would be the safest route for snowmobilers and noted that the road is always covered with snow. Mayor Daniels would also like a safe snowmobile route created and has ideas for placement. Administration replied that not all lands adjacent to the Snowboard Park are owned by the Town and that discussion would need to occur with the landowners. Cr. Fergusson added that the PSA should also include a snowmobile route while snowboarding events are occurring to ensure the safety of all users of the facility.

- d. License Report – The License Report from October 2022 was reviewed.

7. Bylaw/Policy Review and Development

There were no Bylaws/Policies for review and development.

8. Administration

- a. Appointment of Acting SAO

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That Emily Colucci be appointed Acting Senior Administrative Officer from December 8, 2022, at 8:30am to December 14, 2022, at 5:00pm.

CARRIED UNANIMOUSLY

- b. DPA-033-22 Susan Freund Home Occupation Business – DPA-033-22 submitted by Susan Freund was reviewed.

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That DPA-033-22 be granted for a Home Occupation Business License at 3 Whitford Road, Lot 1703, Plan 4090, subject to the compliance requirements outlined in the approved development permit.

CARRIED UNANIMOUSLY

- c. Briefing Note 2022 Third Quarter Variance and Third Quarter Variance Reports – The briefing note and reports were reviewed. Cr. Fergusson asked if the department wages are underbudget due to being short staffed with the exception of the Library and Public Works. Administration replied that with positions at the CRC or Pool, when an employee is sick or on annual leave, the position may be backfilled, but at times the Town has chosen not to do this. In addition to this, there have been times the Town didn't have adequate staffing to pickup extra shifts, and there were some COVID-19 closures at the beginning of the year which had contributed to the surplus.

Cr. Fergusson asked if surpluses in the budget could be carried over to the new budget. Administration replied that unspent funds go into operating reserves.

D/M MacDonald asked if the Town is forecasting a deficit in fuel consumption in the fourth quarter due to increased fuel cost. Administration replied that they are anticipating increases in heating and vehicle fuel costs for some departments but noted that underspent budgets in other areas will offset this.

Mayor Daniels suggested a PSA be released recommending that residents don't leave vehicles idling. Administration replied that as part of the Community Energy Plan, the Community Energy Champion, AJ, is working with Arctic Energy Alliance to draft a no idling policy for Town vehicles which can result in a significant reduction in greenhouse gasses. Additionally, she noted that other community governments will be encouraged to also adopt the policy.

Cr. Fergusson was pleased to see the Childcare Programs still going. She asked if source deductions are incorporated with the Daycare Program being breakeven. Administration confirmed this. She also advised that they are evaluating utility costs in the facility and the amount of time the Director of Community Services spends with the program as well as administrative costs such as payroll.

Mayor Daniels asked if the Town's furnaces and boilers have been serviced this year. Administration confirmed that the Town has initiated the process. She added that the Animal Shelter has a new heating system, and that the Town is reviewing the scope of work for a new heating system in 7-Bay and the Water Treatment Plant.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That Council approve the 2022 Third Quarter Variance as presented.

CARRIED UNANIMOUSLY

- d. Briefing Note 2023 O&M Budget and 2023 Draft Budget – The briefing note and 2023 draft budget were reviewed. Administration advised that there are increased expenses in O&M for repairs and maintenance, purchase of equipment, and increased fuel and power costs and that 10% increases have been added in areas where there isn't sufficient budget due to economic cost increases.

Administration advised that the Town will be entering into Collective Bargaining in February as the Collective Agreement expires December 31st. She was unsure what forced growth the Town would see in wages as this would be determined during bargaining.

Additionally, she noted that there are no level of service increases included in the draft budget.

Administration advised that the draft budget is in deficit and that there is a need to increase revenue to balance. She noted that the Town has three sources of revenue: territorial funding, property taxes, and rates and fees. She stated that the Town does not have control over territorial funding and acknowledges being underfunded by \$3.3 million in Capital and O&M funding. She advised that to offset the deficit, increases would need to be made to rates and fees or property tax revenue. She noted that the other option would be to decrease services if revenues are not increased. She recommended not using reserves to cover the deficit as it is counteractive. She felt that increasing rates and fees for non-essential services such as for recreation would deter people from using the facilities.

Administration advised that the Town would like to assess cost recovery for the Environmental and Utility Budgets. She noted that the Water Meter Replacement Project would first need to be completed to assess cost recovery of utilities by determining the economic rate of water. Additionally, she advised that the Town is working with a contractor to remove certain items from the Landfill and ensure cost recovery of the facility. She advised that funds need to be put aside for both budgets to ensure the community is sustainable in the future and funds are available for future infrastructure replacement. She added that project funding is sometimes available from the Federal Government but is not guaranteed. She reiterated that passing only a balanced budget does not save for future infrastructure replacement and taking money from reserves is counterproductive as this takes away from future use.

Administration provided information on property tax revenue increases over the past five-years and potential changes to those rates and the effects on different categories of properties. She noted that Council may only wish to increase mill rates on some types of properties to shift the burden from residential properties. She noted that last year Council increased the mill rate for undeveloped properties, industrial, institutional and telecommunications properties.

Administration provided suggestions for if Council wishes to reduce levels of services to reduce the deficit in the budget. She suggested potential areas for reduction including reducing garbage pick-up to once per week or reducing CRC hours. She noted that a reduction in CRC hours could be implemented between 6:30 am to 8:30 am as only a few residents use the facility at this time. She noted that she may be able to find other reductions in services if requested. Further, she noted that Council may wish to review the Senior Citizen and Disabled Persons Property Tax Relief Bylaw.

Cr. Korol suggested holding a community meeting to discuss potential ways to balance the budget through revenue increases or changes in services. She noted that approximately 23% of properties do not pay taxes and suggested getting feedback from the community on the program. Cr. Fergusson supports holding a community meeting and advised that Council needs to save for replacement of aging infrastructure. She would like to have discussion regarding taxation and the expected level of service from the Town and agrees with consulting the community before making decisions. Mayor Daniels would also like to meet with the public and doesn't support taking funds from reserves to cover the deficits in the budget.

Cr. Korol would like to see the Water Meter Replacement Project completed to determine an economic rate for water and requested a deadline of January 31st, 2023. Administration replied that once the project is complete, the Town would work with an asset management supplier to assess water rates and fees, and in consideration of future infrastructure replacement.

D/M MacDonald felt it is important to consult the community and plan for the consultation by having proposals prepared for discussion and input. He thinks it is important for Council to look towards the future, and consider everyone, as the community consists of a broad base of income. He felt that it is important for Council to support those who are move vulnerable and not place undue burden on any individual, or group, other than the bare necessity.

Cr. Korol suggested holding the community consultation on November 17th at Community Recreation Centre. Administration agreed with the date and suggested considering how to connect with individuals who are not physically able to attend. Further, she advised that she would work with the Executive Assistant to gather information for Council on expenditures, funding resources, and being underfunded by the GNWT. D/M MacDonald suggested having a moderator for the meeting.

Administration suggested drafting a plan of discussion topics, and the reasoning for proposed areas of change, so the community is informed. D/M MacDonald felt community consultation would be a positive way to engage and communicate with the public and request their input. He noted the importance of making decisions that best support the community and that the best decision may not always be the most popular.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Korol

That Council hold a Community Consultation Meeting on November 17, 2022 at the Recreation Centre.

CARRIED UNANIMOUSLY

- e. In-Camera Session - *CTV ACT S.23 (3)(d)*

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Council move in-camera to accordance with Section 23(3)(d) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Tuckey

That Council move out of in-camera at 9:02 pm.

CARRIED UNANIMOUSLY

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Fergusson

That Cr. Pischinger, Cr. Campbell and Cr. Beaulieu be excused from the Corporate Services Standing Committee Meeting on November 1st, 2022.

CARRIED UNANIMOUSLY

8.Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on December 6th, 2022.

9.Adjournment

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Tuckey

That the meeting be adjourned at 9:04 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Standing Committee
Tuesday, November 8th, 2022, at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members Present: Mayor Daniels, D/M MacDonald, Cr. Beaulieu, Cr. Pischinger
Regrets: Cr. Campbell, Cr. Korol, Cr. Tuckey

Staff Present: Cynthia White, Senior Administrative Officer
Katie Reid, Executive Secretary

Guests: Sujata Ganguli, FSHC Chief Operating Officer (COO)

1. Call to Order

Mayor Daniels called the meeting to order at 7:06 pm.

Mayor Daniels gave condolences to the Bird family and handed the Chair to Cr. Fergusson.

2. Declaration of Financial Interest

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

3. Delegation

- a. Fort Smith Health Centre Chief Operating Officer, Sujata Ganguli – Sujata Ganguli, COO, provided an update on the Fort Smith Health Centre.

Ms. Ganguli provided an update on physician coverage. She noted that there would be a few lean weeks of coverage at the end of November into December but that coverage is good over the holidays. She noted that there are some days during that period that FSHC does not have Emerge coverage and that MET call response will be available for Emerge nurses to doctors in Stanton Hospital. She added that triages are done to determine whether medivacs are required, and guidance is given to nurses over video or telephone.

Ms. Ganguli provided a staffing update. She stated there have been no changes in staffing shortages. She noted that acute care nursing staffing is better than when she arrived in Fort Smith in 2021. She advised that the FSHC does not have an occupational therapist in the community and that the position has been posted. Further, she noted shortages in mental health and addictions staff. Ms. Ganguli advised that the FSHC has recently hired a Fort Smith Region Indigenous Patient Advocate, Glenda Simon, who started on October 31st and noted that she is learning the position for a month before working with acute care patients only until it is determined how busy the position will be. She noted that the position is dedicated to acute care in other communities but there is flexibility in consideration of the size of Fort Smith. Cr. Fergusson asked if the patient advocate only assists indigenous patients. Ms. Ganguli confirmed this.

Ms. Ganguli advised that integrated care and primary care teams did a major reboot after being sidelined by COVID-19 and are working on a Fort Smith specific mail drop and other communications regarding what “care” means to Fort Smith. Further, she advised that patients would receive cards telling them what teams they are on as they book appointments. She stated that rather than splitting the entire patient base, which may not be relevant to Fort Smith’s current residents, they will assign them to teams as they book appointments.

Ms. Ganguli was pleased to advise that with respect to booking clinic appointments, the territorial EMR team is allowing client bookings in advance without having to be matched with a specific physician. She has heard a lot of frustration from clients regarding only being able to call/book a week in advance. She was also pleased to report that the Clinic and Public Health staff are clearing a back log of preventative care appointments including thirty or more overdue pap tests, and other appointments that didn't happen during COVID-19.

Ms. Ganguli advised that there has been a great deal of concern with medical travel and noted that it is complex issue when considering the components and there are many opportunities for things to go wrong. In consideration of the complaints received, Stanton's Territorial Working Group is looking at ways to streamline medical travel and advised that some Fort Smith staff have seats in the group. She hopes that they will find solutions to make medical travel easier and less fraught.

Ms. Ganguli requested feedback regarding unreturned voicemail messages from the FSHC and hopes to engage the community with reporting specific incidents to determine if the cause is the failing phone system or staff error.

Ms. Ganguli reported that homecare enhancement is coming to Fort Smith in the future. She requested feedback on where enhancements can occur. She advised that they are looking to expand into evenings and weekend and providing more care from home. She noted that they are also looking at IV therapy as this hasn't been done in homes for a long time. She requested Council's feedback on the direction homecare should expand.

D/M MacDonald asked if the community would be engaged regarding expanding homecare. Ms. Ganguli replied that the only formal engagement is with current homecare clients, and she agreed that engagement should be broader. She asked for feedback on how to best engage the public who use the service in the future. D/M MacDonald suggested engaging that demographic through the Seniors Society.

Mayor and Council thanked Ms. Ganguli for her delegation.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Community Services Standing Committee Minutes of October 11th, 2022, were reviewed and adopted at the Regular Meeting of Council on October 18th, 2022.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed.
- e. Economic Development Plan – The Economic Development Plan was reviewed.

5. Directors Report

- a. CRC Statistics October 2022 – The Community Recreation Center Statistics for October 2022 were reviewed. Administration advised that the Town is planning to hold a National Lifeguard Training Course in November and she hopes that in holding the Course, more Lifeguards will be certified to fill gaps in the Pool Schedule. Administration advised that Sparks, Brownies, and Girl Guides programming is utilizing the CRC. Administration was pleased with the attendance at the Laurie Hobart Memorial Volleyball Tournament and noted that approximately 400 people came to the events at the CRC Gymnasium. Administration added that the Daycare and After School Care Program are well attended.

Administration anticipates the arrival of the CIMCO technician today to work on the ice plant tomorrow. She noted that staff are prepared to get the ice in once the ice plant is commissioned. Further, she noted that former employees were engaged to assist with making the ice.

- b. Mary Kaeser Library
 - i. Library Statistics October 2022 – The Library statistics for October 2022 were reviewed.
 - ii. Library Patron and Circulation Statistics October 2022 – The Library patron and circulation statistics for October 2022 were reviewed.

6. Economic Development

- a. Economic Development Report November 2022 – The Economic Development Report for November 2022 was reviewed. Administration advised that the new Community Tourism Coordinator Position funded by ITI has been filled. She noted that the Town refers to this position as the Economic Development Assistant and the position is working on marketing strategies for the Town. Additionally, she advised that the EDO and Assistant recently attended an NWT Tourism (NWTT) 2022 Conference, and the conference was the largest tourism gathering in NWT with representatives that attended from across Canada. She noted that there were great networking events and Canadian Tourism Development, as well as information on funding. She added that representatives of NWTT had planned to come to Fort Smith with a marketing company to view attractions but there were issues with the flight schedule and that they hope to come in the spring. Administration advised that the EDO was also able to attend the Economic Developers Association of Canada Conference.

Administration provided an update on Small Business Week and advised that there were seventeen businesses nominated for awards. She continued that there were 32 votes in each category and NSixty Trading Company won Best Customer Services, Northwestern Air Lease won Best Social Responsibility, and NSixty Trading Company won Best Innovation. She was pleased to see seventeen storefront business nominated in Fort Smith.

Administration advised the Town plans marketing logo and the Muffaloose trademark more on the website and in signage around the community as interactive and attractive marketing.

D/M MacDonald advised that Council put names forward to fill vacancies on the Fort Smith Housing Authority Board and requested an update. Administration believes that Denise Yuhas was appointed to the board and will follow up.

7. Advisory Boards

a. Community Services Advisory Board

- i. CSAB Minutes October 27, 2022 – The CSAB minutes from October 27th, 2022 were reviewed. Administration advised that the board discussed the Strategic Marketing Plan and may bring forward components of the plan for discussion. Administration advised that the board discussed Conibear Park and are waiting to hear back about CanNor funding to move forward with the engineering drawings and tendering process.

Administration advised that there was correspondence received from the Curling and Winter Sports Club regarding the Curling Lounge being referred to as the multipurpose room and indicated that they would like the room to continue to be called the Curling Lounge. She was unsure if rooms in the Community Recreation Centre should be referred to as lounges in consideration of alcohol consumption. She asked if Council wanted to respond to the Curling Club. She added that the next stage in the CRC retrofit is to implement signage and asked for Council's feedback.

Cr. Pischinger asked with regards to signage if the Pool would remain William Schaefer Memorial Pool and if the Gym would remain Pete's Gym. Administration confirmed that they would keep their historic names and that the Library would remain the Mary Kaeser Library.

D/M MacDonald reviewed definitions for a lounge and didn't find a connection to being a liquor serving establishment. He didn't feel the name was a big issue and agreed to corresponding with the Curling Club members.

Mayor Daniels asked if the upstairs bathrooms are shared with between the Curling Club and Library. Administration confirmed this and advised that during curling events the Library would use the downstairs bathrooms. She is reviewing logistics of the current configurations to make operations run smoothly and to prevent interface during licensed events.

- ii. Economic Development Advisory Board – There were no EDAB meetings in October. The next EDAB meeting is scheduled for November 17th, 2022.

8. Bylaw/Policy Review and Development

There were no bylaws or policies for review and development.

9. Administration

- a. Briefing Note Tree Lighting Road Closure – The briefing note was reviewed. D/M MacDonald asked if there is a plan to have the tree lighting at the Trans Canada Trail Park for next year. Administration is working on logistics to ensure the location is usable for next year and to determine if cost implications to install power services at the site are financially feasible. She noted that the former Council planned to utilize the green space beside the Arena as a winter park and if this would be a second option for Council. Mayor and Council hopes that the Trans Canada Trail Park location will be usable for next year.

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Pischinger

That Council approves the following road closure for the Fort Smith Christmas Tree Lighting.

That McDougal Road between Breynat Street and Simpson Street be closed to traffic on December 3rd, 2022 from 4:00pm to 5:00pm for the Fort Smith Christmas Tree Lighting.

CARRIED UNANIMOUSLY

- b. Briefing Note Annual Christmas Lights Contest – The briefing note was reviewed.

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Pischinger

**That Council approves the Christmas Lights Contest with prizes of, \$250.00 for 1st Place;
\$150.00 for 2nd Place;
\$100.00 for 3rd Place;**

To be paid from the Council Miscellaneous Budget (GL 1-2-0510-018); and

That Councillors Cr. Beaulieu and Cr. Fergusson be appointed as judges.

CARRIED UNANIMOUSLY

- c. Briefing Note Christmas Eve Half-Day – The briefing note was reviewed. Cr. Pischinger asked how the half-day off would affect services. Administration replied that intentions are to not impact services and advised that she would speak to Directors to plan ahead.

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Fergusson

That all Town facilities close at 12:00pm on Friday, December 23rd, 2022; and

That all Town Staff, dependent on operational requirements, be given a half-day off on December 23rd, 2022. Should operational requirements necessitate employment on this noted date, the employee will be given equivalent time off in lieu at a mutually agreed time.

CARRIED UNANIMOUSLY

- d. Briefing Note National Addictions Awareness Week Donation Request – The briefing note was reviewed. D/M MacDonald expects more donation requests to be received in consideration of the upcoming holiday season. Administration advised of possible upcoming donation requests that were historically received. She noted that the Wood Buffalo Frolics (WBF) funds were not utilized this year and that Council supported a comedy show which could be deducted from the WBF fund rather than donations. Cr. Pischinger suggested donating four adult punch passes and \$300 to the Mental Health Addictions Team for National Addictions Awareness Week.

RECOMMENDATION

Moved by: Cr. Pischinger

Seconded by: D/M MacDonald

That Council donate four adult punch passes, totaling \$308, and a monetary donation of \$300 to the Fort Smith Health Centre's Mental Health and Addictions Team to assist with the events happening during National Addictions Awareness Week.

CARRIED UNANIMOUSLY

- e. Briefing Note Town of Fort Smith Staff Christmas Party Donation Request – The briefing note was reviewed. Administration advised that the Town of Fort Smith are requesting a monetary donation to offset catering costs for their Christmas Party. Cr. Pischinger asked if turkeys would continue to be gifted to staff this year. Administration advised that the staff do not want to interfere with the gift turkey distribution as all staff benefit from this while not all will attend the party.

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Pischinger

That Council support the annual donation of a turkey or ham to the Town of Fort Smith staff for the holiday season.

CARRIED UNANIMOUSLY

10. Other Business

There was no other business.

11. Excusing of Councillors

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Fergusson

That Cr. Korol, Cr. Tuckey, and Cr. Campbell be excused of the Community Services Standing Committee meeting on November 8, 2022.

CARRIED UNANIMOUSLY

12. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on December 13th, 2022.

13. Adjournment

RECOMMENDATION

Moved by: D/M MacDonald

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:08 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, November 8th, 2022, at 8:30 pm.
Town Hall Council Chambers

Chairperson: D/M MacDonald
Members Present: Mayor Daniels, Cr. Fergusson, Cr. Pischinger, Cr. Beaulieu
Regrets: Cr. Campbell, Cr. Korol, Cr. Tuckey

Staff Present: Cynthia White, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

D/M MacDonald called the meeting to order at 8:09 pm.

2. Declaration of Financial Interest

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

3. Delegations

There were no delegations.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of October 11th, 2022, were reviewed and adopted at the Regular Meeting of Council on October 18th, 2022.

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

5. Directors Report

- a. Municipal Services Director Report November 2022 – The Director of Municipal Services' Report from November 2022 was reviewed. Administration advised that the road salt has arrived and that they are trialing a new road sand additive that is effective in colder temperatures than salt.

Administration advised that the paving project has concluded for the year and will be finished next year. She added that major drainage issues were fixed in conjunction with the paving project.

Administration provided an update on the operations of Water Treatment Plant, Facilities Maintenance, and Public Works. She advised that YK Fire Prevention has restored function to the Arena fire suppression system and that the Arena is being prepped for re-opening.

Administration advised that the Facilities Maintenance have repainted vandalized Town infrastructure at the look out and noted that it was re-vandalized the next day. She requested that anyone observing vandalism, report incidents to the RCMP.

Cr. Fergusson was pleased with the update and great work on projects. She asked about preventative measures such as livestream cameras to detour vandals or capture evidence. She noted that the cameras could also be used during events as a marketing tool.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Beaulieu

That Administration investigate pricing for cameras to place at hot spots for vandalism in the community.

CARRIED UNANIMOUSLY

6. Protective Services

- a. Fire Department Statistics October 2022 – The Fire Department Statistics for October 2022 were reviewed.
- b. Ambulance Department Statistics October 2022 – The Ambulance Department Statistics for October 2022 were reviewed.
- c. Fire/EMS Training Report October 2022 – The Fire/EMS Training Report for October 2022 was reviewed.
- d. Fire/EMS Graphs October 2022 – The Fire/EMS Graphs for October 2022 were reviewed.
- e. Lands Enforcement Report October 2022 – The Lands Enforcement Report for October 2022 was reviewed.
- f. Bylaw Enforcement Report October 2022 – The Bylaw Enforcement Report for October 2022 was reviewed. Active ticketing process.

7. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes October 13, 2022 – The SDAB minutes from October 13th, 2022 were reviewed.
 - ii. SDAB Minutes November 3, 2022 – The SDAB minutes from November 3rd, 2022 were reviewed. D/M MacDonald was pleased that the Town is developing an idling challenge to encourage community members to reduce idling times. Administration replied that the goal is to work towards an idling policy for Town vehicles and suggested keeping trucks in 7-bay to reduce idling time in the winter. She noted that the Town would like to challenge other organizations to develop idling strategies.

Cr. Fergusson added that the Energy Champion has also noted a rebate program through Arctic Energy Alliance for a programmable vehicle plug that is automated by temperature.

- iii. SDAB Expression of Interest Jonathan McDonald – The expression of interest form from Jonathan McDonald to sit on the Sustainable Development Advisory Board was reviewed. Cr. Fergusson asked if Mr. McDonald would be sitting on SDAB on behalf of the Metis Council. Administration advised that the Town does not have ex-officio designations and that members sitting on the board are representatives of the community. Cr. Fergusson asked if the indigenous governments are invited to have representatives sit on the advisory boards. Administration replied that they are not specifically invited to sit on the advisory boards but are invited to sit on the Conibear Park Board, Climate Adaptation Board, and Housing Board. She noted that the intention is to leave advisory boards open to the public D/M MacDonald welcomed Mr. McDonald.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That Jonathan McDonald be appointed to the Sustainable Development Advisory Board for a term ending December 31st, 2023.

CARRIED UNANIMOUSLY

8. Bylaw/Policy Review and Development

There were no bylaws or policies for review and development.

9. Administration

- a. Briefing Note DPA-035-22 Sophie Bourgon Home Occupation Business – The briefing note was reviewed. Cr. Fergusson was pleased to see a homebased serving business moving to a commercial based kitchen.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That DPA-035-22 be approved for a Home Occupation Business at 451 Calder Avenue, Lot 1387, Plan 1760, subject to the compliance requirements outlined in the approved development permit.

CARRIED UNANIMOUSLY

- b. Briefing Note Replace Pump at Water Treatment Plant – The briefing note was reviewed. Administration advised that the pumps that circulate glycol at the Water Treatment Plant are at end of life. She noted that funding is available from Arctic Energy Alliance (AEA) for replacement with more efficient pumps. She stated that due to the funding requirements and the current state of the pumps, she would like to immediately proceed with ordering the replacement pumps. Administration advised that the Town would like to expediate the process to ensure the pumps are received by March 31st and noted that this is a requirement to receive the \$100,000 funding from AEA.

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That the Replacement of the Pumps at the Water Treatment Plant be awarded to N.U. Mechanical for \$68,800.00

CARRIED UNANIMOUSLY

- c. Presentation of Draft Capital Plan – The Draft Capital Plans were reviewed. Administration reviewed the draft 5-Year Capital Plan for 2023 to 2027 and noted that she hopes to have it approved by the end of 2022 to proceed with preparing for the projects.

Administration advised that the Town would like to prioritize the water and sewer infrastructure replacement, and start planning for the Protective Services building and Snowboard Park development. Additionally, she noted that the Community Plan and Zoning Bylaw require updating.

Administration advised that the Town has funding for energy upgrades at 7-Bay to install an electric boiler system and that funds remaining would be put towards a boiler system at the Water Treatment Plant in conjunction with the Plant's overall upgrade.

Administration stated that the Town has sufficient funds to complete the capital projects but that there may be some gaps in territorial funding compared to what is regularly received. Further, she advised that the Town is significantly underfunded by the territorial government annually by approximately \$2 million in CPI funding for capital projects. She noted that the shortfall results in not having funds readily available when work is required which is why reserve funds are created. Administration advised that the Town actively seeks additional funding through organizations such as CanNor, the Federation of Canadian Municipalities and other funding agencies. Administration asked if Council would be interested going to debenture for the development of Protective Services building that would house the ambulances, fire trucks, and offices for Lands, Bylaw, and Protective Services Director as well as be training space for volunteers and staff.

Administration advised that the Capital Plan isn't required to be passed until March 31st but she would prefer it be passed sooner to begin planning. D/M MacDonald advised that there have been Councillors missing from the past recent meetings for various reasons and felt that it would be prudent to move the Capital Plan forward to December rather than approving at the November Council Meeting. Cr. Fergusson agreed and was pleased with the Capital Plan but would like further discussion with the excused Councillors. She hopes that the community consultation will provide positive feedback of what is wanted and needed from the community.

Administration would like to get the designs out for the water and sewer projects, the water intake and main lift station, and the sewage lagoon, and requested approval to move forward so the Town can go to tender on the projects sooner. Cr. Fergusson requested more information. Administration replied that the AECOM infrastructure study identified options for the projects and the Capital Plan includes the cost of engineering design services as per report. Administration clarified that she is looking for approval to continue with the RFP process for these projects and advised that the award of the projects would be brought to Council for approval. D/M MacDonald clarified that the three projects in question have been discussed multiple times and that they approve moving forward with the process, not with awarding the work, in efforts to maximize the time for completion. Council agreed and gave approval to move forward with the process.

10. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

That Cr. Tuckey, Cr. Campbell, and Cr. Korol be excused from the Municipal Services Standing Committee meeting on November 8th, 2022.

CARRIED UNANIMOUSLY

11. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 13th, 2022.

Administration gave a reminder that the Bi-Election Advance Poll is on Monday, November 14th in the upstairs Curling Room and that the General Poll is on Monday, November 21st in the CRC Gymnasium.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: Cr. Pischinger

The meeting be adjourned at 8:55 pm.

CARRIED UNANIMOUSLY



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1036

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO FORGIVE DEBTS OWED TO THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 122 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T., 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, is satisfied that certain debts owed to the Town of Fort Smith are not collectable or should be forgiven for other reasons;

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

- 1. All those debts owed to the Town of Fort Smith itemized in Schedule “A”, attached to, and forming part of this bylaw, are forgiven.

READ A FIRST TIME THIS 19th DAY OF July, 2022 A.D.

MAYOR SENIOR ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 19th DAY OF July, 2022 A.D.

MAYOR SENIOR ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS DAY OF , 2022 A.D.

MAYOR SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1036

SCHEDULE “A”
FORGIVENESS OF ACCOUNTS RECEIVABLE DEBT BY-LAW
Page 1 of 4

Accounts Receivable Delinquent Accounts Aged Over 7-Years			
Name	Invoice Details	Action Taken	Total Owing
Arbeau Marie - Estate of	Ambulance	Statements Mailed	\$ 4,908.96
Arnason, Debbie	Ambulance	Statements Mailed	\$ 1,803.68
Arnason, Michelle	Burial Plot	Statements Mailed	\$ 3,293.52
Antoine, Ashley	Ambulance	Statements Mailed	\$ 95.26
Bourke, Walter	Tipping Fees	Statements Mailed	\$ 13.32
Bourke, Jerry	Tipping Fees	Statements Mailed	\$ 541.10
Beaulieu, William	Ambulance	Statements Mailed	\$ 103.14
Bolt, Scott Gordon	Ambulance	Statements Mailed	\$ 75.10
Bourque, Jody	Ambulance	Statements Mailed	\$ 159.18
Sinclair, Misty	Ambulance	Statements Mailed	\$ 197.13
Bourke, Glenn	CRC Rental	Statements Mailed	\$ 86.10
Blanchard, Connie	Ambulance	Statements Mailed	\$ 804.32
Bourke, Melissa	Ambulance	Statements Mailed	\$ 7,527.51
Bourke, Patsy	Ambulance	Statements Mailed	\$ 175.71
Bourke, Delbert	Ambulance	Statements Mailed	\$ 156.06
Beers, Ashley	Ambulance	Statements Mailed	\$ 153.00
Bourke, Gabe (Roy)	Ambulance	Statements Mailed	\$ 175.71
Brown, Catherine	Ambulance	Statements Mailed	\$ 172.27
Bourke, Amanda	Ambulance	Statements Mailed	\$ 3,148.04
Burke, David	ASP Fees	Statements Mailed	\$ 211.38
Bourke, Roy	Ambulance	Statements Mailed	\$ 2,687.26
Bourque, Ivan	Tipping Fees	Statements Mailed	\$ 318.13
Bourke, Dennis	Tipping Fees	Statements Mailed	\$ 155.13
Bourque, Justin	Tipping Fees	Statements Mailed	\$ 146.28
Bourke, Judy	Ambulance	Statements Mailed	\$ 73,417.61
Bourke, Lucy	Ambulance	Statements Mailed	\$ 17,726.41
Blondin J Blondin	Ambulance	Statements Mailed	\$ 930.80
Bourke, Tommy	Ambulance	Statements Mailed	\$ 33,091.90
Bourque, Brad	Ambulance Tipping Fees	Statements Mailed	\$ 6,842.13
Bourke, Allan	Ambulance	Statements Mailed	\$ 3,867.56
Bourke, Jack	Ambulance Tipping Fees	Statements Mailed	\$ 3,102.85
Courtoreille, Richard	Ambulance	Statements Mailed	\$ 6,060.50
Chalifoux, Chayla	Ambulance	Statements Mailed	\$ 156.06
Campbell, Greg	Ambulance	Statements Mailed	\$ 175.71
Comin, Ryan	Ambulance	Statements Mailed	\$ 8,144.62
Charlton, Carole	ASP Fees	Statements Mailed	\$ 5,233.49
Christian, Ryan	Ambulance	Statements Mailed	\$ 5,812.07
Cageside Jiu Jitsu	CRC Rental	Statements Mailed	\$ 26,392.54
Cardinal, Darrell	Tipping Fees	Statements Mailed	\$ 279.64
Cumming, Tammy	Tipping Fees	Statements Mailed	\$ 35.07
Cardinal, Shovon	Ambulance	Statements Mailed	\$ 1,997.09
Cumming, George Jr.	Tipping Fees	Statements Mailed	\$ 308.45
Cec's Auto	Tipping Fees	Statements Mailed	\$ 1,332.54
Cantin, Raymond Joseph	Ambulance	Statements Mailed	\$ 621.68



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1036

SCHEDULE “A” FORGIVENESS OF ACCOUNTS RECEIVABLE DEBT BY-LAW Page 2 of 4			
Coleman, Lori	Ambulance	Statements Mailed	\$ 156.06
Charles, Everett	Ambulance	Statements Mailed	\$ 1,803.69
Cardinal, Jeff	Tipping Fees	Statements Mailed	\$ 2,168.32
Cardinal, Dillan	Ambulance	Statements Mailed	\$ 3,688.08
Cardinal, Jennifer	Ambulance	Statements Mailed	\$ 20,148.09
Desjarlais Theresa, Estate of	Ambulance	Statements Mailed	\$ 14,463.12
Daniels, John	Ambulance	Statements Mailed	\$ 293.78
Desjarlais, Clayton	Ambulance	Statements Mailed	\$ 172.27
Desjarlais, Samantha - Estate of	Ambulance	Statements Mailed	\$ 2,851.59
Drygeese, Charlene	Day Camp Fees	Statements Mailed	\$ 3,329.94
Desjarlais, Chastity	Ambulance	Statements Mailed	\$ 3,966.92
Daniels, Dean	Tipping Fees	Statements Mailed	\$ 1,080.94
Desjarlais, Dorothy - Estate of	Plot/Burial Fees	Statements Mailed	\$ 2,676.35
Dean, Kenneth - Estate of	Ambulance	Statements Mailed	\$ 1,796.30
Eastman, Persis Inglangasuk	Ambulance	Statements Mailed	\$ 214.11
Elanik, Shelly	ASP Fees	Statements Mailed	\$ 214.96
Emile, Ronnie	Tipping Fees	Statements Mailed	\$ 585.12
Forrest, Christina	Ambulance	Statements Mailed	\$ 111.51
Franklin, Linda	Ambulance	Statements Mailed	\$ 578.14
Fort Smith Boxing Club	CRC Rental	Statements Mailed	\$ 4,300.00
Fudge, Christine	Ambulance	Statements Mailed	\$ 193.96
Fraser, Dallas	Ambulance	Statements Mailed	\$ 172.27
Fort Smith Slo Pitch Invitational Tournament	Ball Diamond Fees	Statements Mailed	\$ 1,595.05
NTHSSA - Fort Smith Region	Architectural for Community Daycare Project	Statements Mailed	\$ 49,880.00
Gaudet, Gloria	ASP Fees	Statements Mailed	\$ 71.46
Gibot, Catherine	Ambulance	Statements Mailed	\$ 2,205.16
Gauthier, Lee	Tipping Fees	Statements Mailed	\$ 476.22
Gibot, Shelby	Ambulance	Statements Mailed	\$ 1,570.50
Gladue, Dwayne	?	Statements Mailed	\$ 88.92
Heron, Brian	Tipping Fees	Statements Mailed	\$ 1,060.54
Heron, Jamie R.	Tipping Fees	Statements Mailed	\$ 16,583.83
Haupt, Elaine	Ambulance	Statements Mailed	\$ 205.81
Horn, Jeff	Ambulance	Statements Mailed	\$ 73.62
Heron, Barkley	Tipping Fees Meter Replacement Ambulance	Statements Mailed	\$ 7,150.08
Hudson, Daniel	Ambulance	Statements Mailed	\$ 681.11
Heron, Kevin	Ambulance	Statements Mailed	\$ 510.91
Hunter, Kriss	Tipping Fees	Statements Mailed	\$ 551.29
Hoffman, William	Tipping Fees	Statements Mailed	\$ 413.63
Isbister, Carl	Ambulance	Statements Mailed	\$ 172.27
JVF Enterprises	Tipping Fees	Statements Mailed	\$ 25.12
Janvier, Mitch	Ambulance	Statements Mailed	\$ 2,060.65



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1036

SCHEDULE “A” FORGIVENESS OF ACCOUNTS RECEIVABLE DEBT BY-LAW Page 3 of 4			
Kenny, Leonard	Ambulance	Statements Mailed	\$ 97.17
Kurszewski, Lucy	Ambulance	Statements Mailed	\$ 16,479.63
Kleamcyk, Arrone	Ambulance	Statements Mailed	\$ 120.80
Keyano Youth Treatment Services LTD	Lease	Statements Mailed	\$ 3,007.98
Kaskamin, Dorothy	Ambulance	Statements Mailed	\$ 21,826.40
Kaskamin, Clint	Ambulance	Statements Mailed	\$ 3,812.46
Kiawel, Shawn	Tipping Fees	Statements Mailed	\$ 2.30
Low, Kevin	Ambulance	Statements Mailed	\$ 144.44
Landry, Richard	Ambulance	Statements Mailed	\$ 182.80
Leigh, Dawn - Estate	Ambulance	Statements Mailed	\$ 15,311.66
Loboka, Moses	Ambulance	Statements Mailed	\$ 85.68
Loutitt, Desiree	Ambulance	Statements Mailed	\$ 4,201.60
Lane, Christine	Ambulance	Statements Mailed	\$ 197.83
Landry, Carmel	Ambulance	Statements Mailed	\$ 162.36
Loutit, John J.	Dog Shelter Fees & Fines	Statements Mailed	\$ 10,793.62
Lepine, Vernon	Tipping Fees	Statements Mailed	\$ 443.58
Lightning, Sherri	Tipping Fees	Statements Mailed	\$ 279.59
Loutit, Paul	Tipping Fees	Statements Mailed	\$ 533.21
McDonald, James	Ambulance	Statements Mailed	\$ 72.17
McDonald, Norm - Estate of	Ambulance	Statements Mailed	\$ 10,328.73
Mr Irrigation Lawn Maintenance Care	Tipping Fees	Statements Mailed	\$ 6.34
Mandeville, Arlene	Ambulance	Statements Mailed	\$ 7,985.33
Mobile Tech	Garbage Bin Rentals Tipping Fees	Statements Mailed	\$ 951.57
McDonald, Norm - Estate of	Ambulance	Statements Mailed	\$ 5,064.10
Mandeville, Amber	Ambulance	Statements Mailed	\$ 344.16
Mandeville, Ryan	Ambulance	Statements Mailed	\$ 159.18
Mandeville, Shane	Tipping Fees	Statements Mailed	\$ 1,060.04
Mercredi, Grant	Ambulance	Statements Mailed	\$ 2,799.22
Mercredi, Donna	Dog Shelter Fees Tipping Fees	Statements Mailed	\$ 1,095.44
Martin, Joanne	Ambulance	Statements Mailed	\$ 2,248.56
McArthur, Bruce	Tipping Fees	Statements Mailed	\$ 434.70
NWT Water Survey	Tipping Fees	Statements Mailed	\$ 44.58
Oliver, Gerald	CRC Lease/Rent	Statements Mailed	\$ 66,188.67
Pelletier, Candice	Ambulance	Statements Mailed	\$ 365.19
Pischinger, Ryan	Ambulance	Statements Mailed	\$ 1,768.32
Pope, Stephanie	Ambulance	Statements Mailed	\$ 394.16
Paton, Joseph	Ambulance	Statements Mailed	\$ 156.06
Piche, Robert	Tipping Fees	Statements Mailed	\$ 13.64
Paulson, Leslie	Ambulance	Statements Mailed	\$ 1,844.88
P & T Contracting	Tipping Fees	Statements Mailed	\$ 525.70
Plante, Sherry	Ambulance	Statements Mailed	\$ 1,570.50
Rowe, Vernon	Ambulance	Statements Mailed	\$ 8,893.95
Ruben, Ruby	ASP Fees	Statements Mailed	\$ 18.96
Pelican Pizza & Steakhouse	Garbage Bin Rentals	Statements Mailed	\$ 852.10
Schaap, Dean	Ambulance	Statements Mailed	\$ 282.39



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1036

SCHEDULE “A”			
FORGIVENESS OF ACCOUNTS RECEIVABLE DEBT BY-LAW			
Page 4 of 4			
South Slave Services	Tipping Fees	Statements Mailed	\$ 257.23
Spencer D Sean	Tipping Fees	Statements Mailed	\$ 117.00
Shott, Leonard, Estate of	Ambulance	Statements Mailed	\$ 384.25
Scuivoletto, Gina	Ambulance	Statements Mailed	\$ 2,036.90
Sauteur, Sheila	Library Reimbursement	Statements Mailed	\$ 1,643.31
Stirrett, Tyler	Ambulance	Statements Mailed	\$ 2,678.07
Sikku Mechanical	Tipping Fees	Statements Mailed	\$ 105.76
Target, North Services	Tipping Fees	Statements Mailed	\$ 104.38
Samok, Bernadette	Tipping Fees	Statements Mailed	\$ 1,343.51
Target Services	Garbage Bin Pick-up	Statements Mailed	\$ 1,827.10
Tourangeau, Natashaia	Ambulance	Statements Mailed	\$ 2,686.03
Vermillion, John	Tipping Fees	Statements Mailed	\$ 7,105.37
Woodward Construction	Tipping Fees	Statements Mailed	\$ 38.56
Wanderingspirit, Justin - Estate	Day Camp Fees	Statements Mailed	\$ 786.59
Weninger, Stephen	Ambulance	Statements Mailed	\$ 1,733.99
Wolki, Rhonda	Animal Shelter Fees	Statements Mailed	\$ 1,036.38
		TOTAL	\$ 590,013.88



BRIEFING NOTE

TO: Mayor and Council
DATE: November 8, 2022
SUBJECT: DPA-036-22

PURPOSE:

Bret Moore has submitted a Home Occupation Development Application. This application is for operation of Go Mobile Services at the following location:

Lot	Block	Plan	Civic Address
94 S	NA	14	76 Pine Crescent
or Certificate of Title:			NA

BACKGROUND:

The Property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include equipment services, auto (light vehicle) services, oil change. The applicant indicated their will be no foot or vehicle traffic; no additional noise. No signage will be installed. No alterations or construction will take place. Please see the attached letter for further analysis.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Recommendation

That DPA: DPA-036-22 be denied for a Home Occupation Business at 76 Pine Crescent
LOT: 94 S **PLAN:** 14 subject to the compliance requirements outlined
in the approved development permit.

Respectfully Submitted,

C. Rejzinger
Development Officer



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

To: Mayor and Council

Date: November 10, 2022

Subject: DPA-036-22 – Reason for recommendation

Bret Moore has submitted a Home Occupation application for vehicle services to operate at 76 Pine Crescent, zoned R1. The Development office recommends the application be denied for the following reasons:

1. Service/maintenance of light and/or heavy vehicles in a residential zone could potentially increase vehicle traffic, safety hazard, and vehicle emissions.
2. Increase chances of unsightly land – industrial vehicles, equipment, or machinery in a residential setting.
3. Vehicle service and associated activities could disrupt the nature of a residential zone.

Kindly consider the above-mentioned reasons in the decision process.

Respectfully,

Rajarajeswari Cavala

Development Officer



TOWN OF FORT SMITH

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

Application No. 036

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Bret Moore Interest (if not owner): Bret Moore
Telephone: 867-445-9548 Email: Bret@Gomobileservicesoutlook.com
Mailing Address: Fort Smith NT, X0E 0P0 Box 757 76 Pine Crescent

Owner Information (if different than applicant):

Registered Owner's Name: Colin Moore
Telephone: 867-587-343-0286 Email: _____
Mailing Address: Same as applicant

Property Information:

Civic Address to be Developed: 76 Pine Crescent
Zoning: R1 Lot# 94 Block# SP Plan# 14
or Certificate of Title: _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Type of Lot (check one): ☒ Street Facing ☐ Corner ☐ Interior ☐ Other
Existing Use(s) of Property: residential
Proposed Use(s) of Property (if applicable): residential / home occupation

Estimated Cost of Project: \$ _____

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

SIGNATURE:

Bret Moore
Applicant's Signature

11/04/2022
Date

Wh Moore
Owner's Signature (if different than applicant)

11/04/2022
Date



TOWN OF FORT SMITH

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

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

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

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

1. CONSTRUCTION:

Proposed Building Dimensions:

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

☐ 2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

☐ 2 sets of floor plans (minimum 1:100 scale)

☐ 2 sets of elevations (minimum 1:100 scale)

☐ 2 sets of sections (minimum 1:100 scale)

☐ Statement of Uses (on Page 1)

☐ Statement of ownership of land and interest of the applicant therein (on Page 1)

☐ Estimated commencement date _____

☐ Estimated completion date _____

☐ Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

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

Application No. _____

2. PROPOSED EXCAVATION

- ☐ Length (in metres) _____
- ☐ Width (in metres) _____
- ☐ Depth (in metres) _____
- ☐ Planned Excavation Start Date _____
- ☐ Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

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

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

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



TOWN OF FORT SMITH

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

Application No. _____

5. PROPOSED SIGN

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

6. HOME OCCUPATION

- ☒ Type of Home Occupation proposed: mobile service equipment & auto
- ☒ Business License Number: 75706 2948
- ☒ Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? YES
- ☒ Is this Home Occupation incidental and subordinate to the residential use? subordinate
- ☒ Does this Home Occupation preserve the character of the residential use? YES
- ☒ Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? YES
- ☒ Planned commencement date: December



TOWN OF FORT SMITH

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

Application No. _____

PERMISSION FOR DEVELOPMENT

- 1) Each application for a Development Permit shall be accompanied by a fee calculated in accordance with the Consolidated Rates and Fees By-law 964 or its successors.
- 2) The Development Officer shall:
 - a) receive, consider and approve applications for a Development Permit for uses listed in Part Seven of the Zoning Bylaw which constitute permitted uses in a zone and comply with the minimum standards for that zone;
 - b) receive and refer with their recommendations to Council (acting as the Development Officer) for its consideration and decision, applications for a Development Permit for uses listed in Part Seven of this Bylaw which constitute conditional uses; and
 - c) receive and refer to Council (acting as the Development Officer) at their discretion any application which, in his opinion should be decided by the Council.
- 3) In making a decision, the Development Officer (or Council acting as the Development Officer) may approve the application unconditionally, or impose conditions considered appropriate and not in conflict with this Bylaw, permanently or for a limited period of time, or refuse the application.
- 4) It is the sole responsibility of property owners to construct and maintain road access between their property line and the traveled portion of the street right-of-way, subject to the Town Zoning Bylaw and engineering standards.
- 5) Any proposed development must be consistent with the regulations, provisions and requirements of the Zoning Bylaw.



TOWN OF FORT SMITH

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

Application No. _____

DEVELOPMENT FEES

as per Schedule "D" of the Consolidated Rates and Fees By-law. Fees subject to applicable taxes.

a) By-law #936 - Zoning

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$82.50
\$5,001.00 to \$10,000.00	\$165.00
\$10,001.00 to \$20,000.00	\$247.50
\$20,001.00 to \$50,000.00	\$412.50
\$50,001.00 to \$100,000.00	\$577.50
Over \$100,000.00	\$577.50 plus \$5.00 per each \$1,000.00 Over \$100,000.00

2. Amend the Zoning By-law

Application Fee	\$165.00 plus costs for each application
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3. Home Occupation Development Permits	\$165.00
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b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee	\$8.25 each permit
2. Security Deposit Fee calculation	\$1.65 per square foot of building to be Relocated to maximum of \$10,000.00



THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application 11/04/2022		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Bret Moore		Name of Business Go Mobile Services	
Business Street Address 76 Pine Crescent		Legal Address Lot: #94 Plan: #14	Mailing Address Fort Smith, MT Box 757 XOE OPO
Phone Number 867-445-9548		Fax Number	Do you wish to have your Business information placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to receive email newsletters from the Town regarding Business, Funding and Economic Development updates? Yes/No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address Gomobileservices@outbox.com		Web Page Address	
Type of Business: RESIDENT		Type of Business: NON-RESIDENT	
<input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$100.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$100.00 Includes telephone/desk operation <input type="checkbox"/> Commercial allowed in residential zone (non-conforming) \$150.00 <input type="checkbox"/> Hawker Peddler \$150.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge		<input type="checkbox"/> Non-resident \$350.00 <input type="checkbox"/> Non-resident Vendor \$50.00 per weekend or up to 2 day event <input type="checkbox"/> Charitable Purposes no charge	
Please Note: Resident business applications after September 1 st will cost one half the regular price			
<input type="checkbox"/> Change Fee for any license \$50.00		<input type="checkbox"/> Late Fee (if renewal received after February 15) \$38.50	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION Equipment services, auto (Light vehicle) services (oil changes)			
Date of Commencement (If New or Non-Resident): 12/01/2022	Date of Termination (If Non-Resident):	Number of Employees Full Time: 0 Part Time: 0	

I, Bret Moore, hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 0 (or 0 person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

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

Signature of Applicant
Bret Moore

Go Mobile Services
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: 11/04/2022

Business Licensing Bylaw 504

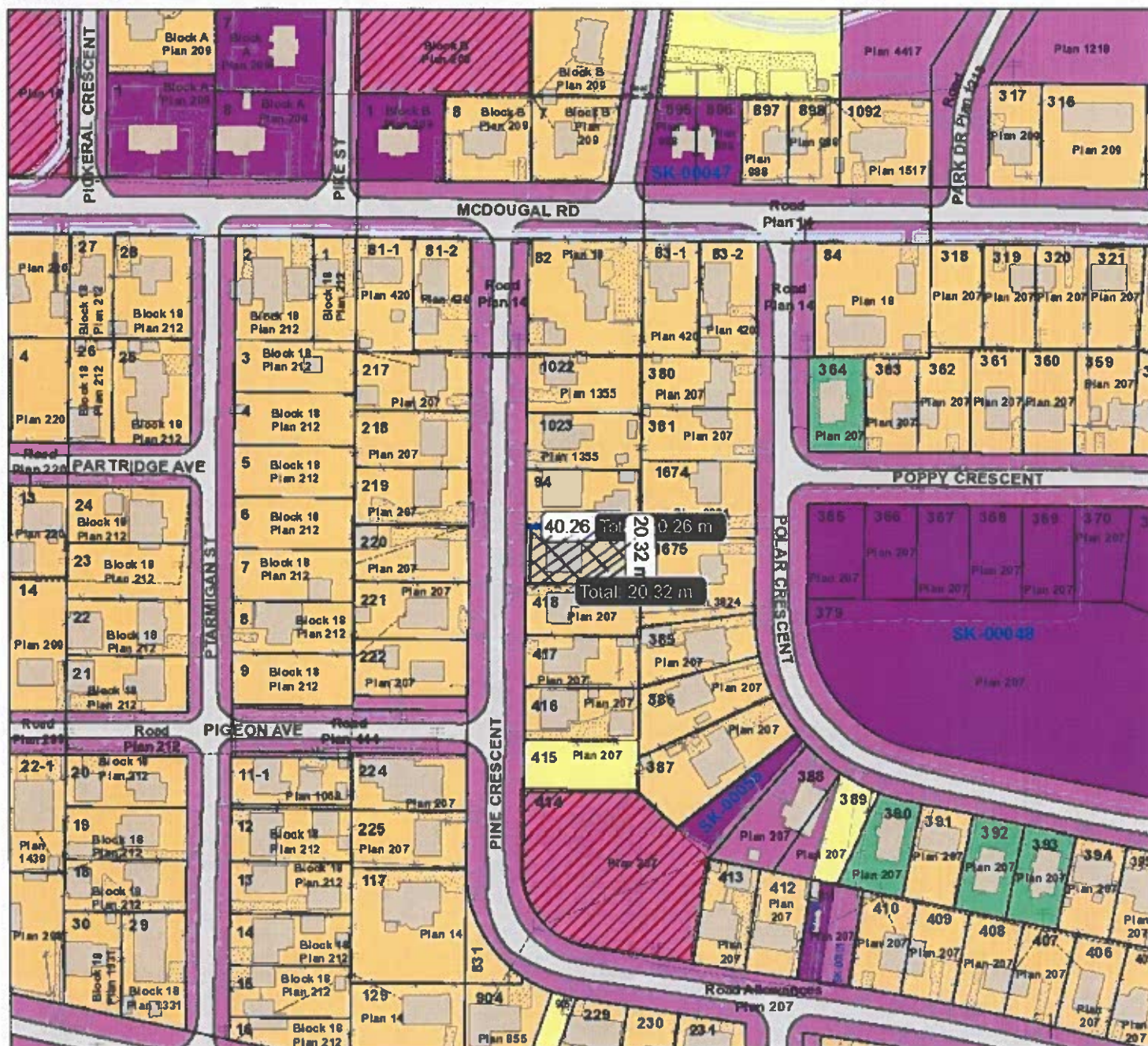
Please note: Licenses are not transferable



ATLAS

Government of
Northwest Territories

76 Pine Crescent Home Occupation - Go Mobile Services



November 8, 2022

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order
- Tenured Commissioner's Land
- Land Application
- Federal Land
- Commissioner's Land
- Territorial Protected Area
- Municipal Land
- Salt River Reserve

- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal
- Land Application
- Tenured Territorial Land
- Indian Affairs Branch (AB) Land
- Territorial Land
- Public Highway
- Private Land

For Bret Moore

Scale 1: 2,000

50 metres

UTM Zone: 12

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Department of Lands