



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

March 21, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Proclamations/Presentations i. RCMP	
D. Approval of Council Minutes i. Council Minutes	 Council Minutes February 21, 2017.doc
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Minutes March 7, 20 Accounts Paid Part I      Accounts Paid Part II    Community Services Minutes March 14, 2 Municipal Services Minutes March 14, 2
b. Enactment of Bylaws and Policies i. Bylaw 972 Financial Administration Third Reading ii. Bylaw 974 Appoint Bylaw Officer Karl Cox – First & Second Reading iii. Bylaw 975 Appoint Fire Chief Karl Cox – First & Second Reading iv. Bylaw 976 2017 Mill Rate Bylaw First & Second Reading	   Financial Administration Bylaw Bylaw 974 Appoint a Fire Chief Karl Cox Bylaw 975 Appoint a Bylaw Officer Karl
c. Appointments	
d. Mayor and Council	
e. Administration i. Library Stats – February, 2017 ii. RCC Stats – February, 2017 iii. Pool Stats – February, 2017 iv. Arena Stats – February, 2017	 Library Stats - February, 2017
H. Absence of Council Members	
I. Date of Next Council Meeting	
J. Adjournment	
K. Question Period	





volunteer community patrols. Sgt. Snodgrass isn't experience in community patrols although can get more information on the program. Mayor Napier-Buckley asked if the RCMP will be prepared during the AWGs. Sgt. Snodgrass confirmed this. Mayor Napier-Buckley thanked the Sergeant for delegating on a regular basis.

- ii. AWG Host Society – 2018 AWG Quarterly Report December 31, 2016. Todd Shafer, 2018 AWG General Manager, reviewed the quarterly report. Mr. Shafer advised that report is stop light colour coded. He noted that most of the areas of concern in the report have been addressed. He noted that report will be reviewed by the International Committee during mission meetings in Hay River and Fort Smith on March 17<sup>th</sup>-21<sup>st</sup>. He noted that the Society would be welcoming representatives from nine contingents and the International Committee for the meetings. Additionally, the International Committee would be doing facility tours during that time. Mr. Shafer advised that there are three staff positions both Hay River and Fort Smith, of which the third position in Fort Smith, Administrative Assistant, is out to competition. He noted that there was low attendance at the community engagement meeting, although new people came out to volunteer. Mr. Shafer advised that the Host Society is currently working on the one year out celebration, with the Snowboarding Territorials and Skiing Territorials at that time. He noted that the Host Society has a newsletter which is available via the 2018 AWG website and facebook page. Mr. Shafer advised that there would be a business opportunities night with the Chamber of Commerce on February 22<sup>nd</sup>. In regards to the sponsorship, the Host Society has a goal of \$2 million to reach and are currently at \$500,000 in monetary and in kind contributions. He noted that the GNWT would be contributing an additional \$500,000 and that Council has also contributed. He anticipates \$1.2 million in sponsorships by the end of March. Mr. Shafer is hoping to have large corporations fully signed by the end of March, 2017. D/M Smith noted that there are no areas of concern in the financials and that the budget is on track. Mr. Shafer noted that the Host Society is distributing promotional items on a regular basis to direct traffic to their website. Cr. Patel noted a fair amount of committee chairs open and suggested the list be forwarded to Council for recommendations to fill the positions. Administration noted that the financial burden falls on the municipalities and asked, should the Host Society go over budget, what the contingency plans are to address shortfalls. Mr. Shafer is optimistic that budget goals will be met, however noted that financial changes will be discussed if unable to meet goals six months before the games. Additionally, he noted that the Host Society is looking for additional funding from the GNWT and Federal Government to address shortfalls. D/M Smith noted that local corporations are still discussing their contribution amounts. Administration asked what budget reductions would look like and where alternative funding would be found. Mr. Shafer doesn't have an answer at this point as the intent is to still raise the set amount of money. He noted that worst case scenario may be loss of a sport which is not preferable. Cr. Kikoak asked if the Host Society has considered engaging the public during the Frolics. D/M Smith noted that list of key engagement opportunities has been developed. Cr. Kikoak asked if the Host Society has delegated to the bands. Mr. Shafer advised that the Host Society would be meeting with all governing organizations. D/M Smith noted that the Society met with SRFN to examine partnerships moving forward although there hasn't been a recent meeting. Cr. Dumont felt that the Seniors Society would be good at volunteering with hospitality and greeting. Mayor Napier-Buckley thanked Mr. Shafer and D/M Smith for their presentation.



D. **APPROVAL OF MINUTES**

17-033 Moved by: Cr. Tuckey  
Seconded by: Cr. Patel

That the minutes of Regular Meeting 01-17 of January 24, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

17-034 Moved by: Cr. Tuckey  
Seconded by: Cr. Dumont

That the minutes of Special Meeting SP-01-17 of January 27, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

F. **DECLARATION OF FINANCIAL INTEREST**

Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II.

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. Patel thanked Mayor Napier-Buckley for sending the letter in opposition of the cut of the Teacher Education Program. She asked if any other messaging has be prepared since then. She noted that other Councillors are actively lobbying the cut. Mayor Napier-Buckley has contacted indigenous governments for letters of support and advised that they have sent them to the MLAs. Cr. Patel asked if there was any further discussion regarding the cut amongst the Board of Governors. Mayor Napier-Buckley advised that she has resigned from the Board of Governors. Cr. Patel would have liked her to remain on the board. Mayor Napier-Buckley advised that she can still work with the college through her role as Mayor and that she will remain involved. Cr. Kikoak would like to schedule a meeting with the Aurora College President to discuss keeping the program at the college. Mayor Napier-Buckley advised that the president is currently on holidays for a few weeks. Cr. Kikoak noted that the motion is to create messaging and asked what the next steps are. Administration advised that TTAB has been tasked with the economic impact and that they may come forward with a recommendation to fight for all job losses and not only TEP. Mayor Napier-Buckley advised that Council can request a delegation from the President when she has returned from vacation. She also noted that the Town can still fight for the program as it is being faded out.

17-035 Moved By: Cr. Tuckey  
Seconded By: Cr. McArthur

That the attached Corporate Services Standing Committee minutes from February 7, 2017, be adopted as presented.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. BELL,  
CR. PATEL, CR. DUMONT, CR. KIKOAK  
ABSTAINED – D/M SMITH  
CARRIED



#### Accounts Paid Part I

17-036 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That the Accounts Paid List Part I for the period ending January 31, 2017, totaling \$544,443.54 be approved.

CARRIED UNANIMOUSLY

#### Accounts Paid Part II

17-037 Moved By: Cr. Kikoak  
Seconded By: Cr. Tuckey

That the Accounts Paid List Part II for the period ending January 31, 2017, totaling \$1,263.61 be approved.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK  
ABSTAINED – CR. MCARTHUR  
CARRIED

Teacher Education Program – Cr. Tuckey commended the Mayor for writing a strongly researched letter. She would like Council to discuss next steps and an action plan. Cr. Kikoak suggested that a subcommittee be formed. Cr. Patel would like to set up a workshop. She noted that the issue is broader than TEP and suggested leveraging the news through CBC. She would like the Town do regular press releases. D/M Smith noted that MLA Cory Vanthuyne was questioning the cuts at the Legislative Assembly. He noted that the Press Release could be letter that was written if the information is relevant. D/M Smith noted that it is still unclear whose decision it was to cut the program. With respect to Junior Kindergarten, the GNWT is vulnerable to public pressure. He suggested that the letter that was sent in regards to TEP be sent to the press. Cr. Kikoak requested the motion be amended to send the letter to all new services on February 22<sup>nd</sup>. Cr. Tuckey is not in favour of amending as the motion is all encompassing.

17-038 Moved By: Cr. Tuckey  
Seconded By: Cr. Patel

That Council create messaging to communicate our message of disapproval to the MLAs and other varying forms of government of the cancellation of the Teacher Education Program.

CARRIED UNANIMOUSLY

#### Community Services Standing Committee

17-039 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That the attached Community Services Standing Committee minutes from February 14, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

#### Municipal Services Standing Committee

17-040 Moved By: Cr. Bell  
Seconded By: Cr. Tuckey

That the attached Municipal Services Standing Committee minutes from February 14, 2017, be adopted as presented.

CARRIED UNANIMOUSLY



### Support of Water Stewardship in the NWT

17-041 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That the Town of Fort Smith pledges to support water stewardship in the NWT by choosing to provide tap water over bottled water wherever possible in Town facilities and Town sponsored events.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK  
ABSTAINED – CR. MCARTHUR  
CARRIED

### b. Enactment of Bylaws:

#### Financial Administration Bylaw 972 First Reading

17-042 Moved By: Cr. McArthur  
Seconded By: Cr. Dumont

That the Financial Administration Bylaw 972 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 in the public interest to enact a bylaw which governs the administration of the financial affairs of the Town.

CARRIED UNANIMOUSLY

#### Financial Administration Bylaw 972 Second Reading

17-043 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That the Financial Administration Bylaw 972 be given second reading by title only.

CARRIED UNANIMOUSLY

Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones First Reading – Cr. Patel asked if the appointment is to replace the fulltime Bylaw Officer while he is on leave. Administration confirmed this.

17-044 Moved By: Cr. Dumont  
Seconded By: Cr. Tuckey

That Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones 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 Tony Jones be appointed an on-call, casual Bylaw Enforcement Officer for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That By-Law 860 be hereby repealed.

CARRIED UNANIMOUSLY



#### Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones Second Reading

17-045 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones be given second reading by title only.

CARRIED UNANIMOUSLY

#### Unanimous Consent for Third Reading of Bylaw 973

17-046 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Unanimous Consent be given to have Third Reading of Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones.

CARRIED UNANIMOUSLY

#### Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones Third Reading

17-047 Moved By: D/M Smith  
Seconded By: Cr. Dumont

That Bylaw 973 Appoint an On-Call, Casual Bylaw Officer Tony Jones be given third reading by title only.

CARRIED UNANIMOUSLY

#### c. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey would like to reiterate the need for Council to put pressure on the GNWT and to actively lobby cuts to the aurora college. She noted that the Prime Minister shared her question on Facebook about indigenous education and suggested it be leveraged in the media at a national level. Cr. Tuckey advised that Fort Smith was well received at the NWT Figure Skating Championships as always. Additionally, the Skating Club Carnival is on March 26<sup>th</sup>. Cr. Tuckey commended volunteers and organizations for contributing to community wellness.
- ii. Cr. Holtorf – Cr. Holtorf was pleased with the in-depth discussion of the 20 Year Capital Plan. He looks forward to reviewing portions of the O&M Budget during Corporate Services meetings. Cr. Holtorf noted the NWT Association of Social Workers opposition to the cut of the social work program at the college. He asked what the NWT Teachers Associations thinks of the Teacher Education Program cut and thought that it might be helpful to have their support. He suggested the Town create a policy on providing tap water in Town facilities rather than bottled water.
- iii. Cr. McArthur – Cr. McArthur thanked Administration for the 20 Year Capital Plan. He also thanked Public Works for maintaining the roads and sidewalks. Cr. McArthur enjoyed watching the Minor Hockey Tournament.
- iv. Cr. Bell – Cr. Bell thanked the Mayor for writing the letter to the Premier and MLAs with respect to the cut of the Teacher Education Program. Cr. Bell would like to put pressure on the GNWT for additional funding once the 20 Year Capital Plan is approved. Cr. Bell looks forward to the Frolics, Snow & Ice, and Ski events.



- v. D/M Smith – D/M Smith commended Administration on the 20 Year Capital Plan. He was pleased with the comprehensive and realistic list of assets. D/M Smith has concerns with the GNWT budget and where the decisions for cuts are being made. He noted that with the cuts and loss of positions, local offices will not be able to keep up with demand and be forced to relocate. He noted that the cuts to the Social Work Program and TEP are very alarming. He felt that this may be the first step in moving the Aurora college to different form of institutional organization. He felt that the GNWT may have a larger initiative that they have not consulted the public with. D/M Smith commended the volunteers in town for keeping up with the many events. Additionally, D/M Smith is working on the newsletter and noted requests to include information the tax increase and suggested messaging on the program cuts be included as well.
- vi. Cr. Patel – Cr. Patel thanked Administration and Town Staff for ensuring the roads are maintained. She advised that she had met with Ministers in Yellowknife and noted that Tom Beaulieu is open to invitations to hold meetings and conferences in Fort Smith. Cr. Patel is looking forward to the Frolics and was pleased to see Cr. Bell involved.
- vii. Cr. Dumont – Cr. Dumont felt that it is Council’s role to support getting the Teacher Education Program reinstated.
- viii. Cr. Kikoak – Cr. Kikoak noted that she had previously made a motion to have a letter written with respect to fire abatement and requested the letter be written. She would also like to schedule a meeting with the President of the Aurora College when she is back from vacation.
- ix. Mayor Napier-Buckley – Mayor Napier-Buckled commended Cr. Tuckey on her question to the Prime Minister in regards to indigenous education and funding. Additionally, Mayor Napier-Buckley, Mayor Mapes of Hay River, and Greg Rowe; President of the 2018 AWG Host Society, personally met and invited the Prime Minister to attend the Games. Mayor Napier-Buckley was pleased with the delegations from the RCMP and the 2018 AWG Host Society. She looks forward to a delegation from the President of the Aurora College. Additionally, she was pleased with the youth turnout for snowboarding lessons. Mayor Napier-Buckley noted that Council had made a motion to send delegates to the NWTAC and suggested that rather than sending as many delegates to Inuvik for the NWTAC, to send some delegates to the Federation of Canadian Municipalities Annual Conference in Ottawa. Mayor Napier-Buckley advised that she is available to attend the NWTAC AGM, however unable to attend the FCM Annual Conference. Cr. Kikoak is interested in attending the NWTAC AGM. Cr. Patel would like to have a workshop to determine which Councillors go to which conference and to prepare recommendations for the NWTAC AGM.



d. Administration

Briefing Note DPA-002-17 Jon Labine – The briefing note was reviewed. Cr. Kikoak asked if the applicant would be selling retail out of their garage. Administration advised that the application reads that there would be mild foot traffic. Cr. Kikoak would like to see a small retail outfit downtown as it is attractive to tourists. Administration advised that there are opportunities for this and that the draft Economic Development Plan will identify this. Mayor Napier-Buckley noted that the business may not have enough merchandise to open a commercial location. It was noted that the Rusty Raven sells art under consignment.

17-048 Moved By: Cr. Dumont  
Seconded By: Cr. Tuckey

That DPA-002-17, submitted by Jon Labine, to operate a home occupation business producing and selling metal and wood art from Lot 1839, Plan 4672, 123 Wilderness Road in Fort Smith be approved.

**CARRIED UNANIMOUSLY**

Briefing Note Fort Smith Community Daycare Agreement – The briefing note and agreement were reviewed. Administration advised that the Society has formed and needs to find a venue to receive GNWT funding. He noted that discussions between the Daycare Society and the Curling Club are still ongoing. Administration advised that the lease agreement is for the Recreation Programmer's Office, Games Room and Canteen for a three-month period dependent on dialogue with the Curling Club or other space that may come available. He noted that the society will be charged \$500 per month for the use of the rooms, which the Town felt was relevant given the rates the Seniors Society and Curling Club pay. Additionally, he noted that the rooms have been inspected by ECE and that slight repairs will be completed by the end of the week. Cr. Kikoak asked if there were any daycares that had rented municipal infrastructure in the past. Administration advised that research on that was not performed and that the space was provided based on need. Cr. Kikoak would like examples of other communities in the north that do this. Cr. Tuckey advised that the previous daycare building was owned by the Town of Fort Smith but is unsure of the financial agreement. Cr. McArthur was not pleased with the letter received from the Daycare Society and noted that it was not individually signed. Cr. Patel asked why the Daycare Society thought the Town was providing the space for free. Administration advised that the space was never offered for free and that a cost was always associated. He felt that this may have stemmed from Mount Aven being offered for free in exchange for priority spacing for college students. Cr. Tuckey felt that \$500 per month is a token amount and not prohibitive. Mayor Napier-Buckley advised that she was contacted by a community member who felt that the Town would be subsidizing the Daycare which is in competition with day homes. Cr. Patel asked if the Afterschool Program could administer the daycare. D/M Smith asked if the rental accommodations are temporary for funding purposes. Administration confirmed this. D/M Smith felt that the implementation of the daycare is important and suggested the space be offered for \$1 per month for three months. It was suggested that the Daycare Society lobby the GNWT to provide space. Cr. Tuckey advised of the negative economic impact of not having a daycare in the community and that professionals are unable to return to work. She also noted that day homes are not opposed to the daycare as long as they charge the same rate to provide the service. Additionally, she advised that ECE performed studies that determined that there would be no market interference in having a daycare in the community.

17-049 Moved By: Cr. Kikoak  
Seconded By: Cr. Patel

That Council approve the three-month lease to locate the Daycare in the party room, games room and canteen for the price of \$500 per month.

**IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. PATEL, CR. DUMONT, CR. KIKOAK**  
**OPPOSED – CR. TUCKEY, CR. BELL, D/M SMITH**  
**CARRIED**



#### 2017 Board of Revision

17-050 Moved By: D/M Smith  
Seconded By: Cr. Bell

That Councillor Al Dumont be appointed to the 2017 Board of Revision on behalf of Council; and

That further Denise Yuhas, Sam Ransom, John Gray, and Ray Currie, be appointed from the general public to the 2017 Board of Revision; and

That the Board of Revision will meet on March 16, 2017, in Council Chambers; and

That the Chairperson and Board Members will be paid \$100 per day in accordance with legislation.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. BELL,  
D/M SMITH, CR. PATEL, CR. KIKOAK  
ABSTAINED – CR. DUMONT  
CARRIED

Briefing Note DPA-003-17 Jeremy Beamish – The briefing note was reviewed.

17-051 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That DPA-003-17, submitted by Jeremy Beamish, to operate a general yard maintenance home occupation business from Lot 628, Plan 319, 177 Wintergreen Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

Briefing Note Fundraiser Request for Autism Canada – The briefing note was reviewed. Cr. Holtorf felt that donations of a medical nature are not generally given. Administration advised that the Town supports a number of initiatives related to medical, such as Trek for Tourette and Relay for Life.

17-052 Moved By: Cr. Bell  
Seconded By: Cr. Dumont

That Council approves the in-kind donation request totaling \$209.20 for the Dusk to Dawn Ping Pong Marathon Autism Fundraiser in conjunction with Autism Spectrum Disorder Awareness Day on April 2<sup>nd</sup>, 2017

CARRIED UNANIMOUSLY



Proclamation Autism Awareness Day April 2, 2017 – Cr. Kikoak advised that she would be voting in opposition as the proclamation states that there is no known cause to autism. She noted that vaccinations don't go through rigorous testing that prescription drugs do.

17-053 Moved By: Cr. Patel

Seconded By: Cr. Tuckey

BE IN KNOWN to whom these presents do concern;

WHEREAS the Town of Fort Smith is committed to creating an inclusive and diverse community by supporting activities that raise awareness about Autism Spectrum Disorder that lead to an understanding of our shared and diverse abilities, as well as the issues of concern for people and families living on and with the disorder,

AND WHEREAS autism spectrum disorder is a biological neuro-developmental disorder affecting 1 in 68 children with males presenting 5:1 times more likely to be identified with the disorder than females; and understanding that each person living with autism also has family and friends that are impacted by the disorder and that some of these people live in Fort Smith and extend throughout the Territory.

AND WHEREAS all people living with autism spectrum disorder experience challenges in the areas of communication, repetitive behavior and social interaction and understanding that there is no known cause and each person living with autism is unique

AND WHEREAS these challenges may cause a person to experience limitations in the normal activities of daily living such as; education, employment, housing, income security, supports, recreation, social and personal life management and understanding that for many people living on the spectrum these areas remain exclusive and inaccessible

AND WHEREAS people living with autism spectrum disorder have the right to fully participate in every aspect of life through choice and self-direction; and understanding that all aspects of community benefit from being fully inclusive and diverse, where all people are valued.

NOW THEREFORE, I, Lynn Napier-Buckley, Mayor of the Town of Fort Smith, by the power vested in me, do hereby proclaim April 2<sup>nd</sup>, 2017 as Autism Awareness Day, in the Town of Fort Smith.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Fort Smith to be affixed this day of February 21, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. DUMONT

OPPOSED – CR. KIKOAK

ABSTAINED – CR. MCARTHUR

CARRIED



## H. **ABSENCE OF COUNCIL MEMBERS**

### Corporate Services Standing Committee

17-054 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That D/M Smith and Cr. Holtorf be excused from the Corporate Services Standing Committee Meeting on February 7, 2017.

IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK  
ABSTAINED – CR. HOLTORF, D/M SMITH  
CARRIED

### Community Services Standing Committee

17-055 Moved By: Cr. Bell  
Seconded By: Cr. Patel

That Cr. Dumont and Cr. Kikoak be excused from the Community Services Standing Committee Meeting on February 14, 2017.

IN FAVOUR – CR. HOLTORF, CR. BELL, CR. MCARTHUR  
OPPOSED – D/M SMITH, CR. TUCKEY, CR. PATEL  
ABSTAINED – CR. DUMONT, CR. KIKOAK  
TIE BREAK – MAYOR NAPIER-BUCKLEY IN FAVOUR  
CARRIED

### Municipal Services Standing Committee

17-056 Moved By: Cr. Tuckey  
Seconded By: Cr. Patel

That Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on February 14, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. BELL, D/M SMITH, CR. PATEL, CR. KIKOAK  
ABSTAINED – CR. DUMONT  
CARRIED

## I. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – March 7, 2017

Community and Municipal Services Standing Committee Meetings – March 14, 2017

Council Meeting 03-17 – March 21, 2017



J. **ADJOURNMENT**

17-057 Moved By: Cr. Bell  
Seconded By: Cr. Patel

That the meeting be adjourned at 9:49 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 21<sup>st</sup> day of March, 2017.

\_\_\_\_\_  
Mayor Lynn Napier-Buckley

\_\_\_\_\_  
Certified Correct by the  
Senior Administrative Officer Keith Morrison

K. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith  
Corporate Services Committee  
Tuesday, March 7, 2017, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur, Cr. Holtorf  
(Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey  
Regrets: Cr. Bell  
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services;  
Katie Reid, Executive Secretary  
Guests: Sholto Douglas

1. Call to Order

D/M Smith called the meeting to order at 7:02 pm.

2. Declarations of Financial Interest

Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II.

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Dumont**

**That the agenda be adopted as amended to include a road closure request and discussion on the AWGs.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 7, 2017, were reviewed and have been adopted at the Council meeting of February 21, 2017. Cr. Tuckey reiterated the need to keep lobbying the GNWT to not discontinue the Teacher Education Program. Mayor Napier-Buckley noted that the GNWT advised that they have deferred and not cancelled the program and that Council can still lobby. Cr. Holtorf agreed.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. Strategic Plan – The Strategic Plan was reviewed. Cr. Patel requested an update on the online version of the survey. Administration advised that the surveys and prize boxes are being distributed throughout Town facilities. He noted that the Town is in the process of developing an online version of the survey using Survey Monkey. He noted that an extension of the program is required to offer prizes. Additionally, the Town is developing posters with the survey locations and the link to Survey Monkey. Additionally, other mechanisms of distributing the poster will be considered such as mail drops, inserts in water bills or through a communications document. He advised that there would then be a need to engage the stakeholder groups directly. Administration is expecting to run the survey until the end of April and coincide with the Trade Show. The surveys will then be forwarded to the consultant to summarize. Next steps include more focused engagement with the public via advisory boards.

4. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel asked how many people attended the Zamboni course. Administration thinks there was approximately six in attendance. He noted that the catering cost may be for multiple events. Cr. Tuckey requested an update on the ambulance bay. Administration advised that there have been no further rental opportunities. He also noted that the GNWT has engaged contractors in northern communities to operate ambulance services and it may not be in the Town’s best interest to construct a building if the service is assumed by the government.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That the Accounts Paid Part I for the period ending February 28, 2017, totaling \$438,367.48 be approved.**

**CARRIED UNANIMOUSLY**

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Mayor Napier-Buckley**

**That that Accounts Paid Part II for the period ending February 28, 2017, totaling \$3,465.00 be approved.**

**IN FAVOUR – CR. TUCKEY, CR. HOLTORF, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. MCARTHUR**

**CARRIED**

5. Economic Development

- a. Tourism and Trade Advisory Board

- i. TTAB Minutes February 16, 2017 & Draft ED Plan– The TTAB minutes were reviewed. The Draft Economic Development Plan was reviewed. Administration advised that the Draft Economic Development Plan was presented to TTAB at their last meeting. He noted that the board has been struggling with a mandate and most of their membership is centered around tourism. He noted that the draft plan was well received by the board and that they are forming subcommittees to work with the EDO to reach deliverables. He also reminded the board that they have the strength to make recommendations to Council and they had advised that they would bring forth a recommendation with respect to the GNWT Budget. Administration advised that the document was prepared in house without public consultation. He did not want to engage the public during strategic plan consultation. He requested feedback on the document to make modifications. Administration would like to present the document at the Trade Show on April 29<sup>th</sup>. He requested that Council familiarize with the document to speak and engage the public. Cr. Holtorf was pleased with the draft plan and noted it that picks up from the existing strategic plan. Cr. Holtorf was also pleased with idea to change TTAB’s name to the Economic Development Advisory Board. Cr. Patel was pleased with the document and suggested tourism be a subheading under business. She also thinks there could other areas of focus for industry. She would happy to present the document at the Trade Show and would be in support of bringing the document to the other advisory boards. Administration was pleased with Council’s input. Cr. Holtorf noted that there are different aspects of tourism, including business and sports tourism. Mayor Napier-Buckley noted that there are lots of sporting events listed in the document and not as many festivals. D/M Smith asked if timelines will be set or prioritization. The Director of Corporate Services doesn’t think timelines should be incorporated until the document is finalized. Administration felt that timelines would go into the EDO Workplan and not to Council.

6. Other Business

- a. Correspondence – The February, 2017 correspondence was reviewed. Cr. Patel requested an update on the correspondence in regards to postal banks. Mayor Napier-Buckley advised that the CPAA was looking for support for the implementation of postal banks in smaller communities. Cr. Patel would like to consider this as a Council. Mayor Napier-Buckley will distribute the letter to Council and suggested discussing further at the next meeting. Cr. Tuckey noted the correspondence received from Henry and Eileen Beaver stating that their taxes were paid in 2012 and requested that a briefing note on the issue be brought forward. Administration advised that the dispute has been ongoing since 1994 and resurfaces yearly. He noted that discussion would happen in-camera as the opinion is confidential. Administration will bring forward an in-camera session at the Municipal Services meeting on March 14, 2017.
- b. Licensing Report – The February, 2017 licensing report was reviewed. D/M Smith noted lots of business renewals in February.
- c. Briefing Note Land Development Fund – The briefing note was reviewed. Administration made a commitment to bring various aspects of the budget to Council every Corporate Services meeting and would be starting with the Land Development Fund. The Director of Corporate Services advised that the Land Development Fund is one of the four budgets approved by Council each year. The purpose of the Land Development Fund is to record the transactions related to the acquisition and disposal of land by the Town. The Town is required to sell land for the cost of acquisition or development and this fund ensures those transactions are recorded appropriately without creating a surplus or a deficit in the General Operation Fund. Revenue is generated from two sources, the sale of land and the lease of other parcels to adjacent property owners for their use. Land sales are almost exclusively from residential lots in Westgrove Subdivision. Lease revenue comes from the lease of four parcels of land to adjacent property owners. The price the Town charges for residential land is based on the cost to develop that land and is 100% recoverable. The Town does not profit from the sale of residential land. To determine the sale price of a parcel, all costs incurred from the acquisition of the raw land to the point the lot is ready for sale are tracked and used to calculate the sale price. This includes the cost to acquire the land, the cost to survey, the cost to service, installation of buried power and phone lines, street lighting and paving of streets. The price for each lot is determined by taking the total development costs and dividing it by the total area of all lots then multiplied by the area of each lot. There are transfers to and from reserves to offset the revenue generated from leases and the amount paid for land leased from the GNWT. This is required as the fund must balance and not show a surplus or deficit. D/M Smith noted that the Town doesn't have a bylaw for charging residents for improvements. Administration confirmed this and advised that there is a mechanism to do this within the CTV Act. He noted that there are mechanisms to do local area improvements and the resident can pay by rider on their property tax, however it needs to be bankrolled. The Director advised that improvements would be reported under the General Operating Fund and not the Land Development Fund. Administration will be inquiring with the auditor about moving lease costs out of the Land Development Fund to the General Operating Fund. The Director spoke to the impact of the development of Westgrove Subdivision. The Director advised that the last phase of Westgrove development was funded with the Town's reserves and not borrowed money. As a result, the audited financial statements show that reserves are underfunded by \$1.5 million which is partially due to services in Westgrove waiting to be sold. When the properties are sold the reserves will be replenished. The Director advised that outstanding receivables also impacts the ability to have money in the bank for Capital Reserves. The impact of developing land with funds on hands impacts the ability to do repairs and major capital projects. Cr. Patel asked if there

would be benefit to selling the lots for less than development costs. Administration advised that the expense would be on the budget to sell the lots for less and noted that there is currently a bylaw in place which states that the land must be sold for its value. To change this an amendment to the bylaw would be required. He noted that the bylaw also makes it difficult to sell lots that are acquired through tax arrears as the amount in arrears must be recovered. The Director advised that when Westgrove was developed the demand was for larger lots and larger homes. He noted that the Town is seeing a shift away from this to smaller homes. He noted that there is potential for the developer to split lots to make them more economically viable. Administration advised that the cost to perform a legal survey can be up to \$10,000 per lot. Cr. McArthur asked what actions are being taken to recover tax arrears. Administration advised that tax arrears are handled under the Corporate Services Officer which is currently a vacant position. The Director of Corporate Services advised that there are a few long standing large tax arrears where there was confusion on who was responsible for taxes on the property. He noted that it is an ongoing issue with the GNWT. He suggested Council lobby the GNWT with respect to the taxes on the property on Woodbison Avenue. For other tax accounts, the Director has been in contact with legal firms to collect outstanding property tax at a low cost to the Town. He noted that two firms will be providing proposals for the service. Cr. McArthur was pleased with the update. Cr. Kikoak suggested discussing the GNWT tax arrears with MLA Louis Sebert who is also the Minister of Lands. D/M Smith thanked Administration and the Director for the presentation.

- d. Wood Buffalo Frolics Honey Bucket Race Road Closure Request – Administration advised that the request was received on short notice and that he is looking for a recommendation of approval for the request. He noted that all road closures are required to be approved by motion of Council. Public Works is prepared to have barricades available for the closure on Saturday, March 11<sup>th</sup> from 3 to 5 pm for the races. Mayor Napier-Buckley asked if businesses would be advised of the closure. Cr. Tuckey advised that Phoenix Automotive is closed on Saturdays. Cr. McArthur noted that the closure would not affect Fields, although may affect Rapid Corner Store.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. McArthur**

**That King Street from the Recreation and Community Centre Exit to Franklin Avenue be closed from 3:00 pm to 5:00 pm on Saturday, March 11, 2017, in conjunction with the Wood Buffalo Frolics Honey Bucket Races.**

**CARRIED UNANIMOUSLY**

- e. 2018 Arctic Winter Games – Cr. Kikoak asked for the status of the contract between the Towns of Fort Smith and Hay River for the AWGs. Administration advised that there have been no advancements. He noted that the Town of Hay River first has to put a contract in place with the Host Society before initiating a contract with Fort Smith. He doesn't think a contract will be in place prior to the International Committee visit on March 18<sup>th</sup>. Cr. Kikoak asked what the Town's authority is over the games with no contract in place. Administration advised that the original bid document was a Council approved document prepared by a bid society. The bid was accepted and a consequent motion was made to split financial risks and benefits 50/50. Council's direct involvement ceased when the Host Society was formed. Administration advised that when the International Committee approved the bid they would only enter into a contract with Hay River and that the Town of Hay River is responsible for entering into a contract with the Host Society and Fort Smith. The intent was to work with Hay River to enter into an agreement with the Host Society and another agreement between the Towns of Hay River and Fort Smith. Administration advised that the Town has no controls without the document in place and as a result there has been inequity between the

Towns. For example, Hay River has had an AWG office six months longer than Fort Smith and have been fully staffed longer. Fort Smith also hasn't been involved in procurement actions. With respect to the 50/50 arrangement, the Host Society consists of equal parts Fort Smith and Hay River; the President from Hay River and Vice President from Fort Smith. In addition to this, each Council has a representative, which is D/M Smith, whom is also Vice President. D/M Smith is sure the contracts will be a discussion point during the International Committee visit. Mayor Napier-Buckley advised that the Mayor of Hay River and SAO have been asked repeatedly to advance the contracts and that we require this information for the auditors. Additionally, Administration advised that MACA is funding the AWGs with \$3.5 million which is being transferred to the Town of Hay River which is why a contract between the Town and Host Society is required in order to pay our portions of our financial contributions. D/M Smith advised that the Town of Hay River has been flowing the funds to the Host Society with no accountability or contract. Cr. Kikoak has concerns with local procurement. Administration advised that the Town of Fort Smith may never receive 50/50 equality and suggested the contract address equality through procurement and staffing policies and that the Town of Fort Smith review and approve the policies prior to implementation. Cr. Patel appreciates the comments and also feels that the Fort Smith does not receive equality. She suggested that Council further discuss this during the next Host Society delegation. Cr. Kikoak felt that there is opportunity to launch new business in the community and asked if a list of service opportunities have been compiled and suggested the EDO be included in discussions. D/M Smith advised that this was discussed during a business opportunities meeting between the Host Society and the Chamber of Commerce. He noted that the RCC Theatre was full for the meeting and that the EDO presented at that time. He noted that the irony is that the Host Society is looking for as much sponsorship as possible.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. McArthur**

**That Cr. Bell be excused from the Corporate Services Standing Committee meeting on March 7, 2017.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be April 4, 2017.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Dumont**

**That the meeting be adjourned at 8:47 pm.**

**CARRIED UNANIMOUSLY**

Sholto Douglas, President of the Thebacha Dog Musers Association advised that the Western Dog Sled Championships would be happening on March 11<sup>th</sup> & 12<sup>th</sup> and invited Mayor and Council, and the AWG representatives to attend the event. Mr. Douglas is hoping to bring dog mushing to Fort Smith for the AWGs. He noted that Fort Smith has a long history in dog mushing for mail runs, transportation and hauling freight.



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING February 28, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32448	GNWT	Water testing	\$ 1,233.75	WTP
32449	Outcrop Communications Ltd.	Website development	\$ 572.25	AD
32450	Cole-Parmer Canada Inc.	Turbidimeter and ph probes	\$ 951.23	WTP
32451	Manitoulin Transport	Freight - zamboni blades	\$ 362.23	Arena
32452	Rapid Petroleum Products	Gas	\$ 886.52	Multiple
32453	GNWT - Taxation Division	December school tax remittance	\$ 869.97	AD
32454	Vadim Software	Kit installation assistance	\$ 1,048.95	AD
32455	CIMCO Refrigeration	Patch and epoxy for brine leak	\$ 377.15	Arena
32456	GNWT	Annual elevator inspections	\$ 429.00	RCC/Arena
32457	Receiver General	Payroll deductions (Tax, CPP, UIC) \$31877.09 [R]	\$ 41,040.59	
32458	Northern News Service	Job ads for Finance Clerk and Corporate Services Officer	\$ 1,441.02	AD
32459	The Old Skillet	Catering for zamboni course	\$ 900.00	Arena
32460	CAB Construction	Annual sprinkler system inspection	\$ 1,050.00	RCC
32461	Fire Prevention Services Ltd.	Semi annual kitchen inspections	\$ 1,015.46	RCC/Arena
32462	Pelican Restaurant	TTAB lunch meeting	\$ 85.43	Legislative
32463	GNWT - Taxation Division	January school tax remittance	\$ 6,762.28	AD
32464	GNWT - Health and Social Services	January marriage license fee	\$ 30.00	AD
32465	TDC Contracting Ltd.	Repairs and heating oil	\$ 17,812.72	Multiple
32466	SEE ACCOUNS PAID LIST PART 2			
32467	Chase's Pit Stop	Gas	\$ 24.70	AD
32468	Rapid Petroleum Products	Gift card for Lana and gas	\$ 1,549.15	Multiple
32469	Arcotech Computers Inc.	Computer support	\$ 787.50	AD
32470	Office Solutions	Materials and supplies	\$ 630.07	Multiple
32471	Transition Industries	Building snowboard park	\$ 2,100.00	AD
32472	862116 NWT Ltd.	Catering - infrastructure announcement	\$ 630.00	AD
EFT	Caterpillar Financial Services Ltd.	Lease payment	\$ 3,281.79	PW
32473	Premier Industrial Ltd.	RL70/2 Riello burner	\$ 10,605.00	WTP
32474	Cascade Graphics	Business cards and Council newsletter template	\$ 365.40	AD/Legislative
32475	Yellowknife Book Cellar	Books	\$ 76.81	Library
32476	Clear Water Controls Inc.	Emergency repairs on chlorine room	\$ 11,332.30	WTP
32477	Bank of Montreal	L. McNeill Statement	\$ 1,512.62	
		\$1512.62 - cell phone bill (Bell Mobility)		Multiple
32478	Cascade Graphics	Tipping fee forms	\$ 560.44	AD
32479	Paul Kaesers Stores Ltd.	Materials and supplies	\$ 2,702.40	Multiple
32480	Lou's Small Engines	Propane refills	\$ 409.50	RCC
32481	Link Hardware	Materials and supplies	\$ 1,637.52	Multiple
32482	Northwestel	Internet bills	\$ 986.85	Multiple
32483	Territorial Beverages Ltd.	Beverages for vending machine	\$ 883.30	RCC
32484	NWT Power	Power bills	\$ 52,402.11	Multiple
32485	Freund Building Supplies	Materials and supplies	\$ 839.84	Multiple
32486	Xerox Canada Ltd.	Copier usage	\$ 629.18	AD
32487	Lifesaving Society	Exam fees	\$ 238.00	Pool
32488	Northern News Service	Job ads for Finance Clerk/Corporate Officer 2nd week	\$ 1,441.02	AD
32489	Bank of Montreal	J. Hood Statement	\$ 1,255.75	
		\$1066.80 - online training (Vadim)		AD
		\$188.95 - replacement headset (1800 Headsets)		AD
32490	Yellowknife Book Cellar	Books	\$ 98.66	Library
32491	Globalstar Canada Satellite Co.	Satellite phone bills	\$ 209.78	FD/Ambulance
32492	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
32493	Mercury Sign Art & Design	No smoking signs	\$ 296.60	RCC
32494	TDC Contracting Ltd.	Materials and supplies, heating oil and diesel	\$ 15,294.39	Multiple
32495	Wesclean Northern Sales Ltd.	Materials and supplies, freight	\$ 1,403.43	RCC/PW
32496	Infosat Communications	Satellite phone bill	\$ 77.11	FD
32497	RDV Mechanical	Repairs and service vehicles	\$ 5,763.11	PW/Ambulance
32498	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
32499	Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$ 201.60	WTP/Ambulance
32500	Fort Smith Snow and Ice Club	Cancelled - reissued		
32501	Tourangeau, Shawn	Cancelled - reissued		
32502	MacDonald, Chris	Cancelled - reissued		

32503	Fort Smith Snow and Ice Club	Advertising - snow event	\$	750.00	AD
32504	Tourangeau, Shawn	Reimbursement - safety boots	\$	225.75	RCC
32505	MacDonald, Chris	Reimbursement - safety boots	\$	229.95	RCC
32506	Bank of Montreal	K. Morrison Statement	\$	9,460.07	
		\$55.60 - RAB lunch (Berro's)			Legislative
		\$532.17 - EZ Facility key fobs (Plasticprinters)			RCC
		\$231.00 - Staff training (MacEwan University)			Pool
		\$100.01 - Stamps (Canada Post)			RCC
		\$142.64 - Going away party for Lana (Berro's)			AD
		\$101.80 - Going away party for Theron/Logan (Berro's)			RCC
		\$55.60 - Bylaw review lunch (Berro's)			AD
		\$740.17 - Hook up power snowboard park (NWT Power)			Downtown Dev.
		\$16.74 - Customs charge (Plasticprinters)			RCC
		\$7484.34 - sports equipment (Ernie's Sports Experts)			RCC
EFT	Caterpillar Financial Services Ltd.	Lease payment	\$	3,281.79	PW
32507	Investors Group	February contributions	\$	400.00	
32508	Northwestel	January phone bills	\$	4,243.55	Multiple
32509	Pitney Bowes	Postage meter supplies	\$	550.14	AD
32510	Town of Fort Smith	February payroll deductions	\$	1,261.00	
32511	Receiver General	Tax/CPP/EI \$35139.914[R]	\$	45,017.65	
32512	Public Service Alliance of Canada	February union dues [R]	\$	4,006.60	
32513	GNWT - Taxation Division	February payroll tax [R]	\$	5,836.59	
32514	NEBS Pension Fund	February Premiums \$15462.67 [R]	\$	30,925.34	
32515	GNWT - Maintenance Enforcement	February garnishment	\$	1,700.00	AD
32516	St. Cyr, Yves	Refund property taxes	\$	1,516.74	AD
32517	Fort Smith Animal Society	Reimbursement - euthanasia fees	\$	300.00	AD
32518	TDC Contracting Ltd.	Heating oil and ambulance repairs	\$	5,584.81	Multiple
32519	Northern Frontier Visitors Association	2017 membership fees	\$	157.50	AD
32520	NEBS Group Insurance Fund	February Premiums \$2054.46 [R]	\$	7,832.17	
32521	Van Mourik, Saskia	Membership fee - Alberta College of Paramedics	\$	584.00	Ambulance
32522	Arctech Computers Inc.	Symantec Endpoint Protection yearly renewal	\$	1,002.96	AD
32523	McLennan Ross	Legal fees	\$	993.30	AD
32524	NAPEG	Cancelled - reissued			
32525	Morrison, Keith	Reimbursement - NAPEG annual membership fee	\$	357.00	AD
32526	CAB Construction	Installation of bar & storage at Arena, lift station repairs	\$	70,492.29	Arena/WTP
32527	Maskwa Engineering Ltd.	J. Stock sewer replacement and work on curb stop	\$	1,155.00	AD
32528	Tetra Tech EBA Inc.	Waste management plan	\$	8,557.52	AD
32529	David Naire & Associates Ltd.	Strategic plan	\$	11,119.66	AD
32530	SWANA	B. Gudeit membership renewal	\$	212.00	Landfill
32531	Lou's Small Engines	Propane refills	\$	341.25	Arena
32532	Wally's Drugs	ASCP supplies	\$	43.38	RCC
32533	Northwestern Air Lease Ltd.	Freight	\$	300.86	Multiple
32534	Thebacha Business Development Ser.	Trade show booth rentals	\$	1,098.00	AD
32535	Premier Industrial Ltd.	Freight	\$	367.50	WTP
32536	TDC Contracting Ltd.	Heating oil, gas and diesel	\$	13,115.78	Multiple
32537	Wesclean Northern Sales Ltd.	Materials and supplies	\$	1,451.78	RCC
32538	Jones, Anthony	Reimbursement - vaccination and drivers medical fees	\$	430.00	Bylaw/Ambulance
32539	AECOM Canada Limited	Water license compliance	\$	1,555.57	AD
32540	RDV Mechanical	Service water truck	\$	1,910.20	WTP
32541	Whooping Crane Guest House	Author visit	\$	325.50	Library
			\$	<u>438,367.48</u>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING FEBRUARY 28, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32466	Aurora TPI Travel	Travel - Jeff S./J. Kikoak/Mayor	\$ 3,465.00	Multiple
		TOTAL	<u>\$ 3,465.00</u>	



Town of Fort Smith  
Community Services Committee  
Tuesday, March 14, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. McArthur, Cr. Holtorf (Conference Call)  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary  
Guests: Eleanor Buckley, Madilyn Buckley

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Patel**

**That the agenda be adopted as amended to include discussion on RCMP Policing Priorities, the Federation of Canadian Municipalities Conference, the Town of Fort Smith Citizenship Award, the AWG International Committee visit and messaging for TEP.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 14, 2017, were reviewed and have been adopted at the Council meeting of February 21, 2017. D/M Smith requested an update on the Daycare Society. Administration advised that the society is pursuing available college housing and that the space provided by the Town is only temporary and sufficient for the society to receive funding. He noted that the society operations are delayed by one month. Administration is also waiting for further dialogue between the Daycare Society and the Curling Club. Mayor Napier-Buckley advised that the society is appreciative of the space the Town has provided.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. Community Services Master Plan – The Master Plan was reviewed. Administration advised that the plan identifies the need for communications and that the Town is looking to purchase a more modern LCD screen for at the Recreation Centre. He is in the process of pricing and including the project in the 2017 Capital Plan.

3. Recreation

a. Recreation Services – Administration advised that there have been lots of absences in the Recreation Department and that he will endeavor to have the reports for Council on March 21<sup>st</sup>. Administration provided a brief update on the departments. He noted that the Territorial Snowboarding Association is attempting to back out of their commitment to hold Snowboarding Territorials in Fort Smith due to low enrollment. He noted the importance of holding territorials to provide coaching training for volunteers. Additionally, he advised that the Trade Show is on April 29<sup>th</sup> and that the Town has a double booth booked.

The Director of Community Services provided a review of upcoming events. He advised that the Figure Skating Carnival and South Slave Traditional Games are on March 25-26. Circus Camp is scheduled for April 1-7 for beginner and advance levels. Table Tennis Territorials is on April 22-23.

Administration requested an update on the Wood Buffalo Frolics. The Director advised that a society has formed and taken over the event. Staff aided the society by helping set up events. He noted that dog sledding was well attended. Kids that attended the carnival noted the need to refresh the games.

Cr. Kikoak suggested the Town write a letter to territorial associations about holding events in Fort Smith and communities outside of Yellowknife. Cr. Tuckey advised that Figure Skate Canada was addressed in the past and Yellowknife was reprimanded. D/M Smith advised that the Town had sent a letter to Sport North in 2015 about holding territorial championships in Fort Smith and that the Council prior wrote a similar letter as well. He suggested Fort Smith have better representation on Sport North and other executive sporting boards.

b. Recreation Advisory Board

- i. RAB Minutes February 13, 2017 – The RAB minutes were reviewed. Cr. McArthur provided an update on the meeting of March 13<sup>th</sup>. He noted that only one participant attended the honey bucket race and raced twice. The board noted that Jeff Schwartzenberger is providing snowboarding lessons to youth. He noted that Territorial Skiing and Snowboarding Championships are to be held this weekend. Cr. McArthur noted that there were no comments made on the Draft Economic Development Plan. It was discussed that there were minor damages to the arena made by a player during a tournament and that the Town is working to recover repair fees. Cr. McArthur noted that there was also discussion about a 4x4 truck driving on the Snowboard Park. Cr. Dumont asked what actions are being taken. Administration advised that the Town is unsure who the culprit is. Administration advised that the Snowboard Park Contractor installed the fencing and gates for the park and will check if the facility needs to be groomed prior to the territorial championship event. D/M Smith was pleased with CBC's article on sporting facilities in the community.

4. Library

a. Library Services

- i. Library Statistics – There were no library statistics.

b. Advisory Board on Culture

- i. ABC Minutes March 1, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the meeting was short and that a museum report was provided. She noted that museum will be receiving an Echoes in the Ice Exhibit and creating a travelling AWG exhibit in conjunction with the Canadian Sports Hall of Fame. She noted that the board would like further direction on how to create a Canada 150 event around TRC Calls for Action. She noted that the AWGs Cultural Manager would be delegating at the next meeting. Cr. Kikoak commended ABC for their efforts. Cr. Bell noted that the board is looking to enhance membership. Mayor Napier-Buckley will attend the next ABC meeting to speak to the Canada 150 event in conjunction with TRC calls for action. Administration advised that the Calls for Action are very specific and that only a couple would apply to the Town and that the event should be from the community and not municipality.

5. Other Business

- a. RCMP Priorities – Cr. Kikoak would like higher order of investigations added to the priorities. Cr. Patel would like the RCMP to be more visible in the community via different types of patrols. She would also like the RCMP to be more involved in traffic enforcement and speeding. She suggested that they provide radar services also. Mayor Napier-Buckley advised that other priorities include domestic violence and drug prevention and awareness. Cr. Kikoak felt that investigation would cover those areas. Administration suggested that the RCMP form better partnerships with the community to receive more information to act on. Cr. Holtorf asked if there is a community wellness group. Mayor Napier-Buckley advised that there was an Interagency Group and that it is not active at this time.
- b. FCM Conference – Cr. Tuckey asked for more information. Mayor Napier-Buckley advised that the conference is in June in Ottawa. She suggested that less delegates be sent to the NWTAC and in turn send a few delegates to the FCM Conference. Cr. Patel asked what value the conference has to the Town. Cr. Holtorf noted that the NWTAC AGM has more value to smaller non-taxed based communities. Administration requested a new motion to send delegates to the FCM Conference and advised that the motion to send delegates to the NWTAC AGM does not need to be amended. Cr. Patel would like resolutions prepared and the AGM agenda familiarized by delegates. Mayor Napier-Buckley advised that resolutions are due by April 1<sup>st</sup>.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That the Town of Fort Smith send up to three Councillors to the FCM Conference in Ottawa, Ontario in June, 2017.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**OPPOSED – CR. MCARTHUR**

**CARRIED**

- c. Town of Fort Smith Citizenship Award – Administration has received correspondence from the Aurora College asking Council to choose the recipient of the Town of Fort Smith Citizenship Award for convocation on April 21<sup>st</sup>. He will distribute the email to Council. Cr. McArthur advised that Cr. Holtorf and he had selected the recipient in 2016. D/M Smith asked if the award name was being changed to the Duncan MacPherson Award and if the family was contacted.
- d. AWG International Committee Visit – Cr. Patel advised that the IC would be visiting the South Slave Region via bus to Hay River and Fort Smith. She noted that they arrive in Fort Smith on Sunday and that the Host Society is trying to plan a community event to coincide with the visit. She noted that the Host Society will be sponsoring a swim and that the Town of Hay River is sponsoring a swim. She suggested that the Town donate the swim time as both communities contribute equally. Administration advised that he received written request from the Host Society requesting to sponsor the swim and that there were no indications of a request for the Town of Fort Smith to sponsor the swim. Cr. Patel asked when the swim is scheduled. The Director advised that the swim is scheduled for March 18<sup>th</sup> from 5:30 to 6:30 pm. Mayor Napier-Buckley noted that the Town hosted a dinner during the last visit and asked if the Host Society is requesting the Town to hold another event. Cr. Patel would like to coincide events with the visit. Cr. McArthur was disappointed to hear that the IC would not be arriving in Fort Smith until Sunday, when the Snowboarding and Skiing Territorial Championships are over. He asked when the contract would be signed between the Towns of Hay River and Fort Smith. Cr. Dumont would like Fort Smith to be

considered for the visit when hosting territorial events. Cr. Dumont and Cr. McArthur suggested considering withdrawing from the games in the consideration of lack of a contract. Cr. Tuckey agrees that a stand should be made with the Town of Hay River. Councillors Dumont, McArthur and Tuckey have heard concerns from the public about lack of a contract and lack equality between the communities. Administration noted that the previous Council approved having a document in place and a 50/50 split in profits and deficits for the games. He has been unsuccessful getting a contract in place after many attempts of corresponding with the Town of Hay River about contractual requirements. Administration advised that he received correspondence on March 10<sup>th</sup> from the new SAO of the Town of Hay River wanting to rush the documents prior to IC visit. Administration felt that it would be irresponsible to rush the production and approval of a document in five days and prior to the review and approval of Lawyers, Councils and the Host Society. In addition to this, the Town of Hay River would like their lawyers to write the agreement for the Town of Fort Smith. He noted that there may be lost opportunities to cancel the games although there would be no financial risk without a contract in place. He noted that of the \$120,000 financial commitment, only \$50,000 has been given until a contract is in place. Additionally, Administration advised that the IC has not contacted the Town about doing facility tours. Cr. Tuckey advised that she had passed on Administrations information for scheduling. D/M Smith noted the frustration, as Council Representative on the Host Society, trying to address comments and concerns from the community with respect to the contract. He questioned the Town of Hay River of having an ulterior motive and the Town did respond. D/M Smith suspects that the IC will be questioning the Town of Hay River about the lack of agreement. D/M Smith noted that the IC is staying for two days in Hay River and two days in Fort Smith and that the focus will be on the athlete's experience. He noted that there is a social event scheduled for March 20<sup>th</sup> at 5:30 pm in the Blue Room and that Council is invited. Cr. Kikoak would like parameters in the case of a deficit outlined in the contract. Administration advised that the contract will entail financial controls to offset deficit. D/M Smith felt that Fort Smith is in a better position to host sports than Hay River and suggested that long term capital enhancements done by Hay River not be the financial burden of Fort Smith.

- e. Aurora College TEP Messaging – Cr. Kikoak noted that the community came together quickly when then announcement was made to discontinue TEP. Cr. Dumont noted that News North reported on the cut of the programs and that new intakes would not be accepted into the programs. He doesn't feel that much has been accomplished since the cuts. Cr. Tuckey suggested that interested Councillors meet March 17<sup>th</sup> at 4:00 pm to discuss further messaging.

6. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on April 11, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Patel**

**That the meeting be adjourned at 8:40 p.m.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, March 14, 2017 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel,  
D/M Smith, Cr. McArthur, Cr. Holtorf (Conference Call)  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid,  
Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:48 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Mayor Napier-Buckley**

**That the agenda be adopted as amended to include signage.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 14, 2017, were reviewed and were adopted at the Council meeting of February 21, 2017. Mayor Napier-Buckley advised that water coolers were ordered and have arrived and that the Town is looking to have water hooked up at Riverside Park. Administration advised that most recreation venues only make water bottles available where there are no water hook ups. Installation of water and sewer at Riverside Park is included in the Downtown Development initiative.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. 2016 Capital Plan – The Capital Plan was reviewed. Administration is hoping to bring the 2017 Capital Plan to Council on March 21<sup>st</sup>.

3. Sustainable Development

a. Sustainable Development Advisory Board

i. SDAB Minutes March 2, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that Dennis Bevington delegated his tiny home proposal to the board. She noted that local improvement fees were discussed as water and sewer installation costs are expensive to the developer. The board discussed lot sizes and setbacks with Mr. Bevington. It was also noted that condominium legislation is prohibitive in the NWT. She felt that the proposal was creative and would be a positive development for the community. Mayor Napier-Buckley asked if shallow buried pipes would freeze in the winter. Administration advised that the system proposed is tied to a district heating system which would heat the pipes and allow to bury shallower. He noted that SDAB was asked to engage Mr. Bevington on zoning implications and opportunities to relax zoning to facilitate development. Administration advised that local improvements are paid for by the Town and are billed to affected residents by property tax. He noted that the Town does not have the cash flow to fund large developments for private sectors and that the Town needs its funds for Capital reserves. Administration will continue to work with Mr. Bevington to facilitate his development.

#### 4. Protective Services

- a. Fire Department
  - i. Statistics Report – The February, 2017, statistics report was reviewed. Administration advised that the February report consists of fire practices and a vehicle fire at Grand Detour.
- b. Ambulance Department
  - i. Statistics Report – The February, 2017, statistics report was reviewed. Administration advised that February was a busy month the Ambulance Department with multiple code ones and busy weekends.
- c. Bylaw Department
  - i. Bylaw Statistics Report – The January, 2017, statistics report was reviewed. Administration advised that reporting was sparse due to the Bylaw Officer being on leave. He noted that the Town has appointed an on-call, casual bylaw officer in Mr. Schaefer's absence. The on-call bylaw officer will undergo radar training over the weekend. He is also certified to check driver's licenses.
  - ii. Bylaw Statistics Report – The February, 2017, statistics report was reviewed.

Administration advised that Karl Cox has accepted the position of Prevention Services Supervisor and that bylaws for appointment as Bylaw Officer and Fire Chief will be brought to the Council meeting on March 21<sup>st</sup>.

#### 5. Other Business

- a. Briefing Note DPA-004-17 Chad Funk – The briefing note was reviewed.  
**RECOMMENDATION**  
**Moved by: Mayor Napier-Buckley**  
**Seconded by: Cr. Tuckey**  
**That DPA-004-17, submitted by Chad Funk, to operate a home occupation business providing IT consulting from Lot 22-2, Plan 1439, 22 Pigeon Avenue in Fort Smith be approved.**  
**CARRIED UNANIMOUSLY**
- b. Briefing Note DPA-005-17 Ann Beaudriault – The briefing note was reviewed.  
**RECOMMENDATION**  
**Moved by: Mayor Napier-Buckley**  
**Seconded by: Cr. Tuckey**  
**That DPA-005-17, submitted by Ann Beaudriault, to operate a home occupation business selling Scentsy products from Lot 875, Plan 837, 44 Tamarac Crescent in Fort Smith be approved.**  
**CARRIED UNANIMOUSLY**
- c. Signage – Mayor Napier-Buckley has been corresponding with Cree Language Programmer and advised that he has offered to purchase multi-language traffic signs for the Town. She will have Mr. Sanderson contact the SAO. Cr. McArthur advised that there are Cree signs in Kaeser's Store.
- d. In-Camera Session – *CTV Act S.23(3)(f) Property Issue*  
**RECOMMENDATION**  
**Moved by: Mayor Napier-Buckley**  
**Seconded by: Cr. Tuckey**  
**That Council move in-camera to discuss a property issue in accordance with Section 23(3)(f) of the Cities, Towns and Villages Act.**  
**CARRIED UNANIMOUSLY**



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, RESPECTING THE FINANCIAL MATTERS OF THE TOWN, PASSED PURSUANT TO THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2013, c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it in the public interest to enact a bylaw which governs the administration of the financial affairs of the Town;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipal Corporation of the Town of Fort Smith in Council duly assembled enacts as follows:

1. SHORT TITLE

1.1 This Bylaw may be cited as “The Financial Administration Bylaw.”

2. DEFINITIONS

2.1 “Council” means the Council of the Municipal Corporation of the Town of Fort Smith.

2.2 “Fund” means an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances and changes therein which are segregated for purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

2.3 “Reserve” means monies which are segregated and committed for a specific purpose in a future period.

2.4 “Senior Administrative Officer” means the Senior Administrative Officer of the Town of Fort Smith.

2.5 “Town” means the Town of Fort Smith.

3. ESTABLISHMENT OF FUNDS

3.1 GENERAL OPERATING FUND

3.1.1 Pursuant to the Cities, Towns, and Villages Act the General Operating Fund is hereby established.

3.1.2 The purpose of this fund shall be to account for all assets, liabilities and financial transactions of the Town, which are not accounted for in another fund.

3.1.3 The Revenues and Expenditures in the General Operating Fund shall be made in accordance with the budget adopted for each fiscal year, pursuant to the Cities, Towns, and Villages Act.

3.1.4 All Expenditures and Disbursements in the General Operating Fund shall be made in accordance with the Cities, Towns, and Villages Act.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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- 3.1.5 All Revenues collected in the General Operating Fund shall be deposited into the General Municipal Fund Bank Account, at a Bank approved by resolution of Council from time to time.
- 3.1.6 Financial Statements shall be prepared annually for the General Operating Fund and audited by an auditor appointed by Council.
- 3.1.7 Any surplus or deficit at the end of a fiscal year in the General Operating Fund shall be treated in accordance with the applicable section of this Bylaw.

**3.2 UTILITY OPERATING FUND**

- 3.2.1 Pursuant to the Cities, Towns, and Villages Act, the Utility Operating Fund is hereby established.
- 3.2.2 The purpose of this fund shall be to account for all monies and financial transactions of the Town that pertain to the operations of the Town's Water and Sewer system.
- 3.2.3 The Revenues and Expenditures in the Utility Operating Fund shall be made in accordance with the budget adopted for each fiscal year.
- 3.2.4 All Revenues and Expenditures in the Utility Operating Fund shall be made in accordance with the Cities, Towns and Villages Act.
- 3.2.5 Financial Statements shall be prepared annually for the Utility Operating Fund and audited by an auditor appointed by Council.
- 3.2.6 The Utility Operating Fund is to be a self-liquidating fund, with the budgeted revenues being equal to the budgeted expenditures in a fiscal year.
- 3.2.7 Any surplus or deficit at the end of a fiscal year in the Utility Operating Fund shall be treated in accordance with the applicable section of this Bylaw.

**3.3 LAND DEVELOPMENT FUND**

- 3.3.1 Pursuant to the Cities, Towns, and Villages Act the Land Development Fund is hereby established.
- 3.3.2 The purpose of this fund shall be to account for all monies and financial transactions of the Town which pertain to the acquisition, development, sales, and rental of municipal land within the Town.
- 3.3.3 The Revenues and Expenditures in the Land Development Fund shall be made in accordance with the budget adopted for each fiscal year.
- 3.3.4 All Expenditures and Disbursements in the Land Development Fund shall be made in accordance with the Cities, Towns, and Villages Act.
- 3.3.5 Financial Statements shall be prepared annually for the Land Development Fund, and audited by an auditor appointed by Council.
- 3.3.6 The Land Development Fund shall operate independently of the General Operating Fund, with all expenditures being covered by revenues of land sales and rental.
- 3.3.7 Any surplus or deficit at the end of a fiscal year in the Land Development Fund shall be treated in accordance with the applicable section of this Bylaw.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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**3.4 ENVIRONMENTAL OPERATING FUND**

- 3.4.1 Pursuant to the Cities, Towns and Villages Act, the Environmental Operating Fund is hereby established.
- 3.4.2 The purpose of this fund shall be to account for all monies and financial transactions of the Town which pertain to the provision of environmental services to the residents of Fort Smith.
- 3.4.3 The Revenues and Expenditures in the Environmental Operating Fund shall be made in accordance with the budget adopted for each fiscal year.
- 3.4.4 All Revenues and Expenditures shall be made in accordance with the Cities, Towns and Villages Act.
- 3.4.5 Financial Statements shall be prepared annually for the Environmental Operating Fund and audited by an auditor appointed by Council.
- 3.4.6 The Environmental Operating Fund is to be a self-liquidating fund, with the budgeted revenues being equal to the budgeted expenditures in a fiscal year.
- 3.4.7 Any accumulated surplus from previous fiscal years shall be appropriated to the Reserve for Environmental Services.

**3.5 GENERAL CAPITAL FUND**

- 3.5.1 Pursuant to the Cities, Towns, and Villages Act, the General Capital Fund is hereby established.
- 3.5.2 The purpose of this fund shall be to account for all equity in fixed assets of the Town which are not specifically accounted for in any other fund, and shall include the capital cost of assets and infrastructure and any related debenture or other debt.
- 3.5.3 Financial Statements shall be prepared annually for the General Capital Fund, and audited by an auditor appointed by Council.
- 3.5.4 There shall be no surplus or deficit in the General Capital Fund.

**4. ESTABLISHMENT OF RESERVES**

**4.1 RESERVE FOR GENERAL OPERATIONS**

- 4.1.1 This reserve shall be called the “Reserve for General Operations”.
- 4.1.2 The purpose of this reserve shall be to carry forward unexpended monies from the current fiscal year required in a future year to complete a project commenced in a given year. This reserve is also for the replacement of capital infrastructure required to efficiently and effectively serve the needs of the Town.
- 4.1.3 This reserve shall be increased from transfer from operating surplus from time to time to provide for the completion of projects in future years.
- 4.1.4 This reserve shall be increased by an annual budgeted contribution to this reserve of no less than \$100,000 per year.
- 4.1.5 The monies accumulated in this reserve shall be deposited to a bank account designated for General Fund Reserves, and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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4.1.5 Monies from this reserve shall only be disbursed to the extent that funds were reserved for the completion of a specific project or the replacement of assets not funded by the Reserve for Utility Infrastructure or Reserve for Environmental Services.

**4.2 RESERVE FOR UTILITY INFRASTRUCTURE REPLACEMENT**

4.2.1 This reserve shall be called the “Reserve for Utility Infrastructure Replacement”.

4.2.2 The purpose of this reserve shall be to ensure that the Town will have sufficient monies available to replace or expand the municipal utility infrastructure required to efficiently and effectively serve the needs of the Town.

4.2.3 This reserve shall be increased by an annual budgeted contribution to this reserve of no less than \$100,000 per year.

4.2.4 The monies accumulated in this reserve shall be deposited to a bank account designated for General Fund Reserves, and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.

4.2.5 Monies from this reserve shall only be disbursed in accordance with a budget duly approved by Council, which shall specifically identify all municipal infrastructure expenditures and the amount being funded by this reserve.

**4.3 RESERVE FOR WATER, SEWER SERVICE INTERRUPTION REPAIR**

4.3.1 This reserve shall be called the Service Interruption Insurance Reserve.

4.3.2 This reserve is established and is governed by the Service Interruption Insurance Bylaw.

**4.4 RESERVE FOR ENVIRONMENTAL SERVICES**

4.4.1 This reserve shall be called the “Reserve for Environmental Services”.

4.4.2 The purpose of this reserve shall be to ensure that the Town will have sufficient monies available to fund the closure of the current landfill site, to open a new landfill site and for capital projects required to extend the life of the landfill site and required to efficiently and effectively serve the needs of the Town.

4.4.3 This reserve shall be increased by an annual budgeted contribution to this reserve of no less than \$100,000 per year.

4.4.4 The monies accumulated in this reserve shall be deposited to a bank account designated for General Fund Reserves, and shall be accounted for as separate and apart from other reserve funds being deposited into this bank account.

4.4.5 Monies from this reserve shall only be disbursed in accordance with a budget duly approved by Council, which shall specifically identify all landfill infrastructure expenditures and the amount being funded by this reserve.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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5. SURPLUS AND DEFICIT GUIDELINES

5.1 GENERAL OPERATING FUND

- 5.1.1 Pursuant to the Cities, Towns, and Villages Act, the Town may save any surplus at the end of a fiscal year for use in future fiscal years.
- 5.1.2 Pursuant to the Cities, Towns, and Villages Act, the Town shall eliminate any deficit at the end of a fiscal year by the end of the next fiscal year.
- 5.1.3 Notwithstanding that the Town may have an accumulated surplus as permitted in Clause 5.1.1 above; the Town shall not approve a deficit budget in any given year.
- 5.1.4 Any accumulated surplus from previous fiscal years shall continue to be carried forward from year to year as an unappropriated surplus, until such accumulated surplus exceeds 20% of the total revenues, including grants in lieu of taxation, in a given fiscal year. Any accumulated surplus, which exceeds 20% of total revenues as verified during an annual audit, may, by resolution of Council, be appropriated towards reduction of long-term debt, be contributed toward eliminating the deficit in other funds or allocated to the Reserve for General Operations.

5.2 UTILITY OPERATING FUND

- 5.2.1 Pursuant to the Cities, Towns, and Villages Act, the Town may save any surplus at the end of a fiscal year for use in future fiscal years.
- 5.2.2 Pursuant to the Cities, Towns, and Villages Act, the Town shall eliminate any deficit at the end of a fiscal year by the end of the next fiscal year.
- 5.2.3 The elimination of any deficit shall be attained through an adjustment of water and sewer rates in the next fiscal year or by transfer from the Reserve for Utility Infrastructure.
- 5.2.4 Notwithstanding that the Town may have an accumulated surplus as permitted in Clause 5.2.1 above; the Town shall not approve a deficit budget in any given year.
- 5.2.5 Any accumulated surplus from previous fiscal years shall be appropriated to Reserve for Utility Infrastructure.

5.3 LAND DEVELOPMENT FUND

- 5.3.1 Pursuant to the Cities, Towns, and Villages Act, the Town may save any surplus at the end of a fiscal year for use in future fiscal years.
- 5.3.2 Pursuant to the Cities, Towns, and Villages Act, the Town shall eliminate any deficit at the end of a fiscal year by a transfer from General Surplus or by transfer from the Reserve for General Operations.
- 5.3.3 Any accumulated surplus from previous fiscal years shall continue to be carried forward from year to year as an unappropriated surplus, until such accumulated surplus exceeds \$500,000. Any accumulated surplus, which exceeds \$500,000 as verified during an annual audit, may, by resolution of Council, be transferred as revenues to the Reserve for General Operations, subject to Clause 5.3.4 below.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 972**

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5.3.4 Notwithstanding Clause 5.3.3 above, before any surplus more than \$500,000 is transferred to the Reserve for General Operations, the Town shall review the book value of all land inventory held for resale to ensure the net realizable value meets or exceeds the book value. Where the net realizable value is less than the book value, the book value shall be written down to the net realizable value and this amount shall reduce the accumulated surplus accordingly.

5.4 ENVIRONMENTAL FUND

5.4.1 Pursuant to the Cities, Towns, and Villages Act, the Town may save any surplus at the end of a fiscal year for use in future fiscal years.

5.4.2 Pursuant to the Cities, Towns, and Villages Act, the Town shall eliminate any deficit at the end of a fiscal year by the end of the next fiscal year or by a transfer from the Reserve for Environmental Services or transfer from accumulated surpluses in the Environmental Fund or General Fund.

5.4.3 Any accumulated surplus from previous fiscal years shall be appropriated to Reserve for Environmental Services.

6. REPEAL

6.1 Bylaw #951 are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATION 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 ADMINISTRATION OFFICER



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 974

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A FIRE CHIEF PASSED PURSUANT TO SECTION 70 OF THE CITIES, TOWNS AND VILLAGE 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, has enacted a by-law to establish the Fort Smith Volunteer Fire Department;

AND WHEREAS the Fire Prevention Act, R.S.N.W.T. 1988 establishes the Fire Chief or acting Fire Chief as a Local Assistant to the Fire Marshal of the Northwest Territories for the purposes of carrying out the provisions of that Act within the limits of the municipal corporation;

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

1. That Karl Cox be appointed Fire Chief for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That the Bylaw 861 Appointment of Fire Chief Westly Steed be hereby repealed.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 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 975**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A BYLAW ENFORCEMENT OFFICER, PASSED PURSUANT TO SECTIONS 70 AND 137 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T. 2003, c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it 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 Karl Cox 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.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 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

Mary Kaeser Library  
 Activitiy Report February 2017

	Feb-17	Last Month	Feb-16	YTD
Adults	892	844	727	1736
Children	533	540	506	1073
<b>Total attendance</b>	<b>1425</b>	<b>1384</b>	<b>1233</b>	<b>2809</b>
CAP Computer Users	847	728	681	1575
<i>Programming:</i>				
Story Time:				
Children	13	17		30
Adults	10	12		22
Special Event - Other	8	5		13
Other Chess Club	14	18		32
Family Literacy	6			6
Friday Story Time	5			5
<b>Total program Attendance</b>	<b>56</b>	<b>52</b>	<b>0</b>	<b>108</b>
Operational Hrs	130	142	118.5	272