













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

August 15, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations	
D. Approval of Council Minutes i. Council Minutes	 Council Minutes July 18, 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 Accounts Paid Part I Accounts Paid Part Minutes August 1, 2 II    Community Services Municipal Services Minutes August 8, 2 Minutes August 8, 2
b. Enactment of Bylaws and Policies i. Land Disposal Bylaw 978 ii. Land Disposal Bylaw 979 iii. Land Disposal Bylaw 980	   Bylaw 978 Land Disposal NTHC Lot 1 Bylaw 979 Land Disposal NTHC Lot 1 Bylaw 980 Land Disposal NTHC Lot 1
c. Appointments i. Appointment of Acting Mayor August 18 <sup>th</sup> at 8:30 am to August 28 <sup>th</sup> at 8:30 am ii. Appointment of Acting SAO Jim Hood August 18 <sup>th</sup> at 5:00 pm to August 28 <sup>th</sup> at 8:30 am	
d. Mayor and Council	
e. Administration i. Briefing Note Dark Sky Film	 BN Dark Sky Film
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 07-17  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF JULY AND THE  
SEVENTH FOR THE YEAR 2017**

PRESENT: Mayor L. Napier-Buckley      D/M K. Smith (Conference Call)  
Cr. R. Patel                                      Cr. B. McArthur  
Cr. A. Kikoak                                   Cr. B. Tuckey  
Cr. A. Dumont                                 Cr. E. Bell  
Cr. R. Holtorf (Conference Call)

STAFF: K. Morrison, Senior Administrative Officer  
K. Reid, Executive Secretary

GALLERY: Patti Haaima, Roger Vail

Meeting 07-17  
July 18, 2017

7:00 PM  
Council Chambers

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Mayor Napier-Buckley called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present.

B. **APPROVAL OF AGENDA**

17-154 Moved by: Cr. Patel  
          Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **APPROVAL OF MINUTES**

17-155 Moved by: Cr. McArthur  
          Seconded by: Cr. Dumont

That the minutes of Regular Meeting 06-17 of June 20, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

D. **DECLARATION OF FINANCIAL INTEREST**

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



E. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

17-156 Moved By: Cr. Tuckey  
Seconded By: Cr. Patel

That the attached Corporate Services Standing Committee minutes from July 4, 2017, be adopted as presented.

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

Accounts Paid Part I

17-157 Moved By: Cr. Kikoak  
Seconded By: Cr. McArthur

That the Accounts Paid List Part I for the period ending June 30, 2017, totaling \$586,120.38 be approved.

CARRIED UNANIMOUSLY

Accounts Paid Part II

17-158 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That the Accounts Paid List Part II for the period ending June 30, 2017, totaling \$200.29 be approved.

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

DPA-022-17 John (Jack) Bird

17-159 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That DPA-022-17, submitted by John (Jack) Bird to operate a home occupation consulting business from Lot 1703, Plan 4090, 3 Whitford Road in Fort Smith be approved.

CARRIED UNANIMOUSLY

Community Services Standing Committee

17-160 Moved By: Cr. Bell  
Seconded By: Cr. Tuckey

That the attached Community Services Standing Committee minutes from July 11, 2017, be adopted as presented.

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



#### Reallocation of Ski Club Donation

17-161 Moved By: Cr. Kikoak  
Seconded By: Cr. Patel

That Council reallocate the \$2,500 donation to the Ski Club from the 2017 Donations Budget to the 2017 Advertising Budget.

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

#### SLFN Treaty Days Donation – Cr. Patel heard the event went well.

17-162 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That Council approves donating twenty swim passes to SLFN for their Treaty Days Event on July 17, 2017, totaling \$160.

CARRIED UNANIMOUSLY

#### Municipal Services Standing Committee

17-163 Moved By: Cr. Tuckey  
Seconded By: Cr. Patel

That the attached Municipal Services Standing Committee minutes from July 11, 2017, be adopted as presented.

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

Fort Smith Pre-Attack Plan – D/M Smith asked if residents in Bell Rock impacted by the fire break will be notified. Administration advised that the next steps would be to work with residents after approval of the plan. Additionally, he advised that the motion would be presented at a meeting on July 21<sup>st</sup> with MACA, ENR and the Department of Lands to begin scheduling.

17-164 Moved By: Cr. Kikoak  
Seconded By: Cr. Patel

That Council approve the Fort Smith Pre-Attack Plan as presented, including the development of a 30-metre wide firebreak on the west side of Bell Rock Estates. Further, that Council approve the treatment of Commissioner's Lands within municipal boundaries to FireSmart standards utilizing any method deemed appropriate by the GNWT.

CARRIED UNANIMOUSLY

#### b. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey is pleased with the hiring of the Director of Municipal Services and Protective Services Supervisor. She was also pleased with the outcome of Canada Day. Cr. Tuckey doesn't feel like progress is being made on Downtown Development, the Strategic Plan, or Waste Diversion. Additionally, she would like to reestablish the Emergency Response Committee. Cr. Tuckey would like to lobby MACA to update the CTV Act to change the date of the municipal fiscal year to match the GNWT's fiscal year. Cr. Tuckey would be in favour of turning the arena green space into a Christmas Park.



- ii. Cr. Holtorf – Cr. Holtorf would like updates on the Strategic Plan and Economic Development Plan. He asked if the Economic Development Officer could provide an update of what progress is being made on the Economic Development Plan. He would like priorities and resources identified.
- iii. Cr. McArthur – Cr. McArthur was pleased with the condition of Highway 5. He was disappointed that the 30kms of the gravel road closest to Fort Smith won't be paved until 2018. Cr. McArthur gave his condolences to the Cumming family.
- iv. Cr. Bell – Cr. Bell commended Town staff. She was impressed with the Fire Smart Initiatives. Cr. Bell would like to pressure the RCMP to perform street patrols more often. She would like speed limits reduced to 30km/h downtown. She gave her condolences to the Cumming family.
- v. D/M Smith – D/M Smith wished a belated birthday to Cr. Kikoak. He gave his condolences to the Cummings and Evans families.
- vi. Cr. Patel – Cr. Patel would like Council to continue considering budgeting for resources for the AWGs. She is looking forward to reviewing the Strategic Plan survey results and moving into the consultation process. Cr. Patel would like to move forward with the Christmas Park before the Christmas season. Cr. Patel would like to pressure the federal government to move forward with the remediation of the uranium ore contaminated soil around Fort Smith and determine whether Fort Smith will be the receiver of the materials or not. Cr. Patel was pleased with the amount of summer programming provided by the Town.
- vii. Cr. Dumont – Cr. Dumont is happy with the progress of repairs on Highway 5. Cr. Dumont believes that Queen Elizabeth Campground bathroom facilities are now operational. Cr. Dumont had spoken with staff at the NWT Border and they had advised that they are out of Fort Smith brochures and requested that more be sent to them. Cr. Dumont will further discuss street lighting at a later time.
- viii. Cr. Kikoak – Cr. Kikoak thinks the Town is fortunate to obtain Mr. Kox, as the Protective Services Supervisor and feels that the budget is tied up with plans that he can follow through on. She enjoyed the Municipal Services meeting with the Municipal Services Department at full capacity. Cr. Kikoak would like to come up with creative ways to increase revenue and reduce restrictions with overtime. Cr. Kikoak enjoyed cooking with Cr. Holtorf, and Barb and Richard Mercredi at the Canada Day fish fry.



- ix. Mayor Napier-Buckley – Mayor Napier-Buckley was also pleased with the success of Canada Day. She thanked the volunteers and staff that assisted with the Canada Day Celebration. Mayor Napier-Buckley advised that the Long Service Awards are upcoming in September and that invitations would be sent to Council. Mayor Napier-Buckley advised that August would be a busy month with the Water is Life Gathering, Paddlefest, Summer Splash and the Dark Sky Festival. She noted that there was discussion from Council about welcoming the new Aurora College students with a barbeque. Mayor Napier-Buckley advised that the Mayor of Hay River would like to have a joint-Council meeting over the summer to discuss the AWGs and the partnership between communities. Mayor Napier-Buckley will send a spreadsheet to Council identifying stakeholders to consult with for the strategic planning process. She gave her condolences to the families in the communities that had recently lost loved ones.

c. Administration

- i. Request for Power Services at Bell Rock – Administration advised that Mr. Vail is looking for assistance to bring power to his property at Bell Rock. Administration advised that when the Town disposes of land it is for the cost of development. He noted that country residential lands are generally less expensive as the cost to survey is less, the streets are not paved, and there are no piped services to the property. Administration advised that when Bell Rock was developed power services were not installed to the properties and not included in the sale price. Administration advised that the Town cannot pay for the installation of the service at the cost to all tax payers in town. He noted that the local area improvement mechanism could fund the installation through increased taxes to affected residents. He noted that in order to move forward with this a certain percentage of residents need to approve. Administration advised that he has previously discussed this with Mr. Vail and had spoken to local area improvements. It was also discussed that the Town does not handle power operations, and that the Town does water, sewer, and roads. He noted that there was concern that there wouldn't be enough residents in favour of receiving power to be eligible to use the local improvements method, which is regulated by the CTV Act, and advised that there may be opportunity for Council to lobby the GNWT and NT Power Corporation to install the service. Administration also advised that the MLA, Louis Sebert, is the Minister of the NTPC. Additionally, he advised that he had concerns about NTPC's approach to the expansion of the grid within municipal boundaries, as the poles do not extend to all the houses on Wilderness Road. When the home owner on Wilderness Road contacted NTPC about receiving power services, they were told that they had to front the cost and that the adjacent homeowners had three years to apply at which time they would receive a 15% rebate. Administration advised that in knowing this, NTPC is impediment to development and impediment to residents achieving quality of life. Administration suggested that NTPC is responsible for bringing power to properties within municipal boundaries and that it be discussed with the MLA, how the NTPC can be a better partner. Cr. Tuckey asked what percentage of home owners would have to approve receiving power installation in order to qualify for local area improvements. Administration advised that either 60% must approve the change. He noted that the cost for Mr. Vail's improvements would be \$40,000 but the cost would exceed this to bring power to all eight residents. Cr. Patel advised that NTPC spent \$4 million to bring power to Colville Lake for sixty people and that she is in favour of lobbying for power at Bell Rock. Cr. Tuckey asked when the next meeting is scheduled with the MLA. Mayor Napier-Buckley advised that a meeting hasn't been scheduled at this time. Cr. Tuckey asked whose mandate it is to bring power to Bell Rock. D/M Smith advised that underground power is more viable long term. He requested an update on the Freund's plan to bring power to their lots and if there is opportunity to work collaboratively. Administration advised that the Town performs installation of



water and sewer services, and that the Town is not equipped to bring power to lots. He noted that residents move to country residential with the understanding of country living. He felt the responsibility should sit with NTPC to provide power to residents. Cr. Patel would like a letter written to apply pressure on NTPC. She doesn't feel that the issue is municipal besides political pressure that could be applied. Administration felt that it would be good business for NTPC to increase their consumer basis to increase revenue. Cr. Bell agrees that Council should put pressure on NTPC to supply power to all residents. Cr. Tuckey agreed and felt that communication with the MLA would be the first step. Cr. Kikoak would like a letter or email sent to the NTPC Regional Office, with Mr. Vail's letter attached, supporting the installation of power and noting that the Town will lobby for the cause. Cr. Patel would rather the communication be to support the community as a whole, and not individuals. Administration advised that the cost to produce raw power is the same as less amounts. He noted that they are making profit off residents and the Town.

- ii. Request for a 4-Way Stop at Primrose Lane and Pelican Street – Administration advised that correspondence was received to request the placement of a stop sign on Primrose Lane at the Pelican Street intersection. He noted that there is already a stop sign on Pelican Street and that the intersection is dangerous due to the trees limiting the visual of oncoming traffic. Administration advised that the NWT Motor Vehicle Act requires that municipalities have a Traffic Control Registry and Bylaw in place to regulate the registry. He noted that the current Traffic Control Bylaw 872 does not have a populated traffic control registry and does not repeal the previous Bylaw 616 that does not reference a traffic control registry. Administration recommended that Council make a motion to amend Bylaw 872 to populate the registry and include a 4-way stop at Primrose Lane and Pelican Street. Mayor Napier-Buckley advised that traffic control registries are not regulated by bylaw in other communities and doesn't think Bylaw 872 would require updating. Cr. Tuckey would like the trees trimmed at the Primrose Lane and Pelican Street intersection. Cr. Tuckey noted that it is confusing to people not familiar with Fort Smith that the 4-way stops do not have a "4-way" sign under the stop sign. Councillors McArthur, Kikoak and Bell are in favour of the placement of a stop sign at Primrose Land and Pelican Street. Cr. Patel noted that she had recorded resident's concerns about speed limits in the community at the Trade Show which were given to the EDO.
- D/M Smith left the meeting.

17-165 Moved By: Cr. Kikoak  
Seconded By: Cr. McArthur

That the Traffic Control Registry be updated to include a 4-way stop at Primrose Lane and Pelican Street.

**CARRIED UNANIMOUSLY**

- iii. TEP Brief – Administration advised that Richard Daitch was solicited as the consultant to work with the Town to create a brief about the Aurora College changes. He noted that the quote received to prepare the document was above \$5,000 which indicates a tender process should be taken to solicit documents. Administration will prepare a simple call for tenders. Cr. Dumont advised that Mr. Porter, TEP Lead, has been transferred to a different position at the Aurora College, as Manager of Student Services. He has concerns that the change may be in effort to close the program. Cr. Tuckey advised that the Manager of Student Services position had opened and Mr. Porter had applied on the position. Cr. Dumont was advised that the position was sole sourced and did not go to competition. Cr. Patel would like to continue to lobby Minister Moses prior to the development of the brief. Cr. Dumont advised that he has another meeting to attend and that he would have to leave the Council meeting early.



Cr. Dumont left the meeting.

Mayor Napier-Buckley advised that a request was sent to meet with Minister Moses although was declined as he did not want to influence the foundational review. Cr. Patel asked how Council can continue to lobby and what the next steps are. Mayor Napier-Buckley advised that that there would be opportunity for Council to provide input on the foundation review. Cr. Holtorf asked what the requirements of the tender would be. Administration advised that the consultant would be required to meet with Mayor and Council, and research the socio-economic impact of the program in the region and the north, historical commitments including TRC, and the number of graduates from the program. He noted that budget will have to be established by reallocation of funds. Mayor Napier-Buckley requested a timeline on the tender process. Administration advised that the first step would be to acquire a budget through Council motion. He will prepare a service contract that is a one-page document with the scope of work and terms of reference with two weeks to respond. Administration will bring a briefing note to Corporate Services on August 1<sup>st</sup> to reallocate funds.

F. **ABSENCE OF COUNCIL MEMBERS**

17-166 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That Cr. Kikoak, Cr. Bell and D/M Smith be excused from the Corporate Services Standing Committee Meeting on July 4, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. PATEL  
ABSTAINED – CR. BELL, CR. KIKOAK  
CARRIED

17-167 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That Cr. Dumont be excused from the Community Services and Municipal Services Standing Committee Meetings on July 11, 2017.

CARRIED UNANIMOUSLY

G. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – August 1, 2017

Community and Municipal Services Standing Committee Meetings – August 8, 2017

Council Meeting 08-17 – August 15, 2017





H. **ADJOURNMENT**

17-168 Moved By: Cr. McArthur  
Seconded By: Cr. Patel

That the meeting be adjourned at 8:43 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 15<sup>th</sup> day of August, 2017.

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Mayor Lynn Napier-Buckley

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Certified Correct by the  
Senior Administrative Officer Keith Morrison

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.

Mr. Vail advised that he knows of three Bell Rock residents interested in receiving power. He noted that Dempsey Foote was also quoted \$40,000 for the installation. Mr. Vail has researched the cost to install the infrastructure which would be approximately \$20,000. However, they would not use the infrastructure he installed and are charging double to profit from the installation. Mr. Vail advised that his cheapest alternative to receive power would be to install a line which would cost approximately \$15,000 and only his residence would have access.

With respect to TEP, Mr. Vail advised that there are a large number of graduates from the community and probably the largest number of TEP graduates employed at JBT Elementary School than other schools in the north.



Town of Fort Smith  
Corporate Services Committee  
Tuesday, August 1, 2017, at 7:00 pm

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

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm.

2. Delegation

a. AWG Delegation

Revenue Generation by Source July 11, 2017

Financial Statements June 30, 2017

M2 Report and Meeting Plans

Relationship Policy: Board Terms and Reference Policy

Jessica Cox and D/M Smith presented on behalf of the Host Society. She noted that there hasn't been much change since the last delegation and asked if Council had any questions. Cr. Bell requested an update on volunteer recruitment. Ms. Cox advised that the Host Society had originally anticipated recruiting 2,000 volunteers between both Hay River and Fort Smith. To date, 250 people have completed the online registration process, although there are people involved that have not registered yet. Ms. Cox advised that there hasn't been a big push to recruit volunteers and anticipates a clearer view on volunteer numbers by the end of September. She noted that volunteer recruitment is a concern of the Host Society and that they will be hosting active recruitment drives. Additionally, once roles are determined, volunteers will be asked to sign up for specific jobs. Cr. McArthur hopes that numbers pick-up.

Cr. McArthur requested an update on the financial position of the AWGs. Ms. Cox advised that from a financial position, the Host Society expects numbers to improve significantly over the next two months. She also expects a clearer standpoint on sponsorship contributions. Ms. Cox advised that the Host Society had changed their sponsorship plan in June by terminating their partnership with Verge Communications to collect sponsorships and by forming an actively meeting Sponsorship Committee consisting of four Host Society members; two members from Hay River and two members from Fort Smith. D/M Smith advised that Shari Olsen is leading the Sponsorship Committee and that they have developed an action plan. He noted that they will be coming to Council for assistance in mobilizing Corporate Sponsorships, through partnerships with the Chamber of Commerce and businesses. He noted that significant progress has been made since May in acquiring monetary and in-kind contributions.

Cr. McArthur asked about the replacement of Fort Smith AWGs Staff Shelly Mahar and Tracey Hutton. He requested that their replacements be local hires. Ms. Cox advised that staffing has also been a concern of the Host Society and that they are very grateful to Ms. Mahar and Ms. Hutton for their contributions. She noted that the work they have done is very valuable to the standpoint of the Host Society with the AWGs. She noted that it has been made clear that local people need to be hired for staff replacement and that the Host Society shares the concern. D/M Smith advised that he has questioned the staff structure which has led to miscommunication and frustration. As a result, the General Manager is reviewing the reorganization of staff structure to enhance efficiency of communication and reporting.

Administration asked if staff member, Ms. Jennifer Leak, pays rent when residing in Fort Smith and how often she is in the community. D/M Smith advised that housing is provided to AWGs staff in-kind. Cr. Tuckey advised that Ms. Leak has contributed to the community by volunteering with figure skating three times per week throughout the winter. Ms. Cox advised that Ms. Leak is based out of Fort Smith although is not in the community all the time. She noted that with the leaving of Ms. Mahar and Ms. Hutton, Ms. Leak has picked up extra duties which requires her to be between the communities more often.

Administration requested an update on staff overages in the budget due to travel, accommodations, and meals. Administration is trying to determine if having staff in the community is an economic driver and is trying to rationalize to see if there is economic benefit in the community. He noted that Mr. Shafer is supposed to be in both communities 50/50, and is not. D/M Smith advised that the expenditures in the budget are mostly related to hosting International Committee events. He will request a breakdown of expenses be sent to Administration. D/M Smith advised that the AWGs have also leased a vehicle for travelling.

Administration had previously asked that a variance document accompany financials so that cash flow can be reviewed. He noted that a cash flow document has been provided which is very different than a variance document. He noted that the revenue document shows a deficit and doesn't acknowledge unbudgeted expenses. Administration noted that the document shows expenses overbudget by \$100,000 and a deficit of \$250,000 which totals a \$350,000 deficit. He asked if there is tracking to determine the actual deficit. D/M Smith advised that expenses have fluctuated and that there is no realistic picture of required expenses. He felt that there would be a clearer understanding after the M2 meetings. Additionally, he advised that the Executive is aware of the expenses and underfunding, and that the board hasn't yet spoken to reductions. Administration advised that the financial statements have improved since May and that there are less expenses against unpopulated budgets.

Administration felt that staffing and advertising/marketing should be more advanced at this stage. Administration asked where funding was found to reduce the deficit since May. He also asked if in-kind contributions are truly attributable to needs and offset monetary costs. Ms. Cox advised that the General Manager has been very thorough to ensure that in-kind sponsorships are reflective of the needs of the AWGs and not to inflate the financials. Ms. Cox suggested that the reduction in the deficit may be due to closing the sponsorship contract with Verge Communications. D/M Smith noted that a substantial contribution was received from ATCO of \$125,000 of each in-kind and monetary contributions. Other contributions received were from Dominion Diamonds for \$25,000, Canadian Tire for \$10,000, and COOP in Yellowknife for \$100,000 in-kind, for food. Additionally, he advised that corporate sponsorships in the region have not yet been requested and that the Host Society anticipates this as an untapped market. Further, D/M Smith will request a breakdown of sponsors be provided to Administration. Ms. Cox also advised that substantial sponsorships were offered that were not required.

Administration has requested reporting relationships of roles and responsibilities be formed to start planning deliverables, although noted he hasn't received a response back from the General Manager to start the process. He advised that as Council will begin budgeting soon, this will need to be considered.

D/M Smith felt confident that the AWGs are in good shape with a strong volunteer base and new facilities in both communities. He noted that challenges lay with athlete support.

Mayor Napier-Buckley thanked Ms. Cox and D/M Smith for delegating on behalf of the Host Society. She looks forward to further updates and the submission of a variance report in the future. She also would like information submitted on what resources will be required of the Town to be incorporated into the budgeting process. Ms. Cox looks forward to having more information for Council at the September meeting.

3. Declarations of Financial Interest

D/M Smith declared a financial interest with respect to the Accounts Paid Part II.

4. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Patel**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of July 4, 2017, were reviewed and have been adopted at the Council meeting of July 18, 2017. Cr. Tuckey requested an update on the Special Meeting to discuss the AWGs Triparty Agreement. Administration had sent comments to the Host Society and has not received a response. He noted that in mid-June, the Town of Hay River had advised that they were acceptable to most of the changes and that they had to follow up with their lawyer and has not heard back. Administration had emailed the Town of Hay River to follow up last week and has not received a response. He is unsure of the delay but will continue to inquire. Cr. McArthur felt the Town of Fort Smith should drop out of the games as the financials are still running a deficit and as no contract is in place. Mayor Napier-Buckley had received a request from the Mayor of Hay River for both Councils to meet. She will follow up with the Mayor for an update on the contract and to look at dates for a joint-Council meeting.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

a. Council Priorities

- i. Commissioner’s Land within Municipal Boundaries – Cr. Patel advised that the Mayor and she had attended a public consultation session to review the Lands Act and Commissioner’s Land Act. She noted that it was interesting to hear the concerns of citizens on leased Commissioner’s land. She noted that there was approximately ten people in attendance.
- ii. Fire Abatement – Mayor Napier-Buckley is continuing to meet with partnering governments on fire abatement initiatives. She noted that the Town has now taken the lead with the meetings. There will be a meeting scheduled in September in which NTPC will be brought to the table.
- iii. Aurora College Program Review – Mayor Napier-Buckley advised that there is a briefing note later in the meeting to move forward with the initiative.
- iv. Property Tax and Boundary Issues – Mayor Napier-Buckley advised that there is a briefing note later in the meeting that was previously brought forward for Council review and to move forward with the reconciliation of property tax issues.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel asked if the barbeque repairs were made to the barbeque that caught fire on Canada Day 2016. Administration confirmed this. Mayor Napier-Buckley asked if a power pole would be installed to light trees for this Christmas season. Administration is reviewing the cost to move a mature tree and is looking to decorate the trees at the arena. He noted that a power pole was required for the prior Christmas tree due to the location.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the Accounts Paid Part I for the period ending July 31, 2017, totaling \$517,415.18 be approved.**

**CARRIED UNANIMOUSLY**

D/M Smith declared a conflict and passed the Chair to Mayor Napier-Buckley.

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

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

**That that Accounts Paid Part II for the period ending July 31, 2017, totaling \$621.35 be approved.**

**IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, CR. PATEL**

**ABSTAINED – D/M SMITH**

**CARRIED**

Mayor Napier-Buckley passed back the Chair to D/M Smith.

- c. Briefing Note Second Quarter Variance Report – The briefing note and report were reviewed. Administration advised that the document outlines the Town’s spending in the first six months of 2017. He noted that initial review shows that all budgets are under spent. Revenue is good; Grants in Lieu are received, and development permitting, fines and lottery licensing revenue has increased. He advised that RCC revenue has caught up and Arena revenue is significantly higher than previous years, although is offset due to additional staffing. Ambulance revenue has decreased with less calls than in previous years and recreation grants are on hold pending accounting deliverables. Administration advised that GNWT Ground Ambulance and Highway Rescue funding is half of what was received in 2015. Additionally, Day Camp and After-school revenues are down due to declining enrollment; analysis indicates the cause being a cyclical demographical change. Administration advised that utility costs are within budget which is attributable to reduced oil costs and a warm winter. He noted that vehicle and equipment maintenance costs have increased due to an aging fleet and that the Capital Plan works to address this over the next several years. Additionally, legislative costs are nearly expended and should require monitoring for the remainder of the year. Legal costs and audit fees are overspent. Administration advised, as in the first quarter, that Public Works and Facilities Maintenance salaries are higher than anticipated due to overtime and use of casual employees to execute a high level of service. Administration will discuss the possibility of incorporating overtime costs into the budget during the budgeting process. Additionally, Ambulance salaries are higher than expected, due to training delays resulting in delayed transition of volunteer honouraria to the Protective Services position. He noted that there are also some unbudgeted costs associated with the EDO position which will be proposed in the 2018 O&M budget upon completion of the Economic Development Plan.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Second Quarter Variance Report be accepted as presented.**

**CARRIED UNANIMOUSLY**

7. Other Business

- a. Correspondence – The July 2017 correspondence was reviewed. Cr. Patel requested an update on the correspondence received from the GNWT on Investment Opportunities in the NWT. It was advised that the correspondence would be circulated.
- b. Licensing Report – The July 2017 licensing report was reviewed.
- c. Briefing Note Property Tax – The briefing note was reviewed. Administration advised that property tax arrears and delinquent accounts are currently valued at \$1.7 million, where property tax arrears are defined as unpaid 2016 property taxes and delinquent accounts are defined as unpaid property taxes from 2015 and earlier, and together called past-due accounts and if uncollectable are called bad debt. He noted that there are a variety of reasons for the past-due accounts and presented options to address them. He noted that options include forgiving bad debt, negotiating past-due accounts with the GNWT, collection of past-due accounts, and the sale of lands. Administration advised that the Town budgets \$15,000 each year for bad debt and has accumulated \$615,235.61 to put towards the bad debt. Administration advised that there are currently three accounts identified as uncollectable totaling approximately \$261,028.50; the first two accounts property taxes were levied incorrectly and the third is bad debt from a derelict trailer that was abandoned on a leased lot. Administration advised that the Minister of MACA would also have to approve any forgiveness of taxes and advised that the Town does not have the authority to forgive school tax. Administration advised that he would require instruction from Mayor and Council to initiate action on the forgiveness of debts. He noted that individual briefing notes would be

brought forward for each roll requiring forgiveness. Cr. Bell asked if the bad debts continue to accumulate interest. Administration confirmed this and advised that the majority of the amount owing is in interest. Cr. Bell felt that it is in the Town's best interest to forgive the bad debts before they accumulate more interest. Administration reviewed the past-due accounts to be negotiated with the GNWT. He noted that the first two rolls are for properties that are past-due by \$154,087.04 combined, tied to failed businesses that the GNWT invested in and retains a registered interest in. He noted the GNWT's need to dispose of the properties and that one of the properties could have potentially been used as an ambulance facility. Instead, the GNWT has listed the property on the real estate market, not allowing the Town to collect the owing taxes and not following surplus regulations. The third roll is a past-due account for improvements made on a Commissioner's Land lease within municipal boundaries totaling \$21,653.83. The fourth roll, totaling \$389,050.67, was due to a resident being relocated after the 1968 landslide to a new property issued by the GNWT thought to be IAB Land. The resident was moved to what mistakenly was not IAB and as a result accumulated property tax and interest since the point of moving. Administration would like cooperation from the GNWT to forgive the entire \$389,050.67. Additionally, Administration advised that SRFN Development Corporation owes \$26,639.56 in property tax arrears, and \$211,127.51 in PILT, which is not included in their property tax arrears and delinquent account total. Administration advised that historically, all properties within municipal boundaries are assessed by the GNWT and that the role of the Town is only to establish the mill rate and issue tax notices. The GNWT also has agreements with the Federal Government to assess all Federal lands. He noted that the PILT was not paid as the assessment was not performed by the GNWT and that the properties were recently transferred to SRFN with no agreement in place addressing the assessment of the lands. He noted that multiple requests were sent from the Town to the GNWT to determine the responsibility for assessment. No definitive answers or action was received by the GNWT. As a result, the Town retained private assessment services valued at \$20,772 to assess the transferred lands and determine the appropriate PILT. The Town would like the GNWT to provide clarity on the issue and reimburse the Town for assessment costs to-date. Subsequently, the Town had invoiced SRFN for the PILT in which they advised that many of the properties identified by the GNWT as having transferred have not transferred to SRFN and remain Federal. SRFN has committed to the PILT for the properties that they consider as having transferred. The Director of Corporate Services recommended that Council approach the GNWT to come to the table to rectify the multiple issues. He noted that Administration has exhausted all avenues in dealing with these issues. D/M Smith noted that Council had met with DAIIR in 2013 and that there has been no movement since. He also noted that Premier Bob McLeod is also the Minister of DAIIR and could potentially deal with issues in other departments. Mayor Napier-Buckley advised that she would initiate correspondence. Administration advised that the past-due accounts to be collected total \$891,271.04 and can be collected through more aggressive collection actions. The Director of Corporate Services advised that two law firms were contacted to deliver the service and that the best solution was provided by McLennan Ross. The solution would be cost neutral to the Town as the law firm will add to the cost of the amount owing. He noted that the process may take two to three years and that it is governed by the Property Assessment Taxation Act. He noted that having a third party collect the past-due accounts will distance animosity from the Town and that the law firm can represent the Town in court. He suggested a recommendation be made to support the action in order for Administration to move forward. Administration advised that there is the opportunity to hold a property tax sale and that the last sale was held in 2011, where four of the six properties were sold. He noted that in the process of a land sale the Town does not take ownership of the land. He noted that the Town has three properties for disposal.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Town of Fort Smith proceed with addressing property tax arrears and delinquent account collections with the use of a third-party contractor.**

**CARRIED UNANIMOUSLY**

- d. Briefing Note Teacher Education Program Brief – The briefing note was reviewed. Cr. McArthur is having second thought about developing the brief and felt that the program is already lost. Cr. Patel agreed that the community feels that the GNWT has made up their mind. Mayor Napier-Buckley clarified that the Minister of ECE declined meeting with Council as they did not want to influence the review. She felt that if the decision was made, that cabinet would influence the review. She noted that many students and families have benefited from the program and that she does not want Council to give up. Cr. Tuckey agrees and doesn't think it is a lost cause. She noted that the Aurora College is a huge economic driver and that the Town would lose 10-20% of the population if the college shut-down altogether. She felt that in giving-up, the GNWT would eventually take more programs away. Cr. Bell thinks Council should continue to fight for the program and noted that the community was at a loss when Social Work Program was discontinued. Cr. Patel asked if the Town is listed as a stakeholder for the development of the foundational review. Mayor Napier-Buckley advised that correspondence from the Minister of ECE stated that the Town would have opportunity to provide input.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That \$10,000 be reallocated from the Advertising Budget to the development of a TEP Brief to be solicited through a tender process  
IN FAVOUR – CR. TUCKEY, CR. BELL, MAYOR NAPIER-  
BUCKLEY, CR. PATEL**

**OPPOSED – CR. MCARTHUR**

**CARRIED**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

**That Cr. Dumont, Cr. Kikoak, and cr. Holtorf be excused from the Corporate Services Standing Committee meeting of August 1, 2017.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be September 5, 2017.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:18 pm.**

**CARRIED UNANIMOUSLY**





TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING July 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32890	Cab Construction Ltd	Install electric water heater in zamboni room	\$ 17,710.00	Arena
32891	Cascade Graphics	Fort Smith explorer guides	\$ 5,194.09	AD
32892	GNWT	Annual leases	\$ 2,639.37	LANDS
32893	Paul Kaesers Stores Ltd	Materials/supplies	\$ 1,484.94	Multiple
32894	Lou's Small Engines	Tires and rims for John Deere mower	\$ 1,118.69	FM
32895	Territorial Beverages	Materials/supplies	\$ 131.60	RCC
32896	Wally's Drugs	Canada Day prizes	\$ 130.04	RCC
32897	Paul W. Kaeser III	Reimbursement- work boots	\$ 206.96	MS
32898	Northern News Service	Subscription renewal	\$ 50.00	AD
32899	Northern Stores Inc	Materials/supplies	\$ 397.64	RCC
32900	Northwestern Air Lease	Freight	\$ 247.84	RCC
32901	Karl Cox	Expense Claim	\$ 575.46	FD
32902	Cab Construction Ltd	Pump	\$ 136.50	WTP
32903	Dewolf Artworks	VIC staff apparel	\$ 2,055.97	VIC
32904	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$ 120.10	BYL
32905	SEE ACCTS PAID LIST II			
32906	Barry Buckley	Fish for Canada Day	\$ 2,500.00	AD
32907	Arctech Computers Inc	Offsite back up service/computer assistance w/ various town is:	\$ 1,680.00	AD
32908	Fitness Depot Commercial Inc	Treadmill	\$ 5,922.00	RCC
32909	Fields	Materials/supplies	\$ 162.36	RCC
32910	Office Solutions	Materials/supplies	\$ 3,372.36	Multiple
32911	Bella Dance Academy	Dance camp facilitator fee	\$ 1,750.00	RCC
32912	NWT Power Corporation	Removal of power poles from 192 McDougal	\$ 819.00	AD
32913	CANCELLED			
32914	Lou's Small Engines	Parts for John Deere mower	\$ 467.18	FM
32915	Northwestel Inc	Internet/phone bill	\$ 5,585.20	Multiple
32916	NWT Power Corporation	Power bills-June	\$ 29,166.20	Multiple
32917	Town of Fort Smith	Water bills	\$ 802.72	Multiple
32918	Freund Building Supplies	Materials/supplies	\$ 3,938.19	Multiple
32919	Xerox Canada Ltd	Copier usage/copier lease	\$ 915.31	AD
32920	Northern Stores Inc	Expenses for Fort Chip missing persons search	\$ 1,000.00	AD
32921	Karl Cox	Expense Claim- NWT fire chiefs conference	\$ 796.30	FD
32922	Cab Construction Ltd	Wire damper motor	\$ 115.50	POOL
32923	Fort Smith Construction NT Ltd	Tire repair 550 flatdeck	\$ 36.75	PW
32924	Dave Porter	Expense claim-practical skills testing	\$ 393.10	FD
32925	Commercial Aquatic Supplies	Materials/supplies	\$ 5,340.11	POOL
32926	TDC Contracting Ltd	Floor jack	\$ 992.20	FM
32927	Wesclean Northern Sales Ltd	Materials/supplies	\$ 198.29	RCC
32928	Jami Short	Expense claim-practical skills testing	\$ 469.75	FD
32929	RDV Mechanical	Garbage truck service, repair & service chev half ton	\$ 2,114.92	PW
32930	Jet Ice	Freight	\$ 265.03	Curling club
32931	Jeff Turner	Expense claim-practical skills testing	\$ 142.15	FD
32932	Cam's Husqvarna Sales & Service	Trimmer line	\$ 75.56	FM
32933	Arctech Computers Inc	Offsite backup service	\$ 262.50	AD
32934	Jody Doherty	Expense claim-practical skills testing	\$ 393.10	FD
32935	Hay River Heavy Truck Sales Ltd	Cylinder Rental	\$ 201.60	WTP/AMBULANCE
32936	Joey Roy	Expense claim- 1001 practical testing	\$ 679.86	FD
32937	David Popko	Reimbursement- work boots	\$ 250.00	RCC
32938	Cimco Refrigeration	Repair brine leak	\$ 13,385.05	Arena
32939	GNWT Maintenance Enforcement	May-June garnishment [R]	\$ 2,550.00	
32940	Cascade Graphics	250 business cards for mayor	\$ 58.80	AD
32941	GNWT	Course registration	\$ 500.00	Multiple
32942	Investors Group	July contributions [R]	\$ 400.00	
32943	Lou's Small Engines	Materials/supplies	\$ 529.19	Multiple
32944	Link Hardware	Materials/supplies	\$ 7,210.61	Multiple
32945	NWT Power Corporation	Power connection snowboard park washroom	\$ 159.18	RCC
32946	Pitney Bowes	Postage meter lease	\$ 1,210.23	AD
32947	Town of Fort Smith	July payroll deductions [R]	\$ 1,136.00	
32948	Freund Building Supplies	Materials/supplies	\$ 3,090.15	Multiple

32949	Xerox Canada Ltd	Copier usage	\$	100.02	AD
32950	Receiver General	June payroll deductions (TAX, CPP, UIC) \$ 35917.61 [R]	\$	45,337.10	
32951	Receiver General	July payroll deductions (TAX, CPP, UIC) \$ 36475.51 [R]	\$	45,473.73	
32952	Uncle Gabes Friendship Centre	1st Prize Canada Day float	\$	150.00	AD
32953	PSAC	July union dues [R]	\$	4,446.20	
32954	Thyssenkrupp Elevator	Elevator maintenance	\$	1,181.25	RCC/Arena
32955	Howard Benwell	Honorarium for musician Canada Day	\$	100.00	AD
32956	GNWT-Taxation Division	July payroll tax [R]	\$	6,460.13	
32957	Northern Stores Inc	Coffee	\$	269.88	AD
32958	Nebs Pension Fund	July premiums \$ 15441.99 [R]	\$	30,883.98	
32959	Maintenance Enforcement Program	Garnishment	\$	829.00	
32960	Cab Construction Ltd	Reconfigure plc to run pump 1 and lock out pump 2	\$	231.00	WTP
32961	Globalstar Canada Satellite CO.	Satellite phone bill	\$	131.10	AD
32962	Terry's Carpentry Service	Rent ambulance bay	\$	2,520.00	Ambulance
32963	TDC Contracting Ltd	Fuel	\$	3,387.73	PW
32964	Wesclean Northern Sales Ltd	Freight, materials/supplies	\$	912.53	Multiple
32965	Phoenix Automotive	Oil change	\$	136.04	FD
32966	Nebs Group Insurance Fund	July premiums \$2612.74 [R]	\$	8,878.24	
32967	Nu Mechanical	Bbq repairs	\$	1,232.44	AD
32968	Town of Fort Smith Employees Association	Staff contributions for July 2017	\$	380.00	
32969	Power Surge Technologies Ltd	Ipod touch gold- 6 vic services	\$	230.99	VIC
32970	Arctic Alarm/Diamondtel	Alarm monitoring	\$	59.80	RCC
32971	Fields	Materials/supplies	\$	618.30	AD
32972	Office Solutions	Library supplies	\$	41.82	Library
32973	Hay River Heavy Truck Sales Ltd	Cylinder Rental	\$	201.60	WTP/AMBULANCE
32974	Roots & Ruminants Farm	1st Prize Canada Day float	\$	150.00	AD
32975	Joey Roy	Honorarium for Canada Day	\$	125.00	AD
32976	Thomas Fergusson	1st Prize Canada Day float	\$	150.00	AD
32977	George Cumming Jr	2nd prize Canada Day float	\$	100.00	AD
32978	Dwayne Venema	Honorarium for Canada Day	\$	125.00	AD
32979	Noel Mckenzie	Honorarium for musician Canada Day	\$	125.00	AD
32980	John Mckinnon	Honorarium for musician Canada Day	\$	125.00	AD
32981	Gaelen O'Hagen	Honorarium for musician Canada Day	\$	100.00	AD
EFT	Caterpillar Financial Services Ltd	Loader lease	\$	6,563.58	PW
EFT	Payroll	Pay period July 7, 2017	\$	105,623.27	AD
EFT	Payroll	Pay period July 21, 2017	\$	116,799.80	AD

\$ 517,415.18



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING July 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32905	Kevin Smith	Travel expense claim	\$ 621.35	Council
TOTAL			<u>\$ 621.35</u>	



Town of Fort Smith  
Community Services Committee  
Tuesday, August 8, 2017, at 7:00 pm

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

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. Patel**  
**Seconded by: Cr. Bell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of July 11, 2017, were reviewed and have been adopted at the Council meeting of July 18, 2017. Cr. Kikoak requested that the Fort Smith Music Society be contacted to perform at the AWGs Opening Ceremonies, even if the ceremony will be in Hay River. Cr. Holtorf requested an update on changes to the AWGs budget. Administration advised that the Host Society will have a better understanding of the budget after the M2 Meetings and that they will be delegating to Council in September. D/M Smith noted that there have been substantial improvements to Corporate Sponsorships since the last delegation. He noted that there are currently \$1.12 million in signed agreements including \$249,000 in cash contribution, and that \$1.13 million in agreements have been sent out for signing.
  - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
  - d. Community Services Master Plan – The Master Plan was reviewed.
3. Recreation
  - a. Recreation Services
    - i. Recreation Statistics – The July, 2017 recreation statistics report was reviewed. Administration advised that he would forward any questions on the reports to the Director of Community Services. There were no questions from Council.
    - ii. Pool Statistics – The July, 2017 pool statistics report was reviewed.
4. Library
  - a. Library Services
    - i. Library Statistics – The July, 2017, library statistics report was reviewed.

5. Other Business
  - a. Briefing Note Dark Sky Festival Donation – The briefing note was reviewed. Administration has received a request from two individuals making a film with ties to Fort Smith and the Dark Sky Festival. They are asking for multiple donations from a \$2,000 monetary donation to multiple in-kind donations. He noted that the benefits of the film would be increased exposure of Fort Smith. He advised that there is approximately \$2,500 left in the donations budget and that approximately \$2,000 in donation requests are received around Christmas. Cr. Patel sees value in the project and thinks some contribution should be made. She requested that residents be engaged in participating with the film beyond catering. Administration noted that of the donation requests, the Town would be able to accommodate the request for tables and use of the recreation facility. He suggested that the Town purchase advertising at the end of their film for cash value rather than providing a monetary donation. Administration will provide an updated briefing note for Council.
  
6. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. Patel**  
**Seconded by: Cr. McArthur**  
**That Cr. Dumont be excused from Community Services Meeting on August 8, 2017.**  
**CARRIED UNANIMOUSLY**
  
7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 12, 2017.
  
8. Adjournment

**RECOMMENDATION**  
**Moved by: Cr. McArthur**  
**Seconded by: Cr. Bell**  
**That the meeting be adjourned at 7:20 p.m.**  
**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, August 8, 2017 at 7:20 pm.

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:20 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Kikoak**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of July 11, 2017, were reviewed and were adopted at the Council meeting of July 18, 2017. Cr. Holtorf asked if a meeting has been scheduled with the Daycare Society and the Aurora College. Mayor Napier-Buckley does not have an update at this time. Administration is considering bringing dialogue on childcare as part of the budgeting process. He noted that childcare programs generate revenue although are expensive to operate. He would like to consider if the Town should continue to provide childcare services or if the Town should partner with the Daycare Society. D/M Smith agrees that it needs to be discussed. Cr. Holtorf asked if the multilingual stop signs were received. Administration does not have an update at this time.

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

d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that with the staffing of the Director of Municipal Services position, the Town is progressing with procurements and water and sewer work. He noted that some hydrants, and that the Water Treatment Plant boiler system have been repaired. The Town is also advancing in hiring a project manager to support with facilitating initiatives. Administration advised that the Strategic Plan surveys are being collected and sent to the consultant to compile data, and that the next step would be stakeholder engagement. Additionally, the Waste Diversion Plan has been completed, with the exception of a few minor changes. He noted that the consultant had identified the recycling rider threshold at \$10 in addition to monthly utility bill rates. He noted that with a \$10 rider, the Town would not be able to afford providing recycling services without outside funding, although would be able to support composting. Administration will be reviewing ways to modify the cost to provide a recycling program. He noted that all costs in the document are calculated on trucking materials south. Cr. Tuckey noted that Yellowknife has received funding from the FCM for their recycling initiatives.

### 3. Protective Services

#### a. Fire Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a quiet month for the fire department with only training. He noted that there was a fire at the old movie theatre over the past weekend which links to discussion of the property tax briefing note, discussed at the last Corporate Services meeting, on derelict buildings be held by the GNWT. Administration will work with the office of the Fire Marshall to condemn the building and determine how to transfer the authority for these properties. He noted that the GNWT needs to come to the table and have dialogue about property issues. Additionally, he advised that the MLA has requested a workshop with Council. Administration noted that there was previous discussion about Cabinet meeting in Fort Smith and noted that it has been cancelled due to conflicting dates. He was disappointed that the Town would not have the opportunity to have discussion with Premier Bob McLeod, Minister of DAIR on property issues.

#### b. Ambulance Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a standard, busy month for the Ambulance Department. He noted that the Protective Services Supervisor has been engaging in Ambulance activity. Additionally, a proposal was received from a contractor to take over the service. Administration had asked the MLA to find out which government department the contractor would enter into an agreement with and as a result, it was advised that MACA only provides \$20,000 for ground ambulance per year. He noted that this indicates that the GNWT has no interest in entering into an agreement with the contractor. Administration advised that after reviewing financials of aggressively increasing medevac fees, the department is turning a profit. He noted that there has been difficulty in maintaining volunteers but anticipates that this will improve with the staffed position of the Protective Services Supervisor. He noted that the service is budgeted to make \$92,000 revenue in 2017 and that \$25,000 is allocated to ambulance replacement each year. Administration noted that current lease payments for ambulance storage is equivalent to mortgage payments and that he will continue to pursue a permanent housing for the ambulance bay.

#### c. Bylaw Department

- i. Bylaw Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a busy month for the Bylaw Department. He noted that there have been lots of dog issues and that the Town is working to be more responsive to these issues. D/M Smith requested feedback on traffic management at Pelican Street and Primrose Lane. Administration advised that there were no incidents at the intersection during the closure of McDougal Road. He noted that the multilingual signs will be placed at the intersection.

### 4. Other Business

- a. Briefing Note DPA-028-17 Anand Soochit – The briefing note was reviewed.

#### **RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That DPA-028-17, submitted by Anand Soochit, to operate a home occupation accounting and booking business from Lot 1359, Plan 1788, 63 Caribou Crescent in Fort Smith, be approved.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note SRFN Development – The briefing note was reviewed. Administration advised that the briefing note is for informational purposes only. He noted that all zoning requirements have been met for the development in Town Centre. He noted that the application did not include information on signage and has requested that signage meet regulations of the bylaw as well. He noted that the Town had previously issued a letter of support for the building to be a community centre and noted that one of the proposed usages indicated on the application is for a court house. D/M Smith was pleased with the parking indicated in the application.

- c. In-Camera Session – *CTV Act S.23(3)(c) Personnel Issue*

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Council move out of in-camera.**

**CARRIED UNANIMOUSLY**

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on August 8, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 12, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the meeting be adjourned 9:45 pm.**

**CARRIED UNANIMOUSLY**





THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 978

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO DISPOSE OF A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 54 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of 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 dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1626 Plan 3941 FORT SMITH, 26 Whitford Road, in consideration for the sum of Forty-Nine Thousand, Six Hundred and Sixty-One Dollars (\$49,661.00) plus transfer costs.
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, 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.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

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 979

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO DISPOSE OF A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 54 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of 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 dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1751 Plan 4330 FORT SMITH, 25 Whitford Road, in consideration for the sum of Fifty-Two Thousand, Seven Hundred and Thirty-Eight Dollars (\$52,738.00) plus transfer costs.
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, 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.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

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 980

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO DISPOSE OF A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 54 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of 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 dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1750 Plan 4330 FORT SMITH, 27 Whitford Road, in consideration for the sum of Fifty-Two Thousand, Seven Hundred and Forty-One Dollars (\$52,741.00) plus transfer costs.
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, 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.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

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



## BRIEFING NOTE

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To: Mayor and Council

Date: 11 August 2017

Subject: Town of Fort Smith Donation for “Dark Sky” film

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**Purpose:**

Bring forward to Council a request for donations to the film “Dark Sky”.

**Background:**

A new film, set in the Northwest Territories, will be shooting in Wood Buffalo National Park and Pine Lake, August 24-27, 2017, just after the 2017 Dark Sky Festival.

“Dark Sky” is a feature-length fantasy story, directed by, Jen Walden and produced by Jeremy Emerson, two Yellowknife-based filmmakers, in association with IndieCan20K, where they are mentored in creating their first feature film.

Dark Sky is a fantasy film about a young man, Elijah, and his mother Carolyn. One of the few things seven-year-old Elijah has to remember his late father by is their time learning about the stars and the different constellations. When Elijah goes on a camping trip and is separated from his mother he needs to be clever and brave to find his way home. By teaming up with a strange creature that he discovers along the way, Elijah learns to use the tools his parents have instilled in him to navigate in this world.

The film has scenes where Wood Buffalo National Park, the Dark Sky Festival and Fort Smith are directly highlighted in the film. The cast and crew will be mostly hired from the Northwest Territories including some with ties to Fort Smith.

The film’s producer and director are both experienced film makers who have assisted with award winning northern-made films in the past including: The Sun at Midnight and Painted Girl. These films were viewed by thousands both nationally and internationally.

The strategy for promotion of the film “Dark Sky” will be presented both in theatres as well as on the Film Festival Circuit to ensure a large international exposure.

**Analysis:**

The “Dark Sky” film producers are requesting the following:

- \$2000 donation towards catering budget. We have requested they use a Fort Smith caterer.
- They have also requested funding from Yellowknife businesses, NWT Tourism and in-kind requests from Wood Buffalo National Park.
- Use of folding tables for up to 30 people - cost: \$30.00
- Use of the Recreation Centre showers for cast and crew - cost: \$100
- Any other in-kind support or the following items if possible:
  - Satellite phone
  - Accommodations for cast and crew from August 24-27th
  - Food donations
  - Passenger and cargo vehicles
  - Gas donations

In exchange for:

- National and international exposure for Fort Smith, WBNP and the Dark Sky Festival.
- Promotion on their website and social media sites.
- Screening of the film in Fort Smith, possibly at next year's Dark Sky Festival.
- Credit line to the Town of Fort Smith in the final credits.
- Raw film footage of the Salt Plains, Pine Lake and WBNP that can be used for promotional purposes.

Donations fund amount currently available is approximately \$2,500. Annual donations over the past five years are detailed in the attached spreadsheet, noting that approximately \$2,000 worth of donations are awarded to Christmas events annually. The Town is currently in discussion with film organisers to purchase advertising in the film in lieu of donating funds. Otherwise, the only requests that the Town is capable of meeting are the donations of tables and showers in the sum of \$130. The film organisers advise that the overall budget for the project is \$20,000.

**Recommendation:**

That mayor and council provide direction.

TOWN OF FORT SMITH  
LIST OF DONATIONS FROM 2010 TO 2015

DONATED TO	REASON/PROGRAM	TYPE	2010	2011	2012	2013	2014	2015
Uncle Gabe's Friendship Centre	Lunch Program/Food for Thought	CASH	2,691.55		2,700.00		1,000.00	
Senior's 55+ Friendship Games	Sponsor one meal	CASH	500.00	300.00				
PWK Grade 7 and 8	To attend Dene Kede Excursion	CASH	500.00	500.00				
Slave River Paddlefest	Fish Fry/child care	CASH	500.00	500.00		5,000.00	transferred to budget Gi	
JBT Snack Program	Snack Program	CASH	500.00	500.00			500.00	500.00
PWK Snack Program	Snack Program	CASH	500.00	500.00				
Nicole Labine	Students on Ice Program	CASH	150.00					
New Baby Package	For babies born of Fort Smith residents	CASH		TBC				
Santa Claus Float	Continue operations	CASH	800.00	3,859.05	416.63			1,000.00
Ria Coleman	Unknown	CASH		250.00				
Fort Smith Animal Society	Publication of calendar	CASH		600.00	700.00	500.00	500.00	500.00
Fort Smith Fishing Derby	Support fishing derby	CASH			300.00	300.00		500.00
Ashley Gillis	Play Around the World	CASH			150.00			
Kyle Johnston's Memory	Donation	CASH			75.00			
Fort Smith Air Show	Provide meal	CASH			TBC			
Sutherland House	Tribe of One - Family Violence Awareness Week	CASH			1,000.00			260.00
Sutherland House	Single parents Christmas Dinner	CASH						100.00
Pentecostal Church	Christmas Toy Food Drive	CASH						500.00
Fort Smith Metis Council	Elders dinner	CASH	900.00		500.00	500.00	500.00	
SALT	Graduation	CASH				100.00		
Kraft Celebration Tour	T- shirts	CASH				TBC		
Fort Smith Seniors Society	Elders Christmas Party	CASH/IN KIND		500.00			332.00	
Aboriginal Day	Cash/Free swim times	CASH/IN KIND	300.00		TBC			
Relay for Life	Participant Meal/use of curling club	CASH/IN KIND				2,000.00		TBC
South Slave Friendship Festival	Use of arena and skateboard park	IN KIND	2,000.00					
Lawrie Hobart Volleyball Tournament	Use RCC Gym	IN KIND	TBC		TBC	TBC	2,230.50	
NWT Council for Persons with Disabilities	Swimming Pool Booklets	IN KIND	TBC					
Midwifery 100th Baby Celebration	Swim Passes	IN KIND	330.00					
Health Family Program	Christmas activities	IN KIND	TBC					
Akaitcho Assembly	Swim Passes	IN KIND	6.00					
St. John's Anglican Church	Donation	IN KIND	100.00					
Fort Smith Ski Club	Gift certificate for loppet	IN KIND	60.00					
Aurora College Student Association	Pool rental certificate	IN KIND	60.00					
Community Services	Early opening of arena for golf/hockey tournament	IN KIND		TBC				
PWK Grad	RCC Gym rental	IN KIND			500.00	500.00	924.00	
PWK Travel Club	One three month pass to Pete's Gym	IN KIND			TBC			
PWK Travel Club	One six month RCC Pass	IN KIND			TBC		864.00	
NWTRPA	Use of RCC	IN KIND				TBC		
Wood Buffalo Frolics	Use of gym for talent show	IN KIND				TBC		
Ride to Conquer Cancer	Ten recreation passes	IN KIND				TBC		
Fort Smith 5000 Track and Field	Use of pool	IN KIND				TBC		
Waterwalker Film Festival	Use of theatre	IN KIND				TBC		
Circle of Friends	Halloween Family Day gym use	IN KIND				TBC	244.00	
Circle of Friends	Halloween Family Day canteen use	IN KIND				TBC		
Circle of Friends	use of credit card machine	IN KIND						TBC
Royal Canadian Legion	Remembrance Day Service gym use	IN KIND				TBC	628.50	
Fort Smith Seniors Society	Elders Christmas Party - use of gym	IN KIND				TBC		
Fort Smith Seniors Society	Annual Christmas Dinner	IN KIND						407.00
Trek for Tourette	Use of gym and lobby	IN KIND					TBC	66.00
2014 AWG Territorial Trials	Use of facilities	IN KIND					1,240.00	
Fort Smith Arts, Culture and Theatre Society	Gone Wild Event	IN KIND					332.00	
FSHSSA - Public Health	All-in-one year pass	IN KIND					504.00	
Aurora College Student Association	Use of gym	IN KIND					266.00	
PWK Culture Learning Camp	ski-doo registrations	IN KIND						TBC
NWT Western Canada Games Squad		IN KIND						237.50
St. John's Anglican Church	use of credit card machine	IN KIND						287.25
AWG Junior Women's Hockey Trials	overnight staff	IN KIND						650.00
<b>TOTAL</b>			<b>9,897.55</b>	<b>7,509.05</b>	<b>6,341.63</b>	<b>11,400.00</b>	<b>10,065.00</b>	<b>5,007.75</b>



Town of Fort Smith  
174 McDougal Road, PO Box 147  
Fort Smith, NT  
X0E 0P0 - CANADA

Re: Dark Sky Feature Film

Dear Diane Seals;

I'm writing to tell you about an exciting new film, set in the Northwest Territories, and shooting in the Wood Buffalo Park and Pine Lake, August 2017. Dark Sky, a feature-length fantasy story, is directed by, Jen Walden and produced by Jeremy Emerson, two Yellowknife-based filmmakers, in association with IndieCan20K.

Dark Sky is a fantasy film about a young man, Elijah, and his mother Carolyn. One of the few things seven year old Elijah has to remember his late father by is their time learning about the stars and the different constellations. When Elijah goes on a camping trip and is separated from his mother he needs to be clever and brave to find his way home. By teaming up with a strange creature that he discovers along the way, Elijah learns to use the tools his parents have instilled in him to navigate in this world. We're so excited to bring this beautiful script to life, and to bringing the physical beauty of the Northwest Territories to audiences across the country. The cast & crew of the film is grassroots hiring mostly NWT residents, some with ties to Fort Smith.

As an independent film project, Dark Sky is operating on a limited budget, and planning to finance the film primarily through crowdfunding. We're asking you to help us with this pursuit by coming on board as a sponsor of the film, by donating cash and in-kind support to the film, "Dark Sky". If possible the production is in need of:

- Cash Donations
- Passenger and cargo vehicles
- A satellite phone
- Accommodations for cast and crew during August 24-27th ie. thebacha campground hall
- Use of the Recreation Centre showers for cast and crew.
- Food Donations
- Gas Donations

- Use of folding tables and chairs

In exchange for this generous donation, we would promote The Town of Fort Smith, The Dark Sky festival, and Wood Buffalo Park on our Facebook page and website, as well as credit the Town in the final credits of the film. We would also be happy to offer some raw footage from the shoot for the Town to use for promotional purposes. We will be shooting at the Salt Flats, Pine Lake, and general Wood Buffalo Park areas.

Thank you so much for your consideration, and your support for the Northwest Territories Film Industry. I will call you next week to follow up and discuss the details of your potential sponsorship. Please feel free to contact me by phone or email before then if you have any questions, or would like any additional information.

Best regards,

Jeremy Emerson , Producer "Dark Sky"  
Purple Foot Productions Inc.





## Town of Fort Smith

### Application for a Donation

**Please note: Applications for donations must be received at Town Office at least 6 weeks in advance to allow for the Town's approval process**

**Name of Organization:** Purple Foot Productions Inc. (Dark Sky the movie)

#### Names, titles, contact information of organization representatives

Jeremy Emerson  
Name

Jennifer Walden  
Name

Producer  
Title

Writer / Director / Producer  
Title

(867) 445-6019  
Contact information

(867) 765-8281  
Contact Information

**Donation Request:** (Please be specific with all information that pertains to the request including amount, dates, use of facility, etc.) Requesting \$2 000.00 to support catering budget for the production of the feature film, Dark Sky shooting in Wood Buffalo Park/ Pine Lake August 24-27th, 2017.

The film features the Dark Sky festival at their location at Pine Lake and will provide the festival with National and International exposure through the phenomenon of entertainment tourism. We also will require access to the Recreation centre's facilities for crew to shower during this period. Any other in-kind support

available as per attached letter would be appreciated ie. vehicles, waiving fee for thebacha rental, use of satellite phone etc.