
















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

April 17, 2018, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Delegation	 RCMP Police Report
D. Approval of Council Minutes a. Council Minutes	 Council Minutes March 13, 2018
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 II Minutes April 10, 20    Community Services Municipal Services Minutes April 10, 20 Minutes April 10, 20
b. Enactment of Bylaws and Policies a. Bylaw 989 2018 Mill Rate Bylaw	 Bylaw 989 2018 Mill Rate Bylaw
c. Appointments	
d. Mayor and Council	
e. Administration a. Canadian Federation of Municipalities – AGM b. AWG Staff Recognition c. Briefing Note – ATM d. Briefing Note – Spring Clean-up e. Briefing Note – Fort Smith Music Society f. Briefing Note – Wayne Keefe DPA-008-18	   BN - ATM      BN - Spring Clean up      BN - Fort Smith Music Society   BN - Wayne Keefe DPA-008-18
H. Proclamations a. Daffodil Proclamation	 Proclamation Request Letter
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



MONTHLY  
POLICING REPORT  
March 2018



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 142 calls for service to the town of Fort Smith during the month of March 2018.

### **Community Action Plan (C.A.P.) Community Priorities:**

The current fiscal year priorities are identified as:

- 1) Substance abuse and trafficking; illegal substances and alcohol inclusive.
- 2) Violence in the community; including domestic violence.
- 3) Building Positive Relationships with local First Nations and the Community at Large.
- 4) Traffic Safety and Enforcement

#### **1) This month the detachment addressed the issue of Substance abuse and trafficking; illegal substances and alcohol inclusive by:**

The Fort Smith RCMP Detachment continues to deal with this priority in a proactive and reactive manner. Fort Smith Detachment members continue to conduct patrols in high risk areas. Members are continuing efforts to increase police presence in areas associated with drug trafficking and use.

Re-actively, detachment members continue to respond to calls for service from community members. Fort Smith detachment members responded to 35 complaints of either causing a disturbance, mischief, and or liquor act related calls for service. Alcohol is a casual factor in the majority of these calls.

**The Community assisted the priority by:** No specific support was sought during this monthly period.

#### **2) This month the detachment addressed the issue of Violence in the community; including domestic violence by:**

The Fort Smith RCMP Detachment responded to 2 complaints of Domestic Violence in the community. Criminal charges were laid as a result of these investigations. Fort Smith Detachment members also responded to 9 additional complaints of assaults in the community.

These types of complaints can be stressful and have significant repercussions on the dynamic of a family especially when young children are involved. The Fort Smith RCMP Detachment continues to work with community partners to present a multi-agency response to these types of complaints.

**The Community assisted the priority by:** No specific support was sought during this monthly period.

**3) This month the detachment addressed the issue of Building Positive Relationships with local First Nations and the Community at Large by:**

The Fort Smith RCMP Detachment and the members currently working in Fort Smith continue to make efforts to build positive relationships within the community.

March 5<sup>th</sup> – Sgt. Gilbert met with the Principal of JBT (Cora America) and was given a tour through the school as well as several introductions to staff members.

March 7<sup>th</sup> – Sgt. Gilbert Met with representatives of the Metis Council (Ken Hudson and Gord McSwain). Up until now the Metis had not been included in receiving the Monthly Policing report and Sgt. Gilbert sought to rectify that. Sgt. Gilbert discussed moving forward together as partners and they were happy to accept. Sgt. Gilbert provided copies of the monthly policing reports beginning when Sgt. Gilbert took command of the Fort Smith RCMP Detachment (Nov/Dec/Jan). Advised that the February report would be completed in the next couple days and, as per their request, would be emailed to the Fort Smith Metis Council email address. President Ken Hudson also recommended that Sgt. Gilbert speak with Julie Lys as she runs the majority of wellness programs for the Metis. Sgt. Gilbert discussed the COP program and asked whether they would be interested in partnering with the Town and the RCMP. They indicated that they would like to take part.

March 12<sup>th</sup> – Sgt. Gilbert met with Mayor Lynn Napier-Buckley to discuss community issues and projects moving forward. Sgt. Gilbert briefed her on the progress made on the COP program. Sgt. Gilbert also briefed her on the Metis' willingness to partner. Sgt. Gilbert advised he would present the same information to Council the next evening but was hoping the Town could select a point person on Council who wanted to be involved.

March 13<sup>th</sup> – Sgt. Gilbert attended the Town Council meeting. Briefed them on the February policing report. Also pointed out the new section for proactive patrols as this is an initiative to try and decrease crime rates in the community. The majority of community based policing research points to reduction in crime rates when proactive traffic stops are enhanced. Sgt. Gilbert advised that the detachment is hoping to implement and move forward on evidence based approaches to policing. Briefed the Council on COP and Councillor Erika Bell volunteered to be the Council's point person. Sgt. Gilbert provided contact information for follow-up. Two concerns were raised by Councillors. One was a visible presence at the rear parking lot of JBT. There have been some close calls with parents texting while driving. Bylaw typically covers the front parking lot near the crosswalk but they are hoping for some more patrols in the back. Sgt. Gilbert committed to more presence (depending on available resources). Another issue was that the RCMP received a complaint of mischief but the COM had not been called back. The COM followed up a couple hours later and a member attended. Sgt. Gilbert was familiar with this one as he was on shift. For some reason the call was not dispatched and the file generated was sent to the night shift member (despite coming in after that member finished on call). Sgt. Gilbert informed them that

this was a mistake and not indicative of typical response. The matter has been addressed and should not occur again.

March 20<sup>th</sup> – Sgt. Gilbert had reached out to the National Citizens on Patrol President and had been communicating with her re: implementation in Fort Smith. It was discovered that she was going to be in Fort Smith to judge figure skating at the AWG. As such, Sgt. Gilbert arranged a meeting with her and Councillor Erika Bell. Discussed the process and she advised that the largest hurdle has already been overcome (willing community and willing RCMP detachment). She said that she would message the web administrator and give Sgt. Gilbert access to their secure website so that various bylaws could be viewed.

Cst White continued with coaching minor hockey throughout the month.

March 18<sup>th</sup>-24<sup>th</sup> – AWG. During this period the RCMP was heavily active in AWG events and proactive patrols. There were 9 supplemental resources in town and the detachment provided 24 hour policing for the week. Multiple events were attended and the involved members had a wonderful time interacting with community members and guests.

**The Community assisted the priority by:** The Town and the Metis have selected a point person from each government to work with Sgt. Gilbert in launching the initiative. Meetings will continue until an executive can be selected and trained.

#### **4) This month the detachment addressed the issue of Traffic Safety and Enforcement by:**

The Fort Smith RCMP Detachment continues to conduct proactive patrols of the community in an effort to increase police presence and general deterrence. The Fort Smith Detachment also responds to calls for service from members of the community.

The Fort Smith RCMP Detachment responded to / investigated 18 complaints regarding traffic offences and or complaints in the community. 9 of these investigations involved impaired drivers in the community and 7 were related to collisions.

Sgt. Gilbert has implemented a pro-active enforcement initiative for Fort Smith Detachment moving forward. As such, a sub-heading will be created under this initiative for pro-active stops.

**Pro-active Vehicle Stops:** There were numerous RCMP initiated, pro-active stops during the month of March. Many of these were during the AWG when we had traffic services in the community. Detachment members also made two proactive traffic stops that resulted in two individuals being charged with Impaired Operation/Over 80 of a motor vehicle. They are set for court on April 30<sup>th</sup>.

**The Community assisted the priority by:** No specific support was sought during this monthly period.



### **Notable Occurrences for the Month:**

During the month of March, the Fort Smith Detachment responded to a suicide. Once deemed non-suspicious the local detachment members assisted with a Sudden Death investigation led by the Coroner's office.

Local RCMP responded to another sudden death investigation during the month of March. It was also deemed non-suspicious and the RCMP assisted the Coroner's Office with the investigation.

The incidence of B&E / theft / Mischief were on an uptick this month as the majority of repeat property crime offenders returned to the community. This caused a noticeable increase in property related offences. In response to this the Fort Smith Detachment created a Prolific Offender responsibility position (not a new substantive position, but a responsibility assigned to a current member). This position has been coordinating various checks on these offenders depending on the conditions they are on (whether it be Probation, Recognizance, Undertaking etc). As a result, we have had some marked success in breaching these individuals. This position will continue indefinitely.

Two members of the detachment encountered a violent situation when making a proactive traffic stop. The individual was highly intoxicated/impaired and refused to comply with directions. This resulted in a significant scuffle and the individual has been charged with Assaulting a Police Officer, Resisting Arrest, and Impaired Care & Control. A court date of April 30<sup>th</sup> has been set.

One of the complaints of Domestic Violence resulted in the victim being hospitalized after suffering several stab wounds. The offender has been charged and the matter is proceeding in court.

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Sgt. J.E. (Jesse) GILBERT NCO/IC  
Fort Smith RCMP Detachment

### **External Distribution List:**

Insp. Peter PILGRIM – OIC South District  
S/SGT. Travis De COENE - District Advisory NCO  
Sue CROOKEDHAND – "G" Division Criminal Operations  
Sgt. Warren GAUCHIER – "G" Division Client Services

### **Documents Included:**

Occurrence Statistics

### Appendix A

Occurrence Type	March 2018	Year to Date 2018	March 2017	Year to Date 2017
Assaults (All Categories)	12	40	17	38
Break and Enter (Residence and Business)	2	8	2	6
Theft of Motor Vehicle	0	1	2	3
Theft under \$5,000.00	5	13	5	8
Theft over \$5,000.00	0	1	0	0
Drug Possession	1	3	1	3
Drug Trafficking	1	1	2	3
Liquor Act	12	24	12	28
Mischief / Cause Disturbance (Includes Public Intoxication)	28	74	49	137
Impaired Operation	10	20	7	21
Other Complaints	71	240	73	221
Total Violations	151	431	183	387
Total Calls for Service	142	422	170	464
Number of Patrols to Community	N/A	N/A	N/A	N/A

**Appendix A**

Category	March 2018	Year to Date 2018	March 2017	Year to Date 2017
Prisoners	18	41	21	62
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
<b>Total Prisoners</b>	<b>18</b>	<b>41</b>	<b>21</b>	<b>62</b>

Justice Report	March 2018	Year to Date 2018	Year to Date 2017
Victim Service Unit Referrals	2 Victim Declined 0 Victim Accepted 1 Proactive Referral	10 Victim Declined 0 Victim Accepted 2 Proactive Referral	20 Victim Declined 4 Victim Accepted 0 Proactive Referral
Youth Alternative: Measures YCJA Warnings	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0
Adult Diversion: Community Justice Referrals	0	0	0
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	0	0
ODARA Reports	1	4	2





**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 03-18  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF MARCH AND THE  
THIRD FOR THE YEAR 2018**

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

REGRETS:                      Cr. Kikoak

STAFF:                         K. Morrison, Senior Administrative Officer  
                                     L. Pierrot, Executive Secretary

GALLERY: Sergeant Jesse Gilbert, Don Jaque

Meeting 03-18  
March 13, 2018

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**

18-061    Moved by: Cr. McArthur Seconded by: Cr. Dumont  That the agenda be adopted as presented.  CARRIED UNANIMOUSLY
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Cr. Patel entered the meeting.

C.      **PRESENTATIONS**

a.      RCMP Delegation

- i. Police Report – The RCMP police report for February 2018 was reviewed. Sgt. Gilbert presented the police report. He indicated that the COP Program application has been provided to Mayor and Council. He advised that the manager of the Alberta COP Program will be coming to Fort Smith for the AWG. He advised that he has volunteers from the Fort Smith Metis Council



and requested a volunteer from the Town Fort Smith. He indicated that he will be meeting with the Manager of the Alberta COP Program and volunteers on Tuesday, March 20, 2018. He requested media coverage from the Town on the COP Program, highlighting the involvement of the partnering organizations. Cr. Bell asked for the time that the meeting is scheduled for on March 20, 2018. Sgt. Gilbert advised that once he receives confirmation from volunteers from the Town, he will schedule a time. Cr. Bell advised that she can attend the meeting and will provide contact information. She suggested that information on the COP program be provided at the Thebacha Trade Show on April 28, 2018. Administration asked for clarification on what the RCMP is requesting from the Town. Sgt. Gilbert advised that there is no financial assistance required and the initial start up is the responsibility of the RCMP. Cr. Holtorf asked how many volunteers are required for the program. Sgt. Gilbert advised that it would be ideal to start with 6 to 15 volunteers. Cr. Tuckey advised of a person texting and driving through the JBT parking lot nearly hitting a child. She requested RCMP complete patrols at the JBT backway parking lot, during pick up and drop off times. Sgt. Gilbert advised that he will make efforts to be present during those times. Cr. Patel asked if the Smith Landing and Salt River First Nations were consulted with regarding the COP Program. Sgt. Gilbert advised that the Salt River First Nation declined to participate and that no attempts have been made to consult with Fort Smith Landing as they fall under Alberta jurisdiction. Cr. Bell advised that there have been some vandalism of vehicles recently. She indicated that her brother's vehicle was broken into and damages done to the vehicle, police were called at 7:30 am and was advised to call back at 9:00 am when there is someone in the office. She asked what happens in that situation and to make that urgent enough for a RCMP member to be called out. Sgt. Gilbert advised that the call was not forwarded to any RCMP member and currently being reviewed. Cr. Bell asked what plans are being formulated during AWG to deal with the vehicle vandalism and will the extra police staff be made aware of the situation. Sgt. Gilbert advised that there will be nine additional RCMP members; four completing 24-hour shifts starting on March 16, 2018, four members policing the AWG and one traffic member. He advised that the additional police officers will be made aware of the vehicle complaints. Mayor Napier-Buckley asked for clarification of the extra members that will be dispatched to Fort Smith. Sgt. Gilbert advised that nine members will be brought into Fort Smith and nine members will be sent to Hay River. Administration advised that there is a lack of territorial justice support in regards to youth crime, and asked if there is something that the Town can lobby to the GNWT regarding the youth. Sgt. Gilbert advised that all youth programs are operated out of the territories and suggested consulting with a social services worker for information. Cr. Holtorf asked if the NWTAC provided information regarding youth programs. Cr. Tuckey advised that there are no past or present resolutions from the NWTAC.



b. Don Jaque Delegation

- i. Save Our College Petition – The petition was reviewed. Mr. Jaque presented the Save our College Petition. He indicated that the petition was signed by over 200 people. He noted that many of the concerns received were that the College used to provide many programs and services which have now diminished. He indicated that he was unable to get the report that was submitted to the Aurora College consultant. He thinks that report should be public as it's a represents the residents of Fort Smith. He advised that the purpose of the petition is to give Council more support with hopes to get the MLA and Council to work together to be proactive into the future, in terms of expanding the college. He indicated that the TEP Program has contributed to the local economy, increasing aboriginal teachers, teaching the local culture, and growing local professionals that become mentors to the children. He noted that saving the College is a territorial issue which needs to be addressed with the MLA. He advised that the issue needs to be pushed forward as a territorial issue where the TEP and Social work program are the main concern. He indicated that the Aurora College is administered by the deputy minister as opposed to the previous Board of Directors. He indicated that the previous Board of Directors were able to successfully provide good programs and services, but without the Board, the Town has to dispute with the deputy minister. He advised that the intent of the petition is to be used as an instrument for Council to utilize in efforts to bring the Minister of Education and give the people of Fort Smith an opportunity to meet with the MLA. He commended the Mayor, Council and SAO for the work they do in their roles and thanked them for all that they do for the Town of Fort Smith. He noted that issue has to be taken from an informative position, talk to people and get information. He would like to provide help in gathering all that information to provide Council with the tools they need to save the college. He noted that he worked on having the Mount Aven building inspected where asbestos that was found, contained, and repainted and is now deemed safe to be occupied. He added that the College is currently losing residents without Mount Aven being utilized and that it is heated and can be occupied for staff housing, residence, or a daycare.

Cr. McArthur commended Mr. Jaque on his work and asked if the petition needs to be forwarded anywhere. Mr. Jaque advised that a copy of the petition will be given to the MLA's Executive Assistant and the original was provided to Council. Cr. McArthur thinks the petition is excellent, he supports the intent of the petition and hopes that the community of Fort Smith does not lose anymore college programs and services. Cr. Tuckey commended Mr. Jaque on the petition, she asked what are the next steps moving forward. Mr. Jaque suggested starting with MLA's and community representatives. He added there are a lot of people in the community that would like to help and would support Council on this matter. He indicated that he would like more initiatives to encourage the college students. He suggested closing Field Street



and have a street party for college students to show community appreciation with hopes that would increase enrollment at the Thebacha Campus. He suggested to complete an evaluation of the economic value of each student and each instructor to determine the effects on the local economy. He added that the statistics can also be used to emphasize the roots of Aurora College and how to engage the people of the north in aboriginal high paying jobs and educating NWT residents. D/M Smith commended and thanked Mr. Jaque for his presentation. He highlighted some of the efforts made by Council on the Aurora College TEP Program that included; talking to the deputy minister regarding the Junior Kindergarten Program, questioned the foundation review process with the MLA and cabinet ministers, submitting motions to the NWTAC AGM, discussing infrastructure issues such as Breynant Hall and Mount Aven with the MLA's and cabinet ministers. He advised that Council has requested a public meeting with the MLA and it was denied. Mayor Napier-Buckley advised that the letter was submitted to the Aurora College consultant but has not gone to the MLA. D/M Smith advised that Council is waiting for the outcome of the Aurora College review. Mayor Napier-Buckley added that a request was made to the Minister of Education and the Aurora College to have a meeting with the public and the response was to complete a survey and submit a letter to the review. She has made complaints that the consultant did not meet with the Town when they were in Fort Smith to the minister and consulting firm. She also added that the programs need to be done in conjunction with a day care and that teachers and early childhood educators are the top jobs in the NWT which are arguments that need to be communicated with the deputy minister and the cabinet. Mr. Jaque indicated that Council's efforts in the last two years have failed and suggested changing their strategy. He suggested that Council bring the concerns to the Premier. Cr. Patel recommended putting forward a motion for the April 17, 2017 regular meeting of Council to invite the MLA, ministers and relevant organizations and discuss the Aurora College. Cr. McArthur would like to sign the petition. Cr. Holtorf thanked Mr. Jaque for his presentation. He indicated that there is no indication that Aurora College in Fort Smith is the corporate head office and that it is a community campus. He noted that over the years there is no high community engagement on the college. He indicated that in the past affirmative action is what encouraged people to enroll with the college. He suggested Council put together a strategic plan to increase community support and increase the value of the community and college campus. Cr. Dumont was impressed with the presentation and noted that Council is working to make this better, Cr. Dumont wanted to sign the petition.



D. **APPROVAL OF MINUTES**

18-062 Moved by: Cr. Bell  
Seconded by: Cr. Holtorf

That the minutes of Regular Meeting 02-18 of February 20, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

F. **DECLARATION OF FINANCIAL INTEREST**

Mayor Napier-Buckley and Cr. McArthur declared a financial interest with respect to Accounts Paid Part II

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. McArthur asked if a letter of support was written for NWAL. Mayor Napier-Buckley advised she was out of the office last week and that it will be sent out.

18-063 Moved By: Cr. McArthur  
Seconded By: Cr. Holtorf

That the attached Corporate Services Standing Committee minutes from March 6, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid Part I

18-064 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That the Accounts Paid List Part I for the period ending February 28, 2018, totaling \$776,859.23 be approved.

CARRIED UNANIMOUSLY



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

Mayor Napier-Buckley left the meeting.

Accounts Paid Part II

18-065 Moved By: Cr. Bell  
Seconded By: Cr. Tuckey

That the Accounts Paid List Part II for the period ending February 28, 2018, totaling \$6,886.87 be approved.

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

Mayor Napier-Buckley entered the meeting.

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

Community Services Standing Committee

18-066 Moved By: Cr. Patel  
Seconded By: Cr. Bell

That the attached Community Services Standing Committee minutes from March 6, 2018, be adopted as presented.

CARRIED UNANIMOUSLY



Briefing Note – Adult Hockey Tournament Donation Request – D/M Smith noted that \$200.00 was donated to the women’s hockey tournament. He indicated that minor hockey pays all their fees as well and suggested donating \$250.00. Cr. Tuckey agreed with D/M Smith as the hockey tournament is a cash tournament won by players, they have arrears, and are not managed well. Cr. Bell agreed with D/M Smith. Cr. McArthur agreed with D/M Smith. Administration advised that the Bylaw officer inspected the tournament venue and found that the changing rooms were trashed and that there were also complaints of people taking alcohol from the mezzanine area and drinking on the ice. He indicated that the he is in the process of going through the user policy with the Recreation Hockey League and will deal with this through other disciplinary actions. Cr. Holtorf asked if there is a rental deposit system in place. Administration advised that there is no deposit system on rentals. D/M Smith suggested implementing a deposit system on facilities where there were past issues with renters. Administration advised that he will investigate options of implementing a deposit system.

18-067 Moved By: D/M Smith  
Seconded By: Cr. McArthur

That the Town of Fort Smith donate \$250.00 to the Fort Smith Recreational Hockey League for the Wood Buffalo Frolics Hockey Tournament.

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

Municipal Services Standing Committee – Cr. Bell indicated that she had received complaints on a taxi running with no insurance and asked if the Bylaw Officer has been made aware. Administration advised that the Bylaw Officer is enforcing the livery license bylaw.

18-068 Moved By: Cr. Dumont  
Seconded By: Cr. Holtorf

That the attached Municipal Services Standing Committee minutes from March 6, 2018, be adopted as presented.

CARRIED UNANIMOUSLY



DPA-005-18 Marion Berls and Dave Purchase Home Occupation Permit

18-069 Moved By: Cr. Patel  
Seconded By: Cr. Dumont

That DPA-005-18, submitted by Marion Berls and Dave Purchase, to operate a home occupation to sell arts and crafts, provide bookkeeping services, repair electronics, and provide forest fire consulting services from Lot 395, Plan 207, 38 Polar Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

Briefing Note – Water and Sewer Infrastructure Replacement Engineering Services

18-070 Moved By: Cr. Holtorf  
Seconded By: Cr. Tuckey

That the Water and Sewer Infrastructure Replacement Engineering Services RFP contract be awarded to AECOM in the amount of \$358,675.00 plus GST.

CARRIED UNANIMOUSLY

Briefing Note – Landfill Expansion Engineering Services

18-071 Moved By: Cr. McArthur  
Seconded By: Cr. Holtorf

That the Landfill Expansion Engineering Services RFP contract be awarded to REV North in the amount of \$177,756.00 plus GST.

CARRIED UNANIMOUSLY

b. Mayor and Council

i. Cr. Holtorf

Cr. Holtorf suggested that Council discuss the focus for the Thebacha Trade Show in April and suggested including cannabis legalization and the strategic plan. He suggested that discussion include the Aurora College and childcare services with respect to the Strategic Plan.

ii. Cr. McArthur

Cr. McArthur commended the public works department on the snow removal. He would like to wish all the athletes good luck for AWG.

iii. Cr. Bell

Cr. Bell was impressed with all the activities in town prior to the AWG. She thanked the delegates that made presentations. She thanked all volunteers and welcomed all visitors to Fort Smith.





iv. D/M Smith

D/M Smith advised that AWG uniforms are ready to be picked up by volunteers and that AWG still needs volunteers. He noted that the Gala Event tickets are being sold fast for special guests. He indicated that there is a VIP Reception on Tuesday March 20, 2018 at 6:30 at the Pelican and that Mayor and Council are invited. He provided feedback regarding the concern for elder seating at the AWG venues; he advised that the host society will be putting out signs at venues for people to offer out their seats to elders. He commended the volunteers for all their hard work in these past couple of years for AWG and wished all the participants good luck in Hay River and Fort Smith.

v. Cr. Patel

Cr. Patel thanked Administration for all the work towards the AWG.

vi. Cr. Dumont

Cr. Dumont thanked municipal workers on working evenings weekends to get ready for the AWG. He welcomed volunteers for transportation for the AWG. He advised that everyone is getting excited for AWG and that organizers and volunteers had some tough times in the past two years. He is looking forward to events and wished everyone the best.

vii. Mayor Napier-Buckley

Mayor Napier-Buckley advised that she is very excited for the AWG and welcomed all the people coming to the community. She advised that the cauldron lighting will be on Friday March 16, 2018 at 5:30 pm at the Arena. She indicated that the Town will be hosting a youth snow bash on Friday March 23, 2018. She noted that the bash will include portable stage at the riverside park, music, entertainment and hot chocolate for the youth. She advised that she will be volunteering for many hours and will be around the community and in the office.



c. Administration

Administration advised that the signs for AWG are ready and that they will be installed in Enterprise, Fort Smith and Fort Resolution junction and the Fort Smith airport road. He added that there are venue signs for the Arena, Landslide, and Recreation Centre. He indicated that the venue signs are in four languages and messages can be added to the signs. He advised that the banners have been installed to the street lighting poles and can be reused after the AWG. He advised that the cauldron lighting in Hay River will happen the same time as Fort Smith with hopes to live stream the event. He advised that the opening ceremonies will be live streamed at Aurora College on Sunday March 18, 2018 at 6:00 pm. He advised that Council is invited as VIP and there will be a pre-ceremony reception at 4:00 pm on Sunday March 18, 2018. He advised that there is an international recognition event on Tuesday March 20, 2018 at 6:30 pm at Dirty Ol' Fergies. He advised that the Gala Event is scheduled for Friday March 23, 2018 at 6:00 pm and will be followed by the youth snow bash. He advised that there will also be fireworks at 11:00 pm during the youth snow bash. He indicated that the closing ceremonies will be happening on Saturday March 24, 2018 and that Council is invited as VIP. He suggested that Council do an appreciation event after the AWG. He indicated that the board of revision met on Friday March 9, 2018 and that property issues have been resolved and updated so the Mill Rate Bylaw can be updated. He suggested having a special meeting of Council on March 24, 2018 to get updated property tax out before April.

I. **ABSENCE OF COUNCIL MEMBERS**

18-072 Moved By: Cr. Dumont  
Seconded By: Cr. Holtorf

That Cr. Patel and Cr. Tuckey be excused from the Corporate Services Standing Committee Meeting on March 6, 2018.

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

18-073 Moved By: Cr. Bell  
Seconded By: Cr. Holtorf

That Cr. Patel and Cr. Tuckey be excused from the Community Services Standing Committee Meeting on March 6, 2018.

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



18-074 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That Cr. Patel and Cr. Tuckey be excused from the Municipal Services Standing Committee Meeting on March 6, 2018.

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

18-075 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That Cr. Kikoak be excused from the Regular Meeting of Council on March 13, 2018.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – April 3, 2018

Community and Municipal Services Standing Committee Meetings – April 10, 2018

Council Meeting 04-18– April 17, 2018



K. **ADJOURNMENT**

18-076 Moved By: Cr. McArthur

Seconded By: Cr. Holtorf

That the meeting be adjourned at 9:09 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 17<sup>th</sup> day of April, 2018.

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

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

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith  
Corporate Services Committee  
Tuesday, April 10, 2018, at 7:00 pm

Chairperson: D/M Smith  
Members: Cr. Bell, Cr. Holtorf, Cr. Dumont, Cr. Patel, Cr. Tuckey  
Regrets: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisamarie Pierrot, Executive Secretary  
Guests: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Declarations of Financial Interest

D/M Smith, Cr. Tuckey and Cr. Dumont declared a financial interest with respect to Accounts Paid Part II.

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Holtorf**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of March 6, 2018, were reviewed and have been adopted at the Council meeting of March 13, 2018.

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

d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

a. Council Priorities

i. Fire Abatement – D/M Smith asked if the Town will be engaging in fire abatement for the spring. Administration advised that work is not yet underway.

ii. Aurora College Program Review – Administration advised that Minister Moses responded to the Towns request to participate in

- the TEP review in a more meaningful way. D/M Smith advised that Minister Cochrane is the new Minister of Education and suggested contacting the new minister.
- iii. Road to Garden River – Administration advised that Mayor Napier-Buckley is currently in Edmonton for meetings with relevant organizations to discuss the road to Garden River.
  - iv. Youth Crime – Cr. Bell advised that the Fort Smith Metis are willing to partner with Town and RCMP for the COP Program. She advised that they will be recruiting members at the Thebacha Trade Show. She advised that the RCMP is reviewing relevant bylaws for the program and anticipates publishing a press release shortly. She advised that the RCMP will consult with the Mayor regarding the press release prior to its release. She indicated that anyone interested in the program can contact Cr. Bell, Mr. Tim Heron at the Fort Smith Metis office or the RCMP. She welcomed new recruits for the program.
  - v. Daycare – Administration advised that the YWCA is engaged in developing a daycare for Fort Smith and have experience running the women shelter. He indicated that the YWCA is working jointly with the Daycare Society. He advised that the YWCA owns a place in Yellowknife and will be selling to buy a place in Fort Smith for the daycare. He noted that the Town's offer remains to provide a temporary location. He advised that there are discussions on the afterschool program being added to their business module. He indicated that the afterschool program is hard for the Town to administer due to obtaining staff and providing programs. He advised that the Daycare Society requested space to hold regular monthly meetings. He noted that the Town is in partnership with the Daycare Society and could provide the requested space. D/M Smith asked for clarification on the programs that are being provided. Administration advised that if programs are provided daily for children under the age of 12 ECE will consider it a daycare and could charge the Town with running an unlicensed daycare. The Director of Community Services advised that any programs that are provided daily and parents rely on the program is considered childcare by ECE. D/M Smith asked if the Steve Nash Program is considered childcare. The Director of Community Services advised that is not as it is scheduled for two days a week and is a sports program. She advised that programs that are scheduled from Monday to Friday is considered childcare. Cr. Holtorf commended administration and the Director of Community Services for their efforts. He advised that the Federal government has announced new funding and is essential to have a daycare in the community. He suggested partnering with the Salt River First Nation and the Aurora College to provide a daycare. He thinks Council must respond to the petition from Mr. Don Jaque.

5. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Dumont**

**That the Accounts Paid Part I for the period ending March 31, 2018, totaling \$267,866.93 be approved.**

**CARRIED UNANIMOUSLY**

D/M Smith passed the chair to Cr. Dumont.

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

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That that Accounts Paid Part II for the period ending March 31, 2018, totaling \$2,132.36 be approved.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, CR. PATEL**

**ABSTAINED – CR. TUCKEY, CR. DUMONT, D/M SMITH**

**CARRIED**

Cr. Dumont passed the chair to D/M Smith.

6. Bylaw/Policy Review and Development

- a. Bylaw 989 2018 Mill Rate Bylaw – Administration advised that the updates of the mill rates were based on the revenue targets, that were approved in the 2018 operating budget, and the outcome of property assessments. He indicated that the presented mill rates are a 3.5% increase across the board on par with last year. D/M Smith asked for clarification on the increase. Administration advised that the increase includes a 3.5% increase for all residential except country residential which is a 3.6% increase. D/M Smith asked if the school rate taxes from GNWT have been received. Administration advised that the school tax was received late and that it is 2.43%.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That 2018 Mill Rate Bylaw 989 be forwarded to the Regular Meeting of Council on April 17, 2018, for First and Second Reading.**

**CARRIED UNANIMOUSLY**

- b. Cannabis Regulation – Cr. Holtorf requested information on Council's intentions regarding cannabis regulation. He suggested partnering with the Salt River First Nation to update the smoking bylaw to accommodate the legalization of cannabis. Administration advised that municipal's role in the legalization process is minor. He indicated that the distribution and production of Cannabis will be completed by the territorial government. He noted that there will be no changes to the business license bylaw. He

suggested Council wait for a draft bylaw from the territorial government and use as a guiding document to amend the smoking bylaw. He noted that enforcement of the legislation will be done by an environmental health officer from Hay River. He advised that the Town can apply to be an enforcement agent. He noted that the Town policies will have to be updated with regards to workplace impairment. Cr. Holtorf requested information regarding the taxes that will be collected on sales. D/M Smith advised that the territorial government is not expecting any revenues from the sales tax and that the purpose is to eliminate the black market. Cr. Tuckey thinks that cannabis should be kept regulated where it does not affect the public. D/M Smith suggested discussing impaired driving with the next RCMP delegation.

7. Administration

- a. Briefing Note CPI 2018-2019 Funding Agreement – The briefing note was reviewed. Administration advised that the funding agreement is the annual funding for capital projects and that the amount has not change from last year.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Holtorf**

**That Council approves the CPI Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$1,114,000.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note O&M 2018-2019 Funding Agreement – The briefing note was reviewed. Administration advised that the O&M funding agreement includes an increase of \$89,000 from last year which will be distributed in nine installments. Cr. Holtorf asked if the increase was identified in the budget. Administration advised that it was not, as the increase was not official until after the budget was approved.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Bell**

**That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$2,068,000.**

**CARRIED UNANIMOUSLY**



- c. Briefing Note Water and Sewer Subsidy 2018-2019 funding agreement – The briefing note was reviewed. Administration advised that the WSS funding agreement includes an increase of \$24,000 from last year which will be distributed in nine installments.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$546,000.**

**CARRIED UNANIMOUSLY**

- d. Federation of Canadian Municipalities AGM – Administration advised that Mayor Napier-Buckley requested Councils input on sending delegates to the AGM. D/M Smith advised that the AGM will be held in Halifax on May 31 to June 3, 2018. Cr. Patel supports sending delegates from Council but is unable to attend. D/M Smith advised that the AGM last year was useful and engaging and supports sending councillors. He suggested tabling the discussion to the April 17, 2018 regular meeting of Council.
- e. Regular Meeting of Council 04-18 – Administration requested rescheduling the regular meeting of Council on April 17, 2018 to April 24, 2018 to accommodate the auditors. Cr. Tuckey advised that the third reading of bylaw 989 could be completed if the meeting is not rescheduled. Cr. Dumont advised that he is not available for the rescheduled date. Administration thinks it will be beneficial to have auditors present but they could also be available by conference. The Director of Corporate Services advised that if the meeting is rescheduled tax notices will not be sent out until May. He indicated that the Town will lose out on late charges if tax notices are delayed. He suggested having a special meeting on April 24, 2018. Administration indicated that a special meeting can be scheduled for April 24, 2018. Cr. Tuckey agrees with having the regular meeting on April 17, 2018 and a special meeting on April 24, 2018.

8. Other Business

- a. Correspondence – The March, 2018 correspondence was reviewed.
- b. Licensing Report – The March, 2018 licensing report was reviewed.

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Holtorf**

**That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from the Corporate Services Standing Committee meeting of April 10, 2018.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be May 1, 2018.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 7:55 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING March 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33604	NWT Tourism	Website advertisement	\$ 500.00	AD
33605	Cascade Graphics	Materials/supplies	\$ 3,674.36	AD
33606	Customer	Dignitary gift-4 raven prints	\$ 200.00	Mayor
33607	Grimshaw Trucking	Freight	\$ 238.56	Multiple
33608	Paul Kaesers Stores LTD	Materials/supplies	\$ 362.38	Multiple
33609	Lou's Small Engines	Propane refills	\$ 204.75	Arena
33610	Link Hardware	Materials/supplies	\$ 899.49	Multiple
33611	Wally's Drugs	Materials/supplies	\$ 89.30	Multiple
33612	Freund Building Supplies	Materials/supplies	\$ 190.48	Multiple
33613	Lifesaving Society	Admission fees, materials/supplies	\$ 519.00	POOL
33614	Northern News Service	Job posting, protective supervisor ad, subscription renewal	\$ 1,538.32	AD
33615	PWK Travel Club	Swim meet meals	\$ 735.00	POOL
33616	Northern Stores INC	Materials/supplies	\$ 741.28	RCC
33617	Northwestern Air Lease	Freight	\$ 282.38	WTP
33618	Fort Smith Construction NT LTD	Bobcat tire repair	\$ 136.50	PW
33619	Pelican Restaurant	SDAB meeting lunch January 4, 2018	\$ 177.24	COUNCIL
33620	Commercial Aquatic Supplies	Materials/supplies	\$ 4,208.07	POOL
33621	Globalstar Canada Satellite CO	Satellite phone bill	\$ 84.67	AD
33622	Customer	AWG dignitary gift	\$ 160.00	Mayor
33623	BZT General Contracting	Installation of 2 exit signs	\$ 1,117.93	RCC
33624	TDC Contracting LTD	Gas	\$ 2,562.95	Multiple
33625	Wesclean Northern Sales LTD	Janitorial/Freight	\$ 2,467.24	RCC
33626	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$ 647.11	BYL
33627	Infosat Communications	Satellite phone bill	\$ 154.22	FD
33628	RDV Mechanical	Repairs on unit 1, garbage truck repair	\$ 2,659.00	Multiple
33629	Employee	Reimbursement for paramedics association, acp	\$ 643.00	AMB
33630	Arctech Computers INC	Offsite backup service/computer issues	\$ 1,409.16	AD
33631	Rusty Raven Gallery & Gift	AWG dignitary gifts	\$ 1,759.84	Mayor
33632	Hayze Electric	Amp draw test on boiler 1	\$ 94.50	WTP
33633	Fields	Materials/supplies	\$ 67.95	RCC
33634	The Prophet Corporation	Materials/supplies	\$ 586.80	RCC
33635	Office Solutions	Materials/supplies	\$ 447.26	Multiple
33636	Customer	reimbursement for purchases of Steve Nash balls, shirts	\$ 82.15	RCC
33637	Nevco Scoreboard ULC	Scoreboard	\$ 10,755.15	Arena
33638	Customer	Refund meter deposit	\$ 304.50	AD
33639	Customer	Refund meter deposit	\$ 350.00	AD
33640	Customer	Refund meter deposit	\$ 350.00	AD
33641	Wood Buffalo Frolics Society	2018 contribution for Wood Buffalo Frolics	\$ 5,000.00	AD
33642	NWT Tourism	NWT tourism- Rapid Magazine	\$ 175.00	AD
33643	Lou's Small Engines	Propane refills	\$ 341.25	Arena
33644	Northwestel Inc.	Internet, phone bill	\$ 11,073.70	Multiple
33645	Territorial Beverages	Materials/supplies	\$ 655.65	RCC
33646	Town of Fort Smith	Water bills	\$ 863.06	Multiple
33647	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 46,259.30	
33648	Customer	Refund credit on property tax account	\$ 3,008.70	AD
33649	SEE ACCT'S PAID LIST II			
33650	NEBS Pension Fund	March premiums [R]	\$ 40,468.52	
33651	Accu-Flo Meter Service LTD	Meter for mine training building	\$ 645.12	WTP
33652	Taxation Division Dept of Finance	February school tax, discount	\$ 1,918.05	AD
33653	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	AMBULANCE
33654	TDC Contracting LTD	Fuel, grader snow gate, diesel	\$ 18,134.38	Multiple
33655	NEBS Group Insurance Fund	March premiums [R]	\$ 10,273.15	
33656	Westvac Industrial LTD	Sewer flusher parts	\$ 3,297.66	PW
33657	SEE ACCT'S PAID LIST II			
33658	Buffalo Air Express	Freight	\$ 296.75	RCC
33659	RDV Mechanical	Replace diesel particulate filter gravel truck	\$ 5,313.00	PW
33660	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
33661	Employee	Firesmart workshop in YK	\$ 255.70	AD
33662	Hay River Heavy Truck Sales LTD	Ambulance materials	\$ 403.20	AMBULANCE
33663	David Nairne & Associates LTD	Strategic plan	\$ 19,139.45	AD

33664 SEE ACCT'S PAID LIST II

33665	Customer	Costs incurred by for Steve Nash basketball program	\$	225.72	RCC
33666	Customer	Reimburse credit balance on UB account	\$	699.55	AD
33667	Distric Education Authority Fort Providence	Refund-processing error	\$	50.00	AD
33668	Neptune Technology Group	Software Maintenance	\$	4,410.00	AD
33669	Hay River Heavy Truck Sales LTD	Ambulance material	\$	403.20	AMBULANCE
33670	Bank of Montreal	Jim Hood statement	\$	1,629.58	
		\$ 225.75 Nams Canada online management certificate			
		\$1356.61 Bell cell phone bill			
		\$47.22 FD parcel			
33671	Bank of Montreal	Keith Morrison statement	\$	624.64	
		\$66.40 Get well card & flowers			
		\$87.10 SDAB meeting February 1, 2018			
		\$156.29 lunch for Katie			
		\$60.85 RAB meeting February 5, 2018			
		\$182.54 AWG meeting February 6, 2018			
		\$21.48 Indigo book order			
		\$-15.75 Microsoft			
		\$60.85 TTAB meeting February 22, 2018			
		\$4.88 Interest on purchases			
33672	Paul Kaesers Stores LTD	Materials/supplies	\$	27.28	FD
33673	TDC Contracting LTD	Gas	\$	565.94	Multiple
33674	McLennan Ross	Legal fees	\$	1,965.08	AD
33675	IBI Group Professional Services Canada Inc	Landscape project	\$	15,923.10	AD
33676	Northwestel INC	Internet, phone bill	\$	5,028.27	Multiple
33677	Premier Industrial Ltd	relief valves	\$	1,046.18	WTP
33678	TDC Contracting LTD	Heating oil, fire truck repairs prepare snowboard park	\$	11,218.92	Multiple
33679	Safecom Training Services Inc	On-site training course	\$	4,410.00	WTP
33680	RDV Mechanical	Gravel truck, vacuum truck repair	\$	7,334.88	PW
33681	Empire SCBA & Supplies Inc	Cylinders	\$	200.03	FD
33682	The Prophet Corporation	Duraskin bolt-on backboard padding	\$	602.58	RCC
	Payroll	March 2, 2018 pay period	\$	102,801.25	
	Payroll	March 16, 2018 pay period	\$	106,317.29	
	Payroll	March 30, 2018 Pay period	\$	133,720.78	

\$ 610,706.25



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING March 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33657	Employee	Expense claim- nwtac hay river	\$ 733.63	COUNCIL
TOTAL			<u>\$ 733.63</u>	



Town of Fort Smith  
Community Services Committee  
Tuesday, April 10, 2018, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, D/M Smith, Cr. Holtorf,  
Regrets : Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,  
Director of Community Services; Paul Kaeser, Director of  
Municipal Services; Lisa-marie Pierrot, Executive Secretary  
Guests: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Tuckey called the meeting to order at 7:55 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Dumont**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of March 6, 2018, were reviewed and have been adopted at the Council meeting of March 13, 2018.

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 March, 2018 recreation statistics report was reviewed. The Director of Community Services advised that the statistics are slanted as there were no statistics collected during AWG. She advised that regular programs and usage are normal and there is nothing outstanding. She indicated that there were over 500 users during the Wood Buffalo Frolics. She welcomed the new aquatic lead Gord Rothnie. She advised that plans are underway for summer programming. Cr. Bell asked if there are any plans to run the children's gymnastics' program. The Director of Community Services advised that the children's gymnastics' program was not a program that was previously provided. She indicated that as part of the child and youth resiliency funding in the preschool programming they were able to contribute to a developing

movement skills training for the children. She advised that due to staffing this year that program is an open gym program. She advised that she is working on applying for youth centre funding for the Saturday Youth Program. Cr. Holtorf asked for an update on the youth drop in fees. Administration advised that the change in user fees request is currently before the RAB Advisory Board and that the item is currently tabled pending data collection. The Director of Community Services advised that RAB is working on defining the user fees and will be discussing more at their next meeting. Cr. Holtorf asked if the Northern Store still sponsors movies at the Recreation Centre. The Director of Community Services advised that the Northern Store does provide new releases to the Recreation Centre for the weekend movies. Cr. Holtorf asked if there was any discussion on approaching businesses to sponsor other programming. The Director of Community Services advised that the sponsorship policy is currently being reviewed and discussed. Administration advised that a draft sponsorship policy has been completed and reviewed by the RAB Advisory Board and will be presented to Council. D/M Smith is excited about the new aquatic lead starting with the Town. He commended the Town staff during the for their efforts and contributions during the AWG and added that the he received a lot of positive feedback from visitors on the quality of facilities and programs offered in the community. He was very proud to be in associated with the Town of Fort Smith during the AWG.

- ii. Pool Statistics – The March, 2018 pool statistics report was reviewed.
- iii. Arena Statistics – The March, 2018 Arena statistics report was reviewed. The Director of Community Services advised that there were over 1800 users during the Wood Buffalo Frolics and that most of the events happened outside of the Arena. She advised that the Arena is closed for the season.

b. Recreation Advisory Board

- i. RAB Minutes March 5, 2018 – The RAB minutes were reviewed

4. Library
  - a. Library Services
    - i. Library Statistics – The March, 2018 Library statistics report was reviewed. The Director of Community Services highlighted that there was a lot of good use of the Library. She indicated that the Story Time Program was provided during the AWG. She advised that the Library was opened from 1:00-9:00 pm and that many of the young people used the Library everyday for the duration of the day. She indicated that the Day Camp Program was delivered from the Library during the AWG and that discussions are underway with providing extra programs and summer day camps.
  
5. Administration
  - a. AWG – Administration highlighted that pride was felt by the community during the AWG and commended the community on a job well done. He advised that he is working on gathering all the information for costs from the AWG for the additional services that was provided as AWG does require all the information, so they can determine the total cost to run the games. He noted that the Town was able to obtain some legacy items from the AWG which included constructing the snowboard park where the sliding party was hosted to close out the games. He added that the Town was also able to obtain permanent signage located at the border, Enterprise, Buffalo junction, Fort Smith highway entrance, and at all the host facilities. He indicated that there are also boards in place at the Arena so that the Town is now able to host speedskating and there are also figure skating judging stands that are all legacy pieces funded by AWG. Other legacy items includes the opportunity to explore mechanisms on reinvigorating the volunteer community to engage in reviving speedskating, basketball and table tennis. He advised that in terms of recovery, additional recreation and public works staff are being kept to help catch up on work that was left incomplete. He indicated that items were purchased and now need to be disposed of and sold to the next games. He added that receipts have to be processed to figure out the final cost of the games and hired staff are moving on to next games. He advised that there is an estimate of \$50,000 in unsold merchandise that is a direct deficiency and being addressed. He noted that the games were \$32,000 into the contingency fund before the games started and hopes there is room to recover and that the revenues were over generated with respect to in-kind and cash sponsorship. He advised that the Town staff performance was greatly recognized, and received compliments from international and national representatives and suggested a recognition from Council be made to the staff. He suggested that letters be extended to the participating staff and the possibility of AWG merchandise be provided. Cr. Tuckey confirmed the positive feedback regarding Town staff and commended efforts on hosting the sliding party. She agreed with Administration's suggestion. D/M Smith agreed with Administration on staff recognition. He added that there are concerns on the disengagement of the Host Society and that paid AWG staff will be done on April 13, 2018 and advised that AWG Managers will



be done in early June. He indicated that the AWG did receive federal funding but are being held back depending on reporting. He indicated that all expenses should be received by April 20, 2018 and that needs to be reconciled which will also fulfill expectations of sponsorships. He added that there is lots of merchandise for sale, most is located in Hay River and that the office will be closed on April 20, 2018. He advised that board meetings will continue to ensure reporting is completed and the games audit will be completed by independent consultant.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That the letters of commendation be written to the Town of Fort Smith staff and placed in their personnel files for those who participated in the AWG.**

**CARRIED UNANIMOUSLY**

- b. ATM's in Town Facilities – Administration advised that a Yellowknife contractor installed ATM's at the Recreation Centre and Arena and requested to keep them in the facilities for a fee per transaction. He added that both concessions in the facilities are cash only and could potentially receive more revenue. He had no issues with the request and requested input from Council adding that the Mayor did note the potential of vandalism. Cr. Patel asked if a lease fee can be charged to the contractor. Administration advised that the current proposal is a fee per transaction and that there is no competition with other local vendors. Cr. Holtorf disagrees with allowing the ATM's to remain in the facilities as it would open the facilities up to vandalism. Cr. Bell thinks that break and enters and vandalism will continue to happen regardless of the ATM's presence in the facilities. She asked if the Town would be liable if the ATM machine got stolen. Cr. Dumont agreed with Cr. Holtorf and thinks there may not be enough volume of usage to generate revenue. He asked if the Town would have the option to back out. Administration advised that there will be no effect on the Town if the ATM's didn't generate any revenue and added that he will provide a briefing note at the regular meeting of Council. Cr. Dumont asked if the contractor is local and if he will be maintaining the ATM machine's. Administration advised that the contractor is responsible for all the maintenance and is looking to hire a local contractor to maintain. Cr. Tuckey agrees that more information is required.
- c. Thebacha Trade Show – Administration advised that the consultant will not have the Strategic Plan ready for the public to be presented at the Thebacha Trade Show. He suggested presenting other items such as cannabis, COP program, college, waste management plan, and to begin registration for the emergency notification system. He requested that Council be available for the trade show and that the Mayor will be working on the logistics of the trade show with Council. He also suggested on inviting the members of the advisory boards and that Town swag could also be available to provide at trade show. Cr. Patel advised that she will not be in town and suggested

providing short form surveys on postcards as they were more well received in recent years. Cr. Holtorf agreed with the suggested topics but wants to add youth focus and how to engage youth by attracting them to the Town booth. Cr. Patel informed that the Recreation activity schedule was provided in previous years that was well received and suggested providing more copies for the trade show. D/M Smith advised that MACA offers funding for youth engagement workshops for municipal elections and offered to gather information and get interest from youth during the trade show. Administration advised that he had plans to provide the youth training closer to elections in the summer and suggested gathering the interest for the workshop at the trade show. Cr. Tuckey thinks that with positive outcome of interest the students could run a youth election with the municipal election. Cr. Bell suggested on starting a youth advisory board with the group of names. The Director of Community Services advised that RAB identified creating non-voting youth positions on the advisory boards as opposed to creating a youth advisory board. Administration advised that it would be best to generate youth to participate in all advisory boards as regular members.

- d. Donation request – Administration advised that a donation request was received from the St. John’s Anglican Church on April 10, 2018 for their event on April 21, 2018. He indicated that the request is for the use of the Town’s debit machine which was provided in 2016 and that the Anglican Church just had to pay the service charges. He added that the Town’s donation policy does not allow donation to religious group’s but has been done in the past.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Council donate the use of the credit card machine to Saint John’s Anglican Church for the processing of auction payments; and  
That the Town invoice Saint John’s Anglican Church for the incurred service charges.**

**CARRIED UNANIMOUSLY**

- e. Awards committee – Administration advised that the Aurora College convocation will be happening soon and requested two members from Council to help with the selection for the citizenship award and Duncan McPherson award. Cr. Holtorf and Cr. Patel would like to be on selection committee. Administration advised that their names be provided to Mayor Napier-Buckley and she will facilitate.

- f. Proclamation – Administration advised that a request from the Canadian Cancer Society was received on April 3, 2018 that the month of April be Daffodil Month. Cr. Holtorf asked how that will be communicated to the public. Cr. Tuckey advised that it is communicated through the minutes on the Town’s website. Cr. Holtorf requested that it be posted on the Town website.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Dumont**

**That Council proclaims the month of April as Daffodil Month.**

**CARRIED UNANIMOUSLY**

- g. Music Society – Administration advised that he received a request from the Fort Smith Music Society for the use of the Town’s portable stage and Arena ice surface to host an event on May 12, 2018 at no charge. He indicated that in return for donations they have donated musical entertainment to town events. He advised that he will administratively donate the requested items from the Music Society in order to support the growth of their events as they have to fill the void that was left by the dissolution of the Fort Smith Friendship Festival unless Council has any issues with granting their request. He advised that a briefing note can be provided if Council wishes that the request be reclassified as a donation request. Cr. Patel requested a briefing note to include the donation items and asked if the use of the Arena Ice would include the use of Recreation staff. Administration advised that the donation would include staff cost as the Town facilities have to be staffed at all times. D/M Smith thinks that a briefing note should be provided to follow process as they are a society. Administration advised that he will provide a briefing note at the next regular meeting of Council with the recommendation that the Music Society be treated as a partner and that a in-kind donation be made. Cr. Holtorf asked if music is a line item included in the budget. Administration advised that there is \$2,500 in the budget for a music festival, but that the music society is different as they host many events throughout the year. He added that in kind donations of the use of the portable stage was made available to the music festival in the past.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Patel**

**That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from Community Services Meeting on April 10, 2018.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting  
The next meeting of the Community Services Standing Committee will be held on May 8, 2018.

8. Adjournment  
**RECOMMENDATION**  
**Moved by: Cr. Bell**  
**Seconded by: Cr. Patel**  
**That the meeting be adjourned at 9:05 p.m.**  
**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, April 10, 2018 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Cr. Bell, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. Holtorf  
Regrets: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Lisa-marie Pierrot, Executive  
Secretary  
Guest: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Dumont called the meeting to order at 9:11 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of March 6, 2018, were reviewed and were adopted at the Council meeting of March 13, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the RFP contracts have been awarded and that work is underway. Cr. Holtorf asked for an update on the development of the asset management system. Administration advised that there will be a summer student hired to gather data as indicated in the capital plan. He added that the Director of Corporate Services is the lead on that project and is currently in asset management training and that plans are underway on implementing the software. Cr. Holtorf asked what is the minimum value of asset for it to be listed in the software. Administration advised that the quality of the data received from the software will depend on the quality of data entered into the software; the intent is to have as many assets as possible entered.

3. Public works – The Director of Municipal Services advised that the all public works resources were focused on AWG and are now catching up on work that was not completed during AWG. Special consideration is being given to preparation for spring melt
4. Facility Maintenance – The Director of Municipal Services indicated that the facility maintenance workers are concentrating on cleaning up after AWG. The water treatment is short staffed as staff are participating in training for the week. He advised that the remaining staff are removing the ice from the Arena and preparing for summer and catching up on maintenance after the AWG.
5. Environmental – Administration advised that the spring cleanup is usually scheduled for May long weekend and that the landfill has been made available to commercial businesses with no tipping fees, which that has caused a significant reduction in revenues. He added that businesses are stock piling their waste waiting for free tipping fees. He requested feedback from Council regarding the tipping fees. Cr. Holtorf suggested charging a smaller commercial tipping fee. Cr. Patel thinks that commercial fees should be reinstated but at a reduced rate for spring cleanup to prevent stock piling. D/M Smith requested more information on additional waste. Administration advised that the additional waste is not interfering with staff abilities and the only issue is a loss in revenue. D/M Smith asked if there is an estimate on the loss of revenue. Administration advised that the environment revenue is down about \$30,000 but could provide a briefing note. D/M Smith would like the waved spring cleanup tipping fees confined to residential but will more require information.
6. Protective Services
  - a. Fire Department
    - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the fire department had an extra practice and was unsuccessful in recruiting a Protective Services Supervisor. He advised that the Bylaw Officer will be going on deferred leave in June 2018 and plans are underway to staff that position.
  - b. Ambulance Department
    - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the statistics show an even busier month.
  - c. Bylaw Department
    - i. Bylaw Statistics Report – The March, 2018 statistics report was reviewed. Administration commended the Bylaw Officer for his contributions and extra efforts during the AWG adding the positive response from athletes and how they felt safe walking in the community knowing that the bylaw officer was present. Cr. Holtorf advised that he received concerns regarding the enforcement of the Livery Bylaw and asked if the livery bylaw is being enforced. Administration offered an explanation in camera.

Cr. Tuckey advised it was communicated to her from a concerned citizen and their satisfaction on how Administration is handling the situation. Cr. Dumont agreed that the Town has to address the issue of the enforcement of the Livery Bylaw. Cr. Patel suggested going in camera to discuss the issue at the next meeting. Cr. Holtorf suggested to go in camera as there is enough time to discuss the issue.

In-Camera Session S.23(3)(i)

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That Council move in-camera to have discussion on the Livery Bylaw in accordance with Section 23(3)(i) 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 at 9:50 pm.**

**CARRIED UNANIMOUSLY**

7. Other Business

- a. Briefing Note DPA-007-18 Corwin Hann – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Bell**

**That DPA-007-18, submitted by Corwin Hann, to operate a home occupation construction business from Lot 785, Plan 490, 23 Tamarac Crescent in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on April 10, 2018.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 8, 2018.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 9:54 pm.**

**CARRIED UNANIMOUSLY**





## BRIEFING NOTE

---

To: Mayor & Council  
Date: April 03, 2018  
Subject: 2018 Mill Rate Bylaw

---

### **Purpose:**

To present the 2018 Mill Rate Bylaw.

### **Background:**

Council approved the 2018 Operating Budget which included proposed property tax revenue of \$3,301,378; an approximate 4.3% increase over the 2017 amount. This requires revision of the Mill Rate. Mill Rate is determined as follows:

$$\text{(Property Tax Revenue Requirement)} / \text{(Total Assessed Value of all properties in Town)} = \text{Mill Rate}$$

From this equation two things can be determined:

- With a fixed Total Assessed Value, an increase in the Revenue Requirement will result in an equivalent increase in the Mill Rate; and
- With a fixed Revenue Requirement, an increase in the Total Assessed Value will result in an equivalent decrease in the Mill Rate.

So, the 4.3% increase in Property Tax Revenue should result in an average 4.3% increase in the Mill Rate. Note that increases in Total Assessed Value (i.e., new construction) will reduce the Mill Rate increase necessary to meet the Property Tax Revenue Requirement.

Some Notes regarding Assessed Values:

- The Town does not assess properties; this information is provided by the GNWT, and the role of the Town is to establish the Mill Rate based on the approved Property Tax Revenue Requirement; and
- The GNWT assesses properties by 'Class'; these classes include Residential, Commercial, Industrial, and Institutional; these classes are further subdivided by grantable (government properties) or taxable (private properties) and developed or vacant.

The Town can allocate different Mill Rates to different property classes and can use these reallocations to distribute the tax burden equitably between the various property classes. Note that the Town had not modified these allocations in twenty years, however there was a need to do so in 2016 given the GNWT 2016 General Assessment where the assessed values of residential properties saw a dramatic increase.

The proposed 2018 Mill Rates for the various property classes given the approved 2018 Property Tax Revenue Requirement are indicated in the attached 2018 Mill Rate Bylaw. Note that allocations used to calculate the 2018 Mill Rates remain unchanged from 2016, and result in a 3.5% increase for Residential, 3.6% for Country Residential, 3.5% increase for Commercial and Industrial, and 3.5% increase for Institutional.

**Recommendation:**

For review.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 989**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL AND EDUCATION MILL RATE, PASSED PURSUANT TO SECTION 76 OF THE PROPERTY ASSESSMENT AND TAXATION ACT, BEING CHAPTER P-10, OF THE REVISED STATUTES OF THE NORTHWEST TERRITORIES 1988.

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 and is required by the provision of the Property Assessment and Taxation Act to establish Mill Rates for Municipal and School purposes; and

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

1. That this bylaw may be cited as the “2018 Mill Rate Bylaw”;
2. That assessed property in the Town of Fort Smith, liable to taxation and in respect of which grants-in-lieu of taxes may be paid, shall be liable for taxation and grants-in-lieu of taxes as follows:
  - a) Residential Developed..... 13.23
  - b) Residential Non-Developed..... 13.23
  - c) Commercial Developed..... 24.26
  - d) Commercial Non-Developed..... 24.26
  - e) Industrial Developed.....24.26
  - f) Industrial Non-Developed.....24.26
  - g) Institutional Developed.....29.40
  - h) Institutional Non-Developed.....29.40
  - i) Recreational.....13.23
  - j) Telecommunications.....29.40
  - k) Country Residential Developed..... 11.47
  - l) Country Residential Non-developed.....11.47
  - m) Country Residential Mixed Use.....13.23



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 989**

---

3. That the rate of taxation to be applied to lands and improvements liable to taxation, or in respect of which grants-in-lieu may be paid, for school purposes shall be as follows for the year 2018.

a) School Levy..... 2.43

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF April, 2018, A.D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF April, 2018, A.D.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF April, 2018, 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



## BRIEFING NOTE

---

**To: Mayor and Council**

**Date: April 17, 2018**

**Subject: ATM in Town Recreation Facilities**

---

### **Purpose:**

To determine if an ATM should remain permanently in the Recreation and Community Centre and in the Fort Smith Centennial Arena during the ice use season, through an agreement with Cold Cash an ATM provider company in Yellowknife.

### **Background:**

During AWG 2018 ATMs were located in the Recreation and Community Centre and the Fort Smith Centennial Arena. These ATMs were arranged by the AWG Host Society and provided by Cold Cash of Yellowknife. During the event the Town did not receive any revenue but the provider estimates that we would receive approximately \$500/month in revenue (\$0.75/transaction paid to the Town). At this point we have no real means to estimate what the actual revenue would be with our typical user traffic and walk through traffic to the high school in the RCC or arena. The arena concession, operated by Minor Hockey, is cash only and operates for some portion of each day during the ice use season. The concession in the RCC is currently leased for 3 months. While it was open during AWG it was cash only, but we have no indication if it will remain that way or that the lease will be extended beyond the current period. These are all factors to consider in regard to determining if adequate revenue will be generated to offset the power consumption. At this time, we are not able to determine the cost of power for each ATM.

Council raised concerns with regard to safety with having an ATM in the facilities, including increased possibility of theft, break and enter and what risk the staff might face as a result. Again, it is difficult to determine the actual risk but other businesses in the community have similar units and there are no reports of increased criminal activity as a result.

The proposed contract is attached for Council's review, including the responsibility to the company which owns the ATMs. Based on this contract there should be no additional liability or risk to the Town or increased work for Town staff as it relates to the machines being in place. Both ATMs have toll free numbers posted on them so that customers can contact the owner directly with issues. Staff may be required to direct customers to refer

to the ATM to obtain the number and inform the customer that the Town is not responsible for the machine.

In discussion with owner of the ATM, he was amenable to negotiating a fixed rate “lease” of space for the ATMs at \$50/month/ATM. He also reported that the power consumption of such a machine, according to the manufacturer, is equivalent to a personal computer.

**Recommendation:**

Seeking direction from Council in regards to entering into the contract with Cold Cash and the permanent placement of ATMs in the Recreation and Community Centre and Fort Smith Centennial Arena.

## BRIEFING NOTE

---

**To:** Mayor and Council  
**Date:** April 12, 2018  
**Subject:** Residential Spring Clean-Up 2018

---

### **Purpose:**

To provide Mayor and Council information regarding amnesty of Land Fill tipping fees, to Commercial Businesses, during Spring Clean-Up.

### **Background:**

To promote Town Beautification, tipping fees for commercial users have been waived during the Spring and Fall Residential Clean-Ups for the years 2016 and 2017.

### **Analysis:**

This amnesty was implemented for Commercial Businesses to provide additional incentive to remove the build up of waste being stock piled on properties within the Town limits. Businesses have taken advantage of this amnesty as there is a noticeable improvement in commercial properties through-out the Town. Waste that was stockpiled for years was brought to the Land Fill during these times.

This amnesty has full filled the original intention of reducing these build-ups of waste. Administration now has the concern that waste will be stockpiled on property grounds through-out the year to be brought to the Land Fill only during the Bi-Annual Clean-ups.

As noticed in the budget, Tipping Fee Revenue as been reduced drastically the last two years. The revenues from tipping fees 2014 to 2017 are as follows: \$56,123.00, \$64007.00, \$49,452.00 and \$38,813.00.

### **Recommendation:**

To receive direction from Mayor and Council regarding amnesty of tipping fees for commercial users during the 2018 Spring Clean -Up.



## BRIEFING NOTE

---

**To: Mayor and Council**

**Date: April 10, 2018**

**Subject: Donation of Arena and Stage to Fort Smith Music Society**

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### **Purpose:**

A request was received from the Fort Smith Music Society for donation of the use of the ice surface and foyer of the arena and portable stage for an event on May 12, 2018.

### **Background:**

The Fort Smith Music Society as requested the above noted donation to support hosting an event on May 12, 2018. This will be a licensed live music event. The event will be adult only. The Music Society will require access to the arena from 10am on May 12 to 3am on May 13. It is likely that they will request further access for final clean up on May 13 or at a later date. The event will run from 8pm to 2am, during which hours we would typically try to provide 2 staff because it is a licensed event at night.

Administration has approved similar donations over the past 2 years, typically twice a year.

Facility use cost is \$1000 for the ice surface for a one-day event. Stage rental is \$750 which includes set up and take down by Town staff (approximately 4-5 hours set up depending on configuration and 2-3 hours take down). Staff costs (not including stage set up and take down) will be a minimum of \$832.32.

### **Analysis:**

Administration has been working with the Music Society to ensure their sustainability such that there are quality music events in the community. This is a part of a strategy to strengthen the arts community and increase festivals in the community for residents and visitors.

Further, Administration is looking to formalise a mutual in-kind relationship with the Music Society such that members of the Music Society would provide entertainment at Town organized/sponsored events at no fee in exchange for a specified allotment of donated



facility/stage use. It is anticipated that this donation will be an opportunity to define the relationship and develop a formal contribution agreement.

**Recommendation:**

For information only. This Briefing Note is meant to provide an update to Council on the support provided by the Town to develop a sustainable Music Society as a corner stone of the arts community in Fort Smith, and the role that the Music Society will be requested to play in Town organized/sponsored community events.



## BRIEFING NOTE

---

**To: Mayor and Council**

**Date: April 12, 2018**

**Subject: Wayne Keefe DPA-008-18 – Home Occupation Permit**

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**Purpose:**

Wayne Keefe have submitted a Home Occupation Development Application, DPA-008-18, to make and sell artwork from Lot 30, Block 18, Plan 1331, 187 Primrose Lane in Fort Smith. The property is not owned by the applicant but the owner has signed the development application.

**Background:**

The property is zoned R2 Multi Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

**Analysis:**

Wayne Keefe have applied to make and sell artwork. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

**Recommendation**

Administration recommends that DPA-008-18 be approved.

Jim Hood  
Development Officer





TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, XOE OPO  
Phone: (867) 872-8400 Fax: (867) 872-8401

RECEIVED  
APR 12 2018  
TERRITORIES

Application No. DPA-008-18

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: WAYNE KEEFIE Interest (if not owner): \_\_\_\_\_  
Telephone: 867-876-2475 Email: waffles@northwestel.net  
Mailing Address: Box 717 Fort Smith, NT, XOE-OPO

Owner Information (if different than applicant):

Registered Owner's Name: Jeff Clubine  
Telephone: 867-872-0701 Email: jeffclubine@gmail.com  
Mailing Address: Box 913, Fort Smith, NT, XOE OPO

Property Information:

Civic Address to be Developed: 187 Primrose Lane  
Zoning: R2 Lot# 30 Block# 10 Plan# 1331  
or Certificate of Title: \_\_\_\_\_  
Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
Type of Lot (check one):  Street Facing  Corner  Interior  Other  
Existing Use(s) of Property: residential  
Proposed Use(s) of Property (if applicable): residential/home occupation

Estimated Cost of Project: \$ NA

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

SIGNATURE:

[Signature]  
Applicant's Signature

April 11/2018  
Date

[Signature]  
Owner's Signature (if different than applicant)

April 11/2018  
Date



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

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

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

#### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

- 2 sets of site plans showing:
  - Building outlines;
  - Legal description
  - Yards/Setbacks (front, rear, and side)
  - Provisions for off-street loading, parking, and access and egress points (if applicable)
  - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date \_\_\_\_\_
- Estimated completion date \_\_\_\_\_
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. PROPOSED RELOCATION

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

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

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

## 4. PROPOSED DEMOLITION

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



**5. PROPOSED SIGN**

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

**6. HOME OCCUPATION**

- Type of Home Occupation proposed: Making artwork in spare room
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- Is this Home Occupation incidental and subordinate to the residential use? subordinate
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: asap



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

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

Date of Application <i>April 11/2018</i>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	<b>REGI</b> <i>APR 12</i>
Name of Applicant <i>Wayne Keefe</i>		Name of Business <i>Active Art</i>	
Business Street Address <i>187 Primrose Lane</i>		Legal Address Lot: _____ Plan: _____	Mailing Address <i>XOE-0PO Box 717 Ft-Smith</i>
Phone Number <i>867 876 2475</i>		Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <i>wakeefe@northwestel.net</i>		Web Page Address <i>NWT Arts / waynekeefegallery.com</i>	
Type of Business: <b>RESIDENT</b> <input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (936) \$75.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Hawker/Peddler \$125.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge Please Note: Resident business applications after September 1 will cost one half the regular price		Type of Business: <b>NON-RESIDENT</b> <input type="checkbox"/> Hawker/Peddler \$285.00 <input type="checkbox"/> Contractor \$225.00 <input type="checkbox"/> Charitable Purposes no charge	
<input type="checkbox"/> Change Fee for any license \$35.00		<input type="checkbox"/> Late Fee (if renewal received after February 15) \$35.00	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: <b>PLEASE INDICATE ALL AREAS OF OPERATION</b> <i>Art work sold through Trade Show, Art shows, museum.</i>			
Date of Commencement (If New or Non-Resident): <i>April 28/2018</i>		Date of Termination (If Non-Resident):	
		Number of Employees Full Time: <i>1</i> Part Time:	

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

**\*Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

*Wayne Keefe*  
Signature of Applicant

Active Art  
On Behalf of (Name of Business)

License Approved: \_\_\_\_\_  
Signature of SAO or Development Officer

Date: \_\_\_\_\_







Canadian Cancer Society  
Société canadienne du cancer



March 23, 2018

Mayor Lynn Napier Buckley  
Town of Fort Smith  
BOX 147  
FORT SMITH, NT X0E 0P0

Dear Mayor Buckley and Council Members,

Re: Proclamation of April as Daffodil Month

For 80 years, the Canadian Cancer Society (CCS) has been Canada’s cancer voice and leading authority on the disease. We’re the only organization that fights all types of cancer, supports and advocates for patients and their families, and champions those who care about a future where no Canadian fears cancer.

Daffodil Month, held every April, is our national fundraising campaign. Monies raised allow us to continue our critical work in the fight against cancer.

During Daffodil Month, thousands of Canadian Cancer Society (CCS) volunteers and staff will be working across Canada to raise vital funds for cancer research and support programs. We encourage all Canadians, including our local government leaders, to wear a daffodil pin to show support for people whose lives are affected by cancer.

In particular we would like to request that you **please consider proclaiming April to be Daffodil Month** at your next council meeting. Perhaps that would be a convenient time to distribute the enclosed pins to councillors and if at all possible, take a group photo.

**Throughout the month of April**

Please pose for a photo or selfie on your own or with your fellow councillors, cancer survivors or CCS volunteers – all wearing a daffodil pin to show strong and unified support for Daffodil Month.

Share your photo in any way you wish – post it on social media using the hashtags #DaffodilMonth or #JoinTheFight, email it to your constituents or forward it to local media outlets.

Post it on Twitter - During #DaffodilMonth, I wear my pin in support of those impacted by #cancer. #JoinTheFight with @cancersociety.

We thank you for being a cancer-fighting champion and supporting the 800,000+ Canadians living with cancer.

With sincere regards,

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