



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 03-20
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF MARCH AND THE
THIRD FOR THE YEAR 2020**

PRESENT: Mayor L. Napier Cr. L. Beaulieu
Cr. K. Campbell Cr. B. McArthur
Cr. M. Couvrette Cr. J. Cox
Cr. A. Pischinger Cr. C. Westwell

REGRETS: D/M K. Smith

STAFF: K. Morrison, Senior Administrative Officer
C. White, Director of Community Services
R. Nawaz, Executive Secretary

GALLERY:

Meeting 03-20	7:00 PM
March 31 st , 2020	Videoconference

A. CALL TO ORDER & CONFIRMATION OF QUORUM

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

B. APPROVAL OF AGENDA

Administration requested to remove item C-a the RCMP delegation, and requested the addition of a COVID-19 update in its place. Administration requested the addition of the Capital Plan 2020 under item G.e.i.

20-058 Moved by: Cr. Campbell
Seconded by: Cr. Cox

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. PRESENTATIONS

- i. COVID-19 Update – Administration provided an update to Council. Administration highlighted that the EMO has been informally meeting and the meetings are minuted. Administration noted that there was no information from the territorial government regarding actions pertaining to the state of emergency. He noted that the only change that all border control has been removed from the Alberta / NWT border to Fitzgerald. He noted that MACA has appointed an associate Deputy Minister. Administration noted that the Town has improved communications with residents, and thanked the communications committee. Administration noted that they are looking to increase programming for their recreation programs online to keep residents engaged. He noted that they are identifying Covid as a workplace hazard so all essential employees have appropriate support and PPE. Administration noted that the Town is looking at processes Hay River is using to begin book and other material loans from the Library. Administration noted that they continue to work with the GNWT and private sectors to offer support where needed, and added that they have been working with food providers as well. He noted that the food bank had not been operational for the past week, but in that void the churches and First Nations have stepped up. He noted that online one essential service provider has expressed interest in the Town's childcare options. He noted that they have had



no calls for food delivery as yet. Administration noted that they are sharing information on financial support programs being offered. He noted that they are looking at moving the accounting software to a remote system so more employees can work from home. He noted that they have to consider what financial collection looks like. He added that they are not charging interest or doing disconnect. Administration noted that they could bring the Mill Rate Bylaw, but noted that without the Board of Revision they do not have a finalized assessment roll. He noted that they are considering a new time line for the property tax sale scheduled for June as they do not wish to do a property tax sale coming out of a pandemic. Administration noted that the schools have been shut down for the remainder of the academic year, but there will be some online learning programs. He noted that parents will be wanting to go to work and they are considering starting their summer day camp earlier. Administration noted that the RCMP swat team is in Town for a situation that has been unfolding. Administration noted that one concern at EMO has been around confusion regarding who has to self-quarantine, when and for how long. He noted that the information is on the health and social services website, but the information is spread out. He noted that they are looking to the communications committee to rework this.

Mayor Napier thanked Dr. Kami Kandola, Mr. Carter Sterling and Mr. Maurice Evans for working together to get the border issue solved at the NWT – Alberta border in Fort Smith. She noted that the municipalities met with Minister Chinna, and noted that if Council has questions they can be emailed to her.

Cr. McArthur noted that he overheard that there was a Church service at the Anglican Church on Sunday with over forty people present. Mayor Napier noted that they will reach out to the Anglican Church. Cr. Couvrette noted that an area of funding left out is possible funding assistance to Municipal governments and noted that he has concerns regarding this. Mayor Napier noted that the NWTAC has received a letter from the Alberta municipalities. She noted that they are looking for support from FCM to double the gas tax. Mayor Napier noted that they can speak with the Minister regarding this, but added that this is something they could do through the NWTAC and provide another letter of support for the same initiative. Cr. Westwell noted that it is a tough position for the Town to limit congregations from meeting. In relation to gas tax funding doubling, he noted that the less money oil and gas collects, they less gas tax they will receive. Mayor Napier noted that she does not believe the funding actually comes from gas tax and that it may be a misnomer. She noted that the order from Chief Public Health Officer is that there shall be no gatherings. She noted that they can work with the churches to have online broadcasts. Administration noted that the messaging they have received states that there are no in person Church services and to let them verify this information. Mayor Napier thanked the communications committee for their work in sharing information to the public. Cr. Westwell applauded the Town staff and Mayor in assisting and driving the response. Mayor Napier noted that an item brought up recently was regarding whether communities should know if there is a Covid case in their community. She inquired if it is in the best interest of the public to have the community know if there is a case in Fort Smith. Cr. Couvrette noted that they must take notice of the instance on facebook where an individual was harassed. He noted that if one is diagnosed with Covid he is unsure what the reaction would be from the community. He noted that he is unsure if he could support announcing if someone has Covid. Mayor Napier clarified that this is to only announce whether an individual has it, and not who. Cr. Westwell noted that this would be a public health matter, and we would depend on them communicating this to us. He noted that with other outbreaks there are typically announcements, and noted that he anticipates the same. Cr. Campbell noted that we should advise if there is a case in the community. Cr. McArthur noted that he agrees with Cr. Campbell, and noted that if the community knew they would be discouraged more so from gathering and meeting. Cr. Couvrette noted that if it is anonymous the public has a right to know, but the identity should be kept confidential.



Administration noted that people want to know so they can keep people safe, and noted that there may not be full confidence in the GNWT's efforts to enforce quarantine, and there is a lack of immediate response. He noted that one thing they are hoping to see from territorial state of emergency is more consideration towards enforcement of quarantine. Cr. Westwell noted that he support the idea of getting the message out there. He noted that people wish to know as they want to know if they should be extra vigilant. Mayor Napier highlighted that a majority of cases in Canada are now due to community contact. She noted the importance of any one entering the community going into self-isolation is very important. Cr. Beaulieu noted she agrees with Cr. Westwell, and inquired if they find an individual with Covid later in the year if they will follow the same process and shut down the Town. Administration noted that there is no protocol in place regarding this. He noted that the territorial government is a reactive position currently. He noted that they do not know what the future will hold regarding this pandemic.

D. APPROVAL OF MINUTES

20-059 Moved by: Cr. Couvrette
Seconded by: Cr. Campbell

That the minutes of Regular Meeting 02-20 of February 18th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

20-060 Moved by: Cr. Cox
Seconded by: Cr. Couvrette

That the minutes of Special Meeting SP-01-20 of February 17th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

20-061 Moved by: Cr. Cox
Seconded by: Cr. McArthur

That the minutes of Special Meeting SP-02-20 of February 24th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

F. DECLARATION OF FINANCIAL INTEREST

G. COUNCIL BUSINESS

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

20-062 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That the Corporate Services Standing Committee minutes from March 3rd, 2020, be adopted as presented.

CARRIED UNANIMOUSLY



Cr. Cox noted that the Communications Committee has discussed this in their daily meetings. She noted that they are going to wait until some messaging around Covid-19 reduces. She noted that over the last week they have been focused on sharing relevant information to the community and will work towards this when things are quieter. Mayor Napier noted that they are looking at posting the radio message online. Cr. Couvrette commended the Communications Committee for all of their hard work.

20-063 Moved By: Cr. Cox
Seconded By: Cr. Westwell

That a Social Media presence for Mayor and Council be established.

CARRIED UNANIMOUSLY

Administration confirmed that Board of Revision meetings are on hold indefinitely. He noted that the overall assessment role value of properties in Town will change if Board of Revision changes information. He noted that due to this they are unable to set Mill Rate until the Board of Revision meets. He noted that they will need to decide whether to advance or wait.

20-064 Moved By: Cr. McArthur
Seconded By: Cr. Couvrette

That Councilor Kevin Campbell be appointed to the 2020 Board of Revision on behalf of Council; and

That further Denise Yuhas, Sam Ransom, John Gray and, Ray Currie, be appointed from the general public to the 2020 Board of Revision; and

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

IN FAVOUR – CR. BEAULIEU, CR. MCARTHUR, CR. COUVRETTE, CR. COX, CR. PISCHINGER, CR. C. WESTWELL
ABSTENTION – CR. CAMPBELL
CARRIED

20-065 Moved By: Cr. Cox
Seconded By: Cr. Westwell

That the afternoon of Friday, March 13, 2020 be declared a half-day Civic holiday in conjunction with the Wood Buffalo Frolics activities.

CARRIED UNANIMOUSLY

20-066 Moved By: Cr. Westwell
Seconded By: Cr. Campbell

That the Town make a donation of \$1250 cash and approximately \$750 towards ambulance services for the Fort Smith Ice and Snow Race March 6 – 8.

CARRIED UNANIMOUSLY

Administration noted that one commitment made was to update the DPA's to reflect Council's discussion. He noted that they did not have the ability to make those changes, and therefore Council can approve as is or choose to table until the Town has had a chance to update the permits. Cr. Campbell noted that he would like to see this tabled until the appropriate language has been added to the applications. Cr. Westwell noted that he is happy to see Corporate Service take an active role in the DPA applications. Cr. Westwell noted that is not against ensuring public safety. He noted that they may be faced with questions as not all have had to go through the vetting process. Cr. Couvrette



noted that this is the first instance where they have dealt with the potential for onsite storage of old building materials. He noted that expressed concerns regarding the disposal of hazardous waste materials. He stated that there are other businesses who provide storage space for others in community. He noted that it is important that Council supports business in the community. He noted that he would support tabling these, and noted that Council should discuss how to address such requests in the future. Administration noted that they are not looking to add new requirements, but to ensure that the DPA process makes the applicant aware of existing requirements. Cr. Westwell clarified that the applicant has not stated that they will store anything, and that Council is hoping to ensure that they understand the existing legislation. He noted that he supports this. Cr. Campbell noted that Council should approve the DPA's if the applicants can address Council's concerns in their applications. Administration noted that in one case it is only a change of address, and noted that the other individual works out of the community part time. He noted that they have been focused on Pandemic response. He stated that if Council feels comfortable approving this understanding that the Town will work to ensure the concerns are addressed they may do so. He added that the Town will work to bring more clarity to the process. Cr. McArthur noted that he would like to move forward on these, and add rules on the application outlining Council's concerns. Cr. Couvrette noted that he is prepared to move the motion as Council has outline their concerns for Administration.

20-067 Moved By: Cr. Couvrette
Seconded By: Cr. Campbell

That DPA-026-19 submitted by Curtis Lepine to operate a home business Light and Heavy-Duty Mobile Maintenance and Repair from Lot 0971, Plan 1260, 10 Walters Court in Fort Smith be approved.

CARRIED UNANIMOUSLY

20-068 Moved By: Cr. Couvrette
Seconded By: Cr. McArthur

That DPA-005-20 submitted by Jeremy Beamish and Kristen Froese to operate a home business Carpentry Services from Lot 1318, Plan 1788, 1 Caribou Court in Fort Smith be approved.

CARRIED UNANIMOUSLY

Community Services Standing Committee

20-069 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That the Community Services Standing Committee minutes from March 10th 2020, be adopted as presented.

CARRIED UNANIMOUSLY

TTAB Appointment

20-070 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That Kaitlyn Belanger be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2021.

CARRIED UNANIMOUSLY



Thebacha Dog Musers Donation Request – Cr. Westwell inquired if this event went ahead as planned. Cr. Cox confirmed this. Cr. Campbell noted that it went well and they had six teams.

20-071 Moved By: Cr. Westwell
Seconded By: Cr. Couvrette

That Council donate \$1000 to the Thebacha Dog Musers.

IN FAVOUR - CR. BEAULIEU, CR. MCARTHUR, CR. COUVRETTE, CR. COX, CR. CAMPBELL, CR. C. WESTWELL
ABSTENTION – CR. PISCHINGER
CARRIED

Arctic Winter Games Proceeds

20-072 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That \$8,634.53 of the 2018 Arctic Winter Games proceeds be donated to the Fort Smith Ski Club; and

That \$6,974.78 of the 2018 Arctic Winter Games proceeds be donated to the Fort Smith Snowboard Society; totaling

\$15,609.31, the Town of Fort Smith’s portion of the proceeds received from the 2018 Arctic Winter Games Host Society.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

20-073 Moved By: Cr. Cox
Seconded By:

That the Municipal Services Standing Committee minutes from February 18 2020 be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies

Bylaw 1003 Council Honourarium Bylaw – First and Second Reading. Cr. Cox noted that they are doing first and second reading tonight, and that there will be opportunity for residents to review the Bylaw as well over the next month. She noted that it is incumbent upon them as Councilors to ensure that they do their due diligence in informing residents about the changes to the Bylaw. Administration noted that it is a legislated requirement that any pay changes for Mayor and Council must be publically consulted. Cr. Couvrette noted that the pandemic has demonstrated the value of paying the Town Mayor and Council adequately. He noted that the amount of work the Mayor has put in over the course of the Pandemic has been enormous and much appreciated, and the raise is well earned.



20-074 Moved By: Cr. Cox
Seconded By: Cr. McArthur

That Bylaw 1003 Council Honourarium Bylaw be introduced and given first reading.

WHEREAS the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rates of remuneration for the Mayor, Deputy Mayor and Councillors;

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

Short Title

That this by-law shall be cited as the "Council Honourarium Bylaw".

CARRIED UNANIMOUSLY

20-075 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That Bylaw 1003 Council Honourarium Bylaw be given second reading by title only.

CARRIED UNANIMOUSLY

Bylaw 1004 Wood Buffalo Frolics Bylaw – First and Second Reading

20-076 Moved By: Cr. Couvrette
Seconded By: Cr. McArthur

That Bylaw 1004 Wood Buffalo Frolics Bylaw be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, recognizes that it has been the custom to encourage the citizens of Fort Smith to enjoy and participate in the Wood Buffalo Frolics by proclaiming a half day civic holiday on the Friday of the Wood Buffalo Frolics weekend;

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

1. THAT the period of 12:00 noon until 5:00 p.m. (Mountain Time) on the Friday of the Wood Buffalo Frolics weekend each year is hereby declared to be a civic holiday.

2. THAT this Bylaw shall come into force and effect on the date of its final passing.

CARRIED UNANIMOUSLY

20-077 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That Bylaw 1004 Wood Buffalo Frolics Bylaw be given second reading by title only.

CARRIED UNANIMOUSLY



Bylaw 1005 Appointment of Fire Chief Adam McNab– First and Second Reading

20-078 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That Bylaw 1005 Appointment of Fire Chief Adam McNab be introduced and given first and second reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, has enacted a by-law to establish the Fort Smith Volunteer Fire Department;

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

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

1. That Adam McNab be appointed Fire Chief for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That the Bylaw 993 Appointment of Fire Chief Timothy Moore be hereby repealed.

CARRIED UNANIMOUSLY

20-079 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That Bylaw 1005 Appointment of Fire Chief Adam McNab be given second reading by title only.

CARRIED UNANIMOUSLY

- c. Appointments
- d. Mayor and Council/Board Representative Updates
 - i. Cr. Campbell
 - ii. Cr. Couvrette – Cr. Couvrette encouraged all to maintain social distancing and other requirements.
 - iii. Cr. McArthur – Cr. McArthur thanked the Public Works crews for all the work they have been doing. He thanked Mayor, Administration and Staff for keeping the Town and Council well informed regarding the pandemic.
 - iv. Cr. Cox – Cr. Cox noted that there was an interagency meeting on March 11th where the daycare was a topic of discussion. She noted that Town staff deserve recognition for progress made. She noted that progress will continue to be made once they have adapted to the new reality presented by Covid-19. She recognized the efforts of the Communications Committee. She thanked Town staff for their commitment to sharing the information, and recognized Ms. Diane Seals for her work regarding this. Cr. Cox commended Mayor Napier for exemplary leadership during this time.
 - v. D/M Smith



- vi. Cr. Beaulieu – Cr. Beaulieu thanked the Fort Smith Metis Council for checking up on Elders, and others in the community who are doing the same. She thanked the whole community for helping a lot of the younger people celebrating their birthdays. She noted that there are more coming up. She stated that she hopes everyone remains safe and healthy.
 - vii. Cr. Pischinger – Cr. Pischinger thanked and congratulated the Mayor and Staff for their efforts during this time, as well as the Communications Committee. She hopes all remain safe and healthy during this time.
 - viii. Cr. Westwell – Cr. Westwell thanked the business community and community as a whole for adapting in face of the pandemic.
 - ix. Mayor Napier – Mayor Napier thanked the Town Staff for their work, and commended Administration for his and the staffs work in going above and beyond in keeping the work going throughout the community and ensuring we have essential services. She noted that she is proud of the business community for their efforts and thanked the communications committee for their assistance. Mayor Napier noted that response at EMO meeting has been great and all are working together. Mayor Napier thanked the Metis National for their support in setting up the radio station for daily broadcasts. Mayor Napier thanked the RCMP in dealing with the ongoing incident. Mayor Napier thanked all the volunteers in the community and across the North that are working to fight the pandemic.
- e. Administration
- i. 2020 Capital Plan – Administration noted that this was discussed at Municipal Services but there was no motion on file. He noted that Council may wait until the April cycle to approve the Capital plan if they wish. Cr. Westwell noted that construction timelines may be affected by the current reality. Administration noted that they can presume status quo, and highlighted that construction workers may be deemed essential workers. Cr. Cox noted that she is in support of the 2020 plan as it is very similar to the 2019 plan. Administrant noted that this is the same document as presented at Municipal Services. He noted that two capital changes have occurred since this was presented to Council. He noted that the tender on the water truck is complete, and the Town is responsible for 35% of the cost of a new water truck. He noted that this may come from gas tax, utility, reserve or CPI. Administration noted that they purchased an additional software package to move to an expedition payroll system. Cr. Westwell declared a conflict and excused himself from the approval due to this contract for IT work with the Town. Cr. Couvrette noted that he would like to see more updated information with the CWWF project. He noted that the current document does not identify what was expended in the 2019 summer season. He inquired if Administration could provide that additional information via email. Administration noted that the 2019 expenditures on the project were included as they are using 2018 audited reserve balances. He noted that all 2019 expenditures are included in the 2020 Capital Plan so the calculation using 2018 audited balances would add up. He noted that they have 2019 values separated, and the amounts expended in 2019 were approximately one million dollars. Cr. Campbell inquired if we will be putting the old water truck for sale or tender so they do not have extra items to upkeep. Administration noted that they keep old water, sewer and garbage trucks as back up as often times these are things that cannot be put off if they need an extra. Cr. Campbell inquired if it would be a waste of money keeping an outdated truck up to date. He noted that he is unsure why old surplus equipment must be maintained in running order as it is an extra expense.



20-080 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That the 2020 Capital Plan as presented be accepted.

IN FAVOUR – CR. PISCHINGER, CR. BEAULIEU, CR. COX, CR.
COUVRETTE, CR. MCARTHUR
ABSTENTION – CR. WESTWELL, CR. CAMPBELL
CARRIED

Cr. Westwell returned to the meeting after the vote.

H. **PROCLAMATIONS**

I. **ABSENCE OF COUNCIL MEMBERS**

20-081 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That Mayor Napier and D/M Smith be excused from the Corporate
Services Standing Committee meeting of March 3rd, 2020.

CARRIED UNANIMOUSLY

20-082 Moved By: Cr. Westwell
Seconded By: Cr. Cox

That Cr. McArthur be excused from the Community and Municipal Services
Standing Committee Meetings on March 10th, 2020

ABESTENTION – CR. MCARTHUR
IN FAVOR –
CARRIED

20-083 Moved By: Cr. Couvrette
Seconded By: Cr. Westwell

That D/M Smith be excused from the Regular Meeting of Council on
March 31st, 2020.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – April 7, 2020
Community and Municipal Services Standing Committee Meetings – April 14, 2020
Council Meeting 04-20 – April 21, 2020



K. **ADJOURNMENT**

20-084 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That the meeting be adjourned at 8:57 p.m.

Minutes adopted this 21st day of April, 2020.



Mayor Lynn Napier

Certified Correct by the
Senior Administrative Officer Keith Morrison