












Town of Fort Smith  
Town Council Meeting  
Agenda

July 23, 2019, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP	 RCMP Police Report June 2019
D. Approval of Council Minutes a. Council Minutes	 Council Minutes June 18, 2019
E. Business Arising from the Minutes	
F. Declaration of Financial Interest a. Statement of Disclosure of Interest	 Statement of Disclosure of Interest:
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Community Services iii. Municipal Services	   Corporate Services Minutes July 2, 2019             Community Services Minutes July 9, 2019             Municipal Services Minutes July 9, 2019
b. Enactment of Bylaws and Policies i. Bylaw 997 Appoint Tax Collector Obrian Kydd	 Bylaw 997
c. Appointments	
d. Mayor and Council/Board Representative Updates	
e. Administration i. Briefing Note Changing of Signing Authorities ii. Briefing Note Pool Liner Replacement iii. In-Camera Session <i>CTV Act S.23(3)(e) Contract Review</i>	  BN Signing Authorities      BN Pool Liner Replacement
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 07-19  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF JULY AND  
THE SEVENTH FOR THE YEAR 2019**

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

REGRETS:           Mayor L. Napier           D/M K. Smith  
                      Cr. J. Cox

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

GALLERY:           Sgt. Jesse Gilbert RCMP

Meeting 07-19  
July 23<sup>rd</sup>, 2019

7:00 PM  
Council Chambers

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

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

**B.    APPROVAL OF AGENDA**

19-129 Moved by: Cr. Couvrette  
          Seconded by: Cr. McArthur

That the agenda be adopted as amended to move the RCMP delegation to later in the meeting.

CARRIED UNANIMOUSLY

**C.    APPROVAL OF MINUTES**

19-130 Moved by: Cr. Couvrette  
          Seconded by: Cr. Pischinger

That the minutes of Regular Meeting 06-19 of June 18, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

**D.    BUSINESS ARISING FROM THE MINUTES**

Cr. McArthur requested an update regarding garbage pick-up services. Administration advised that he is pricing truck modifications to allow pickers to ride in a secure manner on the back of the current garbage truck.

Administration advised as per the Community Services meeting, that he would bring forward information from the Advisory Board Bylaw 874 on the removal of members. He noted that advisory board members are deemed resigned after missing three consecutive meetings or that a motion of Council can be passed removing the member. He indicated that as Monique Day is no longer living in the community and has missed more than three consecutive meetings, she is deemed resigned and that no action would be required.



E. **DECLARATION OF FINANCIAL INTEREST**

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

F. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

19-131 Moved By: Cr. McArthur  
Seconded By: Cr. Pischinger

That the Corporate Services Standing Committee minutes from July 2<sup>nd</sup>, 2019, be adopted as presented.

CARRIED UNANIMOUSLY

Public Lands Act Letter

19-132 Moved By: Cr. Couvrette  
Seconded By: Cr. Campbell

That Mayor Napier write a letter to the GNWT Standing Committee on Economic Development and Environment for the review of the Public Lands Act on issues regarding the transfer of Commissioner's land within Municipal Boundaries.

CARRIED UNANIMOUSLY

Rescheduling of July Council Meeting

19-133 Moved By: Cr. Couvrette  
Seconded By: Cr. McArthur

That the Regular Meeting of Council be rescheduled from July 16<sup>th</sup> to July 23<sup>rd</sup>, 2019.

CARRIED UNANIMOUSLY

Community Services Standing Committee – Cr. Couvrette asked, with regard to the TTAB minutes, if the Mayor or SAO had approached NWAL to see how the Town can assist in supporting Aviation School moving forward. Administration advised that a support letter was sent in the past and that NWAL had previously advised that they are not in need of assistance at this time. He suggested further follow-up could be done if requested. A/Mayor Westwell will follow up with NWAL.

19-134 Moved By: Cr. Pischinger  
Seconded By: Cr. Beaulieu

That the Community Services Standing Committee minutes from July 9<sup>th</sup>, 2019, be adopted as presented.

CARRIED UNANIMOUSLY

Appointment of Acting Mayor

19-135 Moved By: Cr. Couvrette  
Seconded By: Cr. McArthur

That Cr. Christian Westwell be appointed Acting Mayor for the period of July 19<sup>th</sup>, 2019 at 8:30am to July 29<sup>th</sup>, 2019 at 8:30am.

CARRIED UNANIMOUSLY



Municipal Services Standing Committee – Cr. McArthur advised that Council has been working to have Commissioner’s land transferred to the municipality and for the GNWT to firesmart their properties for years, and noted his displeasure with the letter from the MLA. Cr. Campbell asked if the slope stabilization project has started. Administration confirmed that the contract was awarded, and the consultant has been engaged with tabletop work.

19-136 Moved By: Cr. Couvrette  
Seconded By: Cr. Pischinger

That the Municipal Services Standing Committee minutes from July 9<sup>th</sup>, 2019 be adopted as presented.

**CARRIED UNANIMOUSLY**

GNWT Land Transfers – Cr. Couvrette would like the letter sent soon and requested that the Acting Mayor write the letter. He suggested that Council express their displeasure with the GNWT in regard to the land issues within the municipality during the follow-up meeting being requested. A/Mayor Westwell agreed and indicated that GNWT concludes government business by the end of July due to upcoming elections. Cr. Couvrette noted that the last time the MLA presented to Council was in November and suggested that monthly or quarterly meetings should be held to represent the needs of the community. A/Mayor Westwell thinks Mayor Napier has met with the MLA more recently. Administration advised that he indicated at the Municipal Services meeting that the MLA was available to meet later that week however the MLA tends to meet informally. He noted that informal meetings/workshops do not have minutes for public record. He suggested that with direction from Council, the MLA could be invited to meet formally with Council and that he is unsure if other requests to meet were responded to. A/Mayor Westwell clarified that Council met formally with the MLA in November, then met informally in January for a workshop. Cr. Campbell asked if the letter requesting to meet would be sent out before the end of July deadline. A/Mayor Westwell confirmed that he would send the letter.

19-137 Moved By: Cr. McArthur  
Seconded By: Cr. Campbell

That Mayor Napier respond to the Minister of the Department of Lands with a formal letter to restate the intent to purchase the Snowboard Park lots; and

That Mayor Napier and the SAO initiate a meeting with the Minister of the Department of Lands and necessary staff to resolve the issue in short order prior to the closure of Government Business due to upcoming elections.

**CARRIED UNANIMOUSLY**



b. Enactment of Bylaws and Policies

Bylaw 997 Appoint a Municipal Tax Collector Obrian Kydd – First Reading

19-138 Moved By: Cr. Couvrette  
Seconded By: Cr. Campbell

That Bylaw 997 Appoint a Municipal Tax Collector Obrian Kydd be introduced and given First Reading;

WHEREAS, the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it desirable to appoint a person as the municipal collector of taxes for the purpose of carrying out the requirements of the Property Assessment and Taxation Act, S.N.W.T. 1997,c.5,s.5(8); S.N.W.T. 2010,c.16, Sch.A,s.31(3).

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

1. That Obrian Kydd be appointed a municipal collector of taxes.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That the appointment shall expire upon the termination of employment of Obrian Kydd with the Town.
4. That Bylaws 949 and 981 be hereby repealed.

CARRIED UNANIMOUSLY

Bylaw 997 Appoint a Municipal Tax Collector Obrian Kydd – Second Reading

19-139 Moved By: Cr. McArthur  
Seconded By: Cr. Pischinger

That Bylaw 997 Appoint a Municipal Tax Collector Obrian Kydd be given Second Reading by title only.

CARRIED UNANIMOUSLY

c. Mayor and Council/Board Representative Updates

- i. Cr. Beaulieu – Cr. Beaulieu advised that she would be starting the Citizens on Patrol Program and will have posters advertised in the next couple days.
- ii. Cr. Couvrette – Cr. Couvrette circulated an email to Council regarding the GNWT's decision to narrow the Fort Smith airport runway. He advised that he researched the widths of NWT airport runways and indicated that Fort Smith would be the only runway in the NWT reduced to a width of 100 ft. He added that there are several smaller communities in the NWT with paved runways that are 150 ft wide. He would like clarification from the GNWT on how and why the decision to narrow the runway was made. Cr. Couvrette noted that the narrowing of the runway would not allow for a Boeing 737 plane to land and that he had concerns should Fort Smith require evacuation. He felt that other communities should be made aware as the GNWT may have plans to narrow their runways as well. Cr. Couvrette suggested that Council follow up on the direction of the polytechnic university and that Aurora College programming not be put on hold until they determine the outcome of the polytechnic. Cr. Couvrette advised that he would bring forward a recommendation on the matter for the next Committee meeting.



- iii. Cr. Campbell – Cr. Campbell asked about grading the road down the hill to the boat launch as it is used by residents and tourists. Administration replied that the Town has never graded that road and that it had previously been done by the Department of Transportation or the Aurora College. His understanding is that DOT has been instructed not to pave the road anymore. Cr. Couvrette suggested this be addressed as a safety issue.
  - iv. Cr. Pischinger – Cr. Pischinger advised that the road down the hill to the boat launch is used by community members and cement padding for boats was installed by the Town. She noted that the road promotes tourism and local use for fishing and boating. Cr. Pischinger requested an update on the daycare. Administration replied that the daycare still has space available provided by the Town but are on hold due to staffing. He advised that the Daycare Society requested a letter of support from the Town to hire an international employee due to being unsuccessful with local/national hiring initiatives. A/Mayor Westwell advised that the Aurora College is no longer delivering the Early Childcare Program in Fort Smith which is affecting non-profit, municipal and territorial childcare programs. A/Mayor Westwell advised that the boat launch area is deteriorating and is the responsibility of the GNWT. He suggested that the GNWT should be partners with the Town in improving the community. He asked when and why the Department of Infrastructure was told to stop maintaining one of their roads.
  - v. A/Mayor Westwell – A/Mayor Westwell reminded Council that the Road South meeting with Mikisew Cree First Nation is on Tuesday, July 30<sup>th</sup> at 1:00pm in the new SRFN Conference Centre. He advised that D/M Smith would be the Acting Mayor at that time.
- d. **RCMP Delegation**
- i. **Police Report** – The RCMP Police Report for June 2019 was reviewed. Sgt. Gilbert noted that there was a stand-off that occurred in May and that June was a steady month comparable to the previous year. Sgt. Gilbert advised that Crime Stoppers and RCMP Recruiting presentations occurred in July and that a few people attended and expressed interest in joining the RCMP. He is hoping to have the group back in the community every six-months to a year to redo the presentations.
- Sgt. Gilbert advised that the detachment was busy near the end of June and beginning of July as they partnered with Parks Canada to investigate an impaired driving situation in Pine Lake, Alberta. He noted that Parks Officers do not have the capability to perform breath tests, etc. and will partner with the RCMP to assist with these investigations. Sgt. Gilbert added that they assisted Parks Officers with three domestic offences, three break and enters, and one firearms call. He noted that the Fort Smith Detachment received the firearms call due to mobilization and the ability to respond although Fort Chipewyan and the Alberta Call Distribution Centre were notified as the incident was in Alberta jurisdiction. He added that the incident resolved itself in a good manner and was the first standoff Parks Officers participated in. Sgt. Gilbert plans to include Parks Officer in future training initiatives.
- Sgt. Gilbert advised that the detachment received fourteen mental health related calls in the month of June.



Sgt. Gilbert provided a staffing update. He advised that he would be on vacation for the month of August. He is still waiting for two members to arrive to the community which would increase the number of members to four plus Cst. Hazlewood who is still training. He noted that Cst. Hazlewood can be used as back-up but cannot be scheduled to work alone. Sgt. Gilbert has notified the Division that he is uncomfortable going on leave without a replacement member in which they have approved his request. He noted that this will bring the number of members in the community to six during his absence for the month of August. He was pleased with staffing as there were only four members in the community for the month of August in 2018.

Sgt. Gilbert advised that he doesn't have updates on when the other two new members being transferred to Fort Smith are expected to arrive and that it is dependent on when they sell their houses. He advised that when a transfer is given, they are provided ninety-days to move and a thirty-day extension is provided extending passed the ninety-days and that a review is performed by managers of the division they are being transferred to. He added that if an alternative member can be transferred more quickly, the original transfer may be cancelled. Sgt. Gilbert advised that the detachment has received calls from eight members across the country wanting to come to Fort Smith and that they will be considered if the original two transfers don't work out.

Sgt. Gilbert advised that he has accepted for a promotional opportunity as Staff Sergeant in Fort Vermillion, AB and that he would be leaving Fort Smith in November.

Sgt. Gilbert provided an update on the community barbeque being hosted by the RCMP. He advised that funding has been approved for the barbeque and that it would be held at 12pm on Thursday, August 1<sup>st</sup> to introduce new members.

Cr. McArthur advised of noisy vehicles speeding in the community and asked if complaints had been received or if this had been actioned. Sgt. Gilbert confirmed that complaints have been received and replied that the RCMP provides 24-hour coverage but doesn't always have staff on duty. He clarified that staff schedules are created to provide coverage based on the statistical number of calls received at certain times. He noted that if schedules are changed to allow for coverage at less-busy times, coverage is lost at times where there are typically and statistically more calls received for service. He noted that if members are called out during off times, they will stay on duty to monitor traffic. If statistics change and more calls are received at alternate times, the schedule will be changed to allow for more coverage. Administration advised that in many cases the issue may be noise only and that the Bylaw Officer can address this through the Bylaw. He noted that the issue is that the bylaw can be difficult to enforce and is at the judgement of the Bylaw Officer.

Cr. Campbell noted the frustration with the amount of questions asked when calling to make a complaint. Sgt. Gilbert replied that this is a general complaint received although the questions need to be asked to address the complaint and assess the risk. He added that it is a national standard to ask the questions and when 911 is implemented the same questions will be asked.



Administration confirmed that the questions asked are for member safety and to know what environment members are being sent into. He added that the previous Council had the same concerns. Administration also advised a signed statement is a strong form of evidence and if information is provided the next day the Town will follow-up on the issue. He noted however that if the person challenges the charge, the complainant will have to defend their statement in court. He added that pictures and videos are strong forms of evidence to back-up the statement and that photographs have been used in the past to address dog complaints.

Sgt. Gilbert advised that having RCMP members involved with an incident allows them to become professional witnesses although they do not have to be involved if people are willing to go testify in court. He noted that some incidents need to be addressed by multiple members to prevent risk and any extra details provided over the phone can be essential. Sgt. Gilbert advised of an incident that would be captured in the next policing report of a dirt bike driving around the community between 5-7am. He noted that the first call was received at approximately 6:15am, and members located the driver who was charged with impaired driving. Residents videoed the driver and completed a statement which can be used as evidence in court.

Sgt. Gilbert advised that Cpl. Chris MacDonald would be presenting the July Police Report at the August Council Meeting in his absence. Sgt. Gilbert plans to delegate to Council in September and October as he anticipates moving in November. He requested more time to delegate for his last presentation to do a two-year review along with the police report. He added that he would be corresponding with Cr. Beaulieu to implement the Community on Patrol program along with other programs before his departure. Additionally, he noted that Cst. Hazlewood would be attending the Sweet Grass trip with grade eight students.

A/Mayor Westwell and Council thanked Sgt. Gilbert for his delegation.

e. Administration

Briefing Note Changing of Signing Authorities – The briefing note was reviewed. Administration advised that the signing authority for the Town needs to be updated to reflect the hire of the new Director of Corporate Services.

19-140 Moved By: Cr. McArthur  
Seconded By: Cr. Pischinger

That the signing authorities for the Town of Fort Smith shall be Mayor Lynn Napier, Deputy Mayor Kevin Smith and Councillor Christian Westwell on behalf of Council; and

That the signing authorities for the Town of Fort Smith shall be Keith Morrison, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; Cynthia White, Director of Community Services; and Paul Kaeser, Director of Municipal Services on behalf of Administration; and

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

CARRIED UNANIMOUSLY





Briefing Note Swimming Pool Liner Replacement – The briefing note was reviewed. Administration advised that the Spending Authorities Bylaw includes a procurement process and restricts sole sourcing. The process requires a call for tenders and a competitive process. Administration advised that due to propriety vendors, only Master Pools Ltd. is able to replace the Pool liner and it was determined that the price was representative for the work required. Administration noted that the price to replace the bottom portion of the liner is \$112,250 plus GST which is less than the budgeted amount of \$150,000. Cr. Campbell asked if the work would be done during the pool shutdown. Administration confirmed this and advised that the pool shutdown may occur earlier to accommodate the work.

19-141 Moved By: Cr. Campbell  
Seconded By: Cr. Beaulieu

That the contract to replace the bottom portion of the pool liner in the Main Pool be awarded to Master Pools Ltd for the price of \$112,250.00 dollars plus GST.

CARRIED UNANIMOUSLY

Forest Fire Update – Administration provided an update. He advised that information on the status of forest fires is received from MACA, ENR and WBNP which is relayed to the community through the Town's website and Facebook page. He noted that although the air has been smoky, there are no fires of threat to the community. Administration advised that there was a recent fire 3km south of Fort Fitzgerald across the river, although MACA has advised that the fire is fully contained with retardant and that ground crew would be sent in to continue to address the fire. He added that wind is also blowing from the north posing no threat to Fort Smith. Administration advised that A/Mayor Westwell contacted the Band Manager of SLFN to offer assistance in which he was informed that they were not concerned of the fire. Administration advised of another fire between Salt Mountain and Little Buffalo River, and that it is being managed and not a threat. Administration advised that as a result, residents will see smoke and are encouraged to contact the Health Centre if they are experiencing breathing issues. A/Mayor Westwell confirmed that he spoke with SLFN Manager, Frank Lepine, and that he was confident that there was no concern due to the north wind, the size of the fire and the action being taken.

*In-Camera Session CTV Act S.23(3)(e) Contract Review*

19-142 Moved By: Cr. Couvrette  
Seconded By: Cr. Campbell

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

CARRIED UNANIMOUSLY

*Out of In-Camera*

19-143 Moved By: Cr. Couvrette  
Seconded By: Cr. Pischinger

That Council move out of in-camera.

CARRIED UNANIMOUSLY

19-144 Moved By: Cr. Couvrette  
Seconded By: Cr. McArthur

That Council accepts the verbal update from Administration on the Collective Bargaining Contract Review.

CARRIED UNANIMOUSLY



G. **ABSENCE OF COUNCIL MEMBERS**

19-145 Moved By: Cr. Pischinger  
Seconded By: Cr. Couvrette

That Cr. McArthur and Cr. Beaulieu be excused from the Community and Municipal Services Standing Committee Meetings on July 9<sup>th</sup>, 2019.

CARRIED UNANIMOUSLY

19-146 Moved By: Cr. McArthur  
Seconded By: Cr. Pischinger

That Mayor Napier, D/M Smith and Cr. Cox be excused from the Regular Meeting of Council on July 23<sup>rd</sup>, 2019.

CARRIED UNANIMOUSLY

H. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – August 6<sup>th</sup>, 2019  
Community and Municipal Services Standing Committee Meetings – August 13<sup>th</sup>, 2019  
Council Meeting 08-19 – August 20<sup>th</sup>, 2019

Cr. Beaulieu advised that she would be away for the Corporate Services Standing Committee meeting on August 6<sup>th</sup>, 2019.

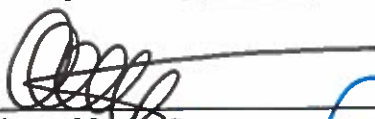
I. **ADJOURNMENT**

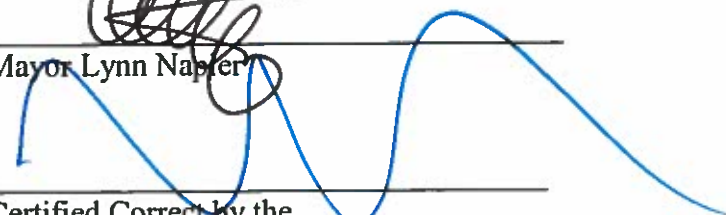
19-147 Moved By: Cr. Pischinger  
Seconded By: Cr. McArthur

That the meeting be adjourned at 8:35 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 20<sup>th</sup> day of August, 2019.

  
\_\_\_\_\_  
Mayor Lynn Napier

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

J. **QUESTION PERIOD**

A question period was offered in accordance with policy.