















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

April 16, 2019, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report March 2019	 Police Report March 2019
D. Approval of Council Minutes a. Council Minutes	 Council Minutes March 19, 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 Accounts Paid Part I Accounts Paid Part II ii. Community Services iii. Municipal Services	   Corporate Services Accounts Paid Part I Accounts Paid Part II Minutes April 2, 2019 Minutes April 2, 2019    Community Services Municipal Services Minutes April 9, 2019 Minutes April 9, 2019
b. Enactment of Bylaws and Policies i. Briefing Note 2019 Mill Rate ii. Bylaw 996 2019 Mill Rate First and Second Reading	  Briefing Note 2019 Mill Rate Bylaw 996 2019 Mill Rate First and Second Reading
c. Appointments	
d. Mayor and Council/Board Rep Updates	
e. Administration i. DPA-005-19 Krystal Brown ii. DPA-006-19 Tracy Freund	  DPA-005-19 Krystal Brown DPA-006-19 Tracy Freund
H. Proclamations a. Proclamation Denouncing the Infringement of Fundamental Rights and Freedoms	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

FORT SMITH  
POLICING REPORT  
2019-03



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 157 calls for service to the town of Fort Smith during the month of March, 2019.

### **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 59 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:** Chief Frieda Martselos will continue to make attempts to encourage those individuals with knowledge re: CDSA in the community of Fort Smith to come forward to the RCMP. This will enable the RCMP to make headway on CDSA within the community.

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

The Fort Smith RCMP Detachment responded to 5 complaint of Domestic Violence in the community. Charges were laid in two of these cases and are pending upcoming court appearances. Fort Smith Detachment members also responded to 10 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 1<sup>st</sup> - Cst. Derick Levesque participated in youth hockey to assist with coaching as well as the Rec Hockey league on the following dates;

- Frolics Tournament – March 8<sup>th</sup> & 9<sup>th</sup>
- March 12<sup>th</sup>
- March 13<sup>th</sup>
- March 17<sup>th</sup>
- March 19<sup>th</sup>
- March 26<sup>th</sup>

March 11<sup>th</sup> & 12<sup>th</sup> – Sgt. Gilbert attended “G” Division South District Strategic Planning Meetings in Hay River. The RCMP is looking at several exciting initiatives in the upcoming year.

March 19<sup>th</sup> – Cpl. Chris MacDonald did a school visit at JBT.

March 19<sup>th</sup> – Sgt. Gilbert attended the Town Council Meeting to present the monthly policing report for February.

March 19<sup>th</sup> – Sgt. Gilbert spoke with Cr. Beaulieu re: the COP program. She was happy to come on board for discussions. At the present time there are enough people who have expressed interest to get an executive in place (thus allowing application for NWT society status). The discussions taking place are whether any of those interested parties identified are willing to sit on the executive as opposed to just participating in the program when it is up and running. Forming the executive is a critical step forward as that allows the society to be formed and then the executive will discuss/pass the bylaws and then start the membership drive. Once the executive is formed it is expected that the rest will move along relatively quickly compared to the progress so far.

March 25<sup>th</sup> – Sgt. Gilbert spoke with Chief Martselos about the upcoming SRFN elections for the three vacant positions as well as the Grand Opening of the SRFN Justice Centre building. The Commanding Officer of “G” Division will be in attendance.

March 26<sup>th</sup> - Sgt. Gilbert spoke with Chief Martselos about the upcoming Grand Opening of the SRFN Justice Centre building.

March 27<sup>th</sup> - Sgt. Gilbert spoke with Chief Martselos about the upcoming Grand Opening of the SRFN Justice Centre building.

**The Community assisted the priority by:** Meetings will continue in regards to COP program.



#### **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 15 complaints regarding traffic offences and or complaints in the community. 5 of these investigations involved impaired drivers in the community and 1 were related to a collision.

**Pro-active Vehicle Stops:** Formal program on pause however members are encouraged to complete proactive motor vehicle stops time permitting.

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

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

Given the issue with youth crime in the community (as it relates to a handful of individuals), Sgt. Gilbert implemented a prolific offender duty under the detachment responsibilities matrix. As such, under the guidance of Cpl. Chris MacDonald and Cst. Mike Buckland, the Fort Smith RCMP typically conducts curfew checks. However, during the Month of March the majority of our Prolific Youth offenders were out of Fort Smith on Remand in the Youth Correctional Facility in Yellowknife.

There was one reported Break and Enter this month.

#### **B&E Business/Other**

- 1) March 8<sup>th</sup> – Private Residence on Calder. It was unable to be determined if a break and enter occurred. The call was dispatched as a B&E because the homeowner found their front door slightly ajar when they woke up. However, there was no sign of forced entry, no damage, and nothing missing from the residence.

Scoring Caveat – You will notice a difference in the stats collection graph below. As noted in the January and February policing reports there were no reports of any break and enters. You will now see below that the report is showing “2” in the YTD column. Excluding the one noted above, that would appear to be one unaccounted for. The RCMP has switched to a different method of data analysis for these reports. In the past, the total occurrences for the month were reviewed and numbers provided. This new method auto-calculates each month, and thus, the numbers are based on what occurrence types our computer reporting system puts together. In the past the offence of “Unlawfully in a Dwelling House” was not included in the B&E calculation. Now, it is. Given this change the scoring will be slightly different moving forward. We will continue to add this portion to the monthly policing report and the

explanation for each complaint as we have been doing. I just wanted to clarify why the numbers will appear different than what was previously reported. The absent stat that is now being included in the calculation was;

### Unlawfully in a Dwelling House

- 1) January 30<sup>th</sup> – Private Residence on Calder. An intoxicated male walked into a residence and a party guest called the police. The homeowner indicated that the police should not have been called as that individual is welcome in the home.

On March 20<sup>th</sup> the RCMP responded to a report of a sudden death at Sunset Chalet. Members attended the scene with the Coroner. The investigation was turned over to the Coroner.

On March 29<sup>th</sup> the Fort Smith RCMP brought in two CEW instructors. They hosted a recertification course for four members on this date (3 Fort Smith members / 1 Hay River member). On the weekend of the 30<sup>th</sup> and 31<sup>st</sup> they held a new user course for the members who had not had the training previously (3 Fort Smith members / 2 Hay River members). The Fort Smith Detachment is now the only detachment in the Northwest Territories where 100% of the membership has the CEW training. This adds an additional tool which promotes police officer safety as well as community member safety. The Fort Smith Detachment would like to thank Sgt. Todd Scaplen (G Division Training Section), Cpl. Derek Cosenzo (CEW Instructor) and Cst. Chris Alward (CEW Instructor) for making this happen. We would also like to thank Parks Canada for providing the facilities to host the course.

The Fort Smith Detachment also responded to a total of 21 complaints under the Mental Health Act involving individuals who had threatened harm to themselves. These types of complaints are very time sensitive and require immediate attention as to mitigate the potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for consultation with a Doctor. This was a significant uptick in mental health calls. Related to these calls – the Fort Smith RCMP also had 6 additional calls to assist the Hospital / EMS with patients suffering with mental health issues due to them becoming aggressive. It is unclear why there was such an increase during the month of March, but based on the amount of calls it was a significant time commitment during the month on the part of the Detachment.

The Fort Smith RCMP would like to remind the public that the NWT does have a help line for individuals in crisis. According to the information provided by Health and Social Services;

***The NWT Help Line offers confidential support to residents of the Northwest Territories, 24 hours a day, 7 days a week. It is 100% free and anonymous. The help line also has an option for follow-up calls.***



## Help Line

Residents can call the help line at **1-800-661-0844**.

Trained counsellors can help you with any number of issues including: Stress Management; Suicidal Thoughts; Abuse; Sexual Assault; and Depression.

## Telephone Group Sessions

The Telephone Group Sessions offers NWT residents group counselling supports on a variety of topics, including: Suicide and Suicide Awareness; Depression and Anxiety; Grief and Loss; Recovery Support; Substance Abuse/ Addiction

Open and closed sessions are offered, with the closed sessions being part of a two or three part series. Open sessions can hold up to 23 individuals while closed sessions hold between 3-10 individuals to maintain group cohesiveness. You can register for any of these sessions by calling the NWT Help Line and speaking with a counsellor at 1-800-661-0844. You can call in to these sessions from your own phone.

These sessions are free, anonymous and confidential. For dates and time, visit, <https://www.facebook.com/NWTHelpLine/events/>.

NWT residents can also contact a NWT Help Line counsellor with questions via Facebook private messaging. For more information, visit <https://www.facebook.com/NWTHelpLine/>.

## Kid's Help Phone

If you are a young person, and you need someone to talk to, you can call the Kid's Help Phone at **1-800-668-6868** or go to [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

There were a total of 5 calls for service related to missing person(s) or well being checks. These types of files are typically very labour intensive as they have the potential to be very serious and thus a significant amount of effort is put in at the onset of a complaint being received. Luckily all 9 calls had a positive outcome.



## **2019 Staffing Rotation and Planning Cycle**

As you are aware, another summer is quickly approaching and with it, a new staffing cycle. We are ahead of where we were last year at this time and are very optimistic of the current planning process.

### Current Detachment

- 1) Sgt. Jesse Gilbert
- 2) Cpl. Chris MacDonald
- 3) Cst. Jonah Candy (leaving this summer)
- 4) Cst. Mike Buckland (leaving this summer)
- 5) Cst. Jill Hiltz (leaving this summer)
- 6) Cst. William Jobin
- 7) Cst. Derick Levesque
- 8) VACANT

With the upcoming summer rotation, it should look like this;

- 1) Sgt. Jesse Gilbert
- 2) Cpl. Chris MacDonald
- 3) Constable coming from G Division
- 4) Constable coming from F Division
- 5) Cst. Jason Emmons (Received Transfer Documents on April 4<sup>th</sup>)
- 6) Cst. William Jobin
- 7) Cst. Derick Levesque
- 8) Cst. Alex Hazleton (Arriving on May 5<sup>th</sup>)

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

### **External Distribution List:**

Insp. Amber CLARK – OIC South District  
S/Sgt. Ken BEARD - 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 2019	Year to Date 2019	March 2018	2018 totals
Assaults (All Categories)	15	36	14	209
Break and Enter (Residence and Business)	1	2	4	51
Theft of Motor Vehicle	2	4	0	18
Theft under \$5,000.00	1	8	6	77
Theft over \$5,000.00	0	0	0	4
Drug Possession	0	0	1	6
Drug Trafficking	1	2	2	10
Liquor Act	13	18	7	75
Mischief / Cause Disturbance (Includes Public Intoxication)	46	97	30	424
Impaired Operation	5	21	9	84
Other Complaints	18	61	30	337
Total Violations	103	250	104	1295
Total Calls for Service	157	351	154	1758

Number of Patrols to Community	N/A	N/A	N/A	N/A
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Seizures	Mar 2019	Year to date 2019	Mar 2018	Year total 2018
Liquor seizures	0	0	NA	NA
Drug Seizures	0	0	NA	NA
Firearm Seizures	0	0	NA	NA

**Appendix A**

Category	March 2019	Year to Date 2019	March 2018	Year total 2018
Prisoners	23	55	19	211
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
<b>Total Prisoners</b>	<b>23</b>	<b>55</b>	<b>19</b>	<b>211</b>

Justice Report	March 2019	Year to Date 2019	March 2018	Year total 2018
Victim Service Unit Referrals	2 Victim Declined 0 Victim Accepted 2 Proactive	4 Victim Declined 2 Victim Accepted 2 Proactive Referral	3 Victim Declined 1 Victim Accepted 1 Proactive	33 Victim Declined 12 Victim Accepted 5 Proactive

	Referral		Referral	Referral
Youth Alternative: Measures YCJA Warnings	0	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0	2
Adult Diversion: Community Justice Referrals	0	0	0	1
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	1	0	1
ODARA Reports	2	5	2	23



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 03-19  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF MARCH AND THE  
THIRD FOR THE YEAR 2019**

PRESENT: Mayor L. Napier-Buckley      D/M K. Smith  
            Cr. K. Campbell                      Cr. L. Beaulieu  
            Cr. M. Couvrette                     Cr. J. Cox  
            Cr. A. Pischinger                    Cr. C. Westwell

REGRETS: Cr. B. McArthur

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

GALLERY: Sgt. Jesse Gilbert, RCMP; Patti Haaima

Meeting 03-19  
March 19, 2019

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**

19-039 Moved by: Cr. Westwell  
          Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **PRESENTATIONS**

- a. RCMP Police Report – The RCMP Police Report for February 2019 was reviewed. Sgt. Jesse Gilbert advised that the RCMP are rolling into year end and that March is a busy month administratively. He noted that February was also a busy month for the detachment. Sgt. Gilbert advised that Cst. Derick Levesque participated in coaching youth hockey and rec hockey multiple times in February. Diversity Week was also in February and that a few Councillors participated in the events. Additionally, he noted that there were no B&E's in the month of February.

He indicated that one youth, that was previously involved in multiple accounts of youth crime, has returned to the community and that multiple curfew checks are being performed as part of their condition. He noted that there have been no complaints since their return to the community.

Sgt. Gilbert advised that there were multiple Mental Health Act complaints and calls for service related to missing persons in the month of February. He noted that the detachment received close to ninety calls in February. Additionally, he attended a strategic planning session for the south district in Hay River.



Sgt. Gilbert was pleased to include staffing rotation planning from February going forward to summer in the report. He noted that there is an increase in allotments of positions and that a community constable position is allocated to Fort Smith. He advised that Steve Beck was the only person in the north that passed the community constable course and he has since been converted to a regular member leaving the position vacant. He noted that Depo does not plan to train community constables in the future and that they are looking to create an enhanced community position. Additionally, the RCMP are looking to implement district public servants in Hay River and that they are working on the job descriptions and are hoping to have the positions in place by fall.

He noted that the RCMP have reached out to Parks Canada to partner with them to perform check stops around the Alberta/NWT border.

Mayor Napier-Buckley asked if there are any updates on the Citizens on Patrol program. Sgt. Gilbert advised that executive positions need to be established to apply to be a society and that he would be pleased if Erika Bell took the president roll.

Mayor Napier-Buckley thanked Sgt. Gilbert for his monthly update and for his ongoing work in the community. Sgt. Gilbert invited Councillors to come to the detachment if they would like more depth on work that is ongoing.

D. **APPROVAL OF MINUTES**

19-040 Moved by: Cr. Couvrette  
Seconded by: Cr. Cox

That the minutes of Regular Meeting 02-19 of February 19, 2019 be adopted as amended.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Couvrette referenced the portion of the minutes where the donation request for Ice and Snow was discussed. He advised that the Dark Sky Festival receives a \$2,500 contribution from Town, similar South Slave Friendship Festival and Paddlefest, along with facility use contributed in-kind and expressed his appreciation for the support. Cr. Westwell found his comments lacking and not reflective of the meeting and noted that the motion doesn't state his opposition to the donation request and requested the amendment be made.

F. **DECLARATION OF FINANCIAL INTEREST**

There were no declarations of financial interest.

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

19-041 Moved By: Cr. Couvrette  
Seconded By: Cr. Cox

That the Corporate Services Standing Committee minutes from March 5, 2019, be adopted as presented.

CARRIED UNANIMOUSLY



#### Accounts Paid Part I

19-042 Moved By: Cr. Westwell  
Seconded By: Cr. Cox

That the Accounts Paid List Part I for the period ending February 28, 2019, totaling \$596,562.27 be approved.

CARRIED UNANIMOUSLY

#### Accounts Paid Part II

19-043 Moved By: Cr. Couvrette  
Seconded By: D/M Smith

That the Accounts Paid List Part II for the period ending February 28, 2019, totaling \$4,145.40 be approved.

CARRIED UNANIMOUSLY

2018 Fourth Quarter Variance Report – Cr. Westwell made note that the report is in the Corporate Services package.

19-044 Moved By: Cr. Westwell  
Seconded By: Cr. Couvrette

That the 2018 Fourth Quarter Variance Report be adopted as presented.

CARRIED UNANIMOUSLY

Bylaw Review Committee – Cr. Cox noted that the first meeting is on March 20<sup>th</sup> at 12:00 pm.

19-045 Moved By: Cr. Westwell  
Seconded By: Cr. Campbell

That D/M Smith, Cr. Cox, and Cr. Couvrette be appointed to the Bylaw Review Committee.

CARRIED UNANIMOUSLY

#### Development Appeal Board

19-046 Moved By: D/M Smith  
Seconded By: Cr. Couvrette

That Cr. Westwell be appointed to the Development Appeal Board for a term ending November 2021.

CARRIED UNANIMOUSLY

#### DPA-004-19 John McKinnon

19-047 Moved By: D/M Smith  
Seconded By: Cr. Couvrette

That DPA-004-19, submitted by John David McKinnon, to operate a mapping and photography services home occupation business from Lot 674, Plan 358, 50 Pelican Street, in Fort Smith be approved.

CARRIED UNANIMOUSLY

#### Community Services Standing Committee

19-048 Moved By: Cr. Couvrette  
Seconded By: Cr. Cox

That the Community Services Standing Committee minutes from March 12, 2019, be adopted as presented.

CARRIED UNANIMOUSLY



#### Appointment of Acting SAO

19-049 Moved By: Cr. Cox  
Seconded By: Cr. Campbell

That Cynthia White, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of April 12, 2019 at 5:00 pm to April 23, 2019 at 8:30 am.

CARRIED UNANIMOUSLY

#### Human Resources Committee

19-050 Moved By: Cr. Cox  
Seconded By: Cr. Couvrette

That D/M Smith and Cr. Westwell be appointed to the Human Resources Committee.

CARRIED UNANIMOUSLY

#### Municipal Services Standing Committee

19-051 Moved By: D/M Smith  
Seconded By: Cr. Pischinger

That the Municipal Services Standing Committee minutes from March 12, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

#### b. Mayor and Council

- i. Cr. Campbell – Cr. Campbell asked if there is a drop-off point for donations for occupants of the Hay River high-rise which caught on fire last week. Mayor Napier-Buckley responded that Wesclean has offered to bring donations to Hay River and that she is still gathering more information. Cr. Campbell asked if there is an emergency phone number for afterhours in the case of a municipal emergency. Mayor Napier-Buckley advised that emergency calls would be made to the SAO. Administration advised that the Town has never had an emergency contact number but advised that he would action any emergency of a municipal nature, and there are emergency contacts numbers for the RCMP, ENR, Fire and Ambulance Departments. He noted that a budget allocation has not been made for a 24-hour emergency line. Additionally, staff would need to be assigned and directors are not paid overtime. Mayor Napier-Buckley noted that there have been no issues with the process of emergency situations going through the SAO.
- ii. Cr. Couvrette – Cr. Couvrette noted that during discussion with the MLA earlier there was mention of the changes to airport operations and the size of the airport. He advised that he has spoken with NWAL and they are aware of the plans to install new LED lighting at the airport and that the width of the landing space will be reduced from 200 feet to 100 feet. He has also heard from the department about the request for high intensity approach lighting to make it easier for pilots to land and would allow them to operate at slightly reduced minimums. He suggested this be followed up on with the MLA. Cr. Couvrette advised that he received a post-secondary education survey in his mail and encouraged everyone in the community participate. He noted that the survey is online and can be accessed through a quick link on the Department of Education and Culture webpage. He suggested that Ministers are using the survey as a baseline for how post-secondary education will evolve in the NWT.



- iii. Cr. Cox – Cr. Cox advised that the new ADM for the College will be in the community on March 21<sup>st</sup> and will be meeting with Council in the morning and doing a public presentation in the evening. She looks forward to engaging with him, hearing his vision for the college and how it relates to Fort Smith. Cr. Cox asked if there is a reporting back to Council process for various boards including the Development Appeal Board, the DEA Board, and Housing Authority Board. Mayor Napier-Buckley advised that reporting from the Housing Authority Board, in their minutes, was determined to be too specific including people's names. She is unsure if the Development Appeal Board or Board of Revision report back to Council. She also noted that the DEA had delegated to Council in the past. She suggested that reporting occurs on request. Administration advised that there isn't regular reporting from Council delegates although it could be put in place on a regular basis. He noted that minutes were obtained in the past but felt that in-camera topics were discussed publicly. He also noted that Council appoints the Town representatives to the DEA and advised that the previous Council wanted to get out of the business of appointing and have them elected. He indicated that he can provide further information on the boards to Council or set up the agenda to reflect upon request. Cr. Cox would like to see minutes but understands the concern that there may be too much personal information disclosed. She will put further thought into what boards she would like to see minutes for.
- iv. D/M Smith – D/M Smith gave his condolences to the family of Alex Hall and recognized the economic impact he had on the community by bringing up to seventy tourists on packaged tours from Fort Smith. He was pleased that Jackpine Paddle will be continuing to facilitate Mr. Hall's trips in the summer. D/M Smith would like to see the Town recognize the accomplishments of Alex Hall and Jacques Van Pelt as key community members. D/M Smith would also like delegations from various Town representatives including the DEA and Housing, and to be made aware of issues in those organizations. D/M Smith suggested that the Town push for legislation in regard to product packaging in consideration that the Town will not move forward with recycling due to the changes in the international market. D/M Smith suggested that it be determined which Councillors will be attending the FCM Conference as delegates. He noted that changes to daylight savings time was petitioned in the NT but it did not move forward. He felt that it serves no purpose in the North with extended daylight in the summer and results in multiple social problems. He also indicated that Ontario, Saskatchewan and British Columbia do not participate in daylight savings time. D/M Smith will prepare a motion, for submission in the next couple months, to put pressure on the GNWT in regard to stopping the implementation of daylight savings time. D/M Smith advised that he would be away on March 21<sup>st</sup> and unable to attend the meeting or public presentation with the Honourable Minister Carolyn Cochrane and College ADM Dr. Tom Weegar. D/M Smith noticed that Councillors have been abstaining on a number of votes and felt that Councillors have a duty to vote as their elected role and should not abstain unless in conflict. D/M Smith indicated that he would be away April 15<sup>th</sup> to May 5<sup>th</sup> inclusive. Administration advised that Jackpine Paddle, from Yellowknife, initially advised that they could not afford to do business in Fort Smith as they were denied funding through ITI. He noted that as a result of the Economic Development Officers hard work and lobbying by the Town, it was his understanding that ITI has changed their position and approved their funding.
- v. Cr. Beaulieu – Cr. Beaulieu asked what work is being done in regard to earth erosion and cracking by the riverbank. She expressed her concern about ATV's speeding and being used by people under the age of twelve in the school zones.





- vi. Cr. Pischinger – Cr. Pischinger gave her condolences to the family and friends of Alex Hall. She was pleased that his business would continue through Jackpine Paddle. She asked if the Town could somehow encourage residents to perform government surveys that support the community. She suggested promoting the survey by use of the library computers or at the Elder’s Tech Tea. Administration confirmed this. Mayor Napier-Buckley suggested that a variety of ways could be determined to encourage and engage residents to complete the survey. She also noted that it was recognized by member communities at the NWTAC that there is a lack of engagement from the GNWT as they had not seen the Foundational Review or the Governments response to the review. She will be working to circulate those documents. Additionally, a letter was received from the Minister advising that they would only visit the three campus communities and felt that all communities should be engaged as it is a necessary component of the review. She suggested the response should be a territory-wide response. Mayor Napier-Buckley intends to engage residents, leaders and communities across the north.
- vii. Cr. Westwell – Cr. Westwell noted that the resolution of Council passed on GNWT downloading was tabled at the NWTAC and didn’t make it to the floor. He advised that people were encouraged to participate in the survey at the post-secondary education Speaker Series. He felt that it would have been inexpensive and easy to set up a simple domain for the survey and felt that the GNWT is unable to make decisions or spend money in a wise way. He felt that the Town is engaging and doing their job for them. He noted that it is valuable for the benefit of the community but disappointing that the Town has to push the ball along for them. He noted that airport changes are seemingly small but have huge ramifications to the community and suggested that it was pushed by without consideration. He noted that the Department of Infrastructure has done this in other communities without consideration although there was push back. Additionally, he noted that both petitions for daylight savings time and to save the Aurora College were wildly successful and asked what happened with both. He advised that a committee was formed and that was all that has been done in the past 3.5 years and noted that it is disappointing of the current government. Cr. Westwell felt that the Senator’s visit was amazing and noted that she joined the Speaker Series. Cr. Westwell is trying to inform as many people of the Speaker Series as possible, and trying to keep the community engaged. Cr. Westwell felt that the College ADM is coming into a challenging position as consultations and community visits are being performed backwards. He suggested that the position of the college has been put on the back-burner and needs to be prioritized again. He indicated that the Yellowknife proposal for an \$80 million institution carries a lot of weight. He felt that relying on the Town’s friendly communications with Inuvik and Yellowknife to produce resistance from the Department of ECE is short-sighted and that Fort Smith needs to develop a competitive “why here” document. He suggested continuing efforts in sending people to Yellowknife to keep information in Fort Smith’s favour. Cr. Westwell is confident that Fort Smith has the competitive edge but needs to create the document. Cr. Westwell advised that the emergency contact for municipal emergencies is the SAO and was published in the past. He felt publishing the SAO’s number for emergency calls is an unfair expectation and an abuse of the position for after-hour calls. He recommended the new collective agreement include and ensures the right provisions for on call employees.



- viii. Mayor Napier-Buckley – Mayor Napier-Buckley thanked Council for their comments. Mayor Napier-Buckley did receive the pamphlet in her mailbox for the post-secondary education survey and agreed that a simple URL would have worked. She agreed with the importance of promoting the completion of the survey across the north. She noted that the “Why Fort Smith” document to the GNWT was not in enough detail and suggested that time and budget be identified for the project. She indicated that ABC is meeting March 25<sup>th</sup> and suggested they be tasked with reaching out to different partners to get information out. Mayor Napier-Buckley reminded Council that there is a meeting with the Minister of ECE and the College ADM on March 21<sup>st</sup> at 10:00 am. She indicated that day light saving was discussed at previous years NWTAC meetings. Additionally, there were elections at the NWTAC AGM and she was elected President, which also put her on the Executive for the FCM and Chair of the Northern and Remote Forum. She advised that she was unable to attend last weeks Speaker Series as she was in Penticton, BC for FCM meetings. She informed Council that the Federal Budget was released today and that it included a one-year commitment to double Gas Tax funding across Canada. She indicated that the NWT would be getting an additional \$16.9 million in Gas Tax funding this year. She noted that there were other allotments of funds made including the largest commitment to broadband communications the Federal Government has ever made. She advised that more information on the budget would be released in the next couple days. Mayor Napier-Buckley is looking for interested Councillors to attend the FCM as delegates this year. She also indicated that the website is missing a number of Councillors biographies and requested they be submitted. Additionally, she reminded Councillors to regularly check their emails. Mayor Napier-Buckley commended the SAO for sending support staff to Hay River to assist in fighting their landfill fire. She also indicated that there was a fire at the Hay River high-rise this past week and that she will look for information for taking donations to residents impacted by the fire. Mayor Napier-Buckley will follow-up on the tender to narrow the Fort Smith airport runway. She indicated that for emergencies, residents can contact the RCMP, Fire Department or Ambulance Department and that Town staff have been alerted about municipal emergencies through the Recreation facility or the Bylaw Officer. She believes that there is a call-out charge for staff after hours and that implementation of an emergency line would require budget and policy. Administration confirmed that staff tasked with a call-out are given four-hours paid call-out time. He indicated that a standby rate was set in the last bargaining agreement and that an additional hour of pay is given for every eight-hours on standby. He noted that the cost is unbudgeted and dependent on what employee is on standby, and that most emergencies the Town gets called for are not municipal. With regard to the Hay River landfill fire, the Town of Fort Smith provided four firefighters for five days and will likely assume the cost. The GNWT is committed to providing paid leave to GNWT employees and that the Town’s Protective Services Supervisor and two other volunteers are not GNWT employees. He noted that the Town of Hay River had declared a state of emergency which gives them access to territorial emergency funds, however the GNWT is not providing financial assistance to the volunteers. Additionally, the Town offered the Town of Hay River home-stays and free transport for those affected by the high-rise fire wherever could be made available to them, last resort being the Recreation facility. Mayor Napier-Buckley advised that a topic discussed during the FCM board meeting in Penticton, BC, was to charge back manufacturers for waste costs before going to waste-depos or landfills. She also indicated that the Federal and Territorial elections are upcoming in 2019 and suggested it be determined what the Town is looking for in electoral candidates.



- c. Administration – Administration indicated that April would be a busy month and that he plans to present the Town’s organizational chart and 2019 Capital Plan. He also noted that the Mill Rate Bylaw would be brought to Council in April for Council’s approval, along with discussion on property taxation. He noted that the Town will begin bargaining the new Collective Agreement and that Council can expect in-camera sessions on annual salary increments. Additionally, he indicated that there was a proposal received from the NT Metis Nation to implement the placement of a traditional territory sign.
- i. Briefing Note Accounts Paid Lists – The briefing note was reviewed. Administration provided information as to why the accounts paid lists started being approved by motion of Council. He indicated that there were three in-camera emergency meetings and motions as a result of the meetings in 2009 with regard to the departure of the former SAO. He noted that none of the motions made were to implement the process of approving accounts paid lists by motion and suggested that a motion would not be required to reverse the process. He added that without a motion there would be no issue around perceived financial interests. Cr. Westwell advised that missing information would be in the forensic audit. He noted problems with the process in approving as it creates conflict of interest issues. Administration advised that the requirement for a motion would be removed from the backer at the next Corporate Services meeting. Cr. Cox suggested that the execution of the process was flawed but asked if by not making a motion, if Council is missing the intent in reviewing the accounts paid lists. She asked if there is an alternative method to ensure Council’s accountability. D/M Smith indicated that the accounts paid lists are the transparency and that previously payments were not brought forth, resulting in no transparency or accountability. Administration advised that the accounts paid lists began being approved after the emergency meetings in 2009. He added that the accounts paid lists are included in publicly posted meeting packages. Mayor Napier-Buckley advised that there is a statement of disclosure of interest form from the Council Procedures Bylaw that should be filled out and submitted with every conflict of interest. Mayor Napier-Buckley is in favour of changing the process to remove the requirement for a motion. Cr. Couvrette felt that a motion should be made to take away the requirement for a motion to approve the lists.

19-052 Moved By: Cr. Couvrette  
Seconded By: Cr. Campbell

That the accounts paid lists be presented as an information item for future meetings starting April 2019.

CARRIED UNANIMOUSLY

I. **ABSENCE OF COUNCIL MEMBERS**

19-053 Moved By: Cr. Cox  
Seconded By: Cr. Couvrette

That D/M Smith be excused from the Corporate Services Standing Committee meeting on March 5, 2019.

IN FAVOUR – CR. CAMPBELL, CR. COUVRETTE, CR. COX, CR. BEAULIEU, CR. PISCHINGER, CR. WESTWELL  
ABSTAINED – D/M SMITH  
CARRIED

19-054 Moved By: Cr. Cox



Seconded By: Cr. Couvrette

That Mayor Napier-Buckley be excused from the Community and Municipal Services Standing Committee Meetings on March 12, 2019.

CARRIED UNANIMOUSLY

19-055 Moved By: Cr. Westwell

Seconded By: Cr. Campbell

That Cr. McArthur be excused from the Regular Meeting of Council 03-19 on March 19, 2019.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Meeting with Minister Cochrane and College ADM – March 21, 2019

Corporate Services Standing Committee Meeting – April 2, 2019

Community and Municipal Services Standing Committee Meetings – April 9, 2019

Council Meeting 04-19 – April 16, 2019

D/M Smith and Cr. Pischinger advised that they would be away for the Council Meeting on April 16, 2019.

K. **ADJOURNMENT**

19-056 Moved By: Cr. Couvrette

Seconded By: Cr. Pischinger

That the meeting be adjourned at 8:45 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 16<sup>th</sup> day of April, 2019.

\_\_\_\_\_  
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  
*Code of Conduct for Council Members*

ATTACHMENT A

**STATEMENT OF DISCLOSURE OF INTEREST**

Name of Council Member: \_\_\_\_\_

Date of Disclosure: \_\_\_\_\_

Council Meeting or

Committee Name: \_\_\_\_\_

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

Agenda Item: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest:            Personal       

                         Pecuniary       

Conflict of Interest:       

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

Councillor: \_\_\_\_\_

**Office Use Only:**

Recorded by \_\_\_\_\_ at: \_\_\_\_\_

Initials: \_\_\_\_\_

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



Town of Fort Smith  
Corporate Services Committee  
Tuesday, April 2<sup>nd</sup>, 2019, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Cynthia White, Director of Community Services; Katie Reid, Executive Secretary

1. Call to Order

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

2. Declarations of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. Cr. Couvrette requested the agenda be amended to include discussion on law passed in Quebec restricting the wearing of religious symbols by public servants.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of March 5<sup>th</sup>, 2019, were reviewed and have been adopted at the Council meeting of March 19<sup>th</sup>, 2019.

- c. Vision and Values – The Vision and Values were reviewed.

- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that a final printed version of the document has been provided in the package outlining Council and Administrative responsibilities. He noted that a partial version of the document is included for Council Priorities consolidating governance priorities. Cr. Westwell noted that the list is not small and that many of the priorities are ongoing or have been completed. He suggested examining the list and determining objective-based priorities or keep the list as is to display Council's values. Administration indicated that it is good practice to do a public release of the Strategic Plan since there is a final, approved document and indicated that the intent is to present the Strategic Plan at the Trade Show. Administration will have a more conclusive plan for the roll-out at next week's Community Services meeting. He indicated that Administration is in the process of determining summarized presentation material of the Strategic Plan to present to the public and that Mayor and Council run the Trade Show booth. He advised that an administrative deliverable outlined in the Strategic Plan is to prepare an annual satisfaction survey for residents and that the survey will be distributed at the Trade Show as well. Administration also indicated that there would be a business appreciation dinner on Friday, April 26<sup>th</sup>, before the Trade Show and asked the Director of Community Services to provide more details. The Director confirmed that there would be an informal meet and greet in the Arena Mezzanine the Friday prior to the Trade Show and that there would be finger foods and cocktails available.



Cr. Westwell suggested that an index be included with the Strategic Plan that identified goals marked “A” as administrative and goals marked “G” as governance for public knowledge. D/M Smith clarified that the Trade Show is on Saturday, April 27<sup>th</sup> in the Arena.

4. Governance

- a. Council Priorities – Mayor Napier-Buckley apologized for being late and indicated that her Council priority updates will be addressed under Administration.

5. Director’s Report

Administration advised that the Corporate Services Department has been busy preparing with the audit and indicated that the Auditors are in town working to prepare the Town’s audited financial statements. He noted that the audited financial statements would be complete and presented during a Special Meeting to follow the Council Meeting on a different date. He also indicated that the finalized GNWT Assessment Roll, with amendments from the Board of Revision meeting, has not yet been received and therefore the Mill Rate Bylaw would likely not be ready for reading at the April 16<sup>th</sup> Council meeting and that it would be included in the Special Meeting as well. Administration advised that the Auditors have been working to resolve a number of issues including water billing issues. Additionally, he indicated that there are a few positions out for competition.

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. McArthur asked if property tax refunds are due to residents turning sixty-five. Administration confirmed that some residents have become eligible for the tax rebate. D/M Smith asked how the NT Power Corporation determines their rate to remove Christmas lights. Administration advised that historically, they estimate hours and invoice the cost.
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
- c. Correspondence – The Correspondence for March 2019 was reviewed.
- d. Licensing Report – The March 2019 Licensing Report was reviewed.

6. Administration

- a. FCM Conference – Administration advised that Council historically makes a motion approving the attendance of Council delegates. Mayor Napier-Buckley indicated that she would be attending the conference as President of the NWTAC. She also noted that Councillors interested in attending were requested to express interest, and that D/M Smith and Cr. Cox have expressed interest in attending. She noted that it is good practice for Council to select their delegates. Additionally, a motion approving the delegates needs to be made in order for them to receive their Council honourarium as per the Council Honourarium Bylaw and that Councillors are not in conflict by voting on honouraria. Cr. Westwell asked if two delegates have been funded to attend in the past. Mayor Napier-Buckley confirmed and advised that there is a Council Travel Budget. She indicated that Councillors had accessed the budget to attend the NWTAC AGM and she believes there will still be additional funds in the budget after sending two Councillors to the FCM Conference. D/M Smith clarified that two delegates were sent each year for the past two years and that the early bird registration deadline is April 12<sup>th</sup>.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Westwell**

**That D/M Smith and Cr. Cox attend the Federation of Canadian Municipalities Annual Conference from May 29 to June 2, 2019 in Quebec City, Quebec.**

**CARRIED UNANIMOUSLY**

- b. Aurora College Duncan MacPherson Citizenship Award – Administration advised that the award is sponsored by the Town and that historically a subcommittee of Council is formed to select the successful student. He indicated that there was only one nominee this year. He noted that Council may wish to endorse the nominee although Council may wish to review the application regardless. Councillors Cox, Campbell and Pischinger expressed interest in sitting on the selection committee.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

**That Council form a subcommittee consisting of Cr. Cox, Cr. Campbell and Cr. Pischinger to select the Aurora College student recipient of the Duncan MacPherson Citizenship Award.**

**CARRIED UNANIMOUSLY**

- c. Premier's Visit – Mayor Napier-Buckley indicated that the Premier would be in town on April 8<sup>th</sup> and has requested an informal meeting with her. She requested Council bring forward any topics they would like discussed.
- d. Board Reporting – Administration noted interest expressed by Councillors to receive updates from various boards. He advised that minutes were previously included in public meeting packages but found to be contentious and too detailed. He requested that Councillor board representatives provide updates during Mayor and Council at Council meetings. He indicated that the FSDEA does not have an official Council representative. Administration advised that the Chair of the FSDEA would be asked to delegate during next month's meeting cycle. Cr. Westwell asked if there would be a conflict of interest being an executive board member. Administration indicated that his interpretation from the roles and responsibilities training, is that Councillors represent various special interest groups and have a constituency at Council but not necessarily a conflict of interest. He indicated that if Councillors are willing to listen to conflicting ideas and change their opinion based on information received a conflict would not be perceived. He suggested that Council is allowed to listen and join the conversation and to assist with dialogue if it represents the community.

7. Other Business

- a. Briefing Note MACA O&M Funding Contribution Agreement 2019-2020 – The briefing note and contribution agreement were reviewed. Administration indicated that when the O&M Budget was presented in December, the Town had not yet been advised by MACA of the funding contribution amounts and that the budget reflects the previous year's contribution amounts. Administration advised that there are three contribution agreements before Council; O&M, Water and Sewer and CPI. He indicated that a motion of Council is required to receive the funding and provides the opportunity to advise Council of funding changes. Administration advised that the O&M contribution agreement for the fiscal year 2019-2020 is \$2,123,000 and that the funding has increased by \$55,000 from the 2018-2019 fiscal year. He noted that the amount is slightly higher than the cost of living. Cr. McArthur asked what the Town intends to do with the excess funds. Administration advised that there is opportunity to expend the money but if the funds remain unallocated to the budget they will be contributed to reserves. He indicated that if there is a requirement for a change in the level of services the Town provides, extra funds will be available.

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Campbell**

**That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in amount of \$2,123,000.**

**CARRIED UNANIMOUSLY**



- b. Briefing Note MACA W&SS Funding Contribution Agreement 2019-2020 – The briefing note and contribution agreement were reviewed. Administration advised that Water and Sewer Services funding is tied to the Utility budget. He added that the Town is not allowed to profit from utility services and noted that expenditures and revenues are tracked separately. He advised that the contribution agreement for the fiscal year 2019-2020 is \$576,000, which is a \$30,000 increase from the 2018-2019 fiscal year.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$576,000.**

**CARRIED UNANIMOUSLY**

- c. Briefing Note MACA CPI Funding Contribution Agreement 2019-2020 – the briefing note and contribution agreement were reviewed. Administration advised that CPI funding is specifically for Capital use. He noted that the contribution agreement for 2019-2020 fiscal year is \$1,251,000, which is an additional \$137,000 from the 2018-2019 fiscal year. He noted that the O&M and W&SS funding are received in nine installments due to overlapping fiscal years and that CPI funding is provided in one lump sum. Mayor Napier-Buckley added that the Federal Government is providing a one-time doubling-up of Gas Tax funding. Administration indicated that Gas Tax funding is limited to linear infrastructure or landfill use. He indicated that the Town will receive an additional sum of \$900,000 in Gas Tax one time only.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. McArthur**

**That Council approves the Community Public Infrastructure Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$1,251,000.**

**CARRIED UNANIMOUSLY**

- d. Religious symbols – Cr. Couvrette has heard on the news and Facebook about a new law passed in Quebec that restrict the wearing religious symbols by public servants. He advised that he would bring a motion forward to a future meeting to make proclamation on the condemning of personal freedoms and opinions. Cr. Westwell noted that the Legislative Assembly still conducts opening prayers at all meetings but appreciates and looks forward to the debate. Administration requested the proclamation be submitted prior to the Community Services meeting to have discussion, and if approved, it be proclaimed at the Council meeting to follow. D/M Smith requested further information be circulated to Council. Mike noted that the intent of the agenda addition was to notify Council that he would bring information and a proclamation to a future meeting for debate.

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

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on May 7<sup>th</sup>, 2019.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 8:55 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING March 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34777	Bank of Montreal	Jim Hood Statement Cell Phone Bill \$1231.42	\$ 1,231.42	AD
34778	Cancelled			
34779	Cancelled			
34780	Bank of Montreal	Paul Kaeser Statement NTPC - Christmas Lights Removal \$2335.20 Aurora College - Training \$650.00	\$ 2,985.20	AD
34781	Bank of Montreal	Cynthia White Statement Annual Fee \$30.00 Big Fun Supplies \$304.40 U of Calgary Course \$395.00 Calendar Mail Drop \$100.74	\$ 830.14	RCC
34782	Mss Ltd	Supplies	\$ 50.56	AMB
34783	Wally's Drugs	Cards and Supplies	\$ 255.46	AD/ RCC
34784	Freund Building Supplies	Door Replacement	\$ 5,177.41	FM
34785	Xerox Canada	Photo Copier lease	\$ 741.02	AD
34786	Receiver General	Payroll Deductions [R]	\$ 59,616.23	AD
34787	Thyssenkrupp Elevator	Elevator Repairs	\$ 1,253.20	RCC
34788	Solid Waste Association	Membership Renewal	\$ 289.90	FM
34789	Customer	Refund Property Tax	\$ 1,282.56	AD
34790	Northwestern Air Lease	Freight	\$ 96.96	WTP
34791	Bank of Montreal	Keith's Statement ABC Lunch Jan 28, 2019 \$60.85 Special Committee Meeting Feb 1, 2019 \$26.25 RAB Lunch Feb 4, 2019 \$60.85 SDAB Lunch Feb 7, 2019 \$69.20 Council Honorarium Committee Lunch \$26.25 TTAB Lunch Feb 21, 2019 \$60.85	\$ 304.25	
34792	Mercury Sign Art & Design	Town Crest	\$ 26.25	PW
34793	TDC Contracting	Heating and Gas	\$ 14,561.96	Multiple
34794	See Accounts Paid List Part II			
34795	Cleartech	Chlorine and Flouride Order	\$ 4,283.16	WTP
34796	Safecom Training Services INC	Safety Training	\$ 4,462.50	Multiple
34797	AECOM Canada Limited	Material/Supplies	\$ 969.26	WTP
34798	Arctic Alarm	Fire Alarm Monitoring	\$ 119.60	RCC
34799	Office Solutions	Supplies	\$ 348.09	RCC/AD
34800	Hach Sales & Service Canada	Turbidimeter	\$ 9,297.44	WTP
34801	Hay River Heavy Truck Sales	Material/Supplies	\$ 201.60	AMB
34802	Aurora Ford	Replacement Keys	\$ 408.48	PW
34803	Employee	Reimbursement Medical Drivers class 4	\$ 133.00	AMB
34804	Customer	Refund Property Tax	\$ 1,852.58	AD
34805	Precision Industries	Big Fun Event	\$ 2,352.00	RCC
34806	Stak Fitness	Treadmill	\$ 6,741.00	RCC
34807	Customer	Refund Property Tax	\$ 750.00	AD
34808	Customer	Refund Property Tax	\$ 1,808.74	AD
34809	Customer	Refund Property Tax	\$ 2,940.94	AD
34810	Employee	Reimbursement Medical Drivers class 4	\$ 100.00	AD
34811	NWT Tourism	Membership Renewal	\$ 183.75	AD
34812	Cimco Refridgeration	Service and maintenance	\$ 6,929.33	FAC
34813	GNWT	Annual Elevator Inspection	\$ 429.00	RCC
34814	Paul Keaser's Stores	Supplies	\$ 240.99	Multiple
34815	Town of Fort Smith	Water Bills	\$ 1,126.55	Multiple
34816	Xerox Canada	Copier Lease	\$ 724.27	AD

34817	Lifesaving Society	Annual Fee and Supplies	\$	462.02	RCC
34818	Northern News Service	Subscription Renewal	\$	70.00	AD
34819	GNWT - Taxation Division	School Tax [R]	\$	14,453.46	AD
34820	TDC Contracting	Heating Oil and Supplies	\$	19,300.63	WTP/AMB
34821	Wesclean Northern Services	Courier Service	\$	24.06	RCC
34822	506830 NWT LTD Chase's Pit Stop	Gas	\$	298.30	Bylaw
34823	See Accounts Paid List Part II				
34824	Infosat Communications	Sat Phone Bill	\$	169.22	AMB
34825	Archtech Computers	License and Services	\$	904.26	AD
34826	Arctic Response	Safety Training	\$	5,939.99	Multiple
34827	Office Solutions	Supplies	\$	871.98	RCC
34828	See Accounts Paid List Part II				
34829	Cimco Refrigeration	Equipment Supplies and Training	\$	3,206.12	Multiple
34830	Paul Keaser's Stores	Supplies	\$	2,754.43	RCC/WTP
34831	Lou's Small Engines	Propane	\$	966.04	FAC
34832	Link Hardware	Supplies	\$	2,795.19	Multiple
34833	Northwestel Inc	Phone Bill	\$	1,046.44	Multiple
34834	Pitney Bowes	Postage Meter Lease	\$	863.48	AD
34835	Yuhas, Denise	2019 Board of Revision	\$	100.00	AD
34836	Wally's Drugs	Supplies	\$	67.08	RCC
34837	Fruends Building Supplies	Supplies	\$	1,427.35	PW/FAC
34838	Xerox Canada	Copier Lease	\$	1,286.11	AD
34839	Receiver General	Payroll Deductions [R]	\$	46,165.20	AD
34840	Worker's Safety and Compensation Com	2019 Employer Payroll Premiums	\$	93,676.00	AD
34841	Northwestern Air Lease	Freight	\$	66.33	WTP
34842	NTHSSA - Fort Smith Region	Reimbursement Vaccine	\$	35.00	WTP
34843	Customer	2019 Board of Revision	\$	100.00	AD
34844	See Accounts Paid List Part II				
34845	TDC Contracting	Heating Oil and Supplies	\$	2,985.97	Multiple
34846	Customer	2019 Board of Revision	\$	100.00	AD
34847	Okanagan College	Tuition Fees for Course	\$	600.00	Multiple
34848	Customer	2019 Board of Revision	\$	100.00	AD
34849	RDV Mechancial	Material and Repairs	\$	2,210.10	Multiple
34850	Fields	Supplies	\$	110.36	RCC
34851	Customer	Meter Deposit Refund	\$	350.00	WTP
34852	Customer	Meter Deposit Refund	\$	350.00	WTP
34853	Receiver General	Payroll Deductions [R]	\$	32,960.61	AD
34854	Public Service Alliance of Canada	2018 Union dues	\$	23.37	AD
34855	GNWT Taxation Division	2018 Annual Payroll Tax Return	\$	1,048.26	AD
34856	Employee	Refund Union Dues	\$	1,890.48	AD
34857	Hathorn Corporation	Camera and Locator	\$	9,846.19	WTP
34858	Customer	Refund Meter Deposit	\$	350.00	AD
34859	Mss Ltd	Supplies and Equipment R/M	\$	2,356.77	AMB
34860	Paul Keaser's Stores	Materials and Supplies	\$	2,263.41	Multiple
34861	Lou's Small Engines	Equipment and Maintenance	\$	2,372.12	Multiple
34862	NWT Power Corporation	Power Bills	\$	53,539.24	Multiple
34863	NWT Fire Chief Association	Membership Renewal	\$	750.00	FD
34864	Lifesaving Society	Staff Training	\$	160.00	RCC
34865	Winnipeg Outfitter's	Materials and Supplies	\$	210.00	RCC
34866	Petty Cash	Petty Cash RCC	\$	40.95	RCC
34867	NEBS Pension Fund	March Premiums	\$	28,371.40	AD
34868	Taxation Division	Feb 2019 Adjustment	\$	534.60	AD
34869	BZT General Contracting	Building Repairs and Maintenance	\$	3,596.04	RCC
34870	TDC Contracting	Gas and Heating Oil	\$	13,587.94	Multiple
34871	Wesclean Northern Services	Janitoring Costs	\$	58.64	RCC
34872	NEBS Group Insurance Fund	March Premiums	\$	12,133.37	RCC
34873	Dynamic Online Marketing	PPE Supplies	\$	399.00	FD
34874	506830 NWT LTD Chase's Pit Stop	Gas	\$	32.23	Bylaw
34875	Firefighter	Travel Expense Claim - Hay River Fire	\$	257.95	FD
34876	RDV Mechancial	Vehicle Maintenance	\$	362.78	FM

34877	Power Surge Technologies Ltd	Supplies	\$	209.99	RCC
34878	Fields	Supplies	\$	19.09	RCC
34879	Office Solutions	Supplies	\$	1,766.68	RCC/AD
34880	Palmer, Robert	Circus Camp	\$	6,051.00	RCC
34881	Firefighter	Travel Expense Claim - Hay River Fire	\$	220.08	FD
34882	Firefighter	Travel Expense Claim - Hay River Fire	\$	170.05	FD
34883	Firefighter	Travel Expense Claim - Hay River Fire	\$	170.05	FD
34884	Rapid Media	Advertising	\$	1,044.75	AD
	Payroll	Pay period March 1, 2019	\$	111,979.29	
	Payroll	Pay period March 15, 2019	\$	100,575.41	
	Payroll	Pay period March 29, 2019	\$	120,141.14	
		Total	\$	<u>848,452.80</u>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING March 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34794	Aurora TPI Travel	Mayor Travel NWTAC	\$ 454.65	AD
34823	Westwell, Christian	Travel Expense Claim NWTAC	\$ 398.30	AD
34828	Napier-Buckley, R.A Lynn	Travel Expense Claim NWTAC	\$ 1,058.19	AD
34844	Couvrette, Michael	Travel Expense Claim NWTAC	\$ 399.30	AD
		TOTAL	<u>\$ 2,310.44</u>	



Town of Fort Smith  
Community Services Committee  
Tuesday, April 9, 2019, at 7:00 pm

Chairperson: Mayor Napier-Buckley  
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,  
Cr. Beaulieu  
Regrets: Cr. McArthur, Cr. Westwell  
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,  
Director of Community Services; Paul Kaeser, Director of  
Municipal Services; Katie Reid, Executive Secretary  
Guests: Brenda Tuckey

1. Call to Order  
Mayor Napier-Buckley called the meeting to order at 7:00 pm.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest – There were no declarations of financial interest.
3. Review
  - a. Agenda – The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Cox**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of March 12<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of March 19<sup>th</sup>, 2019.
  - c. Vision and Values – The Vision and Values were reviewed.
  - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
  - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report
  - a. Trade Show – The Director of Community Services advised that Trade Show organizing is progressing nicely and that there will be a Business Appreciation Meet and Greet the evening of Friday, April 26<sup>th</sup> before the Trade Show. She noted that the Town had partnered with the Chamber of Commerce and Thebacha Business Development Services for the Trade Show event. She requested Councillors contact her about working the Town of Fort Smith booth.

Cr. Beaulieu entered the meeting.

The Director advised that she would be working with the David Nairne and Associates Ltd. to create a one-page summary information sheet on the Strategic Plan document. She indicated that there would be hard copies available and a sign-up sheet for anyone requesting an electronic copy.

- b. 2019 Citizen Satisfaction Survey – The 2019 Citizen Satisfaction Survey was reviewed. The Director advised that the citizen satisfaction survey would be administered during the Trade Show. She requested feedback from Councillors on the survey. She indicated that hard copies would be available to promote public engagement with the Mayor and Councillors. She is hoping to have a few iPads available for the survey as well. She noted that the survey was created through Survey Monkey and that there is the option to keep it posted for a few months. She indicated that they would provide a handout of the URL of where the survey can be accessed along with the electronic location of the Strategic Plan. The Director advised that they would also be promoting the post-secondary education survey. Additionally, there will be a wall-board for people to write what they love about Fort Smith which will be later transformed into video. She indicated that the Town is using sentiments as marketing for the community. She advised that there would be a Joint Advisory Board meeting on Thursday, April 25<sup>th</sup> which will be an important opportunity for advisory board members. The Director suggested that Councillors separate into two teams for a morning and afternoon shift to run the Trade Show booth.
- c. Recreation Statistics – The March 2019 statistics report was reviewed. The Director advised that Youth Night has been well attended and that there were seventy-one youth in attendance last Friday. She noted that one of the Recreation Assistants held a gaming tournament in theatre in which approximately twenty kids participated. She also indicated that the Parents and Tots program has been well received and that there has been above average use of the gymnasium. The Director advised that they would be separating drop-in hours for different age groups and monitor turn-outs over the next couple months. She noted that the intent is to give different age groups equal access. She indicated that youth squash and junior NBA have concluded and were organized by community volunteers. Additionally, bootcamp has come to an end and elders in motion has finished for a couple months as the instructor is travelling. She also noted that the facility was very busy during the Wood Buffalo Frolics with almost eight-hundred visitors.
- d. Pool Statistics – The March 2019 statistics report was reviewed. The Director indicated that the Pool was closed for a week the beginning of March. She advised that unexpected funding was received from the Mackenzie Recreation Association which allowed for free pool times, games and prizes. She noted that there were four pool rentals and one Seniors pool event in March. The Director advised that swimming lessons are concluding and that another set of lessons will commence after spring break.
- e. Arena Statistics – The March 2019 statistics report was reviewed. The Director advised that March was a very busy month for the Arena and noted that the department is working to prepare the facility for indoor programming throughout the summer.
- f. Mary Kaeser Library Statistics – The March 2019 statistics report was reviewed. The Director noted that the Elders and Technology program is well attended with seventeen attendees that regularly attend with questions. She also noted that there is family literacy programming ongoing and that Story Time has been slow since Christmas. She noted that Story Time had been moved to Tuesdays for consistency with the statutory holidays that fall on Mondays. The Director has received correspondence from Counselling Services and advised that will be screening the Grizzlies movie early May. She also indicated that the Director/Actor of the film would be in attendance at the screening.



The Director advised that there would be a number of staff training opportunities upcoming in May. She indicated that Recreation North would be coming to Fort Smith to facilitate workshops. She noted that the workshops would be open to frontline staff and the public. She also indicated that there would be a Dance Play instruction course. Additionally, the Mackenzie Recreation Association would be coming to Fort Smith for their AGM and representatives from the South Slave would be attending. The Director advised that Aurora College graduation was scheduled in the Recreation facility gymnasium on April 26<sup>th</sup>, although their venue has changed to the new SRFN Business and Conference Centre. She noted that spring break is upcoming, and that the Day Camp program is scheduled during that time. Additionally, there would be drop-in activities occurring throughout the day.

Cr. Cox suggested that if iPads can be accessed for the citizen satisfaction survey it would lessen the workload in compiling information. Cr. Cox asked if the gaming tournament during Youth Night was online. The Director advised that it was not. Cr. Cox asked if Circus Camp would be occurring this year. The Director confirmed this and advised that it would be happening near the end of August. She indicated that there would be an areal component to the camp with silk and scarves. Cr. Cox was pleased with the updates and with the growing interest in the Elders and Technology program.

D/M Smith was also pleased with the report and suggested that the Town may need a second gymnasium. He thinks the survey is great but possibly overarching. He suggested the survey may be an opportunity to engage the public on a political level. He suggested adding a question asking why the Department of Lands would not give the Town the Snowboard Park land. He also asked if the Town tracks the usage of the Senior's Room and Curling Lounge. Administration indicated that the intent of the survey question is to be light the first round and ask different questions during the next survey. He noted that the Town has purchased the license for Survey Monkey for the year. Additionally, he advised that the Town does not track usage of the Senior's Room or the Curling Lounge although the TAG Municipal Buildings Report suggests considering doing so in the future.

5. Economic Development Report

- a. Economic Development Statistics – The March 2019 statistics report was reviewed. The Director advised that the EDO has been very busy since the last report, organizing the Trade Show Business Appreciation Meet and Greet, developing the citizen satisfaction survey, and working on a resident ambassador welcome program. She is also working with an informal tourism group that meets regularly. The Director indicated that the EDO is working with NWAL, Parks Canada, and local businesses to create packages for night flight viewing of the aurora borealis. The EDO has also been continuing to partner with the Aurora College to host webinars. She indicated that the last webinar was on volunteers and that twenty-four people were in attendance and that there was interest from Hay River's Community Learning Center to link into the webinars. She noted that the next webinar is on May 15<sup>th</sup> and a topic has not yet been chosen. The Director advised that the EDO has set up a website for the post-secondary education survey and the website is called Advancing Our Education. Upcoming initiatives include the EDO meeting with Dominion Diamond Mines to determine how to attract mine workers to live in Fort Smith.

Cr. Cox was pleased that the Town purchased a domain surrounding advancing education in the NWT to promote the GNWT survey and wished the GNWT would do the same. Administration had determined that the GNWT were not advertising the survey and making it hard to access. He noted that the website allows the Town to provide messaging along with the URL for the survey. He also noted that most of the background data on the foundational review are also linked through the Town's website and that the Town will be seen as the leader of message. He noted that the survey expires in a week and that the Town will continue to promote the website and get messaging out on the issue.

Cr. Couvrette noted that the survey expires on April 23<sup>rd</sup> and suggested the Town ask the GNWT how many surveys were completed and from which communities. He felt that if there are less than two-hundred surveys completed, the survey would not be credible as it requires adequate response from GNWT residents. He also noted that the GNWT site crashed multiple times while he tried to complete the survey. Cr. Couvrette advised of Cr. Westwell's comments from a previous meeting, that the Town needs to be proactive in responding to the polytechnic strategy and suggested the Town look to undertake something similar.

Cr. Cox doesn't think the Town should wait for the survey to expire to request an extension. She noted that Yellowknife developed a "why here" document which cost \$50,000, to argue why a university should be built in Yellowknife. She felt that it has been the Town's position that the GNWT should perform a cost analysis if they are looking to build. She indicated that the Town's focus has mainly been on the education portion of the foundational review and the importance of facilities already in place. She noted that the responses received from the President of the Aurora College has been to the effect of the future education of students. She felt that the cost analysis should be the responsibility of the department.

Cr. Couvrette noted that Cr. Westwell's point was to ensure the Town is prepared and planning in advance. He felt that the Town has been more reactive than proactive and supports the idea of a subcommittee of Council and community representatives to prepare information for response immediately.

Cr. Couvrette requested an update on social media statistics in the report. Administration advised that they are working to deemphasize social media statistics as it is difficult to determine useful information.

6. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox advised that the board had met on April 8<sup>th</sup> and made a recommendation approving the Safe Community Facilities Policy and the Unattended Child and Access to Facilities Policy. She noted that the board also reviewed a new policy, the Municipal Alcohol Policy, which will govern the serving of alcohol on municipal properties and noted that there was lengthy discussion. Cr. Cox also indicated that the board has tasked her with bringing discussion to Council on Advisory Board recognition. She noted that RAB had discussed receiving discounts at the Recreation Centre or receiving a turkey at Christmas but felt that there was conflict of interest. They requested that Council have discussions on how to recognize advisory board members. She noted that there were a variety of opinions on the issue. Mayor Napier-Buckley answered that advisory boards are recognized with a joint advisory board dinner and that there is one upcoming at the end of the month. She hoped that RAB members would attend. Mayor Napier-Buckley will look into other forms of recognition beyond the dinner.

- b. Advisory Board on Culture Minutes March 25<sup>th</sup>, 2019 – The ABC minutes were reviewed. Cr. Beaulieu advised that all members were in attendance. She indicated that the board reviewed the Safe Communities Policy, Asset Mapping, the Strategic Plan and upcoming programs and events. She indicated that the Metis Nation Language Program Coordinator would be starting-up a local radio station in the Hunters and Trappers building and advised that radio access would be available to the Town for announcements and advertising. She also noted that the board discussed implementing a wall of recognition at the Recreation facility.
  
- c. Tourism and Trade Advisory Board
  - i. TTAB Minutes February 21<sup>st</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette indicated that there was discussion on the business report and developing a website for the community profile. He noted that the board also discussed facilitating a tourist survey through the Visitor Information Centre to compile additional information from their visit for marketing purposes. He indicated that there was a recommendation that the Business Visit Report be brought to Council for review and approval. He noted that it was also suggested during the meeting that the report be published and circulated to businesses. The board was also pleased with the idea of a community profile and felt that it was a great initiative. They indicated that they would review the links of other community's profiles and provide feedback.
  
  - ii. TTAB Minutes March 21<sup>st</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette indicated that the community profiles were reviewed again although there wasn't much feedback. The board agreed to review them and provide recommendation for the next meeting. Cr. Couvrette advised that the Economic Development Report would be revamped and presented at the next TTAB meeting. Additionally, he advised that he brought forward new business, as discussed at the March Council meeting, with regard to determining forms of recognition for Alex Hall and Jaque Van Pelt for their community contributions. He noted that multiple ideas were discussed, and the board agreed to bring a recommendation forward for the next meeting. Cr. Couvrette advised that there was also discussion about NWAL looking to get a new aircraft, a Jetstream 41, for reconfiguration into a nineteen-seat aircraft with additional cargo space for transport. He noted that Jim Heidema was looking for a support letter from the board although the board agreed that the request should go to Mayor and Council. Additionally, the Strategic Plan was reviewed, and marketing was discussed. He noted that the board was encouraged to look at previous documents, including the 2014 Marketing Strategy and the seven recommendations included in the document, for discussion at a later date.

Cr. Cox suggested that a letter be written to the MLA conveying concern and displeasure with the decision to reduce the airport runway. Administration clarified that the runway is being narrowed and advised that other airports have had the work done and are pleased with the work. He added that the revised runway would still be able to accommodate large planes. Cr. Cox was pleased with the update.

Mayor Napier-Buckley asked if there have been any discussions with Parks Canada about using the Wood Buffalo National Park for night flight aurora viewing during the winter season. The Director of Community Services confirmed this. She advised that there is an overload of aurora tourism in Yellowknife, and NWAL is moving forward with discussions with local business owners to provide the service in the region and that Parks Canada is on board. Cr. Couvrette added that Parks Canada have been discussing aurora viewing and advised that they are replacing the Salt River day-use cabin with a configured cabin for aurora viewing. Cr. Couvrette indicated that he is the Chair of the Astronomical Society.

7. Other Business

- a. Proclamation Denouncing the Infringement of Fundamental Rights and Freedoms – The proclamation was reviewed. Cr. Couvrette advised that he had circulated two emails to Council prior to the meeting and the proposed proclamation for review. He noted that Canada has a Charter of Rights and Freedoms and that the country is experiencing an erosion of fundamental rights that are guaranteed to citizens. He noted that “Clause 33” is a free pass for Federal, Provincial or Territorial Governments to pass infringements of the Charter of Rights and Freedoms. He indicated that the Charter of Rights and Freedoms has been in place for the past twenty-five years. He added that the “Notwithstanding Clause” gives a five-year free-pass to infringements while going through the courts which may eventually be deemed unconstitutional. He noted that with the passing of Bill 21 public servants in Quebec are unable to wear head scarfs or any religious symbols. Cr. Cox supports the intent of the proclamation and requested a few changes. D/M Smith noted that is rare for the Town to move a proclamation for other provinces but felt that the issue is universal to support and foresees erosion of the fundamental freedoms across the country, including segregation and separation. Cr. Campbell asked why religious symbols are being forbidden in the workplace and asked if it is for safety reasons. Cr. Couvrette answered that it is not related to safety, but that the Quebec Francophones feel to be a minority of Canada and that their rights are being infringed upon by immigrants coming to Canada. He also noted that the Catholic religion is closely tied to Quebec and the Bill is a way to prevent authority figures from displaying religion that isn’t Catholic.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**WHEREAS the Town of Fort Smith is committed to respecting the principles, values and ideologies of the Canadian Charter of Rights and Freedoms;**

**AND WHEREAS the Town of Fort Smith is committed to creating an inclusive and accepting multicultural community;**

**AND WHEREAS the Charter of Rights and Freedoms provides for; a) the freedom expression of conscience and religion; and b) the freedom of thought, belief, opinion and expression, including the freedom of the press and other media of communications; and c) freedom of peaceful assembly; and d) freedom of association;**

**AND WHEREAS provincial legislation is being introduced, in the Province of Quebec specifically Bill-21 entitled "An Act respecting the laicity of the State" evoking a ban on public workers wearing religious symbols at their place of work;**

**NOW THEREFORE the Town of Fort Smith wishes to publicly express its opposition to, and its disapproval of the intent of Bill 21 as a discerning infringement of the constitutional freedoms guaranteed under the Canadian Charter of Rights and Freedoms;**

**AND NOW THEREFORE call upon the Parliament of Canada to address the context of and uses of the “Not Withstanding Clause” (Section 33) allowing federal, provincial and territorial governments to revoke fundamental freedoms and legal rights of Canadian citizens.**

**IN FAVOUR – CR. COUVRETTE, CR. COX, D/M SMITH, CR. BEAULIEU, CR. PISCHINGER  
OPPOSED – CR. CAMPBELL  
CARRIED**

8. Excusing of Councillors  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Campbell**  
**That Cr. McArthur and Cr. Westwell be excused from the Community Services Meeting on April 9, 2019.**  
**CARRIED UNANIMOUSLY**
  
9. Date of Next Meeting  
The next meeting of the Community Services Standing Committee will be held on May 14, 2019.
  
10. Adjournment  
**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Cox**  
**That the meeting be adjourned at 8:25 p.m.**  
**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, April 9<sup>th</sup>, 2019 at 8:15 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,  
Cr. Beaulieu  
Regrets: Cr. McArthur, Cr. Westwell  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Cynthia White, Director of  
Community Services; Katie Reid, Executive Secretary  
Guest: Brenda Tuckey

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:30 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of March 12<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of March 19<sup>th</sup>, 2019.

- c. Vision and Values – The Vision and Values were reviewed.

- d. 2018 Capital Plan – The Capital Plan was reviewed.

4. Directors Report

The Director of Municipal Services indicated that due to the early snow melt, water management has been moved three weeks ahead of schedule. He noted that there was a melt in March while Public Works was performing snow removal. He added that snow removal initiatives have been completed but water management is still underway. Additionally, Public Works has been clearing culverts that usually get dammed with ice as part of the water management process. He noted that a steamer is used to melt the ice in the culverts for clearing and that pump trucks remove the excess water in shallow ditches.

The Director advised that himself and a few employees attended a two-day waste recycling and composting course in Hay River in March. He noted that the course was more about composting which was very interesting and informative.

He indicated that the Water Treatment Plant is preparing for the season change and will be using ponds depending on the turbidity of the river water. He noted that the turbidity of the water tends to increase when the ice releases.



Administration advised that the Director also attended the Salt River Delta Partnership (SRDP) workshop that occurred at the end of the March. He indicated that the drinking water is drawn from the Slave River which is covered by a variety of jurisdictions including the Alberta Government, Federal Government and GNWT Department of Environment and Natural Resources (ENR). He indicated that making of drinking water is legislated by GNWT Municipal and Community Affairs (MACA) and monitored by GNWT Health and Social Services. He noted the Department of ENR facilitated the SRDP working group in which the Director attended a governance workshop. He advised that the Town works with a number of jurisdictions to produce the best quality drinking water in the NT.

The Director advised on behalf of the Municipal Services department, that he looks forward to showing Mayor and Council operations during the Infrastructure Tour and would answer any questions they may have.

D/M Smith advised that the SRDP working group was founded in 2010 and that he was a founding member on behalf of the Aurora College. He noted that the group does not exist through legislation but through a partnership of Indigenous governments linked to the Slave River. He felt that SRDP is only group where multiple organizations work cooperatively without much politics. He noted that the water effects everyone equally and the Town has an interesting role with the partnership as it is the only license holder on the Slave River. He advised that the partnership had not met in a couple years and the past meeting in March was an opportunity to discuss governance and to determine if he can revive the working group as part of his role working with ENR and give it direction. He indicated that there was also a large body fish monitoring program which is part of the transboundary agreement between the Northwest Territories and Alberta which is being coordinated by Kelly McKindrick out of the Wilfred Laurier University who is a world leading expert. He noted that there would be a fish camp held in the fall as part of the program in which schools will be engaged and there will be opportunity to build a network and compile further data. D/M Smith further advised that Dr. Paul Jones from the University of Saskatchewan seemed clear in his work that the contaminants in fish at Peace Point had decreased in 2013 to 2016 from 2010 to 2012. He noted that there are contaminants in fish but not of human concern.

Mayor Napier-Buckley thanked the Director and the department for their hard work and is looking forward to the infrastructure tour.

#### 5. Protective Services Report

- a. Fire Department – The March 2019 statistics and training report was reviewed. Administration indicated that the report is different due to new tracking software. He noted that nine firefighters have received training and were presented an award by the Mayor to congratulate them. He was pleased with the Protective Services Supervisor's update that emergency services volunteer groups are full. He noted that the Town wasn't always in such a positive position and that a large percentage of ambulance volunteers are firefighters. He was pleased with the crossover and noted that it is the first step to the integration of the two departments.
- b. Ambulance Department – The March 2019 statistics report was reviewed. Administration advised that seven calls to the Ambulance department were to assist a resident who was falling at home and couldn't get up. They assisted in helping the person up but they refused to seek further service. He noted that the Town has the ability to speak with the Health Centre to ensure the resident is receiving appropriate care. He advised that March was another busy month for the Ambulance department.

- c. Bylaw Department – The March 2019 statistics report was reviewed. Cr. Cox asked if the number of speeding tickets issued in March is standard for a month. Administration noted that with the changeover to better tracking software there is better accounting for infractions. He noted that there tends to be more animal control than speeding and noted that the excess in speeding may be a result of the warm weather. He indicated that mostly warnings are given although there are a number of fines issued in March.

## 6. Advisory Boards

### a. Sustainable Development Advisory Board

- i. SDAB Minutes March 7, 2019 – The SDAB minutes were reviewed. The Director of Municipal Services advised that the board is in the final stages of finishing their affordable housing summary report. He noted that there was discussion on agricultural and industrial land, as well as why developers do not want to move forward with housing developments. He thinks that the board may schedule an evening meeting to finalize the draft for submission to Council. D/M Smith was pleased to see that an advisory board member had conference called in for the meeting.
- ii. SDAB Reappointment John Gray – The expression of interest was reviewed. Administration was pleased with Mr. Gray’s membership as he represents the private sector. He noted that the majority of board members consist of government employees. He also noted that Jim Heidema sits on the Tourism and Trade Advisory Board which is a valuable asset to the Town.

#### **RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That John Gray be reappointed to the Sustainable Development Advisory Board for a term ending December 31<sup>st</sup>, 2020.**

**CARRIED UNANIMOUSLY**

## 7. Administration

- a. Briefing Note Capital Planning; 2019 Capital Projects; 20 Year Asset Replacement Schedule 2019-2038; Mid-life Retrofit Spreadsheet; Municipal Services Space Use Analysis Report March 2019; Municipal Building Tech Report March 2019; Bylaw 972 The Financial Administration Bylaw - The briefing note, and accompanying documents were reviewed. Administration started with the review of the 20-year Long-term Capital Plan. He indicated that a draft version had been reviewed by previous Councils in the past and the document before Council is the final version. He was confident that no other community has a 20-year Capital Plan and suggested that Fort Smith has the best planning information. He indicated that the Town currently has an infrastructure inventory of \$170 million including buildings, fleet and linear infrastructure. The Town has limited ability to borrow money with a \$10 million borrowing cap and \$4 million already committed to the Arena renovations. In knowing this, all funds for the renovation and replacement of current infrastructure should be made available through annual contributions to Town reserves or through conditional Territorial and Federal grants. As a result, the Town requires a long-term plan to determine revenue requirements throughout the lifetime of infrastructure. He indicated that the plan includes all Town infrastructure, their lifetimes, construction and replacement values, and mid-life retrofits which determines accurate annual revenue requirements into reserves. He added that most values are determined by GNWT insurance appraisals and that the lifetimes used in the Plan are industry standard.



Administration indicated that multiple assets are coming to end of life in the next few years. He noted that this is an issue across North America. Given that most assets are aged with no commensurate reserve allocations, annual contributions are equal to replacement value or the remaining value which is a considerably larger amount.

Administration clarified that linear infrastructure includes roads, ditches, sidewalks, trails, and water and sewer lines which are measured by the meter. He noted that mid-life retrofits acknowledge renovations half-way through life expectancy. Additionally, the most expensive assets are buildings.

Administration advised that the 20-year Capital Plan identifies \$23.5 million revenue requirement for 2019. Revenues for 2019 are expected to be \$10.5 million; \$8.35 million in reserve and \$2.16 million in Gas Tax and CPI contributions. He noted that this results in a significant shortfall of \$12.9 million in 2019. As a result, the Town is required to risk manage asset replacement by not replacing some infrastructure right away at end of life and that some assets are considered surplus and will not be replaced at all at end of life. He indicated that this shortfall continues with a total infrastructure debt of \$28 million by 2038. Administration noted the hazards of risk managing infrastructure at end of life; operation and maintenance costs significant increase impacting the O&M Budget, decreasing quality of service to residents, unplanned failures of assets have direct consequence on residents, and reactive repair of unplanned failures is much more expensive than preventative replacement.

D/M Smith asked if the amounts calculated for replacement are appraised value or replacement value. Administration advised that they are appraised values. He noted that for the fire truck, the actual replacement value is nearly double the appraised value. He indicated that the appraised value may not reflect the replacement value and that he is attempting to reconcile this. Additionally, the cost of steel has increased 50% in value.

Administration advised that Town revenues consist of annual GNWT Community Public Infrastructure (CPI) funding of \$1.251 million; annual Federal Gas Tax funding of \$913,000; and any contributions to reserves that occur. He noted that the Financial Administration Bylaw 972 requires a \$100,000 contribution to each the General, Utility, and Environmental reserves annually. Further, the bylaw requires that any unused surplus in the O&M fund be transferred to reserves after one year. He noted that the Town's ability is limited to respond to crisis if operating funds are committed to capital expenses.

Administration advised that review of the Plan indicates the following objectives, information and findings. An additional \$1.5 million annual revenue to allow for "as and when" Federal and GNWT capital funding that occasionally becomes available. A \$6 million debenture is indicated which would result in a 20% tax increase for all residents and once the debenture expires, the debt payments would be converted to reserve contributions. By 2036 expenses and revenues will have reached equilibrium, expenses are at \$4.9 million annually, which does not allow for new assets or replacement of assets. The Plan uses insurance replacement costs to establish asset values whereas replacement costs are proven to be significantly higher as a result of rising steel costs, the devalued Canadian dollar, and other pressures. The Auditor has valued the depreciation of Town assets at \$1.5 million annually, which does not allow for mid-life retrofits, resulting in the Town's annual depreciation value of \$4.9 million. Further, the Auditor does not use the same definition of capital assets as the Town, however the Town has leeway with reserve funds from the O&M Budget. Lastly, the actual infrastructure funding shortfall identified by the GNWT when they

performed the Funding Formula review in 2014 which determined that Fort Smith is underfunded by \$3.5 million annually and can be attributed to Operating Budget underfunding.

D/M Smith asked how much money is outstanding on the Arena debenture. Administration is unsure if MACA is aware and advised that he is in an informal working group with other Senior Administrative Officers in the NT. He noted that Hay River specifically is struggling with their debt limit for their Arena and MACA is unable to advise. D/M Smith thinks it seems responsible to borrow funds to build a new emergency services building and possibly rent a building for Town Hall in the future to eliminate the capital cost. Administration indicated that if the lease is a capital cost it would still be identified in the Plan.

Administration noted that as the GNWT guarantees funding of \$1.2 million annually, it could be requested that they advance five years of funding rather than forcing the municipality to go to debenture or sign a letter guaranteeing the borrowing of money for ten additional years.

D/M Smith was pleased that the Federal Government is doubling Gas Tax funding for 2019 with an additional \$913,000 and suggested the additional funds could be used for the upcoming water and sewer project this year.

Administration proceeded to review the 2019 Capital Plan. He indicated that there are multiple projects from 2018 carrying over, new projects identified for 2019 that are identified in the 20-year Capital Plan, work identified by the current Council as indicated in the Strategic Plan, and smaller capital items not captured in the 20-year Capital Plan.

Administration advised that two major capital projects were initiated in 2018; the \$5.5 million CWWF downtown water and sewer rebuild, and the \$1.5 million Landfill expansion. He indicated that downtown water and sewer rebuild project is underway with approximately \$500,000 expended and the remainder of the work to be completed in 2019. He indicated that the Landfill expansion project has been delayed as design costs came in double the budget at \$3 million. He added that additional Federal funding programs have come available, the ICIP program, which is designated specifically for landfills and the intent is to apply for these funds for the Landfill expansion and waste management/composting initiatives in 2020. He added that there is a final intake for the ICIP Program in 2021, and the intent is to access the fund for a combined energy efficiency/electrification initiative and incorporate the findings of the Town's recent Arctic Energy Alliance facility audit, as well as energy efficient heating for facilities identified in the TAG report and the pending 7-bay Garage retrofit. He indicated that there is also consideration of transforming Town lands located adjacent to the NTPC substation on the highway into an industrial zone with access to inexpensive interruptible electric power.

Administration advised that a review of the 2019 Capital Plan indicates planning for IT, Asset Management, Climate Change Adaptation, Community Services, Performance Reviews, Engineering, Standards, and Engineering Design. Additionally, it includes the replacement of equipment, computers and fleet where identified or legislated. The Plan includes linear infrastructure replacement of street lighting, hydrants, drainage, and sidewalks. It includes risk managed mid-life retrofits to the Animal Shelter, Landfill, Water and Sewer System Upgrades, and the Water Truck Fill Station to ensure facility functionality. Also, the completion of 2018 projects including the Arena, Park equipment installation, Track Development, Downtown Development and Riverside Utility Extension, as well as the two major projects.

Administration noted that the CWWF downtown water and sewer rebuild is valued at \$5.5 million and that \$500,000 was expended in 2018. He noted that the budget in the Plan remains at \$5.5 million to allow for additional work, that hasn't been estimated, including additional paving to address asphalt cuts throughout town, potential storm sewer and curb/gutter installation, and a district heating initiative.

Mayor Napier-Buckley advised that it was 10:00 pm and a unanimous motion of Council would be required to continue the meeting. Cr. Couvrette indicated that he would not be prepared to make a recommendation on the both Plans at this meeting.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the Municipal Services Standing Committee meeting on April 9<sup>th</sup>, 2019, be extended past 10:00 pm.**

**CARRIED UNANIMOUSLY**

Administration advised that the second major project is the implementation of the TAG Report. He noted that the document reviews the current condition of the Recreation and Community Centre, which is due for midlife retrofit and funded \$2.5 million by the Federal Small Communities Fund (SCF), as well as the Library and Town Hall, which are both due for replacement, and the Fire Hall and Ambulance Bay. He noted that the Fire Hall is also due for mid-life retrofit and the Town is lacking an Ambulance Bay. He indicated that the report recommends relocating the Library to the Recreation and Community Centre and expanding Town Hall to the Library for a barrier-free Council Chambers. TAG estimates the cost for the work at \$3.4 million for Town Hall, \$2 million for the Library and \$2 million for the Recreation and Community Centre. He noted that the 2019 Capital Plan indicates \$7.5 million, which includes an allowance for work at the Pool, including liner replacement.

Administration advised that given that the scope of work for the Library, Town Hall, and Recreation and Community Centre are interrelated and that proponents may have other solutions to address the needs of the Town, the intent is to issue the entire TAG scope of work as one project, with the exception of the Fire Hall and Ambulance Bay. He noted that timing is dictated by the fact that SCF funds expire in 2022, and that the Recreation facility renovations should occur in the summer to allow for temporary relocation of services to the Arena. He anticipates awarding of the work to be scheduled to occur in 2019, although most funds would not be expended until 2020.

Administration indicated that the \$6 million Fire Hall/Ambulance Bay is currently unfunded, with no opportunity for funds to be available in the foreseeable future. It is recommended that a debenture that utilizes the remaining borrowing capacity of the Town be the mechanism to fund this project. He added that additional funds would come available from the potential sale of the current Fire Hall property, as well as the approximate \$35,000 annual Ambulance Bay rent payments. He noted that borrowing money requires a plebiscite and resident approval, however the expectation is that a new Fire Hall would be acceptable to the community.

Administration advised that an analysis of available funds is provided which mirrors that of the 20-year Long-term Capital Plan. He noted that incorporating the entire value of the TAG Report work in 2019 results in CPI deficit and that the majority of these funds would actually be expended in 2020 once funding for that fiscal year had been received. He indicated that even with the 2020 capital funding considered, reserves and conditional capital funds would be depleted. Additionally, third-party funds may be available to support projects identified in the 2019 Capital Plan for climate change, energy efficiency, renewable, etc. but have not be considered until confirmed.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

**That Cr. McArthur and Cr. Westwell be excused from the Municipal Services Standing Committee Meeting on April 9<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 14<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 10:20 pm.**

**CARRIED UNANIMOUSLY**



## BRIEFING NOTE

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To: Mayor & Council  
Date: April 16, 2019  
Subject: 2019 Mill Rate Bylaw

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### **Purpose:**

To present the 2019 Mill Rate Bylaw.

### **Background:**

Council approved the 2019 Operating Budget which included proposed property tax revenue of \$3,416,926.23; an approximate 3.5% increase over the 2018 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 3.5% increase in Property Tax Revenue should result in an average 3.5% 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 2019 Mill Rates for the various property classes given the approved 2019 Property Tax Revenue Requirement are indicated in the attached 2019 Mill Rate Bylaw. Note that allocations used to calculate the 2019 Mill Rates remain unchanged from 2016, and result in a 0.4% increase for Residential, 0.4% for Country Residential, 0.4% increase for Commercial and Industrial, and 0.4% increase for Institutional. This minor increase is due to the fact that assessed values increased in 2019, especially for institutional properties which are more heavily weighted (100%) versus residential at 45%.

**Recommendation:**

For review.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 996

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 "2019 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..... 13.28
b) Residential Non-Developed..... 13.28
c) Commercial Developed..... 24.35
d) Commercial Non-Developed..... 24.35
e) Industrial Developed.....24.35
f) Industrial Non-Developed.....24.35
g) Institutional Developed.....29.51
h) Institutional Non-Developed.....29.51
i) Recreational.....13.28
j) Telecommunications.....29.51
k) Country Residential Developed..... 11.51
l) Country Residential Non-developed.....11.51
m) Country Residential Mixed Use.....13.28

- 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 2019.

a) School Levy..... 2.49

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, A.D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, A.D.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 996**

---

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, 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 12, 2019

**Subject:** Krystal Brown DPA-005-19 – Home Occupation Permit

---

**Purpose:**

Krystal Brown has submitted a Home Occupation Development Application, DPA-005-19, to operate a natural health products, jewelry and wellness consulting business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith. The property is not owned by the applicant but has signed the development application agreeing to allow the home occupation.

**Background:**

The property is zoned R1 Single Detached Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

**Analysis:**

Krystal Brown has applied to operate a natural health products, jewelry and wellness consulting business as stated above. 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-005-19 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

Application No. 005

FORM A:

APPLICATION FOR DEVELOPMENT



Applicant Information:

Name: Krystal Brown Interest (if not owner):
Telephone: (250) 893 5164 Email: info@nmesentials.com
Mailing Address: P.O. Box 1411, Fort Smith, NT XOE OPO

Owner Information (if different than applicant):

Registered Owner's Name: Gordon Rathnie
Telephone: (867) 621-0120 Email: gordswrath@gmail.com
Mailing Address: Box 912 Ft Smith NT XOE OPO

Property Information:

Civic Address to be Developed: 128 Carl's Drive
Zoning: R1 Lot#: 1145 Block#: Plan#: 1711
or Certificate of Title:
Lot Width: 30 metres Lot Depth: 36 metres Lot Area: 1076.9 square metres
Type of Lot (check one): [X] Street Facing [X] Corner [ ] Interior [ ] Other
Existing Use(s) of Property: Residential
Proposed Use(s) of Property (if applicable): Residential & home business

Estimated Cost of Project: \$ 0

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

28/March/19
Date

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

April 8/2019
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: \_\_\_\_\_



# TOWN OF FORT SMITH

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

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

## 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: Wellness consultations/  
Selling natural health products
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: ASAP



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

RECEIVED

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 for additional information.

Date of Application <b>March 28, 2019</b>		New Application <input checked="" type="checkbox"/> / Renewal <input checked="" type="checkbox"/>	
Name of Applicant <b>Krystal Braun</b>		Name of Business <b>New Moon Essentials</b> (Previously: New Moon Co.)	
Business Street Address <b>128 Carl's Drive</b>		Legal Address Lot: _____ Plan: _____	Mailing Address <b>Box 1411</b>
Phone Number <b>(250) 893-5164</b>		Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <b>Kibraun_88@hotmail.com</b>		Web Page Address	
<b>Type of Business: 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 (794)) <b>\$75.00</b> <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) <b>\$125.00</b> <input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone) <b>\$125.00</b> <input type="checkbox"/> Hawker/Peddler <b>\$125.00</b> <input type="checkbox"/> Junior Business <b>\$1.00</b> <input type="checkbox"/> Charitable Purposes <b>no charge</b>		<b>Type of Business: NON-RESIDENT</b> <input type="checkbox"/> Hawker/Peddler <b>\$285.00</b> <input type="checkbox"/> Contractor <b>\$225.00</b> <input type="checkbox"/> Charitable Purposes <b>no charge</b>	
Please Note: Resident business applications after September 1 will cost one half the regular price		<input type="checkbox"/> Change Fee for any license <b>\$35.00</b> <input checked="" type="checkbox"/> <b>New app. not charged</b> Late Fee (if renewal received after February 15) <b>\$35.00</b>	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: <b>PLEASE INDICATE ALL AREAS OF OPERATION</b> <b>Natural health products, jewelry and wellness consultations</b>			
Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees Full Time: <b>1</b> Part Time:	

I, Krystal Braun, 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.

**\* Note: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

Krystal Braun  
Signature of Applicant

New Moon Essentials  
On Behalf of (Name of Business)

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

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



## BRIEFING NOTE

---

**To:** Mayor and Council

**Date:** April 12, 2019

**Subject:** Tracy Freund DPA-006-19 – Home Occupation Permit

---

**Purpose:**

Tracy Freund has submitted a Home Occupation Development Application, DPA-006-19, to operate a general contracting business from Lot 1575, Plan 2265, 6 CCGS Eckaloo Drive in Fort Smith. The property is owned by the applicant.

**Background:**

The property is zoned RC Country Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

**Analysis:**

Tracy Freund has applied to operate a general contracting business as stated above. 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-006-19 be approved.

Jim Hood  
Development Officer





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



Application No. 006

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

→ **Applicant Information:**

Name: Trey Freund Interest (if not owner): \_\_\_\_\_  
 Telephone: 872 0907 Email: Trey Freund @ ymail . com  
 Mailing Address: Box 763 FT Smith NT X0E0P0

→ **Owner Information (if different than applicant):**

Registered Owner's Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

→ **Property Information:**

Civic Address to be Developed: #6 cckalo / hellrock  
 Zoning: RC Lot# 1575 Block# \_\_\_\_\_ Plan# 2265  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: 108 - 200 metres Lot Depth: 82.5 metres Lot Area: 12454 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: \$ \_\_\_\_\_

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

12 04 19  
 Date

Owner's Signature (if different than applicant)

Date



**TOWN OF FORT SMITH**

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

Application No. 006

**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. 006

## 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: \_\_\_\_\_



## TOWN OF FORT SMITH

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

Application No. 006

### 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: General Contracting
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: ASAP.



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

RECEIVED  
MAR 15 2019  
CORPORATION OF THE TOWN OF FORT SMITH

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 for additional information.

Date of Application <b>15 03 19</b>		New Application <input type="checkbox"/>		Renewal <input checked="" type="checkbox"/>	
Name of Applicant <b>Tracy Freund</b>		Name of Business <b>SPF construction</b>			
Business Street Address <b>#6 Eckalo</b>		Legal Address Lot: <b>1515</b> Plan: <b>2265</b>		Mailing Address <b>Box 763</b>	
Phone Number <b>867 872 0907</b>		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 checked="" type="checkbox"/> No	
Email Address <b>Tracy.Freund@ymail.ocm</b>			Web Page Address		
Type of Business: <b>RESIDENT</b>			Type of Business: <b>NON-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 (794))		\$75.00		<input type="checkbox"/> Hawker/Peddler \$285.00	
<input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Contractor \$225.00	
<input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Charitable Purposes no charge	
<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					
<input type="checkbox"/> Change Fee for any license \$35.00		<input checked="" 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>					
<b>General contracting building maintenance building up operation</b>					
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):		Number of Employees	
				Full Time: <b>1</b> Part Time: <b>0</b>	

I, Tracy Freund, 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 \_\_\_\_\_ (or \_\_\_\_\_ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

**\* Note: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

Signature of Applicant:

On Behalf of (Name of Business): SPF construction

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

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