










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

February 20, 2018, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report	 RCMP January 2018 Police Report
D. Approval of Council Minutes a. Council Minutes b. Special Meeting SP-02-18	  Council Minutes      Special Meeting January 23, 2018      Minutes SP-02-18
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Accounts Paid Part I Accounts Paid Part Minutes February 6,      II
b. Enactment of Bylaws and Policies a. Bylaw 988 Chase the Ace Lottery License Bylaw	 Bylaw 988 Chase the Ace Lottery Licer
c. Appointments	
d. Mayor and Council	
e. Administration a. Briefing Note-RCC Concession b. Briefing Note-Chase the Ace Application	
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



MONTHLY  
POLICING REPORT  
January 2018



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 159 calls for service to the town of Fort Smith during the month of January 2018.

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

The current fiscal year priorities are identified as:

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

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

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

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

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

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

The Fort Smith RCMP Detachment responded to 2 complaints of Domestic Violence in the community. Criminal charges were laid as a result of these investigations. Fort Smith Detachment members also responded to 12 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.

January 10 Cst Hiltz completed a school talk with grade ten students on Internet safety and cyber bullying.

Cst White continued with coaching minor hockey and took his team to a tournament in High Level, Ab

**Meetings with Community Partners;**

January 12 Sgt Gilbert spoke with the Vice Principal at PWK along with the coordinator for the yearly hike with the students where he agreed to have the RCMP participate.

January 22 The Commanding Officer, Criminal Operations Officer, District Advisory NCO and Sgt Gilbert met with Chief and Council

January 23 Sgt Gilbert met with Town Council

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

**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. 6 of these investigations involved impaired drivers in the community.

There have been multiple pro active vehicle checks conducted by members through out the month of January.

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

**Notable Occurrences for the Month:**

During the month of January one youth was arrested for a break and enter into a local business. During the investigation the youth admitted to being responsible for several other open investigations which included but not limited to break and enter into a residence, break and enter into a business, theft of snowmobile, theft of motor vehicle. Charges were laid as a result of these investigations.

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

**External Distribution List:**

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

**Documents Included:**

Occurrence Statistics

**Appendix A**

Occurrence Type	January 2018	Year to Date 2018	January 2017	Year to Date 2017
Assaults (All Categories)	14	14	14	14
Break and Enter (Residence and Business)	4	4	3	3
Theft of Motor Vehicle	0	0	0	0
Theft under \$5,000.00	5	5	2	2
Theft over \$5,000.00	1	1	0	0
Drug Possession	1	1	1	1



Drug Trafficking	0	0	0	0
Liquor Act	6	6	8	8
Mischief / Cause Disturbance (Includes Public Intoxication)	23	23	49	49
Impaired Operation	6	6	10	10
Other Complaints	102	102	79	79
Total Violations	133	133	170	170
Total Calls for Service	159	159	166	166
Number of Patrols to Community	N/A	N/A	N/A	N/A

## Appendix A

Category	January 2018	Year to Date 2018	January 2017	Year to Date 2017
Prisoners	6	6	26	26
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	6	6	26	26



Justice Report	January 2018	Year to Date 2018	Year to Date 2017
Victim Service Unit Referrals	5 Victim Declined 0 Victim Accepted 0 Proactive Referral	5 Victim Declined 0 Victim Accepted 0 Proactive Referral	9 Victim Declined 2 Victim Accepted 0 Proactive Referral
Youth Alternative: Measures YCJA Warnings	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0
Adult Diversion: Community Justice Referrals	0	0	0
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	0	0
ODARA Reports	2	2	2



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 01-18  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF JANUARY AND THE  
FIRST FOR THE YEAR 2018**

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

REGRETS: Cr. R. Holtorf

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

GALLERY: RCMP Sergeant Jesse Gilbert, Cynthia Cardinal, Roxanna Zoe, Joyce Jumbo

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Meeting 01-18  
January 23, 2018

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7:00 PM  
Council Chambers

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

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

B.     **APPROVAL OF AGENDA**

18-010 Moved by: Cr. Dumont  
          Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C.     **PRESENTATIONS**

a.     RCMP Delegation

i. Police Report – The RCMP Police Report for December 2017 was reviewed.

ii. ACOPA Training Manual – The ACOPA (Alberta Citizens on Patrol Association) training manual was reviewed. Sgt. Gilbert presented the police report and the ACOPA Training Manual. He advised that the COPA (Citizens on Patrol Association) training was a suggestion that was previously brought





to his attention and he contacted the manager of the ACOPA. He advised that in Alberta there is an MOU signed between the RCMP and the program. The COPA is a group that is separate from the RCMP and managed by a volunteer board. He also highlighted that training is provided by the RCMP, from a retired RCMP member that manages the ACOPA. He advised that volunteers would be provided with a free app connecting them with the RCMP when patrolling. Sgt. Gilbert advised that he could assist in setting up the board, provide the training, and will work with the group once they are established.

Sgt. Gilbert advised that he has been in contact with the school. He advised that the RCMP will be participating in the school's annual hike in September. He indicated that the RCMP will be working in partnership with the school to provide more programs.

Sgt. Gilbert informed that he started his own proactive program, ordering the RCMP members to complete 10 traffic stops a month or 2 proactive impaired stops and that all stops can not be the result of a complaint. He advised that statistics show proactive stops can decrease crime rates by 10% and proven to be successful in other jurisdictions. He also advised that he has been working with the Bylaw officer and parks to do some proactive work at Pine Lake. He is also planning on working with ENR and transportation to do some proactive patrols on the highway.

Cr. McArthur asked if the person/people that are responsible for the skidoo theft's been arrested. Sgt. Gilbert advised that four people have been arrested in connection with all the skidoo theft's in Fort Smith. He advised that one was sent to Yellowknife and is scheduled to be sent to a treatment program, one was released in Yellowknife and two others have been arrested in Fort Smith.

Cr. Bell thanked Sgt. Gilbert for the information he provided. She asked Sgt. Gilbert what the concerns were brought forward from Chief Martselos and how can the Town partner with the RCMP, Salt River First Nations, and other organizations in Fort Smith. Sgt. Gilbert advised that Chief Martselos main concern was drugs. He advised that one member is good with intel work and that in the last six months he submitted six reports to Yellowknife. He informed that he got permission to provide training to the RCMP members on drugs along with training on warrant preparation. He advised that his goal is to have a warrant executed on drugs before the end of the fiscal year as there hasn't been a major one executed since 2011. He advised that Chief Martselos would also like better partnership with the community and together they have created a plan approaching it two ways. Firstly, they are looking into an elder's mentorship program, where elders take a RCMP member and teach them about the local culture and land. The other way is to incorporate partnership with the school through the breakfast program, where they have



coffee with the cops one day a week. Cr. Bell commended Sgt. Gilbert on all his efforts.

Cr. Dumont asked if there is any history of a program implemented in Fort Smith such as COPA in the last ten to fifteen years. Sgt. Gilbert advised that he could not find any information in his records in Fort Smith. He informed that there are many programs similar to COPA that is provided by the RCMP. He recommended implementing the COPA program as it's the largest program and they have a history working with the program. He indicated that all the work is completed for the COPA program to be implemented. He noted that the COPA program can't be successful with just the RCMP and would require volunteers from the community. He informed that the COPA program would have offenders avoiding people as well as the RCMP. He advised that there are many ways to approach this program and make it successful. He advised that in British Columbia they targeted retirees and college students which made it successful for British Columbia and they were able to recruit students to the RCMP. Cr. Dumont advised that the program was unsuccessful in the past as volunteers were having trouble paying for gas to do patrols. Sgt. Gilbert advised that the RCMP are constantly finding ways to save costs in policing and programs like COPA are the future of policing. He advised that the COPA program is a national program that is non-for-profit and would require donations.

Cr. Kikoak advised that on the radio she can hear a flow of complaints about the OCC. She asked Sgt. Gilbert what is the RCMP going to do to make it easier for citizens to accept the COPA program. She thinks it will be a good idea to work with the RCMP to help people with calling into the RCMP with complaints. Sgt. Gilbert advised that OCC is not under his control, but he can answer some questions regarding.. He informed that they have tried a program where they distributed magnets explaining why they ask the questions that they do. He also advised that Fort Smith has an operator that is local and manages calls during the day. He advised that the call centre is short staffed, he indicated that since the roll out of the Phoenix program he knows of four operators that resigned. He apologized and wished he had a better answer about the OCC.

D/M Smith indicated that the implementation of 911 service could be an opportunity to do some education work. Sgt. Gilbert indicated that when the Yukon implemented their 911 service they went to community meetings and advertised on all the changes. He didn't know when the 911 service is planned to be implemented in the NWT. D/M Smith advised that it will be coming into effect in 2018 and headquarters will be in Yellowknife. D/M Smith asked Council to get information from NWTAC regarding the implementation of 911. D/M Smith commended Sgt. Gilbert for his attendance and information.

Sgt. Gilbert advised that he is finding it difficult to move forward not knowing



the history of the community. He noted that leaders, boards, staff, Council members have all changed in the last ten years. He advised that he has been doing a comparative analysis since arriving to Fort Smith, running statistics from 2011. He advised that he is analysing the statistics from the monthly police reports. He anticipates having an entire comprehensive picture on crime rates presented to Council for the March Council meeting. He hopes this will give a projection on where to focus RCMP resources and provide for better police planning.

Mayor Napier-Buckley asked Sgt. Gilbert how is the RCMP handling marijuana offences from now until legalization. Sgt. Gilbert advised that only huge amounts of marijuana trafficking are their focus. Administration advised that he recently participated in a teleconference regarding marijuana legalization. He advised that the bylaw officer maybe available to assist with the marijuana legalization and the COPA program. He thinks the COPA program is an awesome idea.

Administration asked Sgt. Gilbert if basing the COPA program on a reactive position is a good way to approach the program. Sgt. Gilbert advised that there is no way to appropriately address, most programs were implemented in this manner, in other provinces with break and enters and police being three hours away. He advised that through the COPA program that were able to recruit a lot of people into the policing field. He informed that it also creates awareness of policing as a lot of people don't understand the roles of the RCMP and the RCMP don't understand the community. He noted that many programs that have been started by RCMP members usually ends when that member is done their post whereas COPA would stay in effect as it will be managed by locals.

Cr. Tuckey thanked Sgt. Gilbert for his delegation and is excited by his enthusiasm. She asked Sgt. Gilbert for the program to commence and be successful how many volunteers are required. Sgt. Gilbert advised that the minimum requirement is indicated in the bylaw under board requirements and it can be as large as it needs to be. He believes that Fort Smith has a great opportunity for success with the Aurora College as students can be recruited. He also noted that the program wouldn't require too many volunteers as the population in Fort Smith is not very big. He noted that the requirements for patrolling are two people per vehicle and the app connecting you with the RCMP. He understands the strain on certain volunteers and those that are on many boards, but he advised that once its established they can recruit more members and hand it off to them. Mayor Napier-Buckley noted that this may give community members a sense of control in policing instead of being victims. She supports the COPA program. She thanked Sgt. Gilbert for his delegation. Sgt. Gilbert welcomed Council to the detachment for questions and coffee at their convenience. Mayor Napier-Buckley offered help and programs in any way.



D. **APPROVAL OF MINUTES**

18-011 Moved by: Cr. McArthur  
Seconded by: Cr. Bell

That the minutes of Regular Meeting 12-17 of December 18, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

18-012 Moved by: Cr. Tuckey  
Seconded by: Cr. Dumont

That the minutes of Special Meeting SP-01-18 of January 16, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. Bell wanted to clarify on page one in the strategic plan regarding having a council representative on the Museum board. She thinks that she suggested having a member of the Museum board be appointed on the ABC.

18-013 Moved By: Cr. Kikoak  
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from January 9, 2018, be adopted as amended.

CARRIED UNANIMOUSLY

Accounts Paid Part I

18-014 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That the Accounts Paid List Part I for the period ending December 31, 2017, totaling \$714,440.15 be approved.

CARRIED UNANIMOUSLY



#### TTAB Reappointment

18-015 Moved By: Cr. Bell  
Seconded By: Cr. Dumont

That Kevin Antoniak be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

Community Services Standing Committee – Cr. Kikoak advised that she would like changes made in regards to her comments on family swim. She would like it to say her friend couldn't sit on the deck while her children swam and they were all kicked out of the pool and everyone was asked to leave.

18-016 Moved By: Cr. Tuckey  
Seconded By: Cr. McArthur

That the attached Community Services Standing Committee minutes from January 16, 2018, be adopted as amended.

CARRIED UNANIMOUSLY

#### RAB Reappointments

18-017 Moved By: Cr. McArthur  
Seconded By: Cr. Dumont

That Tim Van Dam, Craig Walsh, Jessica Cox, Gail Hartop, Jeri Miltenberger, Mike Vassal, and Frank Lepine be reappointed to the Recreation Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

#### Animal Society Donation Request

18-018 Moved By: Cr. Bell  
Seconded By: Cr. Tuckey

That \$500 be donated to the Fort Smith Animal Society for their fundraising Gala Event on February 24, 2018.

CARRIED UNANIMOUSLY

#### Desnede Farmer's Market Donation Request

18-019 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That the Town of Fort Smith donate \$500 to the Desnede Farmer's Market.

CARRIED UNANIMOUSLY



#### Wood Buffalo Frolics Half-Day Civic Holiday

18-020 Moved By: Cr. Kikoak  
Seconded By: Cr. Dumont

That the afternoon of Friday March 9, 2018, be declared a half-day civic holiday in conjunction with the Wood Buffalo Frolics activities.

CARRIED UNANIMOUSLY

#### Municipal Services Standing Committee

18-021 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That the attached Municipal Services Standing Committee minutes from January 16, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

#### SDAB Reappointments

18-022 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That Chris Westwell, Tim Gauthier, Keith Hartery, and Frank Lepine be reappointed on the Sustainable Development Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

DPA-039-17 Paul McAdams Home Occupation Permit – Cr. Dumont asked for clarification on the response received regarding what is involved in the development permit. Administration clarified that Mr. McAdams indicated that it would be a wholesale business and if there was a retail sale he would travel to the purchaser's home for delivery so there would be no traffic to his house. Cr. Dumont thanked administration on clarification.

18-023 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That DPA-039-17, submitted by Paul McAdams, to operate a home occupation smoking accessories sales business from Lot 272, Plan 207, 25 Pine Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY



b. Enactment of Bylaws and Policies

- i. Briefing Note Progressive or Accumulating Jackpot Series Raffle Lottery Licenses – The briefing note was reviewed. Administration indicated that the date in the briefing note is stated as January 24, 2017. He advised that was the date it was originally presented to Council and forwarded to the bylaw review committee. He informed that the GNWT has a Lottery License Act that sets out regulations but also includes a clause that municipalities can manage their own lottery license bylaw. He advised that the bylaw includes all sorts of events such as bingos, raffles, pro ticket raffles, casinos, and nevada's. He noted that these licenses are operated over a fixed period and payout a fixed cash value to better regulate. He advised that the fees charged to the applicant is calculated based on the fixed cash payout amount. He pointed out that the Town of Fort Smith Bylaw is not designed to provide a license without knowing those amounts or the end date of the event. He also noted that the Town of Fort Smith has no regulation around running a chase the ace lottery. He advised that on the second page dated January 28, 2018 there is an update provided. He noted that since January 24, 2017 Hay River has conducted a couple of chase the ace lotteries, one that profited about two hundred thousand and another that made a couple thousand dollars. He advised that the lottery that profited two hundred thousand got out of hand and the Town of Hay River realized they were operating outside of their bylaw. He advised that the Town of Hay River then created a whole new bylaw on chase the ace. He advised that the presented bylaw is the Town of Hay River's chase the ace bylaw and is changed to accommodate Fort Smith. He noted that the document presented was completed with the assistance of the Director of Corporate Services. He recommended creating a stand alone bylaw for chase the ace if Council wishes to approve a chase the ace lottery license. Administration provided some considerations firstly, would be to consider creating a bylaw to accommodate chase the ace instead of changing the existing lotteries bylaw. He advised that GNWT is currently reviewing their Act to accommodate chase the ace and he doesn't think amending the bylaw would be the best solution until after the GNWT has changed theirs. He advised that the Town of Fort Smith currently has a progressive lottery license that has been allowed which is the wheel draw at the Legion. He advised that the wheel draw is another way of doing a chase the ace and it has been able to run for a long time. He indicated that administration before him have allowed it and he can't shut it down until he gets something in legislation about it. He advised that the wheel is also considered a casino game which the Town's bylaw does not allow for casino games to be held where there is liquor being served indicating that is another way the wheel is in violation of the bylaw. He informed that AWG's had a casino fundraiser at Dirty Ol'Fergies, but the casino had to be for fun as there is alcohol being served which the Town didn't allow for a license. He indicated that Hay River's problem with the bylaw is anybody can run a chase the ace and they have a three-year waiting list of applicants as only one can be running at a time. He noted that other



considerations is eligibility of the chase the ace applicants and the social impacts of lotteries. He indicated that the demand for a chase the ace is high, and he already received an application from AWG. He noted that some issues with running a lottery that size is the transfer of wealth in the wrong direction and Council understands the social issues with gambling. He indicated that municipalities are not designed to deal with social issues. He advised that the GNWT is aware of that issue forcing them to consider reclaiming the administration of lottery licenses. He indicated that the Town currently does their best reinvesting the profits back into the community through programs and services. He indicated that the short term benefits of the chase the ace bylaw are good but he is unsure of the long term benefits. He advised that this will help the AWG and get them on budget. Cr. McArthur indicated that social impact on the community will be affected as people will spend everything they have and the money wont stay in town. Cr. McArthur does not support the chase the ace bylaw. Cr. Kikoak asked if anybody can think of a statistic or event where gambling laws were changed in the past that affected another social issue in the community. Administration advised that he can research and find out more information regarding the implementation of lotteries. Cr. Kikoak advised that she was just looking to see if anyone had any information regarding changes in the community with lotteries. Cr. Tuckey agrees with including eligible applicants in the bylaw. She also suggested including a definition of eligible applicants for the bylaw. She supports the chase the ace and thinks it has potential to be good and will generate positive revenue for a good cause and is an opportunity to attract visitors. Mayor Napier-Buckley asked Cr. Tuckey if she meant encourage others. Cr. Tuckey clarified that she meant to support a positive and active living in the community. Cr. McArthur clarified that the Legion donates up to fifty thousand dollars to the community. D/M Smith indicated that chase the ace provides an opportunity for a larger scale of fundraising and requires a certain level of organizing. He supports chase the ace and would like a restriction on who is eligible as well. He doesn't think there will be many applicants for the license in the future as it requires too much work. Cr. Tuckey suggested that active sellers shouldn't be allowed to purchase tickets for the draw be included in the bylaw. Administration advised that he will proceed with the development of the bylaw with changes on eligibility. Mayor Napier-Buckley commended administration on the worked completed on the draft bylaw. She supports the chase the ace lottery after witnessing the amount of people that were attracted to Hay River's chase the ace. She thinks it's a good opportunity for tourism and having people come to Fort Smith with the proceeds benefitting the community. She asked for clarification on the fees that would be paid to the Town. Mayor Napier-Buckley asked for clarification on the word cultural. She asked if cultural fits the same definition as ABC where it would include literacy. Administration advised that the criteria is targeted towards closing the gap on who is eligible for a license. He noted that for the definition of what constitutes 'cultural' is all at the Mayor's discretion. Mayor Napier-Buckley would like the cultural definition for the bylaw to





follow the same definition as ABC as she doesn't see this benefiting any educational opportunities. Administration advised that revenues of lotteries goes into a fund that is administered by a joint group of Metis Nation, Salt River First Nation and the Town that would go to individual educational opportunities and that's how this will support education. Administration agrees with Mayor Napier-Buckley on using the ABC culture definition in the bylaw. D/M Smith asked what are the total values of lotteries that are administered in Fort Smith. Administration advised that those numbers could be calculated but the bylaw is capped at 24k in the budget.

- ii. Briefing Note Water and Sewer, Service Interruption Insurance Bylaws – The briefing note was reviewed. Administration advised that there are two bylaws included in the briefing note the water and sewer bylaw and the service interruption insurance bylaw. He advised that the water and sewer bylaw is the one that regulates all aspects of water and sewer services, how people connect to the main service line, maintaining resident connections, how residents are charged and what they are charged for. He indicated that the services interruption bylaw is tied to a levy that every resident has on their water and sewer bill, where the levy goes into a liability fund that is used to provide insurance to help those that receive service interruptions. He indicated that he is not seeking direction but just educating Council on the bylaw and welcomes any feedback, questions, and ideas on how to improve. He noted that the water and sewer bylaw as dated and doesn't reflect current billing and water systems, what is being charged, etc. He noted that the water and sewer bylaw doesn't define who is responsible in certain circumstances with service interruption so there is a lot of miscommunication between laws, bylaws, and the administration. He also noted that there is a need to update the bylaws to address concerns identified by the auditor. He advised that the auditor reviews finances and bylaws and noticed there is a disconnect with the water and sewer bylaw, the service interruption bylaw, and billing. He indicated that the advent of new customers and billing schemes have yet to be addressed in the bylaw. He also added that the maximum capability for trucked services also need to be reviewed. He indicated that a better definition of who's responsible for damages are also required in the service interruption bylaw to be better administered and accounted for. He is also finding many situations where people are accessing the fund and not able to prevent or know who's at fault. He advised that the role of home insurance and deposits for the insurance on who pays for the first level of insurance also needs to be defined in the bylaw. He advised that technical issues can be taken out and put into their own bylaw or an engineering design standards document. He noted that a bylaw can be created that has all specifics and answers all questions for the Town. He noted that will be a long process and would change other bylaws that are interconnected regarding definitions. He advised that without an engineering design standards document its difficult to regulate the bylaw with contractors on new buildings. He advised that there should also be a better definition of words within the document. He indicated that there is also an opportunity to put in initiatives with this bylaw update; things such as operating requirements from MVWB and what should be



included in law. He noted regulations to the sewage lagoon also needs to be updated to provide more controls and fees. He indicated that currently the Town loses a lot of money to residents that pre-pay annually. He advised that all the changes should be ready for March and that he doesn't anticipate any changes that would affect the public as there are no changes to fees. He noted that the only change he can think of is starting a tipping fee for sewer dumping by commercial users. Cr. Tuckey commended administration on the document and she indicated that it would be nice to complete the auditor's notes. She also indicated that NWTAC, NCIP insurance program is going to announce that municipalities that have new bylaws in place could receive a monetary reward and one of them is the delivery of service. She indicated that this could fall into that category and would be eligible to receive a reward for the update of these bylaws. Mayor Napier-Buckley commended administration and asked if there will there be another person hired for water and sewer for AWG. Administration advised that they anticipate a big pressure in extra services and AWG is bringing in wash cars and a change car to the snowboard hill. He advised that there will be nobody hired during AWG to meet the demand, but current staff will be required to work extra hours.

c. Appointments

ABC Appointments – Jeri Miltenberger, Pauline Gordon, Mike Beaver, and Vance Sanderson. Cr. McArthur asked if this was the board that was short of members and by how many. Mayor Napier- Buckley confirmed and advised that with these appointments there will be seven members and three open seats.

18-024 Moved By: Cr. Bell  
Seconded By: Cr. Dumont

That Jeri Miltenberger, Pauline Gordon, Mike Beaver, and Vance Sanderson be appointed on the Advisory Board on Culture for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

RAB Reappointment – Nicola O'Keefe

18-025 Moved By: Cr. McArthur  
Seconded By: Cr. Tuckey

That Nicola O'Keefe be reappointed on the Recreation Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY



#### TTAB Reappointment – Mike Keizer

18-026 Moved By: Cr. Dumont

Seconded By: Cr. Tuckey

That Mike Keizer be reappointed on the Tourism and Trade Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

#### d. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey advised that she was excited to see Sgt. Gilbert's delegation and the proactive measures he will be taking in the community. She commended administration on the work done updating the bylaws. Cr. Tuckey advised that she can feel the momentum of the AWG now. She was happy to see ABC board is building in capacity. She looks forward to the accomplishments in the next few months.
- ii. Cr. McArthur – Cr. McArthur thanked the highways crew for clean ditches along with the Town crew. He advised that the AWG is coming and he would like to see one more budget with no red numbers.
- iii. Cr. Bell – Cr. Bell commended Sgt. Gilbert on his presentation and the information he provided regarding the COPA program. She also commended the ABC board. She advised that she would like to get a monthly events calendar together and reach out societies and organizations.
- iv. D/M Smith – D/M Smith provided a AWG's update. He advised that wash and shower cars are not yet secured. He advised that there is overall progress being made. He informed that the camp cook program has now commenced at the Aurora College. He noted there has been one hundred and thirty thousand fundraised to date for AWG and that there are more events scheduled. He indicated that merchandise sales are doing well. He advised that the budget has been revised and approved my board but is not completed due to the confirmation of federal funding. He advised that AWG staff moved into their new office building and that permanent staff are also in that building. He advised that venue tours were completed the week of January 15-19, 2018, and there were no questions or concerns regarding the venues. He advised that all venues were in great shape and he was very pleased. He noted that AWG trials were successful over the weekend resulting in many participants from Fort Smith. He was concerned with smoking around the Recreation Centre and Arena entrance ways.



He suggested moving ash trays the required ten feet from entrances to comply with bylaws.

- v. Cr. Dumont – Cr. Dumont advised that AWG transportation department is moving along and have volunteers but still could use more. He also commended the Town staff on the snow removal keeping the roads clean. He advised that he is glad to hear there is a reporter actively involved in AWG.
- vi. Cr. Kikoak- Cr. Kikoak agreed with Cr. Dumont. She indicated that it would be great if council completed a press release in the coming months. She also suggested having a photo completed with the Mayor, SAO, and Council for a press release regarding AWG. She also suggested adding resources and visions in the press release. She suggested forming a special volunteer award for organizers that bring people from out of town. She suggested having a workshop to prepare for NWTAC AGM that can be hosted at Anna’s Home Cooking. She advised that it would be a good opportunity to come up with interesting strategies to lobby NWTAC. She commended the work completed on the snowboard park, it’s amazing and commends administration for all his work with the snowboard park. She is looking forward to all winters at the snowboard park.
- vii. Mayor Napier-Buckley- Mayor Napier-Buckley congratulated all athletes that participated and were chosen for the AWG NWT teams. She advised that signs will be posted shortly on poles for AWG. She advised that AWG is still short on accommodations and is reaching out for resources. She asked if anyone knows of any accommodations that they forward to the host society. She informed that the Mayor of Hay River would like to meet with Council regarding the budget and AWG. She advised that she received many compliments on the sledding hill along with the snowboard park. She asked for volunteers to sign up for AWG. She informed that she forwarded an email from FCM indicating that registrations are open and would have to review the travel budget followed by a motion at the next regular meeting of Council. She also thanked the Town staff for snow removal after the big snow fall. She commended administration, recreation staff, and Ms. Stoko for the application on healthy committees nominating Fort Smith. She thanked D/M Smith for the update on the new cab building and encouraged councilors to visit the building. She congratulated the under 18 curlers that went to Quebec. She also congratulated Aubrey Smith for her first place win with NWT Northwords writing contest and that her story will be in the spring issue of Above and Beyond magazine. She expressed her appreciation to the RCMP and Sgt. Gilbert for their engagement in the community. She also thanked the gallery for attending the meeting.



Administration – Administration thanked staff for all their hours working on weekends and early weekdays removing snow. He advised that the snowboard park commendations go to volunteers in the community like Mr. Freund, Mr. Jaque and Mr. Schwartzenberger. He noted that their enthusiasm is contagious, and it shows in the kids playing at the park and the visitors at the centers. He advised that Hay River does wish to approve the budget for AWG. He indicated the budget for AWG is not accurate enough and doesn't feel comfortable bringing forward as there is still a great deal of uncertainty without the confirmation of federal funding. Administration advised that he does not have the ability to cut any more money out of the budget. He indicated that the budget is balanced if the federal funding is received. He advised that if there is any short fall they could consider using the contingency funding of two hundred and forty-five thousand. He indicated that potential fundraising funding like chase the ace could offset some short fall. He advised that he met with the director of Sports and Recreation for MACA who advised that the funding would be sent. Administration informed that he attended a teleconference meeting regarding cannabis and that all present in the meeting will be attending NWTAC. He indicated that they are looking at discuss restrictions to the NWTAC and noted that their restrictions exactly mirror the tobacco legislation. He advised that all regulations will be done through GNWT DHSS and enforced by the environmental health officer. He advised that there is one Environmental Health Officer in the South Slave which will result in limited enforcement of cannabis legislation in Fort Smith. He indicated that the RCMP advised that they will not enforce the legislation. He indicated that Council can submit to GNWT a request to enforce territorial legislation and be an enforcing agent of cannabis legislation. He also suggested that the Town can consider passing a cannabis bylaw that mirrors or amends the smoking bylaw that is more restrictive than the GNWT. He also advised that the Town will be allowed to consider implementing prohibitions or regulations on cannabis. He indicated that cannabis products will be sold at liquor stores in the NWT for three years to get statistics on products sold. Cr. Bell asked if vaping was included in the meeting discussion. Administration advised that vaping was not discussed as there was no indication of the differences between vaping, tobacco, or cannabis. Cr. Bell suggested that it would be good to include in discussion so it's clear. Administration indicated that after speaking with GNWT, one point they don't want to make, is the concept of making it look cool to kids and in that sense he suggests that burning it is the same as vaping. Mayor Napier-Buckley suggested adjusting the smoking bylaw to include vaping. She advised that she received an email and forwarded to Council from GNWT regarding cannabis legislation along with the smoking bylaw. Cr.



Kikoak asked if there were discussions on home occupations being able produce edibles. Administration advised that they didn't discuss different products distributed by the liquor store and there would be a couple of different product cycles through the liquor store before they start to consider alternate distribution methods. He advised that GNWT will try it out for a while and figure out how to tax it and would mail order for places that don't have liquor stores. He noted that GNWT is taking a controlled approach. Cr. Kikoak asked if the agenda for NWTAC has been distributed. Administration advised that it hasn't been distributed. Mayor Napier-Buckley noted that creating a town bylaw should also cover smoking on trails. She suggested that the Town implement and identify trials, so it can be identified and controlled in the bylaws. She indicated that there is a question and answers page located on the GNWT website regarding cannabis legalization.

e. Administration

2018 Capital Plan- Administration indicated that the document was presented at Municipal Services Standing Committee meeting. He advised that there was a risk management evaluation completed of all the fleet. He noted that to risk manage means to keep and maintain. He indicated the grader will be risk managed. He advised that three trucks from the light fleet will be replaced. He noted that the two dump trucks will not be replaced, one flat deck will be replaced, and one will be risk managed. He advised that the wood chipper is still in great shape and will be risk managed but noted that as fire abatement increases there may be a need to purchase a second one which will come out of fire abatement funds. He advised that three trailer replacements will be risk managed. He advised that the sand spreader does require replacement but the existing one will be kept for back up. He noted that the two large water pumps will be risk managed as well. He advised on the two mowers, one will be risk managed and the other is going to be replaced. He added that an old diesel mower that is rarely used will be replaced but will be kept for back up its used only when going in rough terrain.

Administration advised that the next paragraph in the document is the same dialogue about town hall and the ambulance building that will be coming up in near future. He advised that there is some final financial analysis on page 3 with a total of over nine million dollars in capital projects. He indicated that he is working off the audited balances from 2016, as the numbers for 2017 are unaudited, and can't be accurately be presented to Council. He noted that the 2016 audited balances don't allow for spending in 2017 but added that there were a limited number of capital projects completed in 2017. He indicated that the Town has been conservative with the reserve funding as there is not much there. He indicated that there are other projects that will be showing up in the books aside from town hall and ambulance bay which includes new fire trucks, a new public works garage in 2022, and the water treatment plant renovations. He added that after 2022 most assets will be upgraded and will be good for another ten to fifteen years therefore the reserves can build back up. He indicated that human resources must be



assessed as it takes considerable man power to spend nine million across multiple projects. He advised that there are a couple of different solutions that were discussed. He indicated that the Town has two staff that are in project management training. He advised that there are considerations of internal changes assigning people to projects. He added that once the Capital Plan is approved projects will commence and be assigned giving a better idea of the Town's internal capacity. Cr. McArthur asked how many more years is left on the Arena project. Administration advised that the Town is three years into the ten-year debenture. He added that there is six million available to borrow. He indicated that four million in borrowed funds results in a 5% tax rate increase so to borrow the other six million will result in a 7.5% tax rate increase. Cr. Kikoak asked where the different factors in the priority matrix originate. Administration advised that the factors are provided by Municipal and Community Affairs. Cr. Kikoak suggested that growing the economy be added in the priority matrix giving some points to green energy sources. She indicated that her priorities include green energy sources when discussing the capital budget. She suggested creating a pilot project that can include replacing the F150 truck with an electrical vehicle which will require a power station at the garage.

18-027 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That the 2018 Capital Plan be adopted as presented.

CARRIED UNANIMOUSLY

DPA-002-18 David Chevalier Home Occupation Permit

18-028 Moved By: D/M Smith  
Seconded By: Cr. Dumont

That DPA-002-18, submitted by David Chevalier, to operate a home occupation IT consulting service business from Lot 1663, Plan 3608, 77 Field Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

DPA-003-18 Mike MacPherson Home Occupation Permit

18-029 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That DPA-003-18, submitted by Mike MacPherson, to operate a home occupation education and training service business from Lot 1078, Plan 1459, 434 Calder Avenue in Fort Smith be approved.

CARRIED UNANIMOUSLY



DPA-004-18 Doraine Grenier Home Occupation Permit – Cr. Tuckey asked if the home occupation can be operated on an IAB Property. Administration advised that he would confirm. He noted that the Town received a letter provided by another cab business. He indicated that all Fort Smith livery businesses are home occupations. He advised that there is no requirement of livery license to come to Council; the only reason is for the safety of other residences. He advised that he can search for further information and will request for the home owner's approval. Cr. Dumont asked if this can be moved to postpone until further information is collected. Cr. Kikoak moved to postponed motion to the next Corporate Services meeting. Cr. Bell agreed.

18-030 Moved By: Cr. Kikoak  
Seconded By: Cr. Bell

That DPA-004-18, submitted by Doraine Grenier, to operate a home occupation livery business from Lot 606, Plan 319, 63 Whipoorwill Crescent in Fort Smith be approved.

TABLED

#### I. **ABSENCE OF COUNCIL MEMBERS**

18-031 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That Cr. McArthur be excused from the Corporate Services Standing Committee Meeting on January 9, 2018.

IN FAVOUR – MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. KIKOAK,  
CR. TUCKEY, CR. DUMONT, CR. BELL  
ABSTAINED – CR. MCARTHUR  
CARRIED

18-032 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That Cr. Holtorf and Cr. Patel be excused from the Regular Meeting of Council on January 23, 2018.

CARRIED UNANIMOUSLY





J. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – February 6, 2018  
Community and Municipal Services Standing Committee Meetings – February 13, 2018  
Council Meeting 02-18– February 20, 2018

K. **ADJOURNMENT**

18-033 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That the meeting be adjourned at 9:57 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 20<sup>th</sup> day of February, 2018.

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

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

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH  
SPECIAL MEETING SP-02-18  
THE SECOND SPECIAL MEETING OF COUNCIL FOR  
THE YEAR 2018**

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

REGRETS: Cr. Dumont, Cr. Bell

STAFF: Keith Morrison, Senior Administrative Officer  
          Lisa-marie Pierrot, Executive Secretary  
          Cynthia White, Director of Community Services

**GALLERY:**

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Special Meeting SP-02-18	8:30 PM
February 13, 2018	Council Chambers

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The purpose of the Special Meeting is to have First and Second Reading of Bylaw 988 Chase the Ace Lottery License Bylaw.

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

Mayor Napier-Buckley called the meeting to order at 8:35 pm and confirmed quorum of Council was present.

B.      **APPROVAL OF AGENDA**

18-034 Moved by: Cr. Patel  
          Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **DISCUSSION**

Cr. McArthur asked for clarification on the fees that will be paid to the Town. Administration advised that the license holder will provide weekly reports. He indicated that there is a consolation winner every week until the Ace of Spade is drawn, the fees collected is \$50 per week up to \$1000 in prize amounts. He advised that after the prize amount is over \$1000 there is a 5% fee that is collected every week.

18-035 Moved by: D/M Smith  
Seconded by: Cr. Tuckey

That Bylaw 988 Chase The Ace Lottery License Bylaw be introduced and given first reading.

WHEREAS, the Lotteries Act G.N.W.T.1988, c.11 Fort Smith Delegation regulation R.R.N.W.T. 1996, delegates the authority to regulate and license lottery schemes within the Town of Fort Smith; and

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith deems it to be in the public interest to establish regulation and guidelines governing the granting of Chase the Ace-style lottery licensing;

WHEREAS, Section 72 of the *Cities, Towns and Villages Act*, SNWT 2003, Chapter 22, provides for the establishment, levy and collection of charges for services provided by the Municipal Corporation of the Town of Fort Smith for issuing of a license.

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

1. SHORT TITLE

THAT this By-law may be cited as the “Chase The Ace Lottery License By-law”.

CARRIED UNANIMOUSLY

18-036 Moved by: Cr. Tuckey  
Seconded by: Cr. McArthur

That Bylaw 988 Chase the Ace Bylaw be given second reading by title only.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

Mayor Napier-Buckley advised that Cr. Bell did advise of her absence. She also noted that Cr. Dumont excused himself earlier due to illness.

18-037 Moved by: Cr. Patel Seconded by: Cr. Tuckey  That Cr. Dumont and Cr. Bell be excused from the Special Meeting of Council on February 13, 2018.  CARRIED UNANIMOUSLY
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E. **ADJOURNMENT**

18-038 Moved by: Cr. Patel Seconded by: Cr. Tuckey  That the meeting be adjourned at 8:40 pm.
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Minutes adopted this 20<sup>th</sup> day of February, 2018.

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

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

F. **QUESTION PERIOD**



Town of Fort Smith  
Corporate Services Committee  
Tuesday, February 6, 2018, at 7:00 pm

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

1. Call to Order

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

2. Declaration of Financial Interest

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

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of January 9, 2018, were reviewed and have been adopted at the Council meeting of January 23, 2018. Cr. Kikoak indicated that in the discussion regarding the Strategic Plan, she would like changes made on her comments regarding the user fees for Pete’s Gym. She indicated that she advised against dropping the fees for youth in Pete’s gym she thought they should pay the same rate as adults as they are competing for the lack of equipment that is there. Mayor Napier-Buckley advised that there have been a few adjustments in the meeting minutes and changes can be made but will only be adjusted to what is recorded in the meeting recordings.

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

- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that the minutes will be submitted to the consultant to update the accomplishments of the Town.

4. Governance

a. Council Priorities

Mayor Napier-Buckley would like to add road to Garden River to the list of Council priorities if Council agrees for item vii to be added. Cr. McArthur asked for an update on the collection of property taxes. The Director of Corporate Services advised the legal representative has been provided with the list of property tax arrears but requires more information that is currently being sent. He advised that the legal representative indicated that it can take up to two years for the process to be completed. Cr. McArthur asked for feedback on the letter that was sent to Aurora College. Mayor Napier-Buckley indicated that the final draft is currently in process but requires some final items and will be submitted shortly.

- i. Property Tax Issues
- ii. Commissioner's Land within Municipal Boundaries
- iii. Fire Abatement
- iv. GNWT Job Reductions
- v. Aurora College Program Review
- vi. Boundary Expansion

5. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Kikoak asked what was cheque number 33465 to CAB Construction LTD for. Administration advised that a genie lift was required for the installation of Christmas lights.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That the Accounts Paid Part I for the period ending January 31, 2018, totaling \$316,473.48 be approved.**

**CARRIED UNANIMOUSLY**

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

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Tuckey**

**That the Accounts Paid Part II for the period ending January 31, 2018, totaling \$630.63 be approved.**

**IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. BELL, CR. DUMONT, CR. PATEL, CR. TUCKEY**

**ABSTAINED – CR. KIKOAK, CR. MCARTHUR**

## 6. Economic Development

### a. Tourism and Trade Advisory Board

- a. TTAB Minutes January 18, 2018 – The TTAB Minutes were reviewed. Cr. Dumont indicated that there was information on AWG, housing and merchandise for AWG provided at the TTAB meeting. Mayor Napier-Buckley advised that Northwestern Air Lease indicated that they are looking at adding an Aviation Program to Aurora College. She indicated that NWAL is not looking for a letter of support at this time but may in the future. Administration noted that he would like to update on AWG. He noted that TTAB and EDO are engaged with AWG and that he doesn't have the complete budget as there is some federal funding outstanding. He advised that there is funding being received that was not expected. He noted that the Town is busy getting facilities prepared to accommodate nine hundred and fifty athletes and coaches and four hundred friends and families. He advised that there is still two hundred people searching for accommodations. He advised that First Air will be reducing flight costs for AWG which will require more transportation from the airport. He indicated that the EDO is working on soliciting accommodations for people. He advised that ITI is looking at opening the camp grounds. He advised that the Aurora College HEO program training area will be open for RVs but requires a volunteer to take responsibility for that area. He noted that the Town can provide water for RV's. He indicated that the development permit for an additional cab company was not able to get permission from the home owners so that permit is no longer in front of Council. He noted that the EDO is working with local organizations to provide extra transportation during AWG. He indicated that the AWG are is currently planning venues for the entertainers. He advised that planning for Wood Buffalo Frolics are also underway and things are getting busy. He noted that the meeting with AWG on February 6, 2018 was a success. Cr. Kikoak asked if accommodation advertisements are being posted on the Fort Smith buy, sell, trade, Facebook page. Administration confirmed. D/M Smith indicated that people are offering out their homes for rent during that time on Facebook pages. He indicated that a request has yet to be made to ITI to open Queen Elizabeth Park from the host society. D/M Smith suggested that Fort Smith Landing has a 12-passenger van that they maybe willing to lend for extra transportation during AWG. Mayor Napier-Buckley advised that the Federal government has announced funding to a Cultural Program from the Minister of Canadian Heritage for AWG. D/M Smith indicated that's the funding for the entertainers to be paid for performing during AWG.

7. Other Business

- a. Correspondence – The January, 2018 correspondence was reviewed.
- b. Licensing Report – The January, 2018 licensing report was reviewed.
- c. Briefing Note Lottery License Bylaw – The briefing note was reviewed. Administration advised that there was an amendment to the Bylaw to provide more clarity on eligibility of applicants and the screening process. He advised that the SAO would screen applicants and forward to Council for selection. He noted that only one chase the ace license will be granted for one period of time. He noted that the deadline for application submission will be seven days prior to the selection meeting. He indicated that unsuccessful applicants will be refunded their license fee and would have to resubmit for the next chase the ace. He advised that eligibility will be based on the benefit to the community, membership benefit and charitable organizations. He indicated that the applications will then be forwarded to Council where selections will be based on section five of the bylaw. He advised that the GNWT has regulations on lotteries but is delegated to municipalities. He indicated that the Bylaw will be reviewed by the GNWT and could be refused as they currently don't have chase the ace lottery regulations in place. Administration noted that once approved the Town will have to amend the 2018 consolidated rates and fees to include the chase the ace bylaw. He noted that applicates also have to submit a weekly statement of accounts. He proposed that if the bylaw is approved a special meeting be scheduled for first and second readings after Community and Municipal service meetings on February 12, 2018 and third reading to be completed at the regular meeting of Council on February 20, 2018. He indicated that approval of Bylaw 988 would allow AWG to run chase the ace right away and could potentially attract more visitors. Cr. McArthur asked if there are penalties for license holders that don't file a statement of accounts. Administration confirmed that there are penalties applied. Mayor Napier-Buckley asked for clarification on fees that will be paid to the Town. Administration clarified that the Town will receive 5% of the 50% profit that will be made by the license holder. Cr. Patel asked if would be fair to grant the license to AWG once the bylaw is approved. Administration advised that there will most likely be only one application received when the Bylaw is approved. He indicated that if anyone was aware in reading the minutes they could submit an application. Cr. Tuckey indicated that someone can still apply but the push for approval would not have happened if it wasn't for AWG. Mayor Napier-Buckley advised that AWG is close and could potentially lose profits if the license is not granted to them. She indicated that it only makes sense to grant the first application to AWG. D/M Smith advised that eligible groups are flexible and open to other culture and community groups. Administration advised that to get past the screening process which is up to the SAO and would have to show benefits to the community that includes elders and youth. D/M Smith commended Katie on license statistics.



**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Dumont**

**That Bylaw 988 Chase The Ace Lottery License Bylaw be forwarded to the Council Meeting of February 20, 2018 for first and second reading.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

Mayor Napier-Buckley advised that Cr. Holtorf did advise of his absence.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That Cr. Holtorf be excused from the Corporate Services Standing Committee meeting of February 6, 2018.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be March 6, 2018.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 7:42 pm.**



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33449	Bank of Montreal	Paul Kaeser statement	\$ 30.00	
		\$ 30.00 annual fee		AD
33450	Northwestel Inc	Phone bill	\$ 4,178.69	Multiple
33451	Bank of Montreal	Jim Hood statement	\$ 3,566.04	
		\$2204.16 Christmas lights for arena park		AD
		\$1361.88 Bell cell phone bill		Multiple
33452	TDC Contracting Ltd	Fuel	\$ 10,250.79	Multiple
33453	Taxation Division Dept of Finance	December school tax, discount	\$ 5,720.95	
33454	Cascade Graphics	Hydrant map posters	\$ 72.45	FD
33455	GNWT	Water samples, Accounting cycle 1 course	\$ 1,201.95	Multiple
33456	Paul Kaesers Stores LTD	Materials/supplies	\$ 242.05	Multiple
33457	<b>CANCELLED</b>			
33458	Territorial Beverages LTD	Materials/supplies	\$ 306.75	RCC
33459	Town of Fort Smith	Water bills	\$ 1,020.02	AD
33460	Xerox Canada LTD	Copier usage	\$ 178.85	AD
33461	NWTAC	NWT AGM registration	\$ 700.00	AD
33462	Source Office Furnishings	3 work stations	\$ 6,229.65	AD
33463	Trans Canada Trail Relay 2000	Reimbursement for trans canada trail event	\$ 2,500.00	RCC
33464	Northwestern Air Lease	Freight	\$ 621.10	PW
33465	CAB Construction LTD	Install outside plug, genie lift rental	\$ 5,863.20	PW
33466	Fire Prevention Services LTD	Fire exit service	\$ 536.66	FD
33467	Fort Smith Senior Citizens Society	Seniors room rental Nov 28, 2017	\$ 100.00	AD
33468	TDC Contracting Ltd	GAS	\$ 813.37	Multiple
33469	<b>SEE ACCT'S PAID LIST II</b>			
33470	Outcrop Communications LTD	Image change on website	\$ 137.81	AD
33471	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$ 142.94	BYL
33472	Rapid Petroleum Products	Gas	\$ 987.00	Multiple
33473	Infosat Communications	Satellite phone bill	\$ 154.22	AD
33474	RDV Mechanical	Diagnose and repair excessive coolant consumption, sander tr	\$ 8,419.99	Multiple
33475	Arctic Alarm/Diamondtel	Alarm Monitoring	\$ 59.80	AD
33476	<b>SEE ACCT'S PAID LIST II</b>			
33477	Arctech Computers INC	Setup computer with icity, offsite backup service	\$ 892.50	AD
33478	Office Solutions	Office supplies	\$ 286.67	AD
33479	NAPEG	SAO engineer membership	\$ 357.00	AD
33480	C&C Construction	Assemble office work stations	\$ 393.75	MS
33481	Customer	Reimbursement for supplies that were picked up	\$ 62.96	RCC
33482	Link Hardware	Materials/supplies	\$ 744.97	Multiple
33483	Employee	Operator class 2 course YK, Nt Jan 22-28, 2018	\$ 870.90	WTP
33484	Paul Kaesers Stores LTD	Materials/supplies	\$ 1,458.07	Multiple
33485	Link Hardware	Materials/supplies	\$ 91.28	Multiple
33486	Pitney Bowes	Copier lease	\$ 1,210.23	AD
33487	Wally's Drugs	Materials/supplies	\$ 99.06	RCC
33488	Fort Smith Fire Dept	Fire abatement, prescribed burning, fd janitorial, fd website	\$ 6,100.00	FD
33489	Freund Building Supplies	Materials/supplies	\$ 1,339.64	Multiple
33490	Lifesaving Society	Ribbons	\$ 353.52	RCC
33491	Northern Stores INC	Materials/supplies	\$ 90.58	RCC
33492	Elite Sportswear	Uniforms	\$ 1,537.41	RCC
33493	TDC Contracting Ltd	Fuel	\$ 12,280.55	Multiple
33494	Wesclean Northern Sales LTD	Materials/supplies	\$ 3,741.95	RCC
33495	Cole-Parmer Canada INC	Safety Supplies	\$ 507.96	WTP
33496	Cleartech	Bacterial enzymes for waste water	\$ 1,354.50	WTP
33497	Aquam INC	Pool supplies	\$ 3,005.04	POOL
33498	Bobcat Of The Peace	Bucket blades	\$ 409.98	PW
33499	RDV Mechanical	Sander repair	\$ 430.50	PW
33500	Fields	Aluminum foil	\$ 2.82	RCC
33501	Employee	Certification fees	\$ 525.00	AMBULANCE
33502	Splashables INC	Materials/supplies	\$ 4,426.96	POOL
33503	Office Solutions	Supplies	\$ 95.66	RCC
33504	Aurora Ford	Grader blades	\$ 2,706.48	PW
33505	Customer	Refund-property taxes	\$ 2,670.16	AD

33506 Bank of Montreal

Keith Morrison statement	\$	3,902.44	
159.78 Stamps, parcel			RCC
\$132.60 Mayors message, holiday hours			AD
\$30.45 Dinner for consultants during world café			AD
\$1598.96 Book order			LIBRARY
\$55.60 RAB lunch December 4, 2017			AD
\$55.60 Council workshop with MLA December 6, 2017			AD
\$32.16 Book order			LIBRARY
\$48.87 Book order			LIBRARY
\$100.20 Book order			LIBRARY
\$21.50 Book order			LIBRARY
\$104.11 Book order			LIBRARY
\$16.12 Book order			LIBRARY
\$203.03 Book order			LIBRARY
\$24.90 Book order			LIBRARY
\$122.12 Book order			LIBRARY
\$127.40 Book order			LIBRARY
\$34.68 Book order			LIBRARY
\$272.00 Book order			LIBRARY
\$706.76 GST and duties paid on receipt via canada post			FD
\$55.60 TTAB meeting December 21, 2017			AD
Payroll			
Payroll			
Pay period January 5, 2018	\$	103,738.11	
Pay period January 19, 2018	\$	106,752.55	

\$ 316,473.48



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT
33469	Aurora TPI Travel	SAO travel to HR return Dec 8, 2017	\$ 468.30
33476	Anna's Homecooking	SDAB lunch meeting December 7, 2017	\$ 162.33
TOTAL			<u>\$ 630.63</u>

DEPT.

AD

AD



Town of Fort Smith  
Community Services Committee  
Tuesday, February 13, 2018, at 7:00 pm

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

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Holtorf**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of January 16, 2018, were reviewed and have been adopted at the Council meeting of January 23, 2018.

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

d. Community Services Master Plan – The Master Plan was reviewed.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The January, 2018 recreation statistics report was reviewed. Director of Community Services advised that the increase in youth drop in times could be related to AWG trials and the amount of participants that were in town. She noted that there was a good turnout for the dene trials for AWG. She indicated that the squash court usage is normal with the fluctuation. She advised that the afterschool care program has increased as it was closed over the holidays. She also noted that PWK high school is now using the pool more with their physical education program.

Cr. Dumont left the meeting.

- ii. Pool Statistics – The January, 2018 pool statistics report was reviewed. Director of Community Services advised that there is a growth in public swim usage over the weekends and is continuing to be busy. She advised that there were no pool rentals in January 2018. She advised that the Making Waves event was successful and had 16 participants. She noted that there were almost 40 people registered most from Fort Liard unfortunately they had to cancel as they were unable to secure a chaperone for the students. She noted that the afterschool usage is not as busy in the pool, so she is working with pool staff to create a pool program to fill that time space. She advised that the pool has started a new program on Friday afterschool called the Inner Tube Water Polo which will continue.
  
- iii. Arena Statistics – The January, 2018 arena statistics report was reviewed. Director of Community Services advised that the Arena statistics require some modifications and seem to be off. She advised that the Arena continues to be very busy. She advised that the Woman’s Hockey Tournament was a success and there were many people that showed up for that event which also includes the usage of the licensed area. Cr. Kikoak asked why the statistics need to be modified and why are the numbers off. Director of Community Services advised that she is unsure of what numbers are included in the statistics report. She advised that she will have to do some research and provide more information for the next Community Services meeting. Administration provided an update on AWG. He advised that the AWG budget is more promising. He indicated that fundraising is one hundred thousand over the target amount. He indicated that expenses are ten thousand overspent which leaves a total of ninety thousand. He advised that the host society is still waiting on confirmation of four hundred and twenty-five thousand in funding from the Federal Government. He noted that there is two hundred and forty-five thousand in contingency fund that is available. He advised that if the Federal funding is received that will leave a three hundred and thirty-five thousand dollar surplus that can be divided with the Town of Hay River. He indicated that the food, transportation and wash car proposal projects are all in place. He advised that the Town is focusing on facility and town preparations for the AWG. He indicated that staffing levels are being reviewed and the Director of Community Services is working with the host society to ensure that staffing level requirements are met for the AWG. He advised that there will be no programming in facilities for the week of AWG and notices will be sent out to residents. He indicated that the pool will be open to participants. He indicated that there will be extended hours of

operations for the library and the afterschool program will be operating out of the library for that week.

Cr. Dumont entered the meeting

Cr. Kikoak asked for an update on banners that are to be installed on the power poles. Administration advised that banners are with the trucking company and is expecting them to arrive any day. He indicated that the power corporation will be installing them once they arrive and will take down the Christmas decorations. He advised that the EDO was able to secure twenty thousand in funding for merchandise and signage for AWG. He indicated that the EDO is also working on engaging the business sector with AWG and TTAB including accommodations, transportation, and RV inquiries. He indicated that the EDO is working on a list of events leading up to AWG to create a month of excitement before AWG. Cr. Dumont asked if there are maps available for venues during AWG. Administration advised that the Town is not promoting AWG activity venue's but the Town does have town maps that are available. DM Smith advised that the host society has an obligation to provide maps for participant guides. He advised that the host society was able to secure additional Can Nor funding for Dene games and building new bleachers. He indicated that they are still waiting on confirmation from Sport Canada funding. He indicated that items were purchased with the contingency fund as there were unforeseen expenditures that can't be allocated anywhere else. Cr. Dumont advised that he oversees transportation for AWG and commended D/M Smith and administration for their information. He will request information from the AWG office regarding activity venue maps for participants.

b. Recreation Advisory Board

4. Library

a. Library Services

- i. Library Statistics – The January, 2018, library statistics report was reviewed. Director of Community Services advised that the Library continues to be very active. She noted that the statistics are higher because of the closure during the Christmas holidays. She indicated that the story program continues to be a success, but numbers are less than in the Fall.



- b. Advisory Board on Culture
  - i. ABC Appointment – Jeannie Marie-Jewell  
**RECOMMENDATION**  
**Moved by: Cr. Patel**  
**Seconded by: Cr. McArthur**  
**That Jeannie Marie-Jewell be appointed to the Advisory Board on Culture for a term ending December 31, 2019.**  
**CARRIED UNANIMOUSLY**

5. Other Business

- a. Briefing Note Fourth Quarter Variance Report – The Fourth Quarter Variance Report was reviewed. Administration advised that this is the first time a fourth quarter variance report has been presented to Council. He advised that he would like Council to review prior to having the audit completed as the auditor will make changes to the financials. He advised that the revenue is good; development permitting is higher as there were more buildings projects completed in the summer of 2017. He indicated that after discussion with SDAB, concerns have been brought forward that Fort Smith currently does not have a building inspector; therefore, he is looking into options of hiring a building inspector that would be funded with development permit revenue. He advised that business licenses are higher which is a good indicator of the growth of the business environment in Fort Smith. He noted that lottery fees, bylaw fines, and lottery licensing have increased. He indicated that out of the lottery fees anything that is over twenty-four thousand is to be allocated to a Sport, Culture, and Recreation fund which is managed by the Town, Metis, and Salt River First Nation. He advised that this year there is thirty-one thousand that can be allocated to that fund and has had a surplus for the past few years unfortunately the board has not met in order to administer that fund, so he is looking into options of getting that fund administered. He indicated that day camp and afterschool camps are down which has been consistent with previous variance reports. He thinks there is a need to review those programs since the community daycare is not getting the traction it was expected to. He suggested to reassess the role of the Town on the provision of those programs. He indicated that the Recreation revenue is on track and the Arena revenue is higher than expected. He noted that with higher revenues at the Arena requires more staff thus increasing the staff expenses for the Arena. He indicated that ambulance recoveries are down. He suggested that maybe GNWT are doing procedural changes and sending less medivacs with the increase in fees. He indicated that there are some Recreation grants that haven't been received and that some haven't been received in years and have been removed from the 2018 budget. He indicated that accounts receivable interest revenue continues to increase due to people not paying their bills. He noted that tipping fees are down, he presumes that is tied to expanded Spring and Fall clean up initiatives. He indicated that reduction in tipping fees is offset by presumably a reduction

in expenses associated with moving items out of the community. He indicated that utility costs are on budget as Fort Smith had a warmer winter last year reducing the consumption of fuel. He advised that vehicle and equipment maintenance is over cost due to the operation, maintenance and repair of vehicles. He advised that much of the fleet is being replaced in 2018 and hoping that those costs are reduced. He indicated that facility repairs and maintenance is underspent due to reduced staff. He advised that legal costs are up due to contract with AWG and other legal requirements. He noted that the Union is scheduled for bargaining in June 2018. He advised that photocopier costs are down and phone costs are up. He indicated that IT solutions will be reviewed to address. He advised that street sanding costs are up as its more expensive to make the good sand that sticks and holds. He indicated that the ice plant operation are up again due to failures in the older ice equipment. He indicated that electricity is up but fuel costs are down that is currently being reviewed. He advised that salaries are higher in Facility Maintenance and that additional funds have been added to the budget for 2018. He indicated that ambulance wages are over budget, bylaw training is over spent, and the Library is over spent due to the transition from casual to part time employment. He indicated that the Recreation salaries are over spent and that the Director of Community Services is currently reviewing. He advised that the budget is in control, the fourth quarter variance is good and that there are line items where there is over spending and under spending that is out of the staff control. He advised that the auditors will be in Fort Smith over Easter weekend to complete the audit. D/M Smith commended administration. D/M Smith indicated that Recreation usage revenues are down from but usage is up indicated in the statistics in 2017. He requested more information on the statistics as revenues maybe hidden in contribution agreements. Administration identified the same discrepancy and noted that it could also be misallocation of revenues and expenses and is currently being reviewed.

Cr. Dumont requested to be excused for the remainder of meeting due to illness.

#### **RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

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

**CARRIED UNANIMOUSLY**

Cr. Kikoak declared a conflict of interest and left the meeting.

- b. Briefing Note RCC Concession – The briefing note was reviewed. Administration advised that he gave AWG the opportunity to staff the concession stand at Recreation Centre and they declined. He indicated that a proposal from Anna’s Home Cooking was received. He indicated that the proposal is for a three or four month trial occupying the Recreation Centre. He advised that the concession stand has been vacant for about 18 months. He noted that there was a previous advertisement for a RFP put out and received no responses. He advised that the facility was also offered to a local organization to occupy it as a training facility and received no response. He indicated that the fourth quarter variance shows a ten thousand dollar shortfall in revenue for that unoccupied space. He also noted that there is no healthy food choices in that area. He indicated that an unsolicited proposal was received on February 13, 2018 from Anna’s Home Cooking. He advised that the last vacancy was granted to an unsolicited proposal received from Ann Lepine for Gigi’s bakery. He advised that the menu is included and highlighted the healthy choices that supports healthy food initiatives. He indicated that Anna’s Home Cooking has a good record is also operating two other restaurants in good standing. He advised that Chris Westwell previously completed an analysis on that facility and concluded that it cost \$930 a month in operating expenses. He noted that historically tenants were charged \$800 a month in rent to occupy that space. He advised that in the past the deep fryer was the biggest cost that can be removed. He indicated that with the removal of the Deep fryer that will also eliminate the competition with other neighboring restaurants. He advised that the proposal includes two options for rental; first one is for four months at \$600 a month and the other is three months at \$800 a month which will commence on March 1, 2018. He indicated that it would be good to have that space occupied until the end of the current school year. Cr. McArthur advised that he supports the proposal with the removing of the deep fryer. Cr. Patel advised that she supports the proposal indicating the need to occupy that space for AWG. She indicated that she has two concerns; one is that is it fair for other business if this space was not publicly offered and second is that the rental rate is cheaper than the operating costs for that space. Mayor Napier-Buckley advised that the previous tenants were charged the same rental rate showing that Council is not favouring a fellow Councillor. She advised that previous tenants indicated that they will not be using the deep fryer at all but they did and the current proposal includes special event usage of deep fryer. She suggested clarifying the deep fryer usage in the approval. She also indicated that there is no time to advertise for a RFP for others to be using that space. She noted that in previous wellness meetings the students and youth have identified the need for healthy options out of that facility. She supports the proposal because it supports youth request. She suggested providing for the rental rate of \$800 a month as that’s the rate previously charged. Administration advised that previous RFP’s have been offered and

no other business have applied on those opportunities. He noted that this is also an opportunity for the Town to have a full time operator occupying that space providing healthy foods. D/M Smith recommends having the deep fryer usage in a separate motion with negotiations of a food contract. He indicated that he is excited on making revenue on that space.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Mayor Napier-Buckley**

**That the town enter into negotiations with Anna's Home Cooking for a trail period of a three or four month term for no less than \$800 a month in rent.**

**CARRIED UNANIMOUSLY**

Cr. Kikoak entered the meeting.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Mayor Napier-Buckley**

**That Cr. Bell be excused from Community Services Meeting on February 13, 2018.**

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on March 6, 2018.

8. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Patel**

**That the meeting be adjourned at 8:00 p.m.**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, February 13, 2018, at 8:15 pm.

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:08 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

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

b. Minutes – The minutes of January 16, 2018, were reviewed and were adopted at the Council meeting of January 23, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. He indicated that the climate change funding has been received to design the abatement behind the RCMP building, at axehandle hill and on to the sewage lagoon. He advised that a RPF will be advertised for the design services and will get funding for treatment work. He indicated that there are currently two RPF's being advertised. He noted that one is for the engineering services on the Water and Sewer infrastructure replacement and the other is for engineering services on the landfill expansion. He indicated that smaller jobs have been delegated to staff. He advised that the Director of Community Services will be managing the Recreation Centre master plan which is funded by the Small Community's Fund. He indicated that the master plan will start for Town hall once the RCC work is complete. He advised NorthwesTel will be putting in services for facilities for AWG. He indicated that he is requesting information from NWTel to have the services in place after AWG as there is a need to join all facilities on one network. He advised that cell phone services are also going to be multiplexed in order to increase cell phone access. He indicated that there is also an opportunity to get a Town wide Wi-Fi and is an opportunity for

the Town to provide internet services to residents. He indicated that AWG also received a free service from Bell that will be left for the community after AWG. Mayor Napier-Buckley asked for clarification on the system, she indicated that there are times services go out. Administration advised that as fibre lines gets interrupted that affects the landlines, cell phone and internet services but with the services disturbed, there would be a back up to ensure that the community doesn't lose those services. He indicated that satellite phones are often used in those situations as well but have proven to be unreliable as they lose battery power. The service that is being considered is a satellite internet system that would eliminate all those problems.

3. Water and Waste Water

Administration advised that the water treatment plant staff will be moving the wash cars to the snowboard park area for AWG. He indicated that the water treatment plant staff are busy updating facilities and preparing for AWG.

4. Public works

- a. Four Languages Stop Sign – Cr. Kikoak asked for an update on fixing the Chipewyan word for stop signs. Administration indicated that there is no update as its too cold to remove signs. He advised that replacing all the signs have stopped but he has also heard that the spelling is correct. He indicated that he is currently working on collecting more information on the word before changing 130 stop signs.

## 5. Sustainable Development

### a. Sustainable Development Advisory Board

SDAB Minutes February 1, 2018 – The SDAB Minutes were reviewed. Administration advised that the minutes includes discussion on the Waste Management Plan. He indicated that ENR is developing a Waste Management Strategy and will be meeting in Hay River. He indicated that the Mayor wrote a letter to ENR to have a meeting in Fort Smith. He advised that ENR invited two SDAB members to attend the meeting in Hay River. He advised that the Mayor and Chris Westwell the chair of SDAB will be attending the meeting in Hay River. He noted that ENR hosted a meeting in Fort Smith as a result of the letter on February 8, 2018. He commended Council on attending. He advised that ENR was excited about the engagement of the community. He indicated that the strategy is a high-level undertaking and that the Town probably won't see any funding from ENR for the next three to four years. He advised that a composting garbage truck is required and would require funding to put program on the ground. He advised that affordable housing is also a discussion with SDAB and that they have been meeting with contractors to bring affordable housing in place. He indicated that there is good discussion and he anticipates a recommendation brought forward from SDAB shortly. He advised that the Arctic Energy Alliance is looking to get expression of interest and will provide up to ten thousand to complete an energy audit project. He advised that SDAB has made a recommendation to submit expression of interest form to the Arctic Energy Alliance.

### **RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Tuckey**

**That an expression of interest application be completed and submitted to the Arctic Energy Alliance for the Community Government Building Energy Audit Project.**

**CARRIED UNANIMOUSLY**

## 6. Protective Services

### a. Fire Department

- i. Statistics Report – The January, 2018, statistics report was reviewed.

Administration advised that it was a busier month with some small fires and there were no major damages.

### b. Ambulance Department

- i. Statistics Report – The January, 2018, statistics report was reviewed.

Administration advised that ambulance department provided support for AWG trials and that AWG paid for ambulance to be part of the event.

c. Bylaw Department

- i. Bylaw Statistics Report – The January, 2018, statistics report was reviewed.

Administration indicated that it was a standard month. He advised that the animal shelter is experiencing an increase in kittens. He noted that he received positive response for the Protective Services Supervisor competition and is confident in filling that position. Mayor Napier-Buckley indicated that she is not happy about five speeding offences, but she is happy they are fined. Cr. McArthur indicated that residents are aware of when the Bylaw officer is out of town and suggested that it would be good to have a backup.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Holtorf**

**That Cr. Bell and Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on February 13, 2018.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 6, 2018.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 8:35 pm.**





**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 988**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE REGULATION AND LICENSING OF CHASE THE ACE-STYLE LOTTERY SCHEMES WITHIN THE TOWN OF FORT SMITH.

WHEREAS, the Lotteries Act G.N.W.T.1988, c.11 Fort Smith Delegation regulation R.R.N.W.T. 1996, delegates the authority to regulate and license lottery schemes within the Town of Fort Smith; and

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith deems it to be in the public interest to establish regulation and guidelines governing the granting of Chase the Ace-style lottery licensing;

WHEREAS, Section 72 of the *Cities, Towns and Villages Act*, SNWT 2003, Chapter 22, provides for the establishment, levy and collection of charges for services provided by the Municipal Corporation of the Town of Fort Smith for issuing of a license.

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

1. SHORT TITLE

THAT this By-law may be cited as the “Chase The Ace Lottery License By-law”.

2. INTERPRETATION

In this By-law, unless the context otherwise requires:

- (a) “Applicant” means an organization who submits an application to the Senior Administrative Officer;
- (i) A religious or charitable organization registered under the *Income Tax Act (Canada)*;
- (ii.) A religious or charitable organization incorporated under the *Societies Act*;
- (iii.) Any Person who has been designated by the Senior Administrative Officer as a religious or charitable organization for the purpose of this By-law.
- (b) “Authorized Representative” means an individual who represents an Applicant or a License Holder, and who is responsible for ensuring that the Chase the Ace-style lottery is held in accordance with this By-law;
- (c) “Charitable or religious object or purpose” includes objects or purposes which:
- (i) Promote the relief of poverty or disease, or including, but not limited to, providing relief to the poor; activities for the elderly so they stay active in society; or social and education activities for the emotionally or physically disabled;
- (ii) Promote the advancement of religion or education, including, but not limited to, providing student scholarships; providing aid to schools; libraries; museums and the arts; assistance on participating in educational trips abroad; and advancement of the preservation of cultural heritage;
- (iii) Are of charitable or religious nature and are beneficial to the community as a whole; including, but not limited to, making improvements to the quality of health; supporting and promoting culture; supporting medical research; aiding medical treatment activities; providing a facility for a community’s use; supporting amateur athletics; or, providing places for public worship and other religious activities.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 988**

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- (d) “Charitable or religious organization” means an incorporated or unincorporated organization or foundation with a charitable or religious object or purpose; meeting one of the following requirements:
  - (i) Registered as a charitable or religious organization under the Income Tax Act (Canada); or
  - (ii) Registered for a charitable or religious purpose under the *Societies Act*; or
  - (iii) Designated as a charitable or religious organization by the Senior Administrative Officer or the Council of the Town of Fort Smith, having a charitable or religious object or purpose.
- (e) “Chase the Ace-style Lottery” has the meaning set forth in Section 4;
- (f) “Club Room” means an owned or leased premise where regular members meet;
- (g) “Gross receipts” means the total revenue from all sources derived in the conduct, management and operation of a Lottery;
- (h) “License” means a license to conduct, manage and operate a Lottery in accordance with this By-law;
- (i) “Licensee” means an organization licensed to conduct, manage and operate a Lottery in accordance with this By-law;
- (j) “Member-Oriented Purpose” means a purpose that benefits the members of an organization more than it benefits the general public;
- (k) “Person” means an individual, partnership, corporation, association, or other similar organization;
- (l) “Roll tickets” are readily available serialized tickets requiring no solicitation for contact data from the ticket purchaser, with identical number sets; one given to the purchaser and the other retained by the licensee for draw purposes;
- (m) “Ticket drawer” is the person who draws the roll ticket to select the winning ticket and who handles the playing cards prior to and after the winning ticket holder selects a card.
- (n) “Town” means the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories as established under the *Cities, Towns and Villages Act*;

**3. APPLICATION**

- (a) No person shall conduct a Chase the Ace-style lottery within the Municipal Corporation of the Town of Fort Smith except in accordance with a License issued under this By-law.
- (b) Only one Chase the Ace-style lottery will be permitted to run at any given time within the Municipal Corporation of the Town of Fort Smith.
- (c) The Council of the Town of Fort Smith will select the successful eligible applicant based on the criteria set forth in Section 5. Selection will occur on the third Tuesday of the month following the completion of the previous Chase the Ace-style lottery. Applications received less than seven days prior to the selection date will not be accepted.
- (d) Unsuccessful applicants will have their license application fee refunded and be required to resubmit for future Chase the Ace-style lotteries.



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 988**

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**4. LOTTERY DESCRIPTION**

For the purpose of this By-law, Chase the Ace-style lottery schemes are event-based schemes whereby there is an opportunity to win a percentage take, by way of a roll ticket draw, as well as an opportunity to win a chance to select a card in search of a specific jackpot card. This may include, Chase the Ace, Klub the King, Crown the Queen, etc.

- (a) Licenses are issued for a maximum of 52 weeks in duration and there is a maximum of 52 draws AND a maximum of 52 cards permitted for use on any one license.
- (b) The allocation of ticket sales proceeds must be in accordance with 4 (g) and may be varied only upon written approval of the Seniors Administrative Officer and only if a written request is submitted prior to commencing the first draw.
- (c) Sales of serialized roll tickets for Chase the Ace-style lotteries are to commence no earlier than 3 hours before the draw time on the draw date.
- (d) The person who has won the draw and has the matching serialized roll ticket has 30 minutes to present the ticket at the place of which the draw is being conducted in order to select a card for a chance to win jackpot card. If the winning ticket is not presented within 30 minutes of the draw a new ticket will be drawn.
- (e) A licensee is to notify the Town of Fort Smith as soon as reasonably possible once a Chase the Ace-style jackpot has been awarded as this will cause the expiration of the lottery license. No other serialized roll ticket lotteries are permitted to be played at any venue where a Chase the Ace-style lottery is underway.
- (f) Chase the Ace-style lotteries are to be conducted using serialized roll tickets that are sold only to persons over the age of 19, over a not less than two and not more than three-hour period, with a ticket draw held at the end of the specified time period. The holder of the ticket is required to be in attendance to claim their prize.
- (g) The winning ticket shall receive 20% percent of the ticket sales, while 30% is reserved for a building jackpot and the remaining 50% is retained by the licensee.
- (h) Additionally, the winning ticket holder is granted the opportunity to select a card and, if they select the specific jackpot card, they further win the building jackpot.
- (i) If the jackpot card is not chosen, the card selected is removed from the deck, logged and destroyed and the remaining cards in the deck are then resealed and secured until the next draw. As stated to above, despite the name Chase the Ace, some groups choose to use a different card as the jackpot card to determine a jackpot winner.
- (j) The same colour roll tickets may not be used for consecutive weeks in order to avoid confusion among ticket buyers and to clearly differentiate the purchased tickets that are included in the draw from the preceding or next draw date.
- (k) No person directly assisting in the conduct of a lottery, including volunteers, shall participate as a player or buy tickets for other players.

**5. APPLICATION SELECTION**

Chase the Ace-style lottery licenses will be issued at the discretion of the Council of the Town of Fort Smith. Where more than one applicant has applied for a Chase the Ace-style lottery license, a decision to grant the license will be based on the following aspects listed by priority.

- (a) Community/Economic Development benefits of fundraising proceeds;
- (b) Number of members in organization and how many people will benefit from the fundraising proceeds;



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 988**

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- (c) Demonstrated capacity to conduct a Chase the Ace-style lottery, including, but not limited to, the number of volunteers, financial capacity, space for ticket sales, etc.;
- (d) Number of user groups on the application and how many groups will benefit from benefit from the proceeds;
- (e) Past performance with lottery licenses issued by the Town of Fort Smith; the length of time on the list for a Chase the Ace-style lottery; if the applicant has previously held a license for a Chase the Ace-style lottery in the past three years; and how soon the funds are required.

**6. QUALIFYING PERSONS AND PURPOSES**

- (a) The following persons may apply for a License using the Chase the Ace-style lottery application form:
  - (i) A religious or charitable organization registered under the *Income Tax Act (Canada)*;
  - (ii) A religious or charitable organization incorporated under the *Societies Act*;
  - (iii) Any Person who has been designated by the Senior Administrative Officer as a religious or charitable organization for the purpose of this By-law.
- (b) The Senior Administrative Officer may designate an Applicant to be a religious or charitable organization for the purpose of this By-law if the Applicant proves that the activities of the Applicant and the purpose for which the Net Proceeds will be used fall into one or more of the following categories:
  - (i) The promotion of relief of poverty or disease;
  - (ii) The promotion of religion;
  - (iii) The promotion of education or training;
  - (iv) Are of a similar nature and beneficial to the community as a whole; or
  - (v) The support of member-orientated purposes specified in this bylaw.
- (c) For the purpose of this bylaw, activities and purposes beneficial to the community must be proven to meet all of the following conditions:
  - (i) There is a benefit to the community as a whole or a significant portion of the community;
  - (ii) The benefit to the public is significantly larger than the benefit to the membership; and
  - (iii) The activities and purposes fall into one or more of the following categories:
    - a. Making improvements to the quality of health;
    - b. Supporting or promoting culture, where culture shall be understood to include literacy, language, arts, culture, heritage, and related fields;
    - c. Supporting medical research;
    - d. Aiding medical treatment activities;
    - e. Providing a facility for use by all members of the community;
    - f. Providing places for public worship and other religious activities; and



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- g. Promoting and supporting amateur athletics.
- (d) For the purpose of this bylaw, allowable member-orientated purposes:
- (i) Are not required to be a benefit to the community as a whole or a significant portion of the community;
  - (ii) May be of greater benefit to the membership than to the public; and
  - (iii) Must fall into one or more of the following categories:
    - a. Supporting seniors' social and recreational activities provided:
      - i. Membership must be open to the general public 55 years of age and older;
      - ii. The majority of the seniors' organization consists of individuals 55 years of age and older;
      - iii. Any entertainment provided is for the seniors, not the general public; and
      - iv. The services paid from lottery proceeds are on a cost recovery basis, and not intended to generate profit.
    - b. Supporting youth social and recreational activities provided:
      - i. Membership must be open to the general public 18 years of age and younger;
      - ii. The majority of the youth organization consists of individuals 18 years and younger;
      - iii. Any entertainment provided is for youth, not the general public; and
      - iv. The services paid from lottery proceeds are on a cost recovery basis and not intended to generate a profit.
    - c. Supporting travel expenses up to \$10,000 or upon written application. Senior Administrative Officer discretion will allow up to \$25,000 in travel expenses for:
      - i. Seniors provided:
        - 1. There is broad based community involvement, and eligibility for the trips is not limited to the members of the licensed organization;
        - 2. The majority of the seniors' organization consists of individuals 55 years of age or older; and
        - 3. Expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity.
      - ii. Youth provided:
        - 1. The travel is to participate in religious, cultural, recreational, or sporting activities.
        - 2. The majority of the youth organization consists of individuals 18 years of age or younger; and
        - 3. Expenses are restricted to direct transportation, subsistence and lodging costs to attend an activity.



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- iii. A sporting event provided the opportunity is gained as a result of qualifying to advance to a superior level of competitive activity, sanctioned by the appropriate government body.

**7. CONTROL PROCEDURES**

- (a) The licensee must provide a set of completed House Rules for the lottery with their application. The House Rules must be included with the application form provided by the Town and shall be posted at all ticket selling locations.
- (b) The licensee is to submit a Statement of Account after each draw date and pay the fee based on the total prize awarded at that draw in order to be licensed to proceed to the next draw date. If the Statement of Account and payment for the Chase the Ace-style lottery is not received within the next three days the license is deemed suspended and subject to pay a late fee..
- (c) A financial report shall be submitted within a six-month period following the completion lottery with a detailed list of use of the funds. If the financial report is not submitted the applicant may not apply to conduct any other lotteries until a report deemed satisfactory to the Senior Administrative Officer is submitted.
- (d) The Licensee shall immediately notify the SAO in writing of any changes of any members of its executive. Until such notification is given, a license is deemed to be suspended.

**8. FEE SCHEDULE**

The following fee schedule shall apply for a Chase the Ace-style lottery:

License Application	\$ 50.00
<b>Total Prize Amount Awarded</b>	
Less than \$1,000	\$ \$50.00
More than \$1,000	5%
Late Fee	\$ 65.00
License amendment more than seven days prior to the Lottery	\$ 50.00
License amendment seven or fewer days prior to the Lottery	\$ 100.00
Processing Fee for incorrect or incomplete documents	\$ 25.00

**9. OFFENCES**

- (a) Every person who contravenes any provision of this By-law is guilty of an offence and is liable upon summary conviction:
  - (i) For each offence to a fine not exceeding \$2,000 will be issued.
- (b) An officer may issue a Summary Offence Ticket Information in the form prescribed by the *Summary Conviction Procedures Act and Regulations*, to any Person who violates any provision of this By-law and such person may, in lieu of prosecution, pay the Town the voluntary penalty of the amount of the ticket prior to the court date specified on the ticket.



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(c) Where in the opinion of the Senior Administrative Officer, a lottery is being operated contrary to this By-law, the Senior Administrative Officer may require a Bylaw Enforcement Officer or other person designated by him or her to confiscate the license.

**10. EFFECT**

This By-law shall come into effect upon receiving Third Reading and otherwise meeting the requirements of Section 75 of the *Cities, Towns and Villages Act*.

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATION OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

\_\_\_\_\_  
SENIOR ADMINISTRATION OFFICER