












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

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

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



FORT SMITH  
POLICING REPORT  
2019-06



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 188 calls for service to the town of Fort Smith during the month of June, 2019.

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

The current fiscal year priorities Initiatives are identified as:

- 1) Substance Abuse – Education (Community & Detachment)
- 2) Substance Abuse – Enforcement Activities
- 3) Proactive Traffic Enforcement
- 4) Citizens on Patrol (COP)
- 5) Youth – Outreach & Engagement
- 6) Youth – Intervention & Diversion
- 7) Community / Partner Engagement
- 8) RCMP / Indigenous Community Cultural Exchange
- 9) Domestic Violence – Outreach & Intervention
- 10) Visibility

#### **1) This month the detachment addressed the issue of Substance Abuse – Education (Community & Detachment) by:**

This initiative will be focused on education as it relates to CDSA investigations. As noted above, this includes both detachment level education (training courses, mentorships etc.) as well as community education initiatives (school talks, community presentations, Crimestoppers education etc.).

- June - During the month of June Sgt. Gilbert distributed posters to PWK, JBT, Social Services, Hospital, Probation, Corrections, Victim Services, Restorative Justice, Trail Cross, the Town, Metis and SRFN. The Town put the event on their Facebook community page. Cpl. Parenteau, Cpl. Bell and Cst. Norris came to the community and completed the information session on July 2<sup>nd</sup>.
- During the final week of June Sgt. Gilbert was notified that the mentor currently working with Cst. Jobin would be unable to continue mentoring him due to a recent transfer. Efforts will be made to locate a new mentor with CDSA experience.

**The Community assisted the priority by:** No specific support was sought during this monthly period. As the educational component starts rolling out the RCMP will be seeking community partners to assist.

#### **2) This month the detachment addressed the issue of Substance Abuse – Enforcement Activities by:**

1 complaint related to CDSA investigations were received during the month of June. 1 information file generated.



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

**3) This month the detachment addressed the issue of Proactive Traffic Enforcement by:**

June 1<sup>st</sup> – We had two additional units in the community to assist and there were multiple proactive traffic stops in the community as well as on the Pine Lake road. Joint checkstops were conducted with Parks Canada.

June 29<sup>th</sup> – Fort Smith RCMP assisted Parks Canada with an Impaired driver that was arrested near Pine Lake. The individual was transported back to Fort Smith to provide samples of breath. Charges have been laid and the individual is set to appear in court in Fort Chipewyan.

**The Community assisted the priority by:** Discussions were held with both Bylaw and Parks about joint traffic stops, combined traffic enforcement etc. It is hopeful that there will be more joint checkstops above and beyond what was completed last fiscal. We also plan on having discussions with ENR.

**4) This month the detachment addressed the issue of Citizens on Patrol (COP) by:**

June 18<sup>th</sup> - Spoke with Erika Bell. She will liaise with Cr. Beaulieu and find a time suitable between them that they can meet and discuss.

**The Community assisted the priority by:** Meetings will be on-going until such time as an executive is set up and COP becomes its own entity. At this time, meetings will continue as partner-to-partner.

**5) This month the detachment addressed the issue of Youth – Outreach & Engagement by:**

June 1/2 - Grad party events at Boat Launch (June 1st) and Pine Lake (June 2nd). Proactive patrols made to both. Foot patrols through parties and positive engagement with youth.

Sgt. Gilbert's wife, Stephanie Gilbert, presented the RCMP award on behalf of the Fort Smith Detachment at the graduation awards ceremony.

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

**6) This month the detachment addressed the issue of Youth – Intervention & Diversion by:**

This category will include the prolific offender checks. For June the Fort Smith Detachment did a total of 3 curfew checks. At present there are only two youth remaining in the community that are required to abide by curfew conditions as part of their probation orders.

One youth diverted during the month of June.

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

**7) This month the detachment addressed the issue of Community / Partner Engagement by:**

- June 14<sup>th</sup> - Cst. Levesque and Cst. Hazlewood attend treaty day celebrations
- June 18<sup>th</sup> – Sgt. Gilbert attended the Town Council meeting and presented the May policing report. Also took Cst. Hazlewood as part of a new "introduction" priority and introduced him to council.
- June 18<sup>th</sup> - June 18th - Sgt. Gilbert created a list of partners wishing for enhanced communication in March, 2019 as a result of recommendations from the MR. These include; PWK, JBT, Social Services, Hospital, Probation, Corrections, Victim Services, Restorative Justice, Trail Cross. Monthly policing report distributed to them.
- June 26<sup>th</sup> – Cst. Forbes and Cst. Levesque attend Smith’s Landing and swear in new council
- June 28<sup>th</sup> – Sgt. Gilbert reached out to PWK, JBT, Social Services, Hospital, Probation, Corrections, Victim Services, Restorative Justice and Trail Cross to work towards implementing an inter-agency committee by fall.



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

**8) This month the detachment addressed the issue of RCMP / Indigenous Community Cultural Exchange by:**

June 21<sup>st</sup> - Cst. Forbes and Cst. Jobin attended Indigenous Day celebrations at Queen Elizabeth Park and were able to watch a beaver skinning demonstration and a fish drying demonstration.

This initiative has been discussed with the Town, Metis, SRFN as well as several community members that the RCMP speak with regularly. There is significant interest in this initiative so we are hopeful that there won't be any difficulty in generating a list of interest by mid-summer.

If you know any elders who would be interested in participating, please call the Fort Smith RCMP Detachment (867) 872-1111 (ask for Jesse) or email Sgt. Jesse Gilbert at [jesse.gilbert@rcmp-grc.gc.ca](mailto:jesse.gilbert@rcmp-grc.gc.ca)

The goal will be to generate a list by mid-summer and then start sending members out with elders as activities/operations permits.





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

**9) This month the detachment addressed the issue of Domestic Violence – Outreach & Intervention by:**

During the month of June, the Fort Smith RCMP responded to five complaints of domestic violence. The Fort Smith RCMP laid charges in all cases.

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

**10) This month the detachment addressed the issue of Visibility by:**

No foot patrols conducted in June.

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

**Notable Occurrences for the Month:**

Prolific Offender stats now included under initiative 6.



There were six reported Break and Enters this month.

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

- 1) June 11<sup>th</sup> – Attempt B&E at Vacant unit on McDougal. Patrols made but no one in area. No entry gained. COM was unable to identify the two suspects.
- 2) June 13<sup>th</sup> – B&E at commercial location on King. Window broken but no entry to building gained. No suspects.
- 3) June 14<sup>th</sup> – Attempt B&E at private residence on Cumming avenue. No evidence of attempt. Unsure if attempt was made.
- 4) June 15<sup>th</sup> – B&E at Private Residence on Pelican Street. Witness called in but patrols made and determined that the homeowner had lost keys and was gaining entry into their home. B&E unfounded.
- 5) June 16<sup>th</sup> – B&E at Private Residence on Wilderness. Some jewellery taken. Exhibits seized and awaiting forensic analysis. File on-going.
- 6) June 28<sup>th</sup> – Attempt B&E at private residence on Cumming. Suspect was child of homeowner. B&E unfounded.

The Fort Smith Detachment responded to a total of 14 complaints under the Mental Health Act involving individuals who had threatened harm to themselves. These types of complaints are very time sensitive and require immediate attention as to mitigate the potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for consultation with a Doctor.

There were a total of 3 calls for service related to missing person(s) or well being checks. These types of files are typically very labour intensive as they have the potential to be very serious and thus a significant amount of effort is put in at the onset of a complaint being received. Luckily all 4 calls had a positive outcome.

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

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

#### **Current Detachment**

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





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

- 1) Sgt. Jesse Gilbert
- 2) Cpl. Chris MacDonald
- 3) Cst. Shawn Gibson – Will be swapping out with Cst. Candy, U/K arrival date.
- 4) Cst. Amy Forbes – Arrived
- 5) Cst. Jason Emmons – Will be swapping out with Cst. Buckland, U/K arrival date.
- 6) Cst. William Jobin
- 7) Cst. Derick Levesque
- 8) Cst. Alex Hazleton – Arrived

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

**External Distribution List:**

Insp. Amber CLARK – OIC South District  
S/Sgt. Ken BEARD - District Advisory NCO  
Sue CROOKEDHAND – “G” Division Criminal Operations  
Sgt. Warren GAUCHIER – “G” Division Client Services

**Documents Included:**

Occurrence Statistics

## Appendix A

Occurrence Type	June 2019	Year to Date 2019	June 2018	2018 totals
Assaults (All Categories)	26	101	25	209
Break and Enter (Residence and Business)	6	21	3	51
Theft of Motor Vehicle	0	8	3	18
Theft under \$5,000.00	9	22	6	77
Theft over \$5,000.00	0	0	1	4
Drug Possession	0	1	1	6
Drug Trafficking	0	4	0	10
Liquor Act	16	60	12	75
Mischief / Cause Disturbance (Includes Public Intoxication)	53	244	53	424
Impaired Operation	13	50	8	84
Other Complaints	28	147	39	337
Total Violations	151	660	153	1295
Total Calls for Service	188	869	192	1758
Number of Patrols to Community	N/A	N/A	N/A	N/A

Seizures	June 2019	Year to date 2019	June 2018	Year total 2018
Liquor seizures	0	0	NA	NA
Drug Seizures	0	0	NA	NA
Firearm Seizures	0	0	NA	NA

**Appendix A**

Category	June 2019	Year to Date 2019	June 2018	Year total 2018
Prisoners	21	122	33	218
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
<b>Total Prisoners</b>	<b>21</b>	<b>122</b>	<b>33</b>	<b>218</b>

Justice Report	June 2019	Year to Date 2019	June 2018	Year total 2018
Victim Service Unit Referrals	1 Victim Declined 1 Victim Accepted 3 Proactive Referral	11 Victim Declined 5 Victim Accepted 6 Proactive Referral	2 Victim Declined 4 Victim Accepted 0 Proactive Referral	33 Victim Declined 12 Victim Accepted 5 Proactive Referral
Youth Alternative: Measures YCJA Warnings	0	0	0	0
Youth Diversion: Community Justice Referrals	0	1	0	2
Adult Diversion: Community Justice Referrals	0	0	0	1



Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	1	0	1
ODARA Reports	5	18	1	23



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 06-19  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF JUNE AND THE  
SIXTH FOR THE YEAR 2019**

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

REGRETS: Cr. K. Campbell                      Cr. C. Westwell

STAFF: C. White, A/Senior Administrative Officer  
          K. Reid, Executive Secretary

GALLERY: Sgt. Jesse Gilbert, RCMP  
            Cst. Alex Hazleton, RCMP

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Meeting 06-19  
June 18, 2019

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**

19-110 Moved by: Cr. Cox  
          Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **PRESENTATIONS**

a. RCMP Delegation

- i. Police Report – The RCMP Police Report for May 2019 was reviewed. Sgt. Gilbert introduced new member Cst. Alex Hazleton who had recently arrived and been in the community for approximately a month. Council welcomed Cst. Hazleton to the community. Sgt. Gilbert advised that he has been shadowing Cst. Jonah Candy until July 9<sup>th</sup> when he will graduate to back-up. Additionally, he advised that new member Cst. Amy Forbes would be arriving in the community July 15<sup>th</sup> to replace Cst. Jill Hiltz and that he would introduce her at the next Council meeting if she is on duty.

Sgt. Gilbert advised that National Road Safety Week was May 14<sup>th</sup> to 20<sup>th</sup> and that more vehicles were stopped this year than the previous year. He noted that the detachment was tied up with multiple notable occurrences which resulted in less resources available to commit to the amount of proactive work desired.

Sgt. Gilbert advised that grad weekend was May 31<sup>st</sup> and June 1<sup>st</sup> and that two additional units were in the community to assist. He noted that there were multiple proactive traffic stops in the community and on Pine Lake road. He stated that joint check stops were conducted with Parks Canada. In addition to this the RCMP monitored the grad party.



Sgt. Gilbert advised of staffing changes as the member to replace Cst. Jonah Candy was promoted and would not be transferring to Fort Smith. He noted that the position in Fort Smith was offered and accepted by a member in Nova Scotia and that he is anticipating his arrival before the start of the school year.

Sgt. Gilbert has spoken to the Mayor about implementing a positive ticketing program. He indicated that he found a letter from the Town of Fort Smith to former Fort Smith Sgt. Richard Brown to implement the positive rewards system where a donation of five-hundred free swim passes was provided. Sgt. Gilbert is discussing doing a community project in which members can issue positive ticketing to youth with good behavior.

Cr. Cox noted that it was mentioned at the May meeting that efforts would be made to get the Interagency Group operational and requested an update. Sgt. Gilbert replied that he is compiling a list of partner agencies and using a semi-established group consisting of Probation, Victim Services, JBT and PWK. He also advised that Erika Bell would be reaching out to Cr. Beaulieu to meet regarding the Community on Patrol program. Cr. Cox advised that it was mentioned at the last meeting that the Department of Infrastructure had issues securing their compound and asked if progress was made. Sgt. Gilbert is unsure if they've made progress in securing their compound and hasn't received any updates on the matter. Cr. Cox noted that it was mentioned at the last meeting there would be a community barbeque to introduce new members and requested an update. Sgt. Gilbert replied that the barbeque is delayed as there are new members expected to arrive soon. He is anticipating the barbeque will be held later in July and noted that hospitality funding has been approved for the initiative.

D/M Smith appreciated the dialogue and supports the positive ticketing program. He welcomed Cst. Hazleton to the community. Sgt. Gilbert replied that Cst. Hazleton was in the community during the notable incident in May and was able to pick up the swat team from the airport and assisted as a guard at the hospital.

Cr. Beaulieu entered the meeting at 7:14pm.

Mayor Napier-Buckley asked if the RCMP would like to assist at the Canada Day fish fry. Sgt. Gilbert will touch base with the Mayor to discuss the details. Mayor Napier-Buckley asked if the RCMP plans to send members on the Sweetgrass trip in the fall. Sgt. Gilbert replied that Cst. Forbes and Cst. Hazleton have expressed interest in attending. Mayor Napier-Buckley looks forward to seeing the results of the positive ticketing program and to having RCMP members volunteer at the Canada Day fish fry. She also was pleased that the RCMP would be present at the Sweetgrass retreat and thinks it would be a wonderful experience for youth. Sgt. Gilbert advised that Cst. Derick Levesque attended Sweetgrass last year and built positive relationships with the youth that attended. Mayor Napier-Buckley welcomed new member Cst. Hazleton and thanked Sgt. Gilbert for the delegation.

Sgt. Gilbert advised that there would be presentations for Crime Stoppers and RCMP Recruitment on July 2<sup>nd</sup> at the Recreation and Community Centre.

Mayor Napier-Buckley asked if Sgt. Gilbert is looking for a Council or Administrative representative on the interagency group. Sgt. Gilbert advised that a staff member is usually selected due to the election turnover. He added that the group is informal and deals specifically with Health Centre or youth/child welfare issues.



D. **APPROVAL OF MINUTES**

Cr. Cox advised that a motion was passed at the May 21<sup>st</sup> Council Meeting for the Mayor to write a letter inviting the Premier, Minister of ITI and MLA to discuss the location of the Regional Center of ITI. Mayor Napier-Buckley replied that the invitation was sent and that another letter was sent from the Fort Smith Metis Council, Salt River First Nation, Smith Landing First Nation and the Town of Fort Smith opposing the narrowing of the Fort Smith airport runway. Cr. Couvrette made reference to the proclamation from Mayor and Council denouncing the infringement of fundamental rights and freedoms and advised that law was passed in Quebec banning the wearing of religious symbols in the workplace.

19-111 Moved by: Cr. Couvrette  
Seconded by: Cr. Pischinger

That the minutes of Regular Meeting 05-19 of May 21<sup>st</sup>, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley advised that the Special Meeting minutes were from the Infrastructure Tour on June 10<sup>th</sup>. She appreciated the opportunity to observe Town operations and was impressed with the level of service provided with limited employees. D/M Smith requested the minutes state that the meeting was for an Infrastructure Tour.

19-112 Moved by: Cr. Cox  
Seconded by: Cr. Couvrette

That the minutes of Special Meeting SP-02-19 of June 10<sup>th</sup>, 2019 be adopted as amended.

CARRIED UNANIMOUSLY

E. **DECLARATION OF FINANCIAL INTEREST**

- a. Statement of Disclosure of Financial Interest – There were disclosures of financial interest.

F. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. McArthur asked if anymore residents have paid their property taxes. Cr. Couvrette noted that minutes stated that D/M Smith advised that the one-third tax free expense also applies to Councillors which will be taxable based on the tax rate with regard to Council honourarium. He suggested specifying that one-third of Councillor honourarium is not tax free and that it is fully taxable under new tax laws.

19-113 Moved By: D/M Smith  
Seconded By: Cr. McArthur

That the Corporate Services Standing Committee minutes from June 4<sup>th</sup>, 2019, be adopted as presented.

CARRIED UNANIMOUSLY

CP 317 Employee Assistance Program Policy – Mayor Napier-Buckley thinks the Employee Assistance Program is a great program for staff and hopes they utilize it.

19-114 Moved By: Cr. McArthur  
Seconded By: Cr. Couvrette

That CP 317 Employee Assistance Program Policy be adopted as presented.

CARRIED UNANIMOUSLY



#### Council Honourarium Bylaw Review Committee

19-115 Moved By: D/M Smith  
Seconded By: Cr. Cox

That Council ask the Council Honourarium Bylaw Review Committee to review the Terms of Reference and consider meeting the targets within; and

That the Committee provide a complete recommendation to Council of all the matters within the Terms of Reference.

CARRIED UNANIMOUSLY

#### Appointment of Acting SAO Cynthia White

19-116 Moved By: Cr. Cox  
Seconded By: Cr. McArthur

That Cynthia White be appointed Acting Senior Administrative Officer for the period of Wednesday, June 12<sup>th</sup>, 2019 at 5:00pm to Monday, June 24<sup>th</sup>, 2019 at 8:30am.

CARRIED UNANIMOUSLY

Collective Bargaining – Administration asked when Collective Bargaining is to occur. Mayor Lynn Napier-Buckley replied that it would occur July 15<sup>th</sup> to 17<sup>th</sup>.

19-117 Moved By: Cr. McArthur  
Seconded By: Cr. Couvrette

That Mayor Napier-Buckley be appointed as the Council Representative for the Collective Bargaining.

CARRIED UNANIMOUSLY

#### Community Services Standing Committee

19-118 Moved By: Cr. Pischinger  
Seconded By: Cr. Cox

That the Community Services Standing Committee minutes from June 11<sup>th</sup>, 2019, be adopted as presented.

CARRIED UNANIMOUSLY

#### MACA Youth Center Funding

19-119 Moved By: Cr. Cox  
Seconded By: Cr. Couvrette

That the Mayor work with the Fort Smith Metis Council, Salt River First Nation and Smith Landing First Nation to problem solve the issue in regard to MACA Youth Center Funding; and

That the Mayor work with Uncle Gabe's Friendship Centre to liaise with MACA ad ECE to get funding reinstated.

CARRIED UNANIMOUSLY

#### Communications Committee

19-120 Moved By: D/M Smith  
Seconded By: Cr. Couvrette

That Mayor and Council establish a Communications Committee; and

That the Communications Committee consist of Cr. Cox and Cr. Westwell.

CARRIED UNANIMOUSLY





#### Metis Council Donation Request

19-121 Moved By: Cr. Couvrette  
Seconded By: Cr. Cox

That Council donate \$500 to the Fort Smith Metis Council to support National Indigenous Peoples Day Celebrations; and

That pool passes be donated at a reduced cost of \$1.00 per pass as in previous years.

CARRIED UNANIMOUSLY

#### Municipal Services Standing Committee

19-122 Moved By: D/M Smith  
Seconded By: Cr. Cox

That the Municipal Services Standing Committee minutes from June 11<sup>th</sup>, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

#### b. Mayor and Council/Board Representative Updates

- i. Cr. Couvrette – Cr. Couvrette wished everyone participating in National Indigenous Peoples Day a cheerful and exciting day of celebration. He also reminded everyone to be diligent with wildfire risk as weather conditions are extreme and new evacuation orders are being made in Alberta. He noted that even with some rain, conditions are still extremely dry.
- ii. Cr. McArthur – Cr. McArthur noted from the minutes that new WSCC requirements do not allow garbage pickers to ride on the garbage truck. He suggested having two crews walk around Town. Cr. McArthur thanked Jenny Cumming and Pat Bourke for fundraising for Paddle Prairie residents that lost their homes. He noted that the residents who lost their homes were unable to acquire home insurance due to there being no local fire department. Cr. McArthur has had residents ask him about fire abatement and suggested that the Town, Government and Indigenous Governments open their parcels of land for people to harvest trees. Cr. McArthur made reference to the briefing note before Council to procure a new Bylaw SUV. He suggested that an auction be held as 7-Bay Garage is looking unsightly.
- iii. Cr. Cox – Cr. Cox advised that there was an interview at the Aurora College this morning with Dr. Tom Weegar, President of the Aurora College and Associate Deputy Minister responsible for post-secondary education in which he avoided directly answering the question regarding where Aurora College Headquarters would be located. Cr. Cox thinks its incumbent for Council to reengage in lobbying and reconsider the need to advocate for programs in Fort Smith. Cr. Cox advised that there was an incident that occurred yesterday where a child riding a bike was hit crossing the four-way at McDougal Road and Breynat Street. She noted that everyone involved was okay but shaken-up. She felt that the Town needs to determine ways to make biking and walking safer and consider becoming an active transport community. Cr. Cox advised that a video was released by SLFN regarding the low water levels of the Slave River, Dog River and Salt River this summer due to the impact of climate change. She expects the water to continue to decrease as the summer proceeds. She felt that this is a big concern for Council as the Town's drinking water comes from the Slave River and is unsure how the low water level affects the water intake. She noted that there are many factors causing the low water levels including dams and oil sand developments, and that the Federal Government needs to protect WBNP from dams as it is a UNESCO World Heritage Site.



- iv. D/M Smith – D/M Smith commended the organizers of the Paddle Prairie fundraiser. He congratulated the new Chief and Council of SLFN. He thanked the Town Administration and Staff for the Infrastructure Tour and was pleased with the frank and open discussions that occurred. Additionally, he thanked the Executive Secretary for organizing the Staff and Volunteer Appreciation Barbeque. D/M Smith hoped that through the Downtown Development initiative, a coordinated approach to safely navigate by active transport through the community could be determined. D/M Smith advised in regard to climate change and fire abatement that there is no operational funding available through the GNWT and that private landowners should be encouraged to fire abate their properties and that the GNWT should make land accessible for harvesting trees. D/M Smith advised that there are low water conditions everywhere and that British Columbia is in a drought. He added that permafrost is melting seventy-years earlier than expected and is releasing carbon and greenhouse gasses into the atmosphere affecting global warning. He would like to bring forth to Council for their consideration the declaration passed in Edmonton regarding this. He noted that the intent is to put pressure on the Federal Government as Environment Canada and other agencies have the tools to deal with these issues. D/M Smith was pleased with the community events over the past weekend.
- v. Cr. Beaulieu – Cr. Beaulieu advised that there is another fundraiser being organized by Jenny Schaefer for the wellbeing and recovery of Jerry Oliver who was medivacked recently. Cr. Beaulieu advised that remediation options for the landslide area are being discussed with community members and they asked if the work could be staffed locally rather than hiring from the south.
- vi. Cr. Pischinger – Cr. Pischinger congratulated the new Chief and Council of SLFN and thanked the organizers of the Paddle Prairie fundraiser. She thanked Town Staff and the Executive Secretary for the Infrastructure Tour and Staff and Volunteer Appreciation Barbeque. Cr. Pischinger asked if a contractor is being hired to perform an assessment of the landslide area and requested a progress update. Cr. Pischinger didn't realize that there was a sidewalk beside the new McDougal Centre/CAB building where the angled parking is located. She noted that vehicles are parking onto the sidewalk and still extending onto the road. Cr. Pischinger wished everyone a happy National Indigenous Peoples Day and encouraged everyone to participate in the celebrations.
- vii. Mayor Napier-Buckley – Mayor Napier-Buckley advised that the Infrastructure Tour was a great opportunity for council and was pleased to see staff initiatives and be educated about the buildings. She was thankful to the staff who took time to host the facility visits. Mayor Napier-Buckley suggested in regard to Cr. McArthur's comments that the Town can look into fire abatement programs to see what is available as well as the possibility of auctioning surplus items. She thanked Cr. Cox for her comments regarding the Aurora College and agreed that there is the need to continue to address college programming. She noted that there is one year left for the Teacher Education Program. Mayor Napier-Buckley congratulated the new Chief and Council of SLFN and looks forward to partnering with them and other Indigenous governments in Fort Smith to benefit the community as a whole. Mayor Napier-Buckley advised that the Paddle Prairie music festival fundraiser has received a lot of positive feedback. She noted that there were many vehicles parked at Conibear Park for the event that were in areas that made ongoing traffic difficult to see and felt that this is dangerous for residents. She recommended that road closures be enforced or that parking on the main streets be prohibited for future large events at Conibear Park. Mayor Napier Buckley suggested that the Edmonton Proclamation that D/M Smith plans to bring forth be brought forward for the July meetings. Mayor Napier-Buckley replied to Cr.



Beaulieu's comments regarding the landslide and that the issue is funding and knowing the scope of work to be addressed. Mayor Napier-Buckley advised that there was a tornado in the community at the end of May and that many community members and staff came together to assist. She noted that occurrence was unusual and is unsure if the emergency notification system would have helped. Mayor Napier-Buckley advised that upcoming events include National Indigenous Peoples Day and Canada Day. She is looking for Councillors to confirm their availability to assist with the fish fry on Canada Day. Mayor Napier-Buckley noted issues brought up by Councillors regarding climate change, fire abatement and the Aurora College, and indicated that she would not be running for MLA but that Federal and Territorial Elections are upcoming this year. She felt there is great opportunity to compile issues and in knowing the Town has representation at NWTAC and FCM. Additionally, she suggested the Town can partner with other governments on issues that effect the community over the next couple months to push items as priorities and partner in hosting candidate forums. Cr. Pischinger advised that the FSDEA has an upcoming regular meeting and is presuming the Town wants to move to an election process for representatives. Mayor Napier-Buckley confirmed this. Cr. Pischinger replied that the FSDEA is in the process of trying to achieve this. Cr. McArthur advised that he can only assist with the fish fry until 4:00pm on Canada Day and that he would be away from the community from July 8<sup>th</sup> to 11<sup>th</sup>. Mayor Napier-Buckley advised that she had received Cr. Cox's FCM report and recommended that Council review the report. She added that the FCM meetings are informative and helpful, and that there is opportunity to learn of different funding pots, challenges as a community and ways to address them. Cr. Cox noted that Fort Smith had a shout out from the International Space Station this past Friday as there was the first health in space exhibit in Canada launched at the NLMCC.

c. Administration

Briefing Note DPA-012-19 Matt Bourke – The briefing note was reviewed.

19-123 Moved By: Cr. Cox  
Seconded By: Cr. McArthur

That DPA-012-19, submitted by Matt Bourke to operate a home occupation lock smith business from Lot 949, Plan 1260, 78 Field Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

DPA-013-19 Katherine Lepine – D/M Smith was pleased with the business license for a real estate business in Fort Smith. Cr. Cox noted that it has been a discussion of SDAB that the community is in need of a real estate agent. Cr. Couvrette asked if the Town, as a corporate entity that endorses legitimate operations, ensures the business owner holds appropriate certification before bringing forward for approval and suggests that there may be liability. He added that he is support of the business but would request background information. D/M Smith replied that this was addressed in the past that it is difficult to regulate certification and that it's not the Town's mandate. He advised that the NWT does have a Real Estate Licensing Act which regulates agents and is great for consumers.

19-124 Moved By: Cr. McArthur  
Seconded By: Cr. Cox

That DPA-013-19, submitted by Katherine Lepine to operate a home occupation real estate sales business from Lot 178, Plan 8, 12 Dickens Street in Fort Smith be approved.

CARRIED UNANIMOUSLY



Briefing Note Bylaw SUV – The briefing note was reviewed. Administration advised that the Bylaw Enforcement vehicle is due for replacement and that a tender was issued on May 31<sup>st</sup>, closing June 13<sup>th</sup>, in which there was one successful respondent. She advised that the current Bylaw Enforcement vehicle is over ten-years old and has over 185,000kms. The vehicle requires regular repairs to maintain operational condition. Due to the configuration of the vehicle there are work safe concerns regarding loading and unloading animals. Administration requested \$55,000 in capital expenditures to replace the aging vehicle with a more appropriate enforcement vehicle. The one bidder that responded, met the requirement of the bid and provided a bid price of \$54,943 to complete the tender. D/M Smith thinks the contractor may have reviewed the Capital Plan prior to submitting their quote.

19-125 Moved By: Cr. Couvrette  
Seconded By: Cr. McArthur

That Council approves the capital expenditure of \$54,943 to purchase the new Bylaw Enforcement vehicle from Aurora Ford.

CARRIED UNANIMOUSLY

G. **ABSENCE OF COUNCIL MEMBERS**

19-126 Moved By: Cr. Couvrette  
Seconded By: Cr. Cox

That Mayor Napier-Buckley and Cr. McArthur be excused from the Community and Municipal Services Standing Committee Meetings on June 11<sup>th</sup>, 2019.

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

19-127 Moved By: Cr. Cox  
Seconded By: Cr. McArthur

That Cr. Campbell and Cr. Westwell be excused from the Regular Meeting of Council on June 18<sup>th</sup>, 2019.

CARRIED UNANIMOUSLY

H. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – July 2<sup>nd</sup>, 2019  
Community and Municipal Services Standing Committee Meetings – July 9<sup>th</sup>, 2019  
Council Meeting 07-19 – July 16<sup>th</sup>, 2019

Cr. McArthur advised that he would be away for the Community Services and Municipal Services Standing Committee meetings on July 9<sup>th</sup> for medical travel.

Cr. Beaulieu advised that she would be away for the Community Services and Municipal Services Standing Committee meetings on July 9<sup>th</sup> for work requirements.



I. **ADJOURNMENT**

19-128 Moved By: Cr. Cox  
Seconded By: Cr. Couvrette

That the meeting be adjourned at 8:24 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 23<sup>rd</sup> day of July, 2019.

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Mayor Lynn Napier-Buckley

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Certified Correct by the  
Senior Administrative Officer Keith Morrison

J. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith  
*Code of Conduct for Council Members*

ATTACHMENT A

**STATEMENT OF DISCLOSURE OF INTEREST**

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

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

Council Meeting or \_\_\_\_\_

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

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

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

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

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

Interest:            Personal       

                         Pecuniary       

Conflict of Interest:       

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

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

**Office Use Only:**

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

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

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



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

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Obrian Kydd, Director of Corporate Services; Katie Reid, Executive Secretary  
Guests: Clayton Burke, Patti Haaima, Mike Bourke

1. Call to Order

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

2. Delegation

- a. Clayton Burke Property Tax Assessment – Clayton Burke came before Council to discuss his property tax assessment for his property 60 Portage Avenue. He felt that it was important to discuss this situation his family is in as a result of a BDIC loan foreclosure due to the closure of their business Taiga Tours. He noted that he would leave a package for photocopying for all members of Council. Mr. Burke advised that he has lived in the Fort Smith since 1973 in which he married and had children.

He advised that nine-years ago he was diagnosed with cancer and when the former MLA heard about his situation, the GNWT called his loan. He indicated that he was making regular loan payments and received a letter from BDIC signed by the Premier. Mr. Burke advised that he had requested the former Mayor at the time to intervene and speak to the Premier in sympathy for a small business. He indicated that as a result the loan was called rather than negotiating or discussing how to maintain his business and BDIC took the situation to court. He suggested that the Town wouldn't like to see small business shutdown or leave the community. He noted that the situation caught him by surprise and that he didn't have enough funds due to cancer clinic visits during court. Mr. Burke advised that the Town's lawyer McLellan Ross had sent his wife a letter regarding property taxes and suggested that it may be a tactic as his name was not included and the business was owned 50/50. He noted that the former Mayor wouldn't get involved in the situation. As a result, Mr. Burke advised that the Premier and BDIC insisted they move from their home he built from the local sawmill.

Mr. Burke directed a question to the Director of Corporate Services and asked if he had received a document from the Supreme Court. D/M Smith advised that the delegation does not ask questions of Administration and that questions be submitted in writing to be answered in a meaningful way. Mr. Burke advised that the Supreme Court has a mandate to let Council or other entities know details laid out in the document. He indicated that he had never received a copy and had difficulty acquiring the document from BDIC. He noted that a summary of the document includes actions that were filed against properties.

Mr. Burke advised that he received \$90,000 from the NWT Housing Authority to upgrade his home on Portage Avenue and that he contributed \$10,000 to the upgrades for a total upgrade of \$100,000. He added that he turned sixty-five in 2007 and understood that taxes do not apply to someone sixty-five or older although the Town was sending bills. He noted that the funds he received from the NWT Housing Authority were received through a legal mortgage to his property and that they had advised that all requirements were cleared by the GNWT and through consultations with the municipality.

Mr. Burke advised that there were tax funds owing to the Town from the Supreme Court of the NWT as a result of foreclosure of a loan to 892622 NWT Ltd and if the GNWT was to proceed with seizure they should look to pay the Town the outstanding taxes. He advised that the first payout of the property is where the money should have come from.

Mr. Burke advised that on July 28<sup>th</sup>, 2010, the Court reported that they had paid the Town the outstanding property taxes of \$42,969.46. He noted that on August 13<sup>th</sup>, 2010 they reported to have paid the Town \$13,755.54 and on December 5<sup>th</sup>, 2011 they paid \$4,071.79 for a total amount of taxes paid by the Supreme Court of the NWT was \$61,496.79. Mr. Burke added that the mortgage with the NWT Housing Authority was completed at their Hay River office and that they were cognizant of the details with the Town. Mr. Burke indicated that he later found out that a letter was sent to the NWT Housing Corporation in property tax arrears plus collection costs of \$28,551.17 and noted that as per the mortgage arrangement property taxes are to be paid by the mortgage holder. As a result, he had received a letter from the NWT Housing Authority that the Town could offer the property for sale by public auction. Mr. Burke advised that he was caught by surprise, was told that everything was taken care of properly and is still undergoing cancer treatment.

Mr. Burke requested that the Town write a letter to the NWT Housing Authority and that he receives a copy. He added that if there are any questions or concerns to contact him and that he would appreciate any help that could be offered.

D/M Smith thanked Mr. Burke for his delegations and indicated that Councillors have received much feedback about the letters sent from McLellan Ross. He noted that everyone in the community with tax arrears received a letter. Mr. Burke requested confidentiality of his documents and advised that he would be open to meeting again.

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

**That the agenda be adopted as amended to include discussion on the Land Act Review and the proposed rescheduling of the Regular Meeting of Council for July.**

**CARRIED UNANIMOUSLY**



- b. Minutes – The minutes of June 4<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of June 18<sup>th</sup>, 2019. Cr. Cox asked what steps need to be taken to ensure that Town representatives are chosen through an election process for 2021. D/M Smith advised that it was previously discussed that it needed to be determined what substantial changes would be required to the Education Act regulations and is unsure if there is an update. Administration will perform further research but is confident that the Education Act doesn't define how the Town selects its delegates. He added that switching to this process is included in the Strategic Plan.
- c. Vision and Values– The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Cox asked if a date has been determined to further prioritize one to two-year goals in the Strategic Plan. D/M Smith noted that one goal in the plan was to host a Joint Advisory Board meeting which has been accomplished.

Cr. Westwell noted that one of the goals include lobbying the GNWT to replace Breynat Hall and replace/upgrade student housing, and noted that Premier McLeod has been recorded in the media to state that there would be upgrades made to college housing in Yellowknife and Fort Smith although noted that the current government's mandate would be complete in August and due for election.

Administration suggested Council priorities be added as a new business agenda item or alternatively, a workshop or a series of lunch meetings to advance Council's governance role. D/M Smith noted the difficulty in scheduling during the summer and suggested it be planned as an agenda item for a future meeting. Cr. Cox agreed and requested it be added to the next Corporate Services meeting. She suggested if further discussion is required, a lunch meeting be scheduled to finish.

D/M Smith advised of the potential meeting with the Mikisew Cree First Nation regarding the Garden River Road south. Mayor Napier-Buckley advised that the Town is requesting the meeting to be held on July 18<sup>th</sup> and that she is working with the Executive Secretary and EDO to confirm the date. Administration advised that the Regional Municipality of Wood Buffalo was in the community to meet with the Department of Transportation and Cr. Pischinger suggested they come to the Town to meet. He noted that they had a great conversation and talked about the road south. They advised that they would be back in the community on July 17<sup>th</sup> for Treaty Land Entitlement Days and for meetings on the 18<sup>th</sup>. He noted that the intent was to invite the Mikisew Cree First Nation on July 17<sup>th</sup> to participate in Treaty Land Entitlement Days and to have a joint meeting on the 18<sup>th</sup> with Regional Municipality of Wood Buffalo. He advised that they are looking at a number of initiatives including free pool passes, a business appreciation dinner, and potentially a NWAL flight overseeing the Garden River route.

Cr. Couvrette requested a briefing note from Administration on the past history of the Garden River Road, including what roadblocks occurred from previous attempts in implementing the road. D/M Smith replied that the road passed environmental assessment, was approved by the Federal Government and then the Town ran into an issue with duty to consult which led to a precedent setting Federal court-case which is now used in every national park in the country. He agreed that it would be nice to have more detailed information on the current and past status and obstacles that occurred. Cr. Couvrette also requested the budget amounts for the road from fifteen to twenty years ago. He noted that it was approximately \$20 million to develop a winter road.

5. Governance

- a. Council Priorities – The Council Priorities were reviewed.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. Administration advised that the current Director of Corporate Services, Jim Hood, would be retiring and that his replacement has been hired for training. Administration introduced Obrian Kydd, the new Director of Corporate Services. Mr. Kydd thanked Mayor and Council and advised that he was happy to be in Fort Smith. He advised that he is well-versed in municipal content and procedures and would be an excellent asset.

Administration advised the Town has met with SRFN to further their tax arrears file and is in the process of reconciling the numbers. He noted that they contest who should pay arrears and suggested the Federal Government be lobbied. Administration will continue to monitor the file.

The Director of Corporate Services welcomed Mr. Kydd and advised that he looks forward to working with him until his departure. He is confident he will do well in the position.

The Director advised that the department continues to work diligently on property tax and utility bill collections. In effort to collect outstanding utility bills, disconnection notices were issued. He noted that a strong response was received and only a few residents were disconnected.

The Director advised that property tax collections continues to be handled by legal counsel and the letters sent out gave property owners give until July 10<sup>th</sup> to either pay their property tax arrears or enter into a payment arrangement. He added that the minimum sale price will have to be set on properties which must be at least 50% assessed value or where any property taxes exceed 50%, the tax arrears amount must be the minimum sale price.

The Director thanked Mayor and Council for the opportunities that have been afforded him over the past sixteen years and that he looks forward to retirement. D/M Smith thanked Mr. Hood for his contribution to the Town.

Cr. McArthur advised that it was noted at the last meeting that when tax notices were distributed through legal counsel, approximately forty-five accounts were paid. He asked how many more accounts have been paid since and if a resident can pay before the auction. The Director replied that he is unsure of the exact amount of accounts that have been paid but indicated that least three more payment agreements made since the June Corporate Services meeting. The Director advised that that property owners have thirty-days after the auction to pay the property taxes and reclaim their property. He added that in order to proceed with the auction the Town must have auction price which information the Town wouldn't have until the August meeting, followed by being published in the Territorial Gazette, and then a forty-five-day waiting period. He anticipates the auction to be held in October.

Cr. Westwell requested an update of the property tax arrears list prior to July 10<sup>th</sup> and he requested it be circulated to Council.

- a. Accounts Paid List – The Accounts Paid List from June 2019 was reviewed.
- b. Correspondence – The Correspondence from June 2019 was reviewed.
- c. License Report – The License Report from June 2019 was reviewed.

## 7. Administration

- a. Lands Act Review – Administration advised that the information came late for getting information into the package. He advised that there are several lots the Town would like to acquire from the GNWT and that a briefing note would be brought forward to the Municipal Services meeting with information regarding the issue.

Administration advised that Cr. Cox had sent an email regarding two acts governing Commissioner's land that the GNWT is consolidating into one Public Lands Act which includes multiple regulations including how they are administered. He noted that the deadline for submissions is July 5<sup>th</sup>.

Administration advised that the Town has been having issues dealing with the Department of Lands, including the administration of lands, accessing lands, and the ability to address landslides, municipal boundary expansion issues and the ability to govern and manage within the community. Administration has connected with Senior Administrative Officers from other tax-based communities, including Inuvik, Yellowknife and Hay River, and was advised that they are having the same issues. He added that Yellowknife's intent was to bring forth a resolution to the next NWTAC meeting however this would be after the deadline to provide feedback to the Committee on Economic Development and Environment whom is handling the Public Lands Act. He added that all communities he connected with are having issues with how public lands are being administered within municipal boundaries. Administration advised that all tax-based communities agree that Commissioner's land within municipal boundaries should be transferred to the municipality to promote economic development, to plan and develop with certainty and to excerpt the governance within municipal boundaries that is given with the Community Planning and Development Act.

Administration advised that the intent was that each community would write separate letters with the common theme to transfer Commissioner's land within municipal boundaries to the municipalities or to address a list of issues that requiring fixing in the acts. He is requesting Council's agreement for the Mayor to send a letter requesting the GNWT transfer of all Commissioner's land to the municipality unless they are in contest for claims or under lease.

He noted another issue municipalities have been dealing with, specifically Hay River in expanding, is the GNWT's arbitrary Lease Only Policy in which resistance and zero movement has happened. He noted that the GNWT seems to not be regulating the Community Planning Act. He added that there has also been issues with property taxes on Crown leases and determining the ownership of roads for transferring of land. Other issues are that the Town does not have ownership over the Landfill or Sewage Lagoon land and has seen great resistance to transfer those properties. He noted that the resistance to transfer these lands impacts the Town's ability to plan, govern and to plan for economic development initiatives.

Cr. Westwell asked how this would affect the Metis Land Claims. D/M Smith added that the Metis Land Claims have been ongoing for years. Administration replied that the letter would be written to reflect that the Towns acknowledges the Metis Land Claims and are not looking to interfere with the process or other leases and indicated that the Town of Hay River also acknowledges this. He indicated that the Town is requesting that all other Commissioner's land be transferred to the Town's ownership. Administration advised that there is another block of land that was identified by the Town for future expansion that the Metis has also expressed interest in and that the extension timeline has expired. He noted that the timeline has been extended twice before and that they are assuming the Town is willing to extend the timeline again. He suggested that the GNWT should request the extension rather than assuming the Town is willing to extend again. Cr. Westwell suggested requesting a delegation regarding the timeline extension and noted that the Town has been waiting approximately a decade.

Cr. Couvrette asked if the request to transfer Commissioner's land would include park land as there is a large park within municipal boundaries. D/M Smith thinks this would be addressed under the Territorial Parks Act. Administration advised that the campground would have a claim on the land, and it would not be transferred.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

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

**CARRIED UNANIMOUSLY**

Administration advised that in acquiring the Commissioner's land, the Town would assume the costs for the landslide area and fire abatement, and suggested there be financial compensation for receiving the lands. Cr. Couvrette suggested that the cost associated in acquisition and that funding for maintenance be provided be included in the letter. D/M Smith replied that the GNWT has always said that there is no funding for fire abatement.

- b. Rescheduling of July 16<sup>th</sup> Regular Meeting of Council – Administration advised that Collective Bargaining would be happening July 16<sup>th</sup> to 18<sup>th</sup> and requested that the Regular Meeting of Council be postponed to July 23<sup>rd</sup>.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

Cr. Couvrette brought to Council's attention an article on Cabin Radio of a comment made by the Associate Deputy Minister of ECE, Dr. Tom Weegar, that one of their current priorities is to push forward the mine reclamation program. He added that in his article he made reference to hundred of jobs that would be made available as a result of this. Cr. Couvrette suggested developing a strategy to have the program brought to Fort Smith and advised that he would bring forward a motion to the next meeting of Council regarding retaining college programs in Fort Smith and attracting additional programs prior to being assigned to Yellowknife. Cr. Westwell replied that mine programs were previously brought to Fort Smith but relocated to Yellowknife. He added that the Thebacha Campus has a remedial clean-up program.

Cr. Cox commended community volunteers that made Canada Day a success and specifically commended the parade marshal Murray Scott and fish fry chefs Junior Pischinger and Richard and Barb Mercredi. She noted that their involvement was much appreciated. Cr. Cox had concerns about the toys sold at the Arena during the Canada Day celebration and the amount of littering as a result. She noted that there was an alarming amount of litter in the lobby, front door and on people's vehicles. She noted that staff did their best at cleaning the mess and that she doesn't endorse the sale of items that cause more work for staff. She would like something done about this for future events.

Mayor Napier-Buckley indicated that a recommendation to appoint an Acting Mayor while she is away on leave for July 19<sup>th</sup> to 31<sup>st</sup>.

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on August 6<sup>th</sup>, 2019.

D/M Smith requested that Council Priorities be added to the next Corporate Services Standing Committee meeting agenda under new business.

D/M Smith and Cr. Cox advised that they would be away for the July 23<sup>rd</sup> Council meeting for vacation.

Cr. McArthur advised that he would be away for the Community and Municipal Services Standing Committee meetings on July 9<sup>th</sup> for medical.

Cr. Beaulieu advised that she would be away for the Community and Municipal Services meeting on July 9<sup>th</sup> for work requirements.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 8:25 pm.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Community Services Committee  
Tuesday, July 9<sup>th</sup>, 2019, at 7:00 pm

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:00 pm.

2. Declaration of Financial Interest

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

3. Delegations

a. Slave River Delta Partnership – Kevin Antoniak, Town of Fort Smith Representative for the Slave River Delta Partnership Working Group (SRDP) provided an update. Mr. Antoniak advised that as a result of the Transboundary Agreement between the NT and Alberta, there is a push to unify monitoring, assessment and develop reporting protocol. He noted that monitoring is in early stages although ENR is moving ahead in the fall with the start of the active monitoring system including fish sampling for heavy metal contaminants and down-stream pollution. He added that they would be sampling burbot fish under the ice in the winter and they would be sampling walleye fish upstream by Fort Resolution this fall. He noted that SRFN would be going to the Fort Chipewyan fish camp to observe monitoring there.

Mr. Antoniak advised that he does contract work for fisheries and oceans doing sampling over the past few years. He noted that he started with DNA sampling on coney fish and progressed to age and gender sampling.

Mr. Antoniak indicated that the fish in Salt River are managed by the Department of Fisheries and Oceans (DFO) although ENR manages the water creating transboundary issues. He added that Alberta also has their own sampling protocols and land claims. Mr. Antoniak noted that from attending meetings he has the understanding that the agencies are cooperative working together from an environmental viewpoint.

Mr. Antoniak added that there has been work done by the University of Saskatchewan for the SWEAP pilot project through ENR. He noted that all agencies are performing sampling to compare results and that Chris Kanada is leading the sampling by ENR.

Mr. Antoniak advised that the topic of the working group is to monitor cross boundary effects although the board members tend to discuss side-issues, such as monitoring the Slave River, and is unsure this is within the boards mandate.

Administration requested an update on what the Slave River Delta Partnership is and who constitutes membership. D/M Smith answered that the group is an informal advisory board created by ENR and Climate Change Canada and includes all community governments from Fort Resolution and Fort Smith including Deninu Kue, Fort Resolution NWT Metis Nation, the Hamlet of Fort Resolution, the Town of Fort Smith, SRFN, SLFN and the Fort Smith NWT Metis Nation. He noted that governmental partners include Environment and Climate Change Canada, Parks Canada, ENR and DFO. He noted that everyone is working towards common goals in pooling research, providing resources, and holistically answering questions. He added that each agency has a representative and that Mr. Antoniak is the Town's rep.

Mr. Antoniak advised that the group is trying to put together a standing committee to have a formal process for information to flow as there are many agencies involved.

Cr. Cox asked how frequently the group meets. Mr. Antoniak replied that they meet on an "as and when" basis, approximately every three-months.

Administration understands that SRDP is the outcome of community-based monitoring initiatives where communities were demanding more information about the quality of water in which the Territorial Governments response was to engage communities in sampling and monitoring initiatives. He added that the Slave Water Environmental Assessment Program (SWEAP) was an outcome of this.

D/M Smith advised that SRDP was created to answer two key questions when the Schindler's reports were released in 2008 and 2009 exposing that the environmental monitoring taking place in the oilsands was inadequate. He noted that it was scientifically shown to not be capturing what was actually happening in the ecosystem. He advised that the questions were if the water was safe to drink and if the fish were safe to eat. He noted that the partnership was an opportunity to bring agencies together to try and answer the questions. He noted that a series of reports including the vulnerability assessment and the state of the aquatic ecosystem report were released and from that SRDP was able to leverage \$2.5 million from the Canadian Water Network to create the SWEAP Program. The SWEAP Program was led by the University of Saskatchewan and was a two-year comprehensive research program. He clarified that the new fish monitoring program, as discussed by Mr. Antoniak, is to build on the work of the SWEAP Program, DFO fish studies, and comprehensive Slave River assessments that took place by Hydro. He confirmed that there is a commitment within the Transboundary Agreement to ensure that there are biological monitoring indicators however the issue is that different agencies monitor different components and that the intent is to implement a more comprehensive monitoring program. He was pleased that the Town has the opportunity to have Mr. Antoniak as their representative involved in the decision making with the monitoring program, is involved in performing monitoring and has firsthand knowledge and information of the results of the monitoring as he has an extensive background performing sampling with DFO.

Mr. Antoniak advised that the monitoring of the Slave River has proven the fish and water to be of good quality.

Administration advised that from a municipal perspective, the Town processes water. He noted that the transboundary issue came up when the Obed holding pond gave way and a billion litres of coal-dust contaminated water was released into the Athabasca River connecting to the Slave River. He noted that the issue was that the Town is on the NWT/Alberta border and that there was no upstream monitoring occurring. The findings were that the contaminants bind to sediments which settles out within twelve to fifteen kilometres of the source. He noted that there were concerns during ice break-up that the bottom of the river would be scoured, and the sediments would travel downstream. He noted that there is a slow rate of migration of the sediments and as a result metals are only monitored twice per year although biological contaminants are monitored daily. He added that the Town chlorinates the water to kill any biological contaminants and filters the water of metal contaminants. Administration advised that as the fish can migrate up and down the river long distances, they are more of a concern to be harbouring contaminants which is why they are monitored as well. Mr. Antoniak advised that ENR would also begin invertebrate monitoring to identify key species and early detection of problems.

Cr. Westwell noted with regard to the Obed spill, it was difficult to determine the point of contact outside of ENR. He asked if a similar incident was to occur who should concerned citizens be directed to. Administration replied that given the concerns of sediment transfers downstream, ENR continues to monitor from the Town's Water Treatment Plant, and they will flag any concerns. He added that data shows there is an increase of silver in the water by SLFN. D/M Smith replied that the Obed spill occurred in 2013 before devolution, and that ENR didn't have direct responsibility but was relied upon. He added that ENR now has direct responsibility and has improved at making information available. He noted that the GNWT collects the data, but the analysis and research is performed by outside partners. He advised that Wendy Bidwell and Chris Kanada are the local Water Resource Officers, and that by having a Town representative on the SRDP the Town can be involved in discussions.

Mayor and Council thanked Mr. Antoniak for his delegation.

4. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of June 11<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of June 18<sup>th</sup>, 2019. Cr. Couvrette made reference to the letter regarding the relocation of the Regional Centre of ITI and requested an update. Mayor Napier-Buckley will follow up with the Premier on the invitation.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed.
- e. Economic Development Plan – The Economic Development Plan was reviewed.



5. Directors Report

The Director provided a report on the operations of the Community Services Department. Administration advised that the Recreation Programmer Jeff Schwartzenberger is Acting Director of Community Services and would provide an update. The Director advised that with school ending for the summer, both July and August are both busy months for the department.

The Director advised that the Town partnered with healthy families to bring an intergenerational event including the bouncy castle to the Northern Lights Special Care Home (NLSCH) and that the event was the most well-attended yet. He plans to hold another event at NLSCH in August.

He advised that in June there was Bronze Medallion Lifeguard Training and that National Lifeguard Training is on now and going well.

The Director thanked Mayor and Council for assisting with the Canada Day Celebration. He advised that there were 640 people who attended the fish fry and more that attended the event. He noted that the event was moved to Arena due to the weather but was still a successful event.

The Director advised that Challenger Soccer Camp is wrapping up and continued outdoors throughout the rain. He noted that the first set of swimming lessons are ongoing and that the second set would commence at the end of July. He noted that the Mackenzie Youth Summer Games would be starting July 15<sup>th</sup> and that youth would be attending from across the NT. He noted that the Janie Hobart Trades Awareness Summer Sessions would be happening at the same time and that the people attending would be cooking for the youth at the Summer Games. The Director added that soccer programs would be starting soon, and that youth baseball would be concluding soon. He commended the volunteers who put together youth baseball and noted that the baseball diamond is being well-used. The Director advised that the Town would be partnering with the Pentecostal Church for Art Camp again and advised that the camp was successful last year. He advised that Kids Sport has funding available for skateboards, helmets and padding for skateboard clinics. Other upcoming events include the Mud Run, Science Camp, and Circus Camp which is scheduled for the end of August this year. He was pleased that Day Camp staff have been connecting with different partners for camp activities.

The Director advised that Drowning Prevention Week is upcoming, and that the Town has partnered with the Mackenzie Recreation Association and Life Saving Society. He added that water activities at the pool and a life jacket loaner station promotion would be happening at that time.

The Director advised that the Parks Canada taught bear awareness during Story Time at the Library in June. He noted that there would be a summer reading program for youth and adults starting soon. He added that Day Camp activities are being held in the Library as well. Additionally, NWT Literacy helped fund story sacks.

Cr. Westwell commended the Acting Director for his work. Mayor Napier-Buckley commended the Acting Director and staff for organizing another successful Canada Day. The Director replied that some new staff assisted with Canada Day and did great work.

- a. Recreation Statistics – The June 2019 statistics report was reviewed. The Director advised that there are increases in the statistics for June. He advised that Dance Play Training took place and that Darine Berro has been certified as an instructor. He was pleased with the program and that Ms. Berro wants to offer the program to kids for free. The Director advised that there has been an increase in Arena usage as fire crews had been performing testing in the facility. Administration added that the Town has offered free Recreation/Pool passes fire crews while in town.
- b. Pool Statistics – The June 2019 statistics report was reviewed. The Director advised that 189 people utilized the Pool for rentals during June. He indicated that usage of both the Pool and Theatre through rentals can drastically change each month. Cr. Cox asked if afterschool swims are reflected in the statistics. The Director confirmed this and advised that weekday public swim has increased to 230 users compared to 180 last year. He noted that the free afterschool swim was a successful program. Cr. Cox asked if the program would be considered again next year. The Director confirmed this and has been working with JBT Elementary School Gym Teacher, Shirley Hehn, to facilitate this and additional programming similar to Junior NBA.
- c. Mary Kaeser Library Statistics – The June 2019 statistics report was reviewed. The Director advised that an additional eighty people utilized the Library in June compared to the previous year.

6. Economic Development Report

- a. Economic Development – The June 2019 statistics report was reviewed. Administration advised that the Garden River Road meetings with Mikisew Cree First Nations (MCFN) have been rescheduled to July 29<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup>. He also noted that the meetings with the Regional Municipality of Wood Buffalo have been cancelled due to the lack of Councillors available to attend. He also noted that Treaty Land Entitlement Days Celebrations would not be happening either. Administration is in the process of confirming a date with the MCFN to proceed with the Garden River Road meeting. He is unsure how much government attendance the MCFN want to attend the meeting but know that the Town and Parks Canada are invited. He noted that Cr. Couvrette had requested a briefing note on the history of the Garden River Road and that he was able to locate minutes with some information. In reviewing minutes, Cr. Couvrette led some of the discussions and felt that he may be the best resource to provide historical information.

Administration advised that the Citizen Satisfaction Survey had concluded on July 1<sup>st</sup> and was pleased that approximately 10% of the community responded to the survey. He felt that this is a very representative amount.

Administration advised that the Economic Development Officer is actively running the Visitor Information Centre and he has heard positive comments about the tour and programs offered. He advised that the EDO also continues to interact with businesses on how the Town can better serve them.

Administration advised that the Mayor had met with the Associate Deputy Minister of ITI who was accompanied by the South Slave Superintendent in which they discussed South Slave Economic Development Initiatives. Cr. Westwell requested an update of the meeting. Mayor Napier-Buckley advised that several topics were discussed including the NWT Economic Development Strategic and their implementation of the Agricultural portion and opportunities that may be available. She advised that they spoke to Tourism 2020 and the Film Strategy and how regional staff can help the business community. They also spoke about the SEED Program and different funding pots that are available for businesses. She added that \$25,000 would be available for growing businesses and \$75,000 for helping entrepreneurs, and that the Daycare Society may be eligible for funding. They also spoke about tourism product funding. She noted that there is an Opportunities North Conference in October, an NWT Tourism Conference in November, and that they plan to attend the NWTAC AGM in February. Mayor Napier-Buckley advised that topics she discussed include the Road South, Business Fridays and having an ITI representative attend, and having a representative on the Tourism and Trade Advisory Board. She noted that they also spoke to annual reports, grants and contributions on their website and they had advised that the document naming the Regional Centre of ITI as Hay River was a mistake and that it was corrected once identified. Additionally, she advised that they spoke to Regional Management Committee meetings in different communities and that they are looking to develop a 20-year needs plan. They are also looking at fire ban procedures and how communications can be simplified for implementing fire bans in parks within municipal boundaries.

Cr. Westwell asked if there was discussion about the manufacturing industry or the Superintendent position being in Hay River. Mayor Napier-Buckley replied that there was not. Administration advised that the Town of Fort Smith was not interviewed as part of the development of the Manufacturing Strategy and agreed that it is a valid place to examine to diversify the economy. He added that the EDO received a phone call after the meeting requesting a copy of the Town's Economic Development Plan. Cr. Westwell was displeased that Fort Smith was left out of the Manufacturing Strategy consultation considering opportunities the community has with bulk power, affordable land, accessibility by road and air, and suggested that as one of the major communities in the north, it should not have been missed in the consultation process.

Cr. Cox wondered if ITI's 20-year Needs Plan would be parallel with the Town's 20-year Capital Plan or have shared efficiencies. Mayor Napier-Buckley will look into this.

Cr. Couvrette has noticed that ITI has advertised a new position in Hay River for the Manager of Commercial Fisheries Operations. He noted that as they are in the process of hiring a Manager for the Fish Plant, if they would allow the Superintendent position to return to Fort Smith.

7. Advisory Boards

a. Recreation Advisory Board

- i. RAB Minutes June 4<sup>th</sup>, 2019 – The RAB minutes were reviewed. Cr. Cox advised that the June 4<sup>th</sup> meeting is the last meeting until September. She advised that the board went through the Strategic Plan in detail and provided good input on where the board feels they can contribute. She added that there was discussion about the Sponsorship Policy and removing Monique Day’s membership from the board. She noted that Ms. Day no longer lives in Fort Smith and did not provide resignation. Administration will determine if a formal recommendation is required by Council to remove Ms. Day from the board. D/M Smith was pleased with RAB’s feedback and advice on the goals and timelines of the Strategic Plan.

b. Advisory Board on Culture

- i. ABC Minutes June 24<sup>th</sup>, 2019 – The ABC minutes were reviewed. Mayor Napier-Buckley noted there was lengthy discussion about the Strategic Plan.

c. Tourism and Trade Advisory Board

- i. TTAB Minutes June 20<sup>th</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that there was a delegation from the NLMCC as they are undertaking a project which involves the development of a tourism guided tour through the “On this Spot” phone app. He added that the guided tour is themed and provides historical information and that approximately thirty communities in Canada have participated in created themed tours. Cr. Couvrette advised that the first tour cost is \$8,500 which will be funded through a grant and fundraising. He noted that there is opportunity to create additional tours for the cost of \$3,500. He indicated that a package was left with the Director of Community Services to circulate to Council. He anticipates that there may be a delegation in the future from NLMCC for the Town to partner for additional tours. He added that Wood Buffalo National Park has given a soft commitment to purchase the second tour.

Cr. Couvrette advised of a concern brought forward by Jim Heidema, who represents Northwestern Air Lease, and is attempting to start Aviation School. He advised that NWAL is continuing to have difficulties with the GNWT Department of ECE recognizing the school which has created barriers for students participating including being eligible for Student Financial Assistance. He noted that the Aviation School was supposed to open in May but has been postponed until September and there is a concern that there is a reluctance from ECE to accept post-secondary education initiatives beyond polytechnic. He added that it was suggested to Mr. Heidema to follow up with the Town. Cr. Couvrette felt that the Aviation School would be an excellent opportunity to expand economy in Fort Smith and noted that there is an international shortage of pilots and training opportunities for pilots. He noted that the school would open up to ten new positions in Fort Smith but ECE is continuing to implement barriers. Cr. Couvrette felt that Council should be aware of this and suggested approaching the owners of NWAL to assist them in moving forward.

Cr. Couvrette advised that the board quickly reviewed the Strategic Plan but agreed to have a separate meeting in the fall to review the document in detail. The board felt that three-hours may be necessary to go through the document in detail.

Administration replied, with respect to Aviation School, that the Town was previously asked to provide a letter of support. He noted that when the Town followed up, they were advised by NWAL that they would like to manage relations with the GNWT themselves. He advised that if this has changed, the Town would provide assistance.

Cr. Cox commended TTAB for wanting to commit an additional extended meeting to provide feedback on the Strategic Plan.

D/M Smith advised of the challenges the Town is faced with during the GNWT's transition to a polytechnic university and noted that the Town is expected to do nothing until they complete their strategic plan over the next few years. He added that the Aviation School was initially to be in partnership with the Aurora College as they have the expertise to navigate SFA, college housing, etc. and noted the frustration in that there is no one local to discuss initiatives with. He noted that it was discussed staying updated with the College issues and determining an interim plan to maintain services and programs of the College to meet the needs of the labour market and added that NWAL wants to provide a program that will meet a labour shortage. Cr. Westwell was disappointed by the negative impacts of the GNWT and that they are not improving.

8. Administration

a. Appointment of Acting Mayor

July 19<sup>th</sup>, 2019 at 8:30am to August 6<sup>th</sup>, 2019 at 8:30am

D/M Smith advised that he would be away from the community from July 12<sup>th</sup> to 28<sup>th</sup> and that he would be back on July 29<sup>th</sup>.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: D/M Smith**

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

**CARRIED UNANIMOUSLY**

9. Other Business

- a. Briefing Note Relay for Life – The briefing note was reviewed. Administration advised that the motion to donate was for up to \$1,000 but only \$177.04 was used. He asked if the donation should be left as is or if the remaining balance from the \$1,000 should be donated. Cr. Westwell supports paying the requested fee of \$177.04.

10. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Cox**

**That Cr. Beaulieu and Cr. Cox be excused from the Community Services Standing Committee Meeting on July 9<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

11. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 13<sup>th</sup>, 2019.

12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 8:14 p.m.**

**CARRIED UNANIMOUSLY**



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

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:24 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of June 11<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of June 18<sup>th</sup>, 2019.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Administration provided an update on projects underway including the Water and Sewer Infrastructure Replacement Project and made note that Cr. Campbell is a subcontractor but felt that as he is only providing information, a conflict of interest would not be required.

Administration advised that the RFP for the Community Services Master Plan update is complete, and procurement is underway. He noted that the RFP document for a booklet recreation calendar has been completed. Administration advised that the Town is in the process of preparing park equipment for installation and that the work would advance when the Director of Community Services returns.

Administration advised that the Bylaw SUV tender competition has completed, and new helmets were purchased for fire fighters. He noted replacement breathing apparatus were purchased in error above spending authority for the Ambulance Department and indicated a briefing note would be brought to Council to approve the purchase.

Administration advised that the Water and Sewer Infrastructure Replacement Project is a big upcoming project to complete the replacement of water and sewer mains including downtown McDougal Road, Breynat Street through Rupert Avenue, through the main four-way down Mercredi Avenue passed the Water Tower to Portage Avenue and up Portage Avenue back to McDougal Road. He noted that the project cost is \$5.5 million in which \$3.7 million is funded by the Federal Government. He advised that the work will impact traffic and that he is still waiting for a finalized traffic schedule from the contractor to inform affect residents how and when they will be impacted. Administration advised that the first portion of work would occur on Mercredi Avenue and that he is still waiting on a work schedule and traffic controls. He noted that the last schedule he received had paving starting mid-august and is unsure if that is an accurate deadline. He is hoping to have paving done by September, however if work is not complete, the paving project would potentially be moved to 2020. Administration advised that work would commence tomorrow to remove asphalt and implement temporary water lines. He added that they are making sure they can divert the sewage lines around the construction site and that water can be distributed without water tower operations.

Cr. Cox asked if pedestrians will be able access the streets that work is occurring on. Administration replied that he has not received the traffic control plans but thinks one side of the street will be open for pedestrians. She asked if the contractor would be digging sidewalks too. Administration advised that in some places the sidewalk may be required to be dug up if water/sewer lines run down the side of the road.

Cr. Westwell asked if one contractor would be doing the water and sewer work and paving. Administration replied that there was one tender award and that work is contracted through them. He added that CAB Construction would be accessing the paver to pave the cut made across from the new Corrections Facility on McDougal Road as well as the facilities parking lot. He added that SRFN would also be paving the parking lot of their new building. He noted that there are also several entities that wish to take the opportunity to change or improve their water lines.

#### 4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director advised that the first section of work to be completed is on Mercredi Avenue and that the Water Tower would be shut down during this portion of the work. He noted that all pressure and reservoir water is held in the Water Tower and that the Town will need to provide water pressure without the use of the Tower. He noted that it is possible, but the Water Department crew will be working 24/7 to monitor the flow while the work occurs over approximately a seven to ten-day period. The Director advised that he has been working with the contractor to implement a plan to provide water to the Town which will require running external hoses above ground from hydrant to hydrant. He added that the WTP Supervisor is on holidays and three Operators would be working the plant 24/7. He noted that an additional Facilities Maintenance employee would be transferred to the WTP to assist with day to day operations during this time which will impact the Facilities Maintenance Department operations.

The Director advised that new WSCC safety requirements no longer allow garbage pickers to ride on the back of garbage trucks. He added that the department is assisting with garbage pick-up using pick-up trucks.

The Director noted that the Facilities Maintenance Department has also been busy with grass cutting and requested patience with mowing as the department is having difficulty keeping up as result of the new garbage pick-up requirements and the ongoing water and sewer work. He added that the department had also prepared Riverside Park for Canada Day, although the weather wasn't permitting, and the event was relocated to the Arena.

The Director advised that the Public Works Department placed new stop signs on Calder Avenue at the intersection of Field Street. Additionally, he advised that the department is still assisting residents with clean-up due to the tornado. The Director advised that two employees are taking a Mobile Equipment Training Course being held by MACA School of Community Government.

Cr. Cox asked if there is a long-term plan for garbage pick-up. Administration replied that they are still gathering information on how to address the issue and are pricing aftermarket seats for the pickers to ride on the back of the garbage truck. He added that as a result of the new requirements, it takes approximately fourteen hours to pick-up the town's garbage. He noted that it is being determined if the Town should reduce the level of service through garbage pick-ups, perform a capital investment in a new garbage truck or coordinate with the composting initiatives by purchasing a truck that meets the modern needs of garbage collections.

D/M Smith noted that with the magnitude of planned work during the summer including disruptions, he suggested the need for a thorough public information document to explain the scope of the Water and Sewer Infrastructure Replacement Project and what disruptions residents and businesses could expect. Administration replied that he doesn't have the information to communicate and advised that the contractor has had the information since August 2018 but hasn't relayed a traffic plan on how businesses will be impacted or how disruptions would occur. He added that there would be no impact to water and the WTP is testing for mechanisms to ensure water pressure is maintained. He noted that residents may see a decrease in water pressure but should not be alarmed. He noted that public notices released recently are for testing so there will not be an impact to water services during the work. He advised that public notices would be released for non-local traffic and alternative routes for all businesses affected.

D/M Smith suggested signage could be placed notifying how tax dollars are spent and of projects upcoming. Cr. Couvrette advised that a business owner approached him about receiving further notification details and is assuming that Administration will provide more information once finalized. Administration replied that the EDO has spoken with all business and indicated that the message was that the work is coming and that the Town doesn't have all the information, but that directly impacted business would be contacted by the Town. Administration advised that there is opportunity for a Council to create communications but noted that Communications Committee members would not be able to address this until back from vacation. He added that the Communications Committee could revisit other initiatives including the Aurora College. Alternatively, he suggested that a contractor could be hired to develop the communications with the communications template created by Cascade Graphics.

## 5. Protective Services Report

- a. Fire Department – The June 2019 statistics and training report was reviewed. Administration advised that there were false alarms tied directly to the new security systems that notify the Fire Department. He noted that the department has partnered with local business TDC who has made vehicles available for extraction training. Administration was pleased with approximately nine of twenty-five fire fighters receiving certification. He added that certification training occurred in Hay River where they practice building searches in a metal simulated fire tower that is set on fire.



- b. Ambulance Department – The June 2019 statistics report was reviewed. Administration advised that the Ambulance Department responded to a standard number of monthly calls. He was pleased with the crossover between the Ambulance and Fire Departments.
- c. Bylaw Department – The June 2019 statistics report was reviewed. Administration advised that warnings and tickets have been issued for speeding in the school zone. He noted that one larger ticket was issued under the Motor Vehicle Act for failure to secure a child. Administration advised that this past weekend, a local person was caught doing illegal dumping and was issued a stop work order. Administration advised that the Town’s longest serving employee, Bylaw Enforcement Officer Ronnie Schaefer, would be retiring on August 31<sup>st</sup> and are looking to hire a replacement as soon as possible to begin crossover training and that the new Enterprise Bylaw Enforcement Officer would be trained at the same time. Cr. Cox asked how long Mr. Schaefer has been working with the Town. Administration replied approximately twelve to fifteen years. Cr. Couvrette asked if revenue is generating through third party training. Administration replied that there is no financial gain although the Town will receive additional Bylaw coverage. He added that the Town is ensuring that it is indemnified and not exposed to risk. Cr. Westwell suggested revising the fines structure and noted that the fees are the same for different speeding violations.

#### 6. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. SDAB Minutes June 13<sup>th</sup>, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that he was unable to provide the recommendations on time for the Housing Summary and noted that the intent was for the board to provide an email motion for this meeting. He noted that the meeting provided input on the Strategic Plan and how SDAB fit into the goals. Cr. Westwell advised from discussions through the NWTAC, that there is funding through the NWT Housing Authority to develop a comprehensive housing strategy. Cr. Westwell advised that bridge construction on Highway 5 was also discussed and that it has prevented bringing modular homes into the community. Cr. Campbell advised that SRFN recently brought two-piece modular homes into the community. Cr. Westwell added that the board was in favour of tax incentives for derelict or vacant lands.

#### 7. Other Business

- a. Briefing Note GNWT Land Transfers – The briefing note was reviewed. Administration advised that in September 2012 the Community Services Master Plan was completed and that the Plan was a result of resident, Advisory Board, and Council input. Item 4.7.3 of the Plan requires the develop of a large festival/event site potentially at Riverside Park.

Subsequently, in March 2018 the Downtown Development Plan was completed and the Plan, funded by the GNWT, was a result of resident, Advisory Board, and Council input. The intent of the Plan was to incorporate a number of pressing needs including the development of Riverside Park, the development of a legacy Snowboard Park resulting from the upcoming Arctic Winter Games, the need for revitalization of the Lookout and Boardwalk, Arena renovation landscaping requirements, Cemetery expansion requirements, and Firesmart requirements.

Administration indicated that to advance these projects, the Town began work to acquire land in the area and included a number of documents including (a) NTPC approved transfer of ownership of Lot 52 to the Town where the Snowboard Park run is located, dated November 2016; (b) the GNWT granted the Town a lease for Lot 51 (Riverside Park), dated June 30<sup>th</sup>, 2016; (c) the Town's application to the GNWT for ownership of Lots 53-23/24/25 where the Snowboard Park run is located, dated August 26<sup>th</sup>, 2016; and (d) The Town's application to the GNWT for ownership of Lot 1688 which is the lot adjacent to Riverside Park, dated October 19<sup>th</sup>, 2017.

Administration advised that regarding Lots 53-23/24/25, subsequent to the Town's application for ownership of this property, the GNWT replied on February 23<sup>rd</sup>, 2017 that the applications for Lots 53-23, 53-24 and 53-25 have completed the consultation process and to prepare the necessary acquisition bylaws to proceed with transferring the titles to the Town. On December 18<sup>th</sup>, 2017, the Town passed the bylaws required and provided them to the Department of Lands. He noted that no further correspondence from the GNWT was received on the issue. He added that there are no structures on these lots and the Town has no intent to put structures on these lots.

Regarding Lot 1688, on November 3<sup>rd</sup>, 2016, the Town inquired into the temporary use of the lot for the placing of portable washrooms and changerooms during the Arctic Winter Games. This was due to an existing power pole at the location allowing the Town to reduce installation costs. The GNWT replied February 14<sup>th</sup>, 2017 that it would most likely be unable to entertain a lease in the Environmental Zone without rezoning. As a result, the Town applied for ownership of the land on October 19<sup>th</sup>, 2017. At this point the finalized Downtown Development Plan had to yet to be approved and the permanent requirements for this lot yet to be determined. No further correspondence from the GNWT was received on the issue.

Administration advised that historically, the Town has been able to acquire ownership of Commissioner's Land within municipal boundaries with minimal effort. The process experienced in the past was to (a) submit a written application from the Town using the standard GNWT form; (b) the GNWT processes the application; confirms the survey information; and consults with stakeholders; and (c) the GNWT advises the processing is complete and the Town develops Land Acquisition Bylaws for Council approval.

Administration noted that this process has been followed in the past with no problems experienced. He indicated that there is no definitive wording in the Territorial Acts or Regulations (either the Lands Act or Commissioner's Land Act) dictating requirements for transfer of ownership to municipalities and further, the block of lands around Fort Smith which were transferred from the Federal Government to the GNWT were for municipal use.

Administration advised that the Town does not typically lease lands, but rather acquires ownership once need is established. Leasing requires continued oversight by the GNWT of the usage and administration of the property, while ownership puts the most control including responsibility for management of development with the Town, as per Territorial Community Planning and Development Act (with the exception of subdivisions which remains a Territorial responsibility unless the Town requests transfer of authority). He noted that Town only holds a lease on Riverside Park because at the time need had not yet been established and the Town was being required to apply for special use permitting every Canada Day.

As stated, all communications from the GNWT regarding the acquisition of these lots ceased, and verbal inquiries were deferred. On March 15<sup>th</sup>, 2018, the GNWT issued a temporary use permit for the identified lots, presumably to allow use during the Arctic Winter Games. The assumption at that point was that this was an administrative exercise by the GNWT to allow Town use of the lots while they continued to process the transfer applications. As such, the portable washrooms and changerooms were not removed once the temporary use permit expired; the assumption was that the lot would be eventually transferred, and the Town could save the approximate \$5,000 relocation cost.

On January 19<sup>th</sup>, 2019, the Town received an order to move the portable washrooms and changerooms. At this point the status of the applications to acquire these lots was again checked and the GNWT advised that no applications were being processed. Concerned, the Town unofficially advised the MLA of the situation on February 8<sup>th</sup>, 2019 and at the beginning of May the GNWT contacted the Town and requested to delegate to Council on the issue. As per the Town Delegation Policy, a written presentation was requested; this presentation was received May 10<sup>th</sup>, 2019 and is attached to the briefing note.

The presentation presents GNWT concerns with the transfer of the lands and proposes a solution. It begins by stating concerns regarding the continued presence of the Town portable washrooms and changerooms on the lot. Administration stated previously; these portable trailers were kept in place to avoid approximate \$5,000 relocation fee pending the transfer of the land to Town ownership. Finally, the Town assumed that the presence of these trailers on the lot should have no bearing on the decision by the GNWT to transfer ownership of the lots.

Next, the presentation expresses concern over the development proposed to occur on the lots. Note that the GNWT never requested information from the Town on what development was proposed for these lots. The only information provided by the Town was contained in the application form which read “no new improvements are planned at this time” and existing buildings consisted of a “portable washcar/changeroom”. Further, the Territorial Community Planning and Development Act clearly states that the Town is responsible for the management of all development within municipal boundaries; this is not a GNWT responsibility. As previously noted, the GNWT would manage use of the property in a lease situation.

Specifically, the presentation states that no development is to occur within the Environmental Reserve. Note that this development zone is established by the Town as part of the Community Plan Bylaw and Zoning Bylaw, which are documents developed under the authority of the Territorial Community Planning and Development Act and approved by the GNWT, designed to restrict development in the slide zone. Administration provided some history on the issue: (a) in 1968 there was a landslide that resulted in one death; (b) approximately ten years later the slope in the area of the slide was stabilized by reducing the slope to a lower angle and there have been no slides in the treated area since the work was complete. He added that areas along the river where this treatment has not occurred continue to be active; and (c) the Environmental Reserve was established to limit development in this potentially hazardous area.

The Community Plan requires that “Council shall support only low impact recreation in the Environmental Reserve that does not lead to or increase erosion of the riverbank slope” and to “take advantage of the area’s scenic natural features”. Further the Community Plan states that “no structure, temporary or otherwise, involving human habitation or occupancy shall be permitted” and further acknowledges the work done to treat the area of the original landslide by stating that “recreation facilities such as walking paths and viewing platforms are acceptable in the portion of the Environmental Reserve west of Breynat Street”. The Zoning Bylaw adds picnic areas or boat ramps to that list.

Administration noted that “human habitation or occupancy” refers to living and sleeping on a site, versus temporary recreation/traversing/congregation on a site. The intent as per the Community Plan Bylaw is to “minimize the danger to people and property” where living, or regularly working for long periods on a site increases exposure to risk and limits ability to respond if asleep. The Community Plan Bylaw and Zoning Bylaw clearly allows recreation, traversing (roads, paths) and congregation (viewing platforms, picnic tables). He noted that Town proposed developments for the site only allow for recreational use (snowboarding), congregation (events; as previous approved by Lands) and traversing (paths with picnic tables). He added that the only structures proposed by the Downtown Development Plan are not for habitation or occupancy, but rather to support recreation use through washrooms, an arbour to shelter elders from the sun, and a rope tow on the snowboard/sliding hill to reduce vehicular use. From a safety perspective, an arbour and washrooms pose no more risk than a portable tent and porta-potties previously allowed by the GNWT on multiple occasions and fit well within any informed interpretation of the Community Plan Bylaw and Zoning Bylaw. Regardless, the Territorial Community Planning and Development Act gives full authority for interpretation of these Bylaws to the Town.

Finally, the presentation offers a solution whereby the GNWT would only allow a lease for both sites, only provided no structures whatsoever are erected. The GNWT was contacted on May 22<sup>nd</sup>, 2019 and advised that they could delegate to Committee on June 11<sup>th</sup>, 2019. There has been no communication from them regarding the delegation since and the status of this is unknown.

Most recently, official written correspondence from the GNWT was received on June 28<sup>th</sup>, 2019 which appears to modify the previous GNWT position on the issue. This letter commits to the transfer of Lots 53-23/24/25, requires the removal of the portable structures currently on Lot 1688, and refers to proceeding “with either a lease or sale of the lot”.

Administration is seeking direction from Council. If the GNWT does proceed with transfer of Lot 1688, the Town would have been required to remove the portable structures only to have to relocate them back to site at a considerable expense and would most likely not occur soon enough to have facilities in place for the Winter 2019/20 recreation season. If the GNWT insists on maintaining their lease-only position, and continues to insist on no structures, then the future of the Snowboard Park is uncertain; this facility cannot be operated in an effective manner without washrooms (porta-potties do not function in winter) and further, the tow rope could not be installed. He noted that the next step in the Downtown Development initiative includes acquisition of the Riverside Park lot and construction of an arbour and associated infrastructure required for festival site development. He noted that this would not occur in a lease-only, no structures situation.

Administration advised that the Town received \$165,000 from the Federal Government Climate Change Fund for slope stabilization within municipal boundaries. He noted that slope failure is due to the river-toe fluctuating water levels and ground water flow due to changes in precipitation patterns which is why the Town was able to access funding. He advised that the intent is perform an analysis to provide to an engineer to do the design work and hire a contractor to perform the work.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Couvrette**

**That the meeting continue past 10:00pm.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

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

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

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

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 13<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 10:07pm.**

**CARRIED UNANIMOUSLY**



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 997**

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A MUNICIPAL TAX COLLECTOR, PURSUANT TO SECTION 83 OF THE PROPERTY ASSESSMENT AND TAXATION ACT S.N.W.T. 1997,c.5,s.5(8); S.N.W.T. 2010,c.16, Sch.A,s.31(3).

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

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

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

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

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

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER



## BRIEFING NOTE

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**To: Regular Meeting of Council**

**From: Administration**

**Date: July 23, 2019**

**Subject: Changing of Signing Authorities on Bank Accounts**

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**Purpose:**

To designate signing authorities on all Town of Fort Smith Bank Accounts.

**Background:**

At the Special Meeting of Council SP-05-19 of November 6<sup>th</sup>, 2018, the signing authorities were changed to reflect the election of new Council members. The motion is as follows:

18-243            That the signing authorities for the Town of Fort Smith shall be Mayor Lynn Napier-Buckley, Deputy Mayor Kevin Smith and Councillor Chris Westwell on behalf of Council, and

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

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

With the resignation of Mr. Hood from his position as Director of Corporate Services on August 31<sup>st</sup>, 2019, new signing authorities will be required.

**Recommendation:**

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

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

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



## BRIEFING NOTE

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**To: Mayor and Council**

**Date: July 18, 2019**

**Subject: Swimming Pool Liner Replacement**

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**Purpose:**

To provide Mayor and Council information on the Replacement of the Swimming Pool Liner.

**Background:**

As per the 2019 Capital Plan approved by council, \$7,500,000 dollars was set aside for the TAG Report project. This included funds required for Pool Upgrades as there was a need identified for the replacement of the bottom portion of the pool liner in the main swim area. This portion of the liner has come to its useful end of life. Over the last several years there has been a noticeable increase in the severity and quantity of repairs that has been made to this portion. To complete these repairs the pool must be drained completely each time a repair is to be made, causing increased down time and expense having to fill, treat and heat the water each time a tear in the liner is noticed. The increasing severity and size of the rips are coming to a point where repair is no longer a viable option.

**Analysis:**

The swimming pool was built in 2005/2006 using a proprietary design "*modular-stainless-steel-panel-laminated-with-a-tough-durable-layer-of-PVC-system*". This proprietary system is designed and manufactured by Myrtha Pools with its Main Headquarters situated in Italy. The original pool installation was provided by Master Pools Alta Ltd which was and still is the only dealer of Myrtha Pools in Western Canada. As such Master Pools was the only contractor to provide a quote for this project.

As per By-Law 952, Purchasing And Tendering Policy " In exceptional circumstances a purchase of materials or contract for services may be sole sourced. If such a decision is required. Justification must be provided to council for approval and limited to the following:

- i. There is only one qualified supplier or contractor able to supply the material or service.



Master Pools Alta Ltd has provided a quote of \$112,250.00 dollars. (Quote and scope of work attached) A cost break down analysis of this quote and price comparisons with other municipalities in Western Canada show that this price quote is in a reasonable range for the scope of work required. Master Pools Alta Ltd is recommended by Myrtha Pools and received a good reference from Hudson Hope B.C, which also has a Myrtha Pool. Master Pools is also very familiar with our pool and has been the main provider of parts and support since the pool was installed.

**Recommendation:**

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



**MASTER POOLS ALTA LTD.**  
#300 – 9807-34th Ave NW Edmonton, AB T6E 5X9  
Office: (780) 462-2441 Fax: (780) 462-2664  
Website: [www.masterpoolsalta.com](http://www.masterpoolsalta.com)

March 6, 2019

Attn: Paul Kaeser, Town of Fort Smith

RE: **Pool Liner Replacement Proposal**

Dear Sir,

As requested, Master Pools Alta Ltd (MPA) is pleased to present this proposal for review. MPA is a COR certified company and certified in construction and renovations of Myrtha Pools. MPA and its staff are familiar with the Fort Smith Pool and is proposing to replace the pool floor liner based on the below scope of work.

Please review and direct any questions to us for discussion.

**The value of this proposal is \$ 112,250 plus taxes.**

**A. Scope of Work Included**

1. Confirm the material requirements and order the materials to coincide with the planned schedule. Material requirements include membrane (regular and non-slip), cleaning and PVC welding materials, and materials for installation of new lane markings on the floor.
2. Arrange for the materials to be delivered to the site to correspond with the installation schedule.
3. Dispatch a competent crew to the site to do the following:
  - Ensure that all safety measures and procedures are in place and adhered to.
  - Protect adjacent areas (deck space) from damage due to traffic during the intervention.
  - Remove the existing membrane with care from the building and deposit into a disposal bin provided by the Facility Owner.
  - Inspect the pool floor for evidence of deterioration prior to start of installation of the new material. If there is deterioration, the extent of the deterioration will be brought to the attention of the Facility Owner. A decision on the need for remediation will be made at the time; any cost associated with such deterioration would be negotiated with the Facility Owner or undertaken by the Owner.
  - Install the new materials in accordance with the manufacturer's requirements to ensure manufacturer's warranty can be honored.
  - Install new lane markers on the floor.
  - Final clean-up and turnover.
4. Travel, living allowances, and accommodations for crew as required.

**B. Scope of Work Not Included**

1. Supply of disposal bin for disposal of material removed from the site and for small amounts of "waste" new material.
2. Repair of existing pool concrete surface prior to installation of new materials.
3. Repair or replacement of drains, inlets, railings, or other components we are not aware of at present.

Thank you for your time and consideration.

Kind regards,

Neal Dary

Operations Manager  
Master Pools Alta Ltd.