













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

September 26, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations	
D. Approval of Council Minutes a. Council Minutes b. Special Meeting Minutes SP-05-17 c. Special Meeting Minutes SP-06-17	 Council Minutes August 15, 2017.doc  Special Meeting Minutes SP-05-17 Se  Special Meeting Minutes SP-06-17 Se
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	 Corporate Services Minutes September  Accounts Paid Part I  Accounts Paid Part II   Community Services Minutes September  Municipal Services Minutes September
b. Enactment of Bylaws and Policies i. Bylaw 981 Appoint Anand Soochit Tax Collector	 Bylaw 981 Appoint Anand Soochit Tax C
c. Appointments i. SDAB Jeff O'Keefe	 SDAB Jeff O'Keefe
d. Mayor and Council	
e. Administration	
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 08-17  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF AUGUST AND THE  
EIGHTH FOR THE YEAR 2017**

PRESENT: Mayor L. Napier-Buckley      D/M K. Smith  
            Cr. R. Patel                              Cr. B. McArthur  
            Cr. E. Bell                              Cr. B. Tuckey  
            Cr. A. Dumont (Conference Call)  
            Cr. R. Holtorf (Conference Call)

REGRETS: Cr. Kikoak

STAFF: K. Morrison, Senior Administrative Officer

GALLERY: Patti Haaima

Meeting 08-17  
August 15, 2017

7:00 PM  
Council Chambers

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

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

**B. APPROVAL OF AGENDA**

Cr. Holtorf requested an update on Mr. Vail's request for power at Bell Rock. Administration advised that it would be discussed with the MLA. D/M Smith asked if an update was received from the GNWT on the condition of Highway 5. Cr. McArthur advised that the last 30km portion of the highway would be chip-sealed this year.

17-169 Moved by: Cr. McArthur  
          Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**C. APPROVAL OF MINUTES**

17-170 Moved by: Cr. Patel  
          Seconded by: Cr. Bell

That the minutes of Regular Meeting 07-17 of July 18, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

**D. DECLARATION OF FINANCIAL INTEREST**

D/M Smith declared a financial interest with respect to the Accounts Paid Part II.



E. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

17-171 Moved By: D/M Smith  
Seconded By: Cr. McArthur

That the attached Corporate Services Standing Committee minutes from August 1, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid Part I

17-172 Moved By: Cr. Patel  
Seconded By: Cr. Bell

That the Accounts Paid List Part I for the period ending July 31, 2017, totaling \$517,415.18 be approved.

CARRIED UNANIMOUSLY

Accounts Paid Part II

17-173 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That the Accounts Paid List Part II for the period ending July 31, 2017, totaling \$621.35 be approved.

CARRIED UNANIMOUSLY

Second Quarter Variance Report

17-174 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That the Second Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

Property Tax Issues

17-175 Moved By: Cr. Bell  
Seconded By: Cr. McArthur

That the Town of Fort Smith proceed with addressing property tax arrears and delinquent account collections with the use of a third-party contractor.

CARRIED UNANIMOUSLY



TEP Brief – Cr. Patel doesn't feel that a brief would directly lobby change as the contract for the Foundational Review has already been awarded. She felt that there are alternative ways to address the issue rather than developing a brief. Cr. Tuckey noted that the lobbying group was looking for data on the program when it was initially announced that the program would be discontinued. She felt that the development of the brief would be the next step in the process. She would like to see Mayor and Council continue to fight for the program and have information available to back up their decision. Cr. Holtorf would be opposed to the motion as he felt that the money to be used for the brief could be used more productively in collaboration with the college. He also noted that the Foundational Review Terms and Reference indicates the need to gather statistical background information upon review of the programs. He appreciates the intent of Council but felt that the money could be used more resourcefully. Cr. Patel made a motion to table. Administration advised that tabling is only used when there is not enough time to discuss the issue as an issue more immediate has occurred. He also noted that tabling must be seconded. D/M Smith advised that the Mayor and himself had attended a Chamber of Commerce meeting in which the MLA was also present and in which a number of questions were asked about the college which could be further discussed during the Council workshop with the MLA on August 17<sup>th</sup>. He felt that the gathering of information through a brief would be valuable input to the Foundational Review. He felt that if the Town doesn't prepare the brief, that Council only has political lobbying and any media coverage available. He felt that this would be a good use of the advertising budget as there is no local newspaper in town. Cr. McArthur felt that \$10,000 is too much for the development of the brief, he would be agreeable to a budget of \$5,000 or under.

17-176 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That \$10,000 be reallocated from the Advertising Budget to the development of a TEP Brief to be solicited through a tender process.

IN FAVOUR – CR. BELL, D/M SMITH, CR. TUCKEY  
OPPOSED – CR. DUMONT, CR. HOLTORF, CR. MCARTHUR, CR. PATEL  
MOTION DEFEATED

Community Services Standing Committee – Administration provided an update of Community Services events that have occurred and upcoming events in August. He noted that on August 8<sup>th</sup>, Healthy Families and Parents 'n' Tots hosted Water Day which was well received with 44 children and 31 adults in attendance. On August 18<sup>th</sup>, the Fun Zone will be moved to the Northern Life Museum in conjunction with Summer Splash. From August 14<sup>th</sup> to 19<sup>th</sup> is Dance Camp at the RCC and there are currently 18 registrants. On August 17<sup>th</sup> to 28<sup>th</sup>, is the Dark Sky Festival and the arena has been contributed to support the event. Administration advised that the Pool would be closed from August 21<sup>st</sup> to September 12<sup>th</sup> for its annual maintenance. The Town is working in cooperation with the Trans Canada Trail for National Canada Trail Day on August 26<sup>th</sup> and is soliciting volunteers. Administration advised that the wrap-up of Day Camp and Fun Zone is on August 25<sup>th</sup>. In September, weekly Boot Camp, Yoga, and Elders in Motion programs will start up at the RCC and multiple weekly Story Times will begin at the Library. On September 12<sup>th</sup>, JBT's weekly swim lessons will begin.

17-177 Moved By: Cr. Bell  
Seconded By: Cr. Tuckey

That the attached Community Services Standing Committee minutes from August 8, 2017, be adopted as presented.

CARRIED UNANIMOUSLY



#### Municipal Services Standing Committee

17-178 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That the attached Municipal Services Standing Committee minutes from August 8, 2017 be adopted as presented.

**CARRIED UNANIMOUSLY**

#### DPA-028-17 Anand Soochit

17-179 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That DPA-028-17, submitted by Anand Soochit, to operate a home occupation accounting and bookkeeping business from Lot 1359, Plan 1788, 63 Caribou Crescent in Fort Smith, be approved.

**CARRIED UNANIMOUSLY**

#### b. Enactment of Bylaws:

Land Disposal Bylaw 978 First Reading – Administration advised that the NWT Housing Corporation has a contract with the Federal Government to provide housing to the RCMP and that they will be replacing the current housing with three duplexes to be built on adjacent lots in Westgrove Subdivision. He noted that the Town had originally lobbied the NTHC to purchase six lots as the development is for duplexes. He noted that it is required that each half of a duplex has its own water and sewer service and noted that the lots they are purchasing only come with one water and sewer service. As a result, they will have to cut the asphalt and install an additional water and sewer line which is an additional \$15-20,000, which would offset the cost of an additional lot. He noted that in order for their development to happen, they need to apply for a development permit. He advised that multifamily dwellings in R1 Zoning are a conditional development requiring Council approval and advised if Council wishes they could deny the development and recommend that NTHC purchase three additional lots. He noted that the issue can be discussed further once the development applications are received. Cr. Holtorf asked if by approving the bylaw, is Council setting a precedent by allowing duplexes in the subdivision. Administration doesn't think so, as the bylaw is only for the disposal of land and not for development. Additionally, guarantee of approval of development was not provided to the NTHC and noted that they are purchasing at their own risk. Cr. Dumont has concerns about allowing duplexes in the subdivision. Administration advised that the proposed duplexes are adjacent to duplexes not necessarily changing the character of the neighbourhood.



17-180 Moved By: Cr. McArthur  
Seconded By: Cr. Patel

That Land Disposal Bylaw 978 be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of the lands described hereunder, and

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1626 Plan 3941 FORT SMITH, 26 Whitford Road, in consideration for the sum of Forty-Nine Thousand, Six Hundred and Sixty-One Dollars (\$49,661.00) plus transfer costs.
2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

CARRIED UNANIMOUSLY

Land Disposal Bylaw 978 Second Reading

17-181 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Land Disposal Bylaw 978 be given second reading by title only.

CARRIED UNANIMOUSLY



#### Land Disposal Bylaw 979 First Reading

17-182 Moved By: Cr. Bell  
Seconded By: Cr. Patel

That Land Disposal Bylaw 979 be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of the lands described hereunder, and

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1751 Plan 4330 FORT SMITH, 25 Whitford Road, in consideration for the sum of Fifty-Two Thousand, Seven Hundred and Thirty-Eight Dollars (\$52,738.00) plus transfer costs.
2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

CARRIED UNANIMOUSLY

#### Land Disposal Bylaw 979 Second Reading

17-183 Moved By: Cr. Tuckey  
Seconded By: Cr. McArthur

That Land Disposal Bylaw 979 be given second reading by title only.

CARRIED UNANIMOUSLY



#### Land Disposal Bylaw 980 First Reading

17-184 Moved By: Cr. Patel

Seconded By: D/M Smith

That Land Disposal Bylaw 980 be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of the lands described hereunder, and

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to the Northwest Territories Housing Corporation, a freehold interest or fee simple title in the following parcel of land: the whole of Lot 1750 Plan 4330 FORT SMITH, 27 Whitford Road, in consideration for the sum of Fifty-Two Thousand, Seven Hundred and Forty-One Dollars (\$52,741.00) plus transfer costs.
2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.
3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

CARRIED UNANIMOUSLY

Land Disposal Bylaw 980 Second Reading – D/M Smith asked if development is required in two years and if the Zoning Bylaw is amended, will there be opportunity for the public to provide input on the amendment. Administration advised that the regulation to develop within two years was specific to Westgrove, although is no longer being imposed. He noted that conditional uses, such as allowing duplexes, would not require an amendment to the Zoning Bylaw, but would require Council approval. He noted that with duplexes, the concern is that it may be used as a rental property which may affect quality of the neighbourhood, although it could be argued not to be an issue with RCMP residing in the homes. He noted that another factor to consider would be the impact on the sale value of surrounding homes, which also would not be an issue with surrounding homes being other duplexes. Administration doesn't anticipate the NTHC to build this year and noted that third reading of the bylaws would most likely occur at the September 19<sup>th</sup> Council Meeting. Alternatively, the third reading may occur in conjunction with an upcoming Special Meeting to review the AWGs contract which may occur after the Corporate Services meeting on September 5<sup>th</sup>.

17-185 Moved By: Cr. McArthur

Seconded By: Cr. Bell

That Land Disposal Bylaw 980 be given second reading by title only.

CARRIED UNANIMOUSLY





c. Appointments:

Appointment of Acting Mayor

17-186 Moved By: D/M Smith  
Seconded By: Cr. Bell

That Cr. Tuckey be appointed Acting Mayor for the period of August 18, 2017 at 8:30 am to August 28, 2017 at 8:30 am.

IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. BELL, D/M SMITH,  
CR. PATEL, CR. DUMONT  
ABSTAINED – CR. TUCKEY  
CARRIED

Appointment of Acting SAO

17-187 Moved By: Cr. McArthur  
Seconded By: D/M Smith

That Jim Hood, Director of Corporate Services, be appointed Acting SAO for the period of August 18, 2017 at 5:00 pm to August 28, 2017 at 8:30 am.

CARRIED UNANIMOUSLY

d. Mayor and Council.

- i. Cr. Holtorf – Cr. Holtorf asked if any additional direction or support is required from Council to bring the GNWT to the table to discuss property tax issues. Administration advised that a motion was passed at this meeting which is the direction Administration requires to move forward with the recovering money and forgiving debt. Administration advised that the Town's legal contractor will be contacted to begin the collection of good debt and noted that briefing notes will be prepared for each roll requiring forgiveness for bad debt. He noted that the issues that can't be resolved by the Town will be discussed with the GNWT, particularly DAAIR at a political level.
- ii. Cr. McArthur – Cr. McArthur provided an update on the remaining 33km of Highway 5 towards Fort Smith. He noted that the portion of highway will be leveled, widened, and chip-sealed this year. He noted that the second coat of chip-seal may be applied next spring.
- iii. Cr. Bell – Cr. Bell requested an update on the status of the RV dump station at Queen Elizabeth Park. Administration advised that ITI has given permission to the Town to assume the dump station. He is in the process of working out the implications and next steps. Cr. Bell thanked the volunteers and organizers for putting on all the events in the community. She would like Council to get together to plan for the Aurora College student welcoming barbeque and potentially invite the AWG Host Society to join and recruit volunteers.



- iv. D/M Smith – D/M Smith thinks that the Town should push the sales of the Westgrove lots and noted that the quicker they sell, the quicker the Town can collect property taxes on them. D/M Smith was pleased that it rained. D/M Smith was pleased with the increased number of visitors in the community for Paddlefest, Summer Splash and the Dark Sky Festival. D/M Smith congratulated all the Fort Smith athletes, coaches, and officials that attended the Canada Summer Games. D/M Smith looks forward to seeing the Waste Management Plan come to Council for review. He is hoping that there would be some sort of option for recycling even if its not curbside. D/M Smith noted that Council has discussed extensively on how to bring some form of political approach to protecting Aurora College and noted that the issue is more than just the program. He noted the diminishing assets, diminishing enrollment and the trades program being cancelled or postponed despite the number of interested students. He noted that the GNWT is vulnerable to public pressure as shown with the Junior Kindergarten program being fully funded as a result of public pressure. He noted that if the Town is not going to pay a consultant to obtain the information required, the leadership would remain with Council. He suggested that Council get together for further discussion. He looks forward to the workshop with Minister Sebert to start discussions. Administration advised that he would work with the Mayor to better understand Council's role with the issue and determine if Council wishes not to develop a document or if the decision made was based on the cost than the concept. He suggested that if the decision was due to cost, a brief could be solicited at a lower price.
- v. Cr. Patel – Cr. Patel advised that the cost to develop the TEP brief is what impacted her decision. She felt that Council can still lobby and develop a strategy which extends beyond the benefit to the Town to the Northwest Territories as a whole. She felt that a lot more can be offered than just entry level programs at the college and felt that the Town should take a more holistic approach. Cr. Patel looks forward to meeting with Minister Sebert on August 17<sup>th</sup> to further discuss this. Cr. Patel congratulated the coaches and athletes at the Canada Summer Games. Additionally, she thanked fire crews that are out fighting fires and she was pleased with the number of visitors in Fort Smith over the summer.
- vi. Cr. Dumont – Cr. Dumont is very pleased to hear that the first layer of chip-seal will be laid on the final portion of Highway 5. Cr. Dumont suggested that people travel slowly over the portion of the highway under construction as he and another person's trailer had broken a window while traveling.
- vii. Mayor Napier-Buckley – Mayor Napier-Buckley congratulated the athletes that attended the Canada Summer Games. Mayor Napier-Buckley hopes to resolve the issue of cost over concept for the development of a TEP brief. She noted that the Foundational Review will be completed this fall and she hopes to be able include a strong message from the Town of Fort Smith. She would like to consider all of the families, students and teachers that would be lost if the program is discontinued. She noted that losing the program would be a huge hit to the community and that she does not want to sit by and allow this to happen. Mayor Napier-Buckley advised that she had attended the Water is Life Gathering and met the new Chief of the Mikisew in Fort Chip who wanted to discuss a road south. She is hoping to further the discussion and go about the process with consultation.



e. Administration

Administration provided an update on delegations, upcoming meetings and proposed scheduling for AWGs initiatives. Administration advised that he had recently met via teleconference with the SAO of the Town to Hay River where they discussed the proposed amendments to the AWGs triparty agreement. He advised that she is hoping to obtain Council approval of the amended contract in the fourth week of August at which time a Special Meeting of Council will be held for Fort Smith Council approval. Additionally, Administration advised that Mayor and Council would be meeting with Minister Sebert on August 17<sup>th</sup>. Administration doesn't anticipate another AWG delegation until October, after their M2 Meetings. Administration advised that there was not a delegation from the RCMP this month as Sgt. Snodgrass has accepted a position in Yellowknife. Mayor Napier-Buckley advised that Constable Bennett would be providing the Police Reports until the new Sergeant arrives in Fort Smith.

Briefing Note Dark Sky Film – The briefing note was reviewed. Administration advised that the briefing note has been updated to include original submissions from the Day Sky Film and the historical report of donations up to 2015. He noted that approximately \$2,000 is donated annually in the fourth quarter for Christmas initiatives. Administration has spoken to the producers of the Dark Sky Film and they are allowing the Town to purchase advertising at the end of the film rather than provide a monetary donation. He suggested that \$130 in-kind be donated for the use of showers and tables.

17-188 Moved By: D/M Smith  
Seconded By: Cr. Bell

That the Town of Fort Smith provide an in-kind donation of tables and showers totaling \$130 to the Dark Sky Film.

CARRIED UNANIMOUSLY

F. **ABSENCE OF COUNCIL MEMBERS**

17-189 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Cr. Dumont, Cr. Kikoak, and Cr. Holtorf be excused from the Corporate Services Standing Committee Meeting on August 1, 2017.

IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, D/M SMITH, CR. PATEL

ABSTAINED – CR. HOLTORF, CR. DUMONT

CARRIED

17-190 Moved By: Cr. McArthur  
Seconded By: Cr. Tuckey

That Cr. Dumont be excused from the Community Services and Municipal Services Standing Committee Meetings on August 8, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. BELL, D/M SMITH, CR. PATEL

ABSTAINED – CR. DUMONT

CARRIED

17-191 Moved By: Cr. Smith  
Seconded By: Cr. Tuckey

That Cr. Kikoak be excused from the Regular Meeting of Council on August 15, 2017.

CARRIED UNANIMOUSLY



G. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – September 5, 2017  
Community and Municipal Services Standing Committee Meetings – September 12, 2017  
Council Meeting 09-17 – September 19, 2017

H. **ADJOURNMENT**

<p>17-192 Moved By: Cr. McArthur Seconded By: Cr. Tuckey</p> <p>That the meeting be adjourned at 8:20 p.m.</p> <p>CARRIED UNANIMOUSLY</p>
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Minutes adopted this 19<sup>th</sup> day of September, 2017.

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

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

H. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH  
SPECIAL MEETING SP-05-17  
THE FIFTH SPECIAL MEETING OF COUNCIL FOR  
THE YEAR 2017**

PRESENT: Mayor L. Napier-Buckley Cr. E. Bell  
Cr. A. Kikoak Cr. R. Holtorf  
Cr. A. Dumont Cr. B. McArthur  
Cr. R. Patel Cr. B. Tuckey

REGRETS: D/M K. Smith

STAFF: Keith Morrison, Senior Administrative Officer  
Katie Reid, Executive Secretary

Special Meeting SP-05-17  
September 5, 2017

9:00 PM  
Council Chambers

The purpose of the Special Meeting is to have Third Reading of Land Disposal Bylaws 978,979, and 980, and to have discussion on briefing notes with regard to the Public Relations Budget and Library Capital.

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

Mayor Napier-Buckley called the meeting to order at 9:18 pm and confirmed quorum of Council was present.

B. **APPROVAL OF AGENDA**

17-193 Moved by: Cr. McArthur  
Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **DISCUSSION**

i. Third Reading of Land Disposal Bylaw 978

17-194 Moved by: Cr. McArthur  
Seconded by: Cr. Bell

That Land Disposal Bylaw 978 be given third reading by title only.

CARRIED UNANIMOUSLY

Third Reading of Land Disposal Bylaw 979

17-195 Moved by: Cr. Dumont  
Seconded by: Cr. Tuckey

That Land Disposal Bylaw 979 be given third reading by title only.

CARRIED UNANIMOUSLY

Third Reading of Land Disposal Bylaw 980

17-196 Moved by: Cr. Bell  
Seconded by: Cr. Patel

That Land Disposal Bylaw 980 be given third reading by title only.

CARRIED UNANIMOUSLY

- ii. Briefing Note Public Relations Budget – The briefing note was reviewed. Administration has reviewed spending in 2016 and anticipated spending in 2017 from the Public Relations budget, has determined that there will be insufficient funds. He suggested that \$12,000 be reallocated from the Advertising budget to the Public Relations budget to ensure adequate funds are available. Mayor Napier-Buckley advised that the Aurora College has invited Mayor and Council to take part in the Welcome Back Barbeque for students and has requested that the Town assist in purchasing food. Administration advised that \$8,000 would be left in the Advertising budget after the allocation. Cr. Patel made a motion that \$15,000 be reallocated to from the Advertising budget to allow for additional funds to purchase AWGs signs. Cr. Tuckey would like three signs distributed throughout town. Cr. Holtorf advised that he would vote in opposition of the motion due to the allocation of \$5,000 for the TEP Brief. Cr. Kikoak felt that there is value in lobbying through the report as a political brief. Cr. McArthur also does not support funding the development of a TEP Brief. Cr. Patel supports the TEP Brief and agrees that the document will provide important factual information. Cr. Tuckey advised that the document will provide current information and noted that the GNWT is using dated statistics to dispute the continuation of the program.

17-197 Moved by: Cr. Patel  
 Seconded by: Cr. Tuckey

That Council reallocate \$15,000 from the 2017 Advertising Budget to the 2017 Public Relations Budget.

IN FAVOUR – CR. TUCKEY, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK  
 OPPOSED – CR. MCARTHUR, CR. HOLTORF  
 CARRIED

- iii. Briefing Note Library Capital – The briefing note was reviewed. Administration advised that there is \$15,000 in the 2017 Capital Plan Library Renovations budget for “basement carpet, improvements to barrier-free access, and fence repair”. He noted that that a tender was issued to replace the ramp as it didn’t meet code and noted that the entrance door has a lip that was difficult for wheelchairs to get over. He noted that CAB Construction was the successful bidder at \$27,508 and that an additional \$15,000 funding for the project was solicited from the Federal ‘Enabling Accessibility’ program. Additionally, Administration advised that additional storage has been identified as a need for the Library. Current storage rooms are full, and the meeting room currently houses overflow items. Administration advised that a contemplated change notice was issued to CAB Construction to determine the cost to attach a small storage shed to the side of the Library; the cost received was \$13,950 plus GST. To complete this work, an additional \$11,458 of funding is required. He suggested that \$12,000 be reallocated to the 2017 Library Renovations Capital budget from GNWT CPI funds. Cr. Holtorf requested the square footage of the storage shed. Administration advised that the shed would be just over 100 square feet. Cr. Kikoak requested an update on the cost of the original shed, now placed by the pool. Administration advised that the shed by the pool is being used for storage by other user groups and that he doesn’t have the cost. Mayor Napier-Buckley advised that the storage shed by the pool was purchased with GNWT Library Infrastructure funds in the amount of \$20,000 which was also used for other library renovations. Cr. Patel asked if the Friends of the Library would be committing funds. Administration advised that they have not been requested to supply funds and that their assistance comes in other forms. He noted that time is of the essence as CAB Construction’s workers are on site working on the barrier-free access now. Cr. Patel would like to see book sale funds cycled back from books purchased by the Town and GNWT. Mayor Napier-Buckley advised that the money in their account came from books sales of a book they made and advised that they do not get funds from discarded books. Cr. Holtorf asked if the Library is continuing to accumulate books. Mayor Napier-Buckley advised that employees vigorously weed the library for unused items. Administration advised that the storage shed would be used for more than books, including programming materials. He noted that the Town is short on storage space for all facilities. Cr. Bell is supportive of the request.

17-198 Moved by: Cr. McArthur  
Seconded by: Cr. Dumont

That Council approve the allocation of an additional \$12,000 to the 2017 Library Renovations Capital Budget from GNWT CPI Funds.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

17-199 Moved by: Cr. Tuckey  
Seconded by: Cr. Bell

That D/M Smith be excused from the Special Meeting of Council on September 5, 2017.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

17-200 Moved by: Cr. Kikoak  
Seconded by: Cr. McArthur

That this meeting be adjourned at 9:53 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 19<sup>th</sup> day of September, 2017.

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

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

F. **QUESTION PERIOD**



**COUNCIL OF THE TOWN OF FORT SMITH  
SPECIAL MEETING SP-06-17  
THE SIXTH SPECIAL MEETING OF COUNCIL FOR  
THE YEAR 2017**

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

REGRETS:                      Cr. R. Patel

STAFF:                         Keith Morrison, Senior Administrative Officer

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Special Meeting SP-06-17  
September 12, 2017

9:00 PM  
Council Chambers

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The purpose of the Special Meeting is to have an In-Camera Session to discuss the 2018 Arctic Winter Games Contract.

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

Mayor Napier-Buckley called the meeting to order at 9:50 pm and confirmed quorum of Council was present.

B.      **APPROVAL OF AGENDA**

17-201 Moved by: D/M Smith  
          Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C.      **IN-CAMERA SESSION SECTION 23(3)(E)**

17-202 Moved by: Cr. Kikoak  
          Seconded by: Cr. Dumont

That Council move in-camera to discuss the 2018 AWG Contract in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

17-203 Moved by: Cr. McArthur  
          Seconded by: Cr. Dumont

That Council move out of in-camera at 11:03 pm.

CARRIED UNANIMOUSLY

17-204 Moved by: Cr. Kikoak  
          Seconded by: Cr. Tuckey

That Mayor Napier-Buckley, on behalf of the Town of Fort Smith, sign the triparty agreement with the Town of Hay River and the AWG Host Society for the 2018 Arctic Winter Games.

CARRIED UNANIMOUSLY



D. **ABSENCE OF COUNCIL MEMBERS**

17-205 Moved by: Cr. Bell  
Seconded by: Cr. McArthur

That Cr. Patel be excused from the Special Meeting of Council on September 12, 2017.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

17-206 Moved by: Cr. Tuckey  
Seconded by: Cr. Bell

That this meeting be adjourned at 11:08 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 19<sup>th</sup> day of September, 2017.

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

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

F. **QUESTION PERIOD**



Town of Fort Smith  
Corporate Services Committee  
Tuesday, September 5, 2017, at 7:00 pm

Chairperson: Mayor Napier-Buckley  
Members: Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call),  
Cr. Dumont, Cr. Patel, Cr. Tuckey  
Regrets: D/M Smith  
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services;  
Katie Reid, Executive Secretary  
Guests: Town of Hay River SAO, Mayor & Council; SAO Judy Gaucher,  
Mayor Brad Mapes, Cr. Steve Anderson, Cr. Vince McKay, Cr.  
Donna Lee Jungkind, Cr. Keith Dohey, Cr. Jason Coakwell, Cr.  
Kandis Jameson

1. Call to Order

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

2. Delegation

- a. Town of Hay River Mayor & Council  
In-Camera Session S.23(3)(e)

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That Council move in-camera to have discussion with the Mayor and Council of the Town of Hay River in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That Council move out of in-camera at 9:10 pm.**

**CARRIED UNANIMOUSLY**

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of August 1, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017. Cr. McArthur asked if anyone had been hired at the AWG office in Fort Smith. Cr. Patel advised that a new Volunteer Coordinator has been hired.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

a. Council Priorities

- i. Aurora College Program Review – Mayor Napier-Buckley advised that funding the development of a TEP Brief would be discussed in the Special Meeting following Corporate Services.
- ii. Property Tax and Boundary Issues – Administration advised that he has begun discussions with DAAIR about SRFN property tax issues. Additionally, he has had discussions with the MLA about assuming the old Cozy Carpets building. The MLA suggested writing a letter requesting the assumption of the building to the Minister responsible. Administration advised that he is also acquiring legal opinion to gain ownership of the old movie theatre building for the purpose of demolition. Administration advised that the boundary expansion with DAAIR is stalled due to the Metis Nation Land Claim. He noted that the Legislative Assembly wants to finish the land claim by the end of their term and that they do not want the Town's claim to interfere with the Metis claim. Cr. Patel was pleased with the update.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel requested that job titles be listed in the accounts paid list rather than employee's names. Administration advised that the change can be made although noted that the information in the accounts paid list isn't confidential. Cr. Tuckey noted that it is a requirement of the auditor to see specific information with some organizations. Cr. Holtorf felt that it is the role of Council to oversee detailed expenditures, although it may not be required. Administration advised that as the cheques have already been issued, it is not a requirement of the auditor.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Dumont**

**That the Accounts Paid Part I for the period ending August 31, 2017, totaling \$841,344.56 be approved.**

**CARRIED UNANIMOUSLY**

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

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Dumont**

**That that Accounts Paid Part II for the period ending August 31, 2017, totaling \$4,761.33 be approved.**

**IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL, CR. DUMONT**

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

**CARRIED**

7. Human Resources

Cr. Kikoak asked if Administration has inquired about hiring a Human Resources Officer. Administration advised that there is not enough work to constitute a full-time position. He noted that the Corporate Services Officer takes on the role and that the position is being staffed with a new hire tomorrow. He noted that a casual employee was hired while the position was vacant to bring files to date. Additionally, he advised that union issues fall solely upon the SAO to handle.

8. Other Business

- a. Correspondence – The August, 2017 correspondence was reviewed. Cr. Dumont asked if letters addressed to Mayor and Council are sent to Mayor and Council. Mayor Napier-Buckley confirmed.
- b. Licensing Report – The August, 2017 licensing report was reviewed.

- c. Briefing Note Budget Expenses – Administration asked if Council would like to delay the briefing notes on expenses and revenue until the Community Services Committee meeting on September 12, 2017. Mayor and Council agreed to delay the briefing notes.
- d. Briefing Note Budget Revenue – The briefing note was delayed to the Community Services Committee meeting.

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. McArthur**

**That D/M Smith be excused from the Corporate Services Standing Committee meeting on September 5, 2017.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be October 3, 2017.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 9:17 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING August 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32982	Bank of Montreal	Jim Hood statement	\$ 1,408.71	Multiple
		\$ 1232.57 Cell phone bills		
		\$27.25 Interviewing for corporate services [R]		
		\$148.89 Postage for explorers guides		
32983	NWT Tourism	Membership fees	\$ 183.75	AD
32984	GNWT	Course registration	\$ 1,100.00	POOL
32985	Grimshaw Trucking	Freight, Materials/supplies	\$ 1,242.37	Multiple
32986	Link Hardware	Materials/supplies	\$ 909.93	Multiple
32987	Town of Fort Smith	Water bills	\$ 786.25	Multiple
32988	Freund Building Supplies	Materials/supplies	\$ 150.40	Multiple
32989	Xerox Canada Ltd	Copier lease	\$ 134.91	AD
32990	PWK High School	Plaque-grade 8 highest achievement award	\$ 25.00	AD
32991	Northwestern Air Lease	Freight, water samples	\$ 114.81	WTP
32992	Brownlee LLP	Legal fees	\$ 824.74	AD
32993	Taxation Division Dept of Finance	May-June school tax remittance	\$ 207,243.91	AD
32994	TDC Contracting LTD	Fuel	\$ 2,678.24	Multiple
32995	Pitneyworks	Postage refill	\$ 2,100.00	AD
32996	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$ 115.00	BYL
32997	NAIT	Cody Utman power engineering class 5	\$ 955.00	WTP
32998	Rapid Petroleum Products	Gas	\$ 99.32	WTP
32999	Infosat Communications	Satellite phone bill	\$ 77.11	FD
33000	The Prophet Corporation	Volleyball nets	\$ 484.32	RCC
33001	Slave River Coalition, Tides Canada Initiative	Honorarium for Marine Drive Clean up	\$ 200.00	RCC
33002	Canadian Training Resources	Administrative assistant workshop	\$ 838.95	AD
33003	Mercury Sing Art & Design	Two sided street signs	\$ 3,896.51	PW
33004	Bank of Montreal	Chris Bird statement	\$ 3,760.11	
		\$231 - Pool Course		RCC
		\$347.88 - Wireless bridge to fire hall		FD
		\$83.98 - Cables for wireless bridge		FD
		\$190.00 - Software for computers at Library		Library
		\$84.46 - Respirators		Pool
		\$220.47 - Water slide		RCC
		\$2393.00 - STEAM camp education class pkg.		Library
		\$7.25 - Interest on purchases		RCC
		\$128.59 - Patch kit for bouncy castle		RCC
		\$73.48 - Interest on purchases		RCC
33005	GNWT	Pay back healthy children Initiative grants	\$ 3,091.33	RCC
33006	Lou's Small Engines	Flammable cabinet/steam clean RCC basement	\$ 1,715.65	RCC
33007	Northwestel Inc.	Phone and internet bills	\$ 5,331.66	Multiple
33008	SEE ACCTS PAID LIST II			
33009	Wally's Drugs	Materials/supplies	\$ 115.65	Library
33010	Receiver General	Payroll deductions (TAX, CPP, UIC) \$ 34689.69 [R]	\$ 42,731.48	
33011	Lifesaving Society	First aid exam fees	\$ 225.00	Pool
33012	Blue Imp. 1594981	Tennis court bench	\$ 936.60	RCC
33013	Northern Stores	Supplies for Canada Day	\$ 211.99	Canada Day
33014	Bank of Montreal	Keith Morrison Statement	\$ 8,898.00	
		\$48.30 - ABC lunch		Legislative
		\$10.00 - WHMIS trainging		PW
		\$68.25 - CSTS training		PW
		\$66.60 - SIM card		FD
		\$236.46 - Microsoft services charges add emails		AD
		\$55.60 - RAB lunch		Legislative
		\$87.05 - SDAB lunch		Legislative
		\$-21.00 - Refund difference on smaller flag		AD
		\$45.46 - Interest on purchases		AD
		\$2713.20 - Wear sleeve		PW
		\$1303.68 - Uniforms		Ambulance
		\$10.00 - WHMIS training		Pool
		\$2594.57 - Supplies for summer camps		RCC
		\$1626.69 - Uniforms		Pool

	\$53.14 - Interest on purchases		AD
33015 CAB Construction LTD	Wire new pump/hot tub repairs	\$ 1,032.27	WTP/Pool
33016 Commercial Aquatic Supplies	Supplies	\$ 1,031.59	Pool
33017 Taxation Division Dept of Finance	July school tax remittance	\$ 3,541.30	AD
33018 Terry's Carpentry Services	Ambulance bay lease	\$ 2,520.00	Ambulance
33019 TDC Contracting LTD	Yearly cylinder rental/gas/materials	\$ 1,435.67	Multiple
33020 Maskwa Engineering Ltd.	Project management	\$ 2,079.00	AD
33021 Cleartech	Chemicals/container return credit	\$ 28,234.89	WTP
33022 Chase's Pit Stop	Gas	\$ 103.10	Bylaw
33023 NU Mechanical	Sewer inspection 45 Pelican	\$ 378.00	PW
33024 Rapid Petroleum Products	Gas	\$ 2,862.70	Multiple
33025 Infosat Communications	Satellite phone bill	\$ 127.20	FD
33026 RDV Mechanical	Service town vehicles	\$ 3,798.01	Multiple
33027 Office Solutions	Materials/supplies	\$ 1,526.06	Multiple
33028 Vadim Computer Management Group	Software upgrades	\$ 4,934.66	AD
33029 Arctic Winter Games South Slave Division	3rd prize Canada Day float	\$ 75.00	Canada Day
33030 Pelican Rapids Golf & Country Club	Annual contribution	\$ 5,000.00	AD
33031 Bank of Montreal	Jim hood statement	\$ 1,953.01	
	\$105.00 - stamps (Canada Post)		RCC
	\$51.49 - Shipping british soccer supplies		RCC
	\$-51.49 - Refund shipping for british soccer supplies		RCC
	\$1326.41 - Bell mobility bill		Multiple
	\$59.26 - Postage to mail explorer guides		AD
	\$123.14 - Pool mail drop		Pool
	\$309.84 - Sirius radio subscription renewal		RCC
	\$29.36 - Interest on purchases		AD
33032 GNWT - ENR	3rd prize Canada Day float	\$ 75.00	Canada Day
33033 Andrew Sanderson	Reimbursement -drivers medical fee	\$ 100.00	PW
33034 Gudiet, Bruce	Reimbursement - 2017 boot allowance	\$ 157.49	Landfill
33035 Berton, Armando	Refund - development permit not required	\$ 31.50	AD
33036 VanCamp, John D	Refund - development permit not required	\$ 157.50	AD
33037 TWCC	Refund - pool rental due to pool closure	\$ 85.00	Pool
33038	<b>SEE ACCTS PAID LIST II</b>		
33039 Wesclean Northern Sales Ltd.	Cleaning supplies	\$ 451.45	RCC
33040 Phoenix Automotive	Service unit #37 (car)	\$ 111.11	AD
33041 Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
33042 Riley Manufacturing	Baseball park equipment	\$ 2,331.36	RCC
33043 Arctech Computers Inc.	Offsite back up service	\$ 262.50	AD
33044 Cox, Jessica	Refund - dance camp fees	\$ 60.00	RCC
33045 McLennan Ross	Legal fees	\$ 133.72	AD
33046 Doherty, Jody and Jessica	Refund - daycamp fees	\$ 704.00	RCC
33047 Fergusson, Dana	Refund - daycamp fees	\$ 1,804.00	RCC
33048 Cumming, George and Ruth	Canada Day float prize correction	\$ 50.00	Canada Day
33049 Fraser, Rod	Reimbursement - 2017 boot allowance	\$ 136.49	PW
33050 Fort Smith Music Society	2nd prize Canada Day float	\$ 100.00	Canada Day
33051 Balsillie, Janell	Refund - create graphic novel camp cancelled	\$ 60.00	Library
33052 Berro, Darine	Refund - bronze medal prep course cancelled	\$ 60.00	Pool
33053 McAdams, Paul	Refund - property tax overpayment	\$ 1,795.79	AD
33054 Wood Buffalo National Park	2nd prize Canada Day float	\$ 100.00	Canada Day
33055	CANCELLED		
33056	CANCELLED		
33057 GNWT	Lab fees	\$ 575.40	WTP
33058 TDC Contracting LTD	Repairs/service on water truck and new ambulance	\$ 1,931.49	WTP/Ambulance
33059 Northwestel Inc.	Internet and phone bills	\$ 5,319.33	Multiple
33060 Xerox Canada LTD	Copier usage	\$ 553.15	AD
33061 NU Mechanical	Replace cracked boiler section	\$ 14,910.00	WTP
33062 Infosat Communications	Phone bills	\$ 266.16	FD
33063 Cascade Graphics	Business cards	\$ 290.85	AD
33064 Investors Group	August contributions	\$ 400.00	
33065 NWT Power Corpotion	July power bills	\$ 28,695.67	Multiple
33066 Pitney Bowes	Copier lease	\$ 1,227.88	AD
33067 Wally's Drugs	Materials/supplies	\$ 125.37	AD
33068 Town of Fort Smith	August payroll deductions	\$ 1,171.00	
33069 Receiver General	Payroll deductions (TAX, CPP, UIC) \$ 48074.39 [R]	\$ 48,074.39	
33070 Public Service Alliance of Canada	August union dues [R]	\$ 4,671.48	

33071	GNWT - Taxation Division	August payroll tax [R]	\$	6,705.69	
33072	Rocky Mountain Phoenix	Pumper service	\$	5,083.88	FD
33073	Bassett Petroleum Distributors LTD	Salt delivered to Fort Smith	\$	11,332.38	MS
33074	Northwestern Air Lease	Freight	\$	66.33	WTP
33075	GNWT Maintenance Enforcement	Garnishment	\$	829.00	
33076	Fort Smith construction NT LTD	Changed tire on unit #32	\$	84.00	FM
33077	Globalstar	Satellite phone bill	\$	52.49	AD
33078	GNWT - Health & Social Services	July Marriage License fees	\$	30.00	AD
33079	BZT General Contracting	Womens fan in rcc replacement	\$	472.50	RCC
33080	TDC Contracting LTD	Reinstate yard 217 McDougal after water line break/Materials	\$	6,058.70	Multiple
33081	Outcrop Communications	Website hosting	\$	840.00	AD
33082	Cleartech	Yearly chemical order	\$	2,824.92	WTP
33083	Pitneyworks	Copier lease	\$	4,227.68	AD
33084	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$	80.65	BYL
33085	Rapid Petroleum Products	Gas	\$	123.00	WTP
33086	RDV Mechanical	Service backup truck/emergency repair untit 1/ full service & oi	\$	5,602.51	Multiple
33087	TOFS Employees Association	August staff contrubutions	\$	372.00	
33088	Hay River Heavt Truck Sales LTD	Cylinder Rentals	\$	201.60	Multiple
33089	Tetra Tech EBA INC	Solid waste management plan	\$	7,252.91	
33090	Bella Dance Academy	Dance camp facilitator fee	\$	1,750.00	RCC
33091	Borealis Bike Tours Limited	Refund - business license not required	\$	285.00	AD
33092	Everbridge Inc	Mass notification with unlimited domestic	\$	5,000.00	AD
33093	IBI Group Professional Services Canada Inc	Landscape architechural services	\$	23,023.84	AD
33094	NEBS Pension Fund	August premiums \$ 35,526.32 [R]	\$	35,526.32	
33095	Nebs Group Insurance Fund	August premiums \$ 9,816.04 [R]	\$	9,816.04	
33096	Solid Waste Association of North America	Association dues	\$	257.00	FM
33097	Baudville	Long service awards plaques and trophies	\$	541.54	AD
	EFT Payroll	Pay period August 4, 2017	\$	107,071.43	
	EFT Payroll	Pay period August 18, 2017	\$	122,564.90	
33098	Paul Kaesers Stores LTD	Materials/supplies	\$	4,748.54	Multiple
33099	Freund Building Supplies	Materials/supplies	\$	2,003.09	Multiple
33100	TDC Contracting LTD	Pressure washer hose, diesel	\$	4,726.97	Multiple
33101	Fitness Depot Commercial INC	Materials/supplies	\$	1,531.61	RCC

\$ 841,344.56



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING August 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33008	Kikoak, Brandon	Sound for Canada Day	\$ 1,300.00	Canada Day
33038	Aurora TPI Travel	Flights and accommodations for employees	\$ 3,461.33	Multiple
		TOTAL	<u>\$ 4,761.33</u>	





Town of Fort Smith  
Community Services Committee  
Tuesday, September 12, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Regrets : Cr. Patel  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary

1. Call to Order  
Cr. Tuckey called the meeting to order at 7:00 pm.
2. Review
  - a. Agenda – The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Kikoak**  
**Seconded by: Cr. Bell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of August 8, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017.
  - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
  - d. Community Services Master Plan – The Master Plan was reviewed.
3. Recreation
  - a. Recreation Services
    - i. Recreation Statistics – The August 2017 Recreation Statistics Report was reviewed. The Director of Community Services advised that numbers are consistent with the previous month and have increased from the previous year. He noted that usage is down for Day Camp over the summer due to families being on holidays. Additionally, Fun Zone had ten kids in attendance regularly. The Director advised that the Town had partnered with Healthy Families for a preschool water day.
    - ii. Pool Statistics – The August 2017 Pool Statistics Report was reviewed. The Director advised that pool usage was strong in August and has doubled from last year. Usage for August has slightly decreased from July. He noted that Lane Swim, Public Swim, and Parents ‘n’ Tots usage has increased.  
  
The Director provided an overview of event held in August. He noted that the Town partnered with various organizations to bring a wide range of events in August. August events include the Water is Life Conference, Paddlefest, Riverstock, the Dark Sky Festival and the Farmers Market. Additionally, he noted that Dance Camp was well attended with 21 kids registered in the 6-9 age group and 17 registered in the preschool age group.

The Director provided an update of upcoming events in September. He noted that the department will be gearing up for a School of Community Government Ice Making Course in the Curling Rink; the Snowboard Consultant has returned to Fort Smith to work on the Snowboard Park; Boot Camp is ongoing at the RCC; Yoga will begin at the end of September; Parents 'n' Tots Story Time is starting at the Library; and Youth Night has started at the RCC and has been well received. The Director advised that the Pool opened today, concluding the annual shut down; and that JBT Elementary School started swimming lessons. The Pool is also looking to start swimming lessons in October. Cr. Bell asked if Aquafit would be starting soon. Chris advised that lessons for Aquafit are being compiled and that he doesn't have a start date at this time. Cr. Kikoak requested an update on work being done at the Snowboard Park. Administration advised that the contractor has arrived in Fort Smith today and will be touring the site tomorrow. He noted that improvements to the facility will be incorporated before the snowboarding season starts. The scope of work includes improvements that will be made to the velocity of the Border Cross to increase the speed when racing; additional space between the beginner and intermediate Rail Jam for the instructor; and work to incorporate a tobogganing hill to the side of the park. Additionally, Administration plans to make revisions to the railing and lookout as winter approaches. He noted that the revision will allow for access to the tobogganing hill. Cr. Kikoak asked when the hill would be hydro-seeded. Administration advised that seeding would most likely be done by a local contractor after the hill is complete and in conjunction with other ditch work. Cr. Holtorf requested an update on the Curling Rink ice plant. Administration is confident that the ice plant is in good working order. Cr. Holtorf requested an update on the Curling Club's request for assistance in making ice. Administration advised that after a cost analysis was performed the Curling Club advised that they would train internally and would no longer require the Town's assistance.

iii. Arena Statistics - There were no Arena stats for August.

4. Library

a. Library Services

- i. Library Statistics – The August 2017, library statistics report was reviewed. The Director advised that the stats are similar to the previous year and that there was no programming in August. He noted that two camps were cancelled due to low enrollment. Cr. Kikoak thinks that weekly programming may be less successful than daily drop-ins. Mayor Napier-Buckley felt that the camp's low enrollment was associated with cost. Cr. Kikoak would like to revitalize the partnership with Aurora College for programming. Mayor Napier-Buckley noted that the Aurora Research Institute in Inuvik does children's programming. Additionally, she would like to have more reliable programming at the Library and implement the Summer Reading Program next year. Administration noted that the library has good usage through visitation. Administration advised that Steam Camp was well attended with a higher cost this year due to a more expensive science package the Town had purchased. He agrees with the need for more regular programming and noted that there is a lack of resources for the facility. He noted that programming had been increased recently as the Afterschool Program has not been running. Administration advised that ABC has developed a list of groups to partner with. Cr. Holtorf would like the Aurora College to delegate to Council early fall.

b. Advisory Board on Culture

- i. ABC Minutes September 6, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the board requested feedback from Council on the asset map and what should be done with it. They also requested an update on Downtown Development. She noted that the Friends of the Library held a book sale over the weekend and that it was well attended. She noted that there was an update on the Northern Life Museum and that they will be having their AGM and a barbeque on September 19<sup>th</sup>. She noted that Museum would be doing Coffee Break News and suggested that the Town partner to extend news beyond social media. Cr. Bell advised that the board would be reviewing the TRC Calls for Action at their next meeting and that they are looking for five additional members to sit on the board. Additionally, they discussed the interpretive walk that was implemented over the summer and that it is used to preserve the stories of the Town. Mayor Napier-Buckley was pleased that the board would be reviewing the TRC Calls for action and advised that she received a letter from the Metis Council requesting the possibility of changing street names in Town reflective of the Calls for Action. She suggested the issue be discussed with ABC. Cr. Holtorf was pleased with the boards work and addressing culture in a meaningful way. He advised that he would provide feedback on the asset mapping that was done. Administration provided an update on Downtown Development. Administration advised that the architect is working on an updated version of the plan with the feedback of residents incorporated. The project is phased by priority and budget, and is being worked on by the consultant. Cr. Holtorf requested an update on the multilingual electronic sign. Administration advised that the Town is waiting for funding for 50% of the sign from the Metis Nation. He confirmed that there would be Cree and Chipewyan translations on the sign and that the Town is committed to purchasing. He noted that there is a delay in the flowing of the funds and that it will be ordered once funding is received. Cr. Bell will update the board.

5. Other Business

- a. Briefing Note Budget Expenses – The briefing note was reviewed. Administration hopes to bring the budget forward in October. He noted that there are four budgets combined in one; General, Utility, Environmental, and Lands. Each budget has two sections; revenue and expense. He noted that balanced budgets have the same money received as expended. Expenses are further broken down into Cost Centres that compile related costs. Within each Cost Centre there are multiple General Ledgers (GLs). Cr. Tuckey was pleased with the document. Cr. McArthur requested an updated on upcoming drainage and ditch work. Administration advised that there are plans for drainage work on McDougal Road and Wilderness Road, and the intersection of Cumming Avenue and King Street. He noted that design work is underway and he is hoping to go to tender this fall.

- b. Briefing Note Budget Revenue – The briefing note was reviewed. Administration advised that expenses varies although revenues are few and are sorted into three areas; GNWT block funding, user fees, and property taxes. Administration advised that GNWT block funding is the most significant revenue source the Town receives. A review of the community funding was conducted a few years ago which determined that the Town is underfunded by \$3.5 million annually inclusive of grants. GNWT block funding is broken down into Unconditional and Conditional Grants. Unconditional grants are treated as unaccounted revenue and conditional grants have restrictions for spending and reporting, particularly Gas Tax and CPI Funding. Administration noted that the Town changed its accounting system to include the expense of the annual decrease value of infrastructure in the O&M budget. He noted that the accounting depreciations may not be realistic, but add up to a million dollars each year. D/M Smith was interested to learn about the depreciation and noted that GNWT mainly leases buildings. Administration advised that user fees are the most impactful on residents of funding sources. User fees are broken down into sales of services, bylaw enforcement revenue, community services revenue, utility revenue, and environmental revenue. Administration advised that operating and replacements costs are offset by user fee revenue and GNWT conditional grants. Property tax revenue is a general fee based on property value that comes from several sources; revenue on taxable properties, revenue on grantable properties and revenue from SRFN in the form of PILT as per their MSA. Administration advised that this is the only revenue that the Town can predictably manipulate to meet any budget shortfalls. Administration advised that other sources of revenue include interest revenue from three sources; accounts receivable, bank interest and property tax interest. Also, there is additional GNWT grants that are applied on yearly. Administration advised that he would bring an informational briefing notes on forced growth and overtime to the October 3<sup>rd</sup> Corporate Services meeting. Cr. McArthur requested an update on property tax collections. Administration doesn't have an update at this time, although he anticipates that the Director of Corporate Services will have more time to work on this with the recent staffing of the Corporate Services Officer.
- c. Briefing Note Daycare Services – The briefing note was reviewed. Administration advised that there is a lack of childcare options in Fort Smith and that the Town has experienced first-hand with difficulties staffing due to employees not being able to find appropriate childcare. The Town currently offers After School Care programming and Summer Day Camp programming, which have many of the same requirements as a Daycare service. He asked if the Town should provide childcare services and if the Town is already providing ASCP and Day Camp, should providing Daycare services also be considered. Alternatively, he asked if the Town should discontinue childcare services altogether. Additionally, he asked if this is the role of the Town or if the service could be used to generate revenue. Administration advised that the current programs offered operate at a deficit and that user fees for a full-subscribed program would generate \$60,000 annually, with an additional \$12,000 funded by the GNWT. He noted that on average the programs are 75% subscribed, resulting in approximate revenue of \$55,000 while \$73,000 is budgeted annually for expenses. Further, this program has proven difficult to staff as there are limited number of employees with the requisite early childhood education certification willing to work the part-time hours offered by these programs. Administration noted that the next option would be to take on full Daycare services, which is driven by a community need. Expanding to full service would be an incremental change that would require additional staffing of early childcare professionals. He noted that with a rate of \$50 per day, a profit of \$40,000 annually would be generated at a 75% enrollment with an annual \$145,000 GNWT contribution. Administration listed a number of non-quantifiable factors to consider. Alternatively,

Administration asked if the Town should stop providing childcare services, or work with local business people to encourage a private sector solution. This option would include termination of the ASCP and potentially Day Camp. He noted that these programs cost the Town \$18,000 annually and are difficult to staff. He also noted that the early childhood certified staff member is also on leave and that the Town has been unsuccessful in hiring a replacement. In response, a new drop-in program was developed that is less expensive than ASCP, is available to all children, and greatly expanded the amount of programming available to local youth. Cr. Holtorf isn't supportive of the Town taking on the role of providing full childcare services. He felt that the Town should be in business through partnership and financials. Administration advised that the Daycare Society had recently made an alliance with the YWCA although he hasn't received an update from the Society is 6-9 months. He noted that the need is now and they are not progressing in a timely manner. He suggested the possibility of the Town initiating a Daycare and having the Society take it over. Administration doesn't have confidence that the Town can staff the required amount of professional positions to operate a Daycare. Administration feels that providing a full Daycare service would be risky and that there may be push back from the private sector. Cr. Tuckey felt that staffing with a 40 hour work week would be more attractive to certified early childcare professionals. Cr. Tuckey can think of four people that are certified and would be potentially interested. Mayor Napier-Buckley hasn't heard from the Daycare Society recently. She has also had discussions with the Manager of properties for the Federal Government and advised that there are no properties available for the Daycare. She doesn't feel that local businesses would be hindered by providing the service and noted that at least one Daycare has shut down since the Mayor had met with ECE and was advised of the shortage. Additionally, she advised that residents of housing units are unable to provide childcare services. D/M Smith noticed that the Town had increased after school programming. He would like the Town to partner with schools and the SSDEC; and to continue to promote healthy living rather than providing a certified Daycare. Cr. Kikoak advised that the Town needs Daycare facilities to attract professionals to Fort Smith. Cr. McArthur would like to see the ASCP and Day Camp programs continue to run in the same capacity as in previous years. Cr. Bell would like the Town to reach out to the Daycare Society to offer them assistance. Administration advised that the briefing note was brought in effort to bring additional revenue generation opportunities for consideration with the 2018 budgeting process.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Dumont**

**That Cr. Patel be excused from Community Services Meeting on September 12, 2017.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on October 10, 2017.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:04 p.m.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, September 12, 2017 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, D/M Smith, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Patel  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Karl Cox, Protective Services Supervisor; Katie Reid, Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 9:00 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of August 8, 2017, were reviewed and were adopted at the Council meeting of August 15, 2017.

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

d. 2017 Capital Plan – The Capital Plan was reviewed.

The Director of Municipal Services provided an update on the Municipal Services Department. He advised that the Water Works Department has been putting a great deal of effort into fire hydrant repairs and was pleased that the Town would only need to replace one hydrant. The Public Works Department has begun flushing mains and sealing road cracks. He advised that Fall Clean-Up is scheduled to occur on September 26-30<sup>th</sup>. He noted that the Facilities Maintenance Department has put a lot of time in pool maintenance during the annual pool shut down and is preparing to begin ice making. Additionally, he noted that the new Bobcats have arrived. Mayor Napier-Buckley asked if tipping fees are being waived during Fall Clean-Up for both commercial and residential vehicles. Administration confirmed this.

3. Protective Services

a. Fire Department

i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a busier month for the Fire Department.

b. Ambulance Department

i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a standard busy month for the Ambulance Department with 29 calls.

ii. Briefing Note Ambulance Services – The briefing note was reviewed. Administration brought forward the briefing note to review additional revenue options. He noted that the Town is not funded to provide ambulance services to residents. He noted that most other Canadian jurisdictions provide the service by contractors employed at a provincial level. Historically, the Town has operated the service with an annual \$50,000 deficit. Further, management of this volunteer service has often proven problematic given the difficulties training and maintaining a sufficient volunteer workforce. Administration advised that when the GNWT was approached with this information and the request to assume the provision of the services in Fort Smith, the Town was advised to run the service like a business, and that the GNWT funds the ambulance service through Ground Ambulance and Highway Rescue funding. He noted that the GAHR funding was decreased from an annual \$50,000 to \$21,000 per year in 2016. Additionally, the GAHR funding is application based and not guaranteed. It can also not be used for salaries and is intended to fund highway fire and ambulance services outside of municipal boundaries. In order to address the management and funding issues of the ambulance service, the Town increased medivac fees to the GNWT and hired the Protective Services Supervisor to manage the department. With the increase in fees the Town has turned the annual deficit into a surplus. Additionally, the Town looked at contracting options for combined services. As a result, the Town received a proposal from a contractor to assume the services. The Town made the question to the GNWT of who the contractor would enter into the contract with, in which they were not interested. He noted that the service status quo is currently generating \$90,000 revenue due to the increase in medivac fees. He felt that issues with the service have been resolved and there is potential to make more revenue by increasing medivac rates in 2018. Cr. Tuckey was in favour with continuing status quo and generating revenue.

c. Bylaw Department

i. Bylaw Statistics Report – The August 2017, statistics report was reviewed. Administration advised that there were a number of fines issued in August for speeding, dogs, and helmets. Cr. McArthur asked if Marine Drive would be graded. Mayor Napier-Buckley advised that a matter was brought to CBC regarding a dog and an unhappy resident in the community. She advised Council to contact her if they would like to know the details.

4. Other Business

- a. Briefing Note DPA-032-17 SK Contracting – The briefing note was reviewed. Administration provided additional information from a concerned citizen in opposition of the conditional use. He noted that SK Contracting has put forth a development permit to change the use of the residence from a Single-Family Dwelling to a Multi-Family Dwelling. He noted that the change of use is conditional, requiring Council approval. He noted that there are other multi-family dwellings in the area, not changing the character of the neighbourhood. Administration advised that if Council approves the development, the concerned citizen will have 14 days to express their concerns and that the matter will go to the Development Appeal Board. He noted that the Development Appeal Board does not negatively impact Council, but allows for a second set of eyes on the matter. Cr. Kikoak felt that the laneway/road between the residence requiring conditional use and the concerned citizen, creates an intimate setting between the homes. Administration advised that the road would become a through-road in the case that development occurs behind the homes. D/M Smith asked if the applicant had paid a fine that was previously issued. Administration advised that the issue was not resolved although the Town cannot be biased based on charges. Cr. Bell supports the development as the property is not being extended. Administration noted that the issue is that with two residencies, there will be twice as many vehicles and twice the traffic. D/M Smith feels conflicted and sympathetic to the neighbour's concerns.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That DPA-032-17 be approved, conditional on confirmation of transfer of ownership and compliance with all Town bylaws.**

**IN FAVOUR – CR. BELL**

**ABSTAINED – MAYOR NAPIER-BUCKLEY**

**OPPOSED – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, D/M SMITH, CR. KIKOAK**

**RECOMMENDATION DEFEATED**

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Tuckey**

**That Cr. Patel be excused from the Municipal Services Standing Committee Meeting on September 12, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on October 10, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 9:50 pm.**

**CARRIED UNANIMOUSLY**





**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH  
BY-LAW 981**

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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 Anand Soochit 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 Anand Soochit with the Town.
4. That Bylaw 943 be hereby repealed.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 A.D.

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017 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



## Town of Fort Smith

### Expression of Interest

Date: September 14, 2017

Name: Jeffrey O'Keefe

I am interested in sitting on the: Sustainable Development Advisory Board

Advisory Board/Working Group/Focus Group/Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I have lived in Fort Smith for 20 years. I am both a home owner and the owner of a rental property that I have owned for 5 years. I have worked at Aurora College for the past 12 years and am very aware of the challenges with development in this community. I have lots of experience with both policy and programs and feel I would make a good addition to the board.

Email: jeff.nwt@gmail.com

Signature of Applicant