











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

Tuesday, September 26th, 2023, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Proclamations a. Acknowledgement of First Nations	
C. Review of Electronic Motions a. Bylaw 1051 Appoint Bylaw Officer Nicholas Carbery	 Bylaw 1051 Appoint a Bylaw Officer Nich
D. Approval of Agenda	
E. Approval of Council Minutes a. Regular Council Meeting Minutes 07-23 July 18 th , 2023 b. Special Meeting Minutes SP-08-23 July 19 th , 2023	  Council Minutes Special Meeting July 18 2023.pdf Minutes SP-08-23 Ju
F. Business Arising from the Minutes	
G. Declaration of Financial Interest a. Statement of Disclosure of Interest	 Statement of Disclosure of Interest
H. Council Business	
a. Introduction and Consideration of Standing Committee Reports i. Corporate Services August 1 st , 2023 ii. Protective Services August 1 st , 2023 iii. Community Services August 8 th , 2023 iv. Municipal Services August 8 th , 2023	  Corporate Services Protective Services Minutes August 1 2(Minutes August 1 2(
b. Mayor and Council/Board Representative	
c. Administration i. Arena User Agreement 2023-2024 ii. DPA-043-23 Home Occupation Business Natalie Anderson	  Arena User DPA-043-23 BN Agreement 2023-2024 Signed.pdf
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. In-Camera Session CTV Act S.23(3)(e)	
L. Enactment of Bylaws and Policies a. Bylaw 1052 SAO Employment Bylaw 1 st and 2 nd Reading	
M. Adjournment	
N. Question Period	



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1051

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A BYLAW ENFORCEMENT OFFICER, PASSED PURSUANT TO SECTIONS 70 AND 137 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T. 2003, c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;

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

1. That Nicholas Carbery be appointed Bylaw Enforcement Officer for the Town of Fort Smith.
2. That Bylaw 1017 and Bylaw 1038 be hereby repealed.
3. That this appointment shall come into effect upon this bylaw receiving third reading.

READ A FIRST TIME THIS 15th DAY OF August, 2023 A.D.

READ A SECOND TIME THIS 15th DAY OF August, 2023 A.D.

READ A THIRD TIME THIS 15th DAY OF August, 2023 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



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 07-23
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF JULY AND THE
SEVENTH FOR THE YEAR 2023**

PRESENT: Mayor F. Daniels D/M J. MacDonald
 Cr. K. Campbell Cr. L. Tuckey
 Cr. L. Beaulieu Cr. D. Fergusson

REGRETS: Cr. M. Couvrette Cr. A. Pischinger
 Cr. D. Korol

STAFF: J. Hood, Senior Administrative Officer
 M. Herring, Executive Assistant

GALLERY: Honourable Minister Julie Green, Minister of Health and Social Services
 Sujata Ganguli, Chief Operating Officer of the Fort Smith Health Centre
 Gerry Cheezie, Chair of the Leadership Council
 Elizabeth King, Special Advisor

Meeting 07-23
July 18th, 2023

7:00 PM
Town Hall Council Chambers

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

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

B. **PROCLAMATIONS**

Mayor Daniels read the acknowledgement of First Nations.

C. **APPROVAL OF AGENDA**

23-185 Moved by: D/M Macdonald Seconded by: Cr. Fergusson

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

D. **PRESENTATIONS**

- a. RCMP Police Report June 2023 – The June 2023 Police Report was reviewed. Sgt. Yilmaz advised that 55 vehicles were stopped during various check-stops and that there were four charges laid for drinking and driving. He reviewed community engagements and advised that the RCMP participated in various community events including Track and Field and Bike Rodeo.

Sgt. Yilmaz advised that a police dog handler came to the community in June to assist with investigations and that the police dog visited the kids at the Daycare. Additionally, the RCMP did a presentation at JBT on the dangers of arson. Sgt. Yilmaz advised that the RCMP continue to perform compliance checks on chronic offenders.



Cr. Campbell thanked the RCMP for their good work and involvement with the community.

Sgt. Yilmaz advised that Cpl. Leduc's replacement has arrived in the community for a 2–3-year duration and that two new Constables are expected to arrive end of August followed by another in September.

Cr. Fergusson asked if there were updates in improving mental health calls for service. Sgt. Yilmaz advised that there has been no progress and advised that mental health calls are time consuming in consideration of apprehension as per the Mental Health Act. Cr. Fergusson asked if Council could assist in lobbying the GNWT. Sgt. Yilmaz confirmed and advised that if the Act requires the individual to initiate contact with Mental Health Counsellors. He noted that an individual in crisis may not recognize they need help and that site nurses patrol with RCMP in larger jurisdictions.

- b. GNWT Minister of Health and Social Services, Honourable Minister Julie Green – Questions were submitted and discussed for the delegation with the Minister of Health and Social Services.

Mayor Daniels requested an update on medi-flights and medical travel booking communication issues. Minister Green replied that the NTHSSA has a contract with AMS and Air Tindi to provide medivac services ending March 2025. She noted that two planes are available with appropriate staff and that a triage system is used to pick up patients on a urgency basis. Further, she noted that there has been an increase in the number of calls for medivac services.

Regarding medical travel, Minister Green advised that specific criteria is required for patients to obtain a non-medical escort such as a patient giving birth or for language translation purposes. She noted that escorts are not transferred on medivacs but are sent on the next flight. She added that an exceptions policy was implemented to make the services more widely available but recognized it is not sufficient and that it is partially due to funding. She advised that the GNWT had spent \$48 million in on medical travel and NIHB expenses in 2022. She advised that the allocation of additional funding would be required and that the GNWT is already massively in debt.

Cr. Fergusson advised that there are inconsistencies in approving medical escorts as some are granted and others not. Minister Green advised that standard criteria is applied by different people and that cases may seem equivalent but are not. She advised that medical practitioners must approved non-medical escorts.

Cr. Campvill noted some cases of patients denying non-medical escorts when they do require assistance, specifically senior citizens. Minister Green advised that an escort cannot be forced and that there are patient navigators in acute care centers to support and advocate for patients.

Cr. Beaulieu advised of the language barrier in the NWT and that an individual may answer no if they do not fully understand what is being asked in consideration of medical terminology and medical travel. Additionally, she felt that a family member should be allowed on a medivac in the circumstance that the patient were to pass-away in-transit. Minister Green replied that she heard this concern from the former SLFN Chief who speaks good English but doesn't understand medical terminology and suggested advising a nurse practitioner if an individual needs accompanying for translation purposes.



D/M Macdonald requested an update on the Integrated Care Team for Fort Smith. Ms. Ganguli advised that Integrated Care Teams have been implemented in different parts of the NT and that Yellowknife has had theirs the longest. She noted that the roll-out in Fort Smith aligned with COVID which set them back from where they hoped to be. She advised that there are two named teams and that an individual can call to find out what team they are on or to switch teams. She continued that staff are operating as two teams and have patient files split between them for proactive patient follow-ups for upcoming appointments including immunizations and preventative screening. She noted that over 100 women were contacted in the past two-weeks requiring mammograms. Ms. Ganguli advised that a mail drop is planned to explain how the teams work but that communication on-hold due to the requirement to translate in French as per legislation. Additionally, she advised that community health nurses are now fully trained and work at scope to run a sick clinic and provide a narrow list of medications which frees up physician time for better use of resources.

Cr. Fergusson asked how Integrated Care Teams will improve the health system. Ms. Ganguli replied that the intent is to provide the most efficient service and added that there would be one point of contact for appointment-related questions. She noted that the flyer would describe the roles of each team member and that locum physicians would be assigned to teams. Minister Green added that teams specialize in specific patient needs for follow-up and information, and that the point is to relationship-build with the patient to improve continuity of care.

Cr. Tuckey had concerns with indigenous elders understanding the flyer and medical terminology, and felt that the flyer should also be translated in indigenous languages. He asked if Fort Smith still has a Public Health Nurse and noted that immunizations have been performed by this position. Ms. Ganguli advised that the intent of the teams is for an easier process with one point of contact and that the program was created by the South-Central Foundation that exclusively serves indigenous peoples in Alaska. She noted that differences in the program models are in resources due to population.

D/M Macdonald asked if the Integrated Care Teams liaison with Medical Travel for efficiencies and noted complaints with appointment times and flight/accommodation scheduling. Ms. Ganguli advised that she would look into this to make the link easier for individuals.

Cr. Tuckey asked if Fort Smith still has a Public Health Nurse. Ms. Ganguli replied that Fort Smith has a Territorial Public Health Nurse Specialist and had another local employee but advised that they are leaving the community with their RCMP spouse. She noted that the Territorial Public Health Nurse is a Fort Smith resident and was helpful during COVID and is reviewing the syphilis outbreak in the NT.

D/M Macdonald asked if the Integrated Care Teams approach would reduce resources required in Fort Smith resulting in a reduction of doctors, and if the intent is to turn the Health Centre into a nursing station. Minister Green replied that the Health Centre would not be reduced to a nursing station as the threshold for a Health Centre is a population of 2k to 8k. She advised that the team's approach would not reduce resources but reorganize them for efficiency. D/M Macdonald was pleased with the response.

D/M Macdonald requested an update on staffing allocations or reassignments, including part-time positions, and asked how many positions are vacant or not filled by permanent employees. Ms. Ganguli advised that staffing changes week-to-week and noted that the Health Centre is losing two nurses moving with RCMP spouses.



Ms. Ganguli provided staffing statistics from the previous week: Allied Health including Rehab and Clinical Laboratory Point of Care – 6 of 10 positions filled with one double filled and that there is no occupational therapist, speech language pathologist or physiotherapist assistant; Acute Care – 10 of 13 positions filled with locum RN positions; Home Care – 5 of 6 positions filled; Long-Term Care – 24 of 25 positions filled; Operations 14 of 15 positions filled; Primary Care – 16 of 17 positions filled; and Community Family and Wellness – 10 of 11 positions filled. Minister Green added that the level of staffing in Fort Smith is enviable amongst other regions in the NT, and noted a nursing vacancy rate of 25% and doctor vacancy rate of 50% along with a shortfall of Allied Health positions across the NT.

D/M Macdonald was pleased with the staffing update and asked if position vacancies are continuously advertised on the GNWT website and if RN positions are filled with locums. Ms. Ganguli confirmed that positions are always advertised that are not filled with permanent staff.

Cr. Campbell asked if specialist positions, such as the Rheumatologist position, would be filled. Minister Green replied that they are working on this as the position stopped coming to Fort Smith December 2022 and is now based in Alberta. She noted that urgent cases of rheumatoid arthritis are sent to Alberta for service and that non-urgent cases are falling behind but are considered priority. She advised that there is a new agreement between Alberta and the NT around rheumatoid specialization which will move cases forward.

Cr. Tuckey asked if there are plans to recommission quiet rooms at the Health Centre for security and safety and to assist the RCMP with mental health calls. Ms. Ganguli replied that the room was deemed no longer fit and was converted to a COVID exam room. She noted that an RFP has been awarded to recommission the safe room and that construction is planned to start at the end of August for the duration of a few months.

Cr. Tuckey asked if Mental Health Specialists are on-call on weekends. Ms. Ganguli replied that they are on call from 8:00am to 4:00pm on weekends and that there are not enough positions in Fort Smith or the NT for 24/7 coverage. Minister Green confirmed this and advised that they can't recruit additional staff or have the funds. She noted that they rely on the NT hotline to assist during non-office hours. She noted that Health Centre does not perform the RCMP duties and cannot force counselling services against an individual's will. Further, she advised that there are standard assessment tools for juvenile and adults and if they present harm to themselves or others they are sent to the psych-ward in YK for further assessment. She noted that the Mental Health Act does not present for indefinite stays with mental health issues not verified by a physician and if an individual is kept in the hospital for over 24-hours it must be justified with the Mental Health Act Review Board.

Cr. Campbell asked if there are plans for a GNWT addictions centre and if there are plans for follow up after addictions treatment during the transition phase. Minister Green replied regarding transitional programming, that the GNWT will sometimes pay for an individual to stay at a facility longer than 30-days into a secondary phase. She advised that a call for service providers for transitional housing was advertised 2-years-ago and that four responses were received from Hay River, Fort Good Hope, Yellowknife, and Inuvik. She advised that programs are now being developed for individuals to continue their recovery. She noted that rather than having territorial facilities, the GNWT has entered six contracts with addition service facilities. Further, she indicated that there is interest in having regional addictions treatment facilities from indigenous governments with cultural healing responses. She advised that there is too much diversity in the NT for one facility and that the last facility was never more than one-third full and was difficult staff.



Cr. Fergusson has heard complaints about experiences of misdiagnosis and that individual's took their own initiative to be re-diagnosed in the south, and noted that this would be difficult for some. Minister Green replied that out-of-territory appointments require referral to be paid by the GNWT. Additionally, she advised that the Office of Patient Experience was recently introduced to advocate for patients and that the service has been highly effective. She also suggested that individuals that feel they may be misdiagnosed request an appointment for a second opinion.

Cr. Tuckey noted a situation where a patient was told by the Receptionist to go home and was later medivacked to have an appendix removed. Ms. Ganguli advised that this would require triage by the nurse and suggested a complaint be submitted as she was unaware of the situation.

Cr. Campbell felt that not all patients would lodge complaints or follow-up. Ms. Ganguli suggested utilizing the Patient Advocate Service to submit and address complaints. She noted that Glenda Simon has an open-door policy and that she follows up on concerns.

Cr. Tuckey advised of many complaints of short notice for medical travel resulting in missed appointments or travel/accommodations being paid by the patient. Minister Green replied that she has also heard this complaint and advised that she would review the number of appointments missed due to travel not booked in time. She advised that there are approximately 16k medical travel appointments booked each year and that there are many reasons why appointments don't align with travel including fewer flights and seats since COVID and re-bookings performed by the out-of-town clinic or specialist.

Cr. Beaulieu suggested NTHSSA communications be made to the local Indigenous Governments at monthly Community Leadership meetings. Minister Green replied that the Regional Wellness Council meets quarterly to discuss Health Centre concerns and services and that the Chair brings concerns back to the Leadership Council. She noted that representatives of the Indigenous Governments and general public are appointed to the board in Fort Smith and that meetings are public.

D/M Macdonald suggested relaying addressed concerns to the community to ensure proactive communications. Ms. Ganguli was pleased with this idea and would look into attending Community Leadership meetings.

Cr. Tuckey asked if the GNWT would be addressing the discrepancy in medical travel funding for the general public in comparison to GNWT employees. Minister Green advised that the GNWT rate is set by the employer, if they qualify for income, or lodge at the boarding home for stay and meals. Further, the public rate is set by Non-Insured Health Benefits Services (NIHB), and that the GNWT would like to increase rates and are in negotiations. She advised that the program is losing money and people are not satisfied with the program. Additionally, she noted that some employers have health programs to provide funding and that the GNWT through NIHB are the funder by last resort.

Cr. Fergusson asked if blood testing services are being performed locally or if blood is sent out for testing. Ms. Ganguli replied that the XN430 Hematology Analyzer was received mid-2021 and is used by laboratory staff and nurses during off-hours for review of hemoglobin, white blood cells, hematocrit, and platelets and that the Fort Smith Health Centre does other lab testing including blood gasses, eye stat testing, basic chemistry, and urine analysis using a point of care device. She noted that other testing is sent to Yellowknife or Edmonton due to the requirement for a specific level of expertise.



Mayor Daniels asked why dental services is not included with health services. Minister Green replied that the Canada Health Act does not require dental services as medically necessary through legislation and that the GNWT does not receive a Canada Health transfer to provide the service. She noted that dental services are either private or through NIHB.

Minister Green stated in closing that the intent is to make services as effective as possible and that point of care testing and Integrated Care Teams are new ideas to provide more responsible health care. She acknowledged that health outcomes in the NT are poor compared to the rest of Canada with higher rates of chronic disease.

Mayor and Council thanked Minister Green and Ms. Ganguli for their delegation.

E. **APPROVAL OF MINUTES**

Regular Meeting of Council 06-23

23-186 Moved by: Cr. Fergusson
Seconded by: Cr. Campbell

That the minutes of Regular Meeting 06-23 of June 20th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

F. **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

G. **DECLARATION OF FINANCIAL INTEREST**

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

H. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

23-187 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That the Corporate Services Standing Committee minutes from July 4th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

NTPC Intervention Committee Terms of Reference

23-188 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That the NTPC Intervention Committee Terms of Reference be adopted as presented.

CARRIED UNANIMOUSLY



Letter to the GNWT Minister of Infrastructure

23-189 Moved by: Cr. Campbell
Seconded by: D/M Macdonald

That the Town of Fort Smith write a letter to the GNWT Minister of Infrastructure regarding the resurfacing from the Airport along McDougal Road to Trout Street to Highway 5.

CARRIED UNANIMOUSLY

Letter to the GNWT Department of Industry, Tourism and Investment

23-190 Moved by: Cr. Fergusson
Seconded by: Cr. Tuckey

That the Town of Fort Smith write a letter to the GNWT Department of Industry, Tourism and Investment regarding paving the gravel portion of the road from Teepee Trail to Queen Elizabeth Park and the entrance loop of the campground.

CARRIED UNANIMOUSLY

Snowboard Park Hill Upgrades

23-191 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That Administration obtain an estimate for the Snowboard Park Hill Upgrades to bring back to Council with the Slide Zone Shredderz contribution request for consideration.

CARRIED UNANIMOUSLY

MACA Gas Tax Funding Contribution 2023-2024

23-192 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

That Council approves the Gas Tax Funding Contribution with MACA for the fiscal year 2023-2024 in the amount of \$1,014,000.

CARRIED UNANIMOUSLY



2023 Capital Projects Ranking – Cr. Campbell requested an update on the cemetery fence project. Administration replied that the project was not included in the list of projects brought to the Corporate Services Standing Committee on August 1st.

Cr. Campbell would like the CRC backup generator procurement brought to the top of the prioritized list of projects as the CRC is the designated evacuation/communications center. Administration is waiting for a response from the GNWT regarding cost-sharing as heat is shared with PWK. He added that the documents are finalized for tender if they are not interested.

23-193 Moved By: Cr. Fergusson
Seconded By: Cr. Campbell

That Council approves the process for ranking capital projects and the completion for the following projects for 2023.

Community Plan and Zoning Bylaw Review
Town Hall Retrofit
Sidewalk Repairs/Improvements
Hydrant Replacement/Renewal
Water and Sewer System Upgrades
Intake Pumphouse Replacement
Main Lift Station Mid-Life Retrofit
Lagoon Liner Replacement
Landfill Reclamation and Expansion
Landfill Compactor Building
CRC Retrofit (Complete)
Recreation Equipment Replacement (Procurement)
Water Truck Fill Station
Fire Training Burn Can
Bunker Gear Evergreen (Procurement)
Communications Equipment Evergreen (Procurement)
Emergency Equipment Evergreen (Procurement)
Engineering Standards
Arena Upgrades
Protective Services Building Replacement
IT Upgrade Plan
Whooping Crane Property Remediation
Energy Upgrades
Website Renewal
Asset Management System Implementation
Annual Fire Abatement
CRC/Pool Backup Generator
IT Evergreen (Procurement)
Skid Steer Replacement Program
Fleet Replacement (Procurement)
Town Hall Vehicle Replacement (Procurement)
Completion of Road Paving
Corporate Services Software (Complete)

CARRIED UNANIMOUSLY

2023 Paving Project

23-194 Moved By: D/M Macdonald
Seconded By: Cr. Tuckey

That Council approves additional paving work with a total estimated cost of \$374,004.10 and a total estimated project cost of \$626,659.10 for 2023.

IN FAVOUR – D/M MACDONALD, CR. FERGUSSON, CR. TUCKEY, CR. BEAULIEU
OPPOSED – CR. CAMPBELL
MOTION CARRIED



Transfer of Meter Deposit Credits

23-195 Moved By: Cr. Fergusson
Seconded By: D/M Macdonald

That utility account meter deposits continue to be held on accounts, similar to security deposits, and that after utility account monthly payments have been made on time, within the 30-day due date period for a consecutive 12-months, the meter deposit be transferred to the utility account as a credit to be applied towards future water bills; and that credits on utility accounts are not refunded until the utility account is closed.

CARRIED UNANIMOUSLY

Protective Services Standing Committee

23-196 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That the Protective Services Standing Committee minutes from July 4th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Community Services Standing Committee

23-197 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

That the Community Services Standing Committee minutes from July 11th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Fireweed Festival Contribution Request

23-198 Moved by: D/M Macdonald
Seconded by: Cr. Tuckey

That Council approve a monetary donation of \$2,500 and an in-kind contribution of the bouncy castle and stage setup and take down for the Fireweed Festival on August 25-26th, 2023.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

23-199 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That the Municipal Services Standing Committee minutes from July 11th, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

Curling Rink Ice Plant Replacement

23-200 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That Council entertain the quote from CIMCO for the Curling Rink Ice Plant replacement for \$595,000 to be expended over two-years.

CARRIED UNANIMOUSLY



24 Tamarac Crescent Demolition Tipping Fees

23-201 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That the Town of Fort Smith waive Landfill tipping fees for four end-dump loads resulting from the demolition of 24 Tamarac Crescent.

CARRIED UNANIMOUSLY

b. Enactment of Policies

Amended GV102 Standing Committee on Corporate Services Policy

23-202 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That the Amended GV102 Standing Committee on Corporate Services Policy be adopted as presented.

CARRIED UNANIMOUSLY

Amended GV104 Standing Committee on Municipal Services Policy

23-203 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That the Amended GV104 Standing Committee on Municipal Services Policy be adopted as presented.

CARRIED UNANIMOUSLY

Amended GV105 Standing Committee on Community Services Policy

23-204 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That the Amended GV105 Standing Committee on Community Services Policy be adopted as presented.

CARRIED UNANIMOUSLY

Amended GV108 Standing Committee on Protective Services Policy

23-205 Moved by: D/M Macdonald
Seconded by: Cr. Campbell

That the Amended GV108 Standing Committee on Protective Services Policy be adopted as presented.

CARRIED UNANIMOUSLY

c. Mayor and Council/Board Representative Updates

- i. Cr. Tuckey – Cr. Tuckey gave condolences to the families of the firefighters that lost their lives in BC and Fort Liard. Cr. Tuckey thanked the Director of Municipal Services for the work done in the cemetery and thought it looked good.
- ii. Cr. Fergusson – Cr. Fergusson also gave condolences to those who lose their lives fighting wildfires. She recognized athletes that travelled to Halifax for NAIG and welcomed those who travelled to Fort Smith for the Dene National Assembly and the Paulette Caveat. Cr. Fergusson was pleased with the collaborative effort between community governments towards National Indigenous Peoples Day. Cr. Fergusson advised that Frank Gruben is still missing and noted that there is a cash reward.



- iii. Cr. Campbell – Cr. Campbell gave condolences for the firefighters who lost their lives and commended the Indigenous Governments for the Dene National Assembly. Cr. Campbell noted chip-sealing work occurring on Highway 5 but not within WBNP and felt that this may make for dangerous road conditions. He requested adding the cemetery fence to the next agenda for the construction a black, 4-foot-high, chain link fence.
- iv. Cr. Beaulieu – Cr. Beaulieu gave condolences for the first firefighters who lost their lives and congratulated NAIG athletes. She advised that there are still people searching for Frank Gruben and requested anyone with information to come forward.
- v. D/M Macdonald – D/M Macdonald gave condolences for the firefighters who lost their lives and recognized that wildfires have taken a toll on a tired work force and noted the importance in recognizing the level of commitment put forward. D/M Macdonald thanked those who risk their lives to keep communities safe. He also welcomed members and participants of the Dene National Assembly and Paulette Caveat. D/M commended NAIG athletes.
- vi. Mayor Daniels – Mayor Daniels gave condolences for the firefighters and commended their work. He also commended SLFN for the Dene National Assembly and congratulated competitors at NAIG.

d. Administration

Administration provided an update on Capital Projects moving forward. He advised that the Community Plan and Zoning Bylaw RFP is out to competition and closes July 28th. He advised that the Water Intake Replacement and Main Lift Station Retrofit tenders would be advertised this week. The Sewage Lagoon Liner tender documents are completed and also out to competition later this week or next week. With regards to the Website Renewal Project, the beta version would be available later this week. He advised that paving is complete except for Conibear Park and that a survey was performed on drainage and roots requiring removal prior to paving. Administration advised that the SAO staffing process is moving forward and that interviews are planned for July 21st and that the new SAO Employment Bylaw is being reviewed with legal counsel prior to Council review.

Administration provided an update regarding the wildfire situation and advised that there has been regular meetings between the Town and ECC, WBNP, and Alberta, and that there is no immediate threat to the community. He advised that there is an upcoming meeting to review the progress of the fires in relation to the community and that information will be communicated to the community. Further, a mail drop would be released with valuable information on the Emergency Plan and Communications Strategy.

Cr. Beaulieu declared a conflict and left the meeting.

- i. Briefing Note Fort Smith Metis Council Support Letter Request for Early Land Transfer – The briefing note was reviewed.

23-206 Moved by: Cr. Campbell
Seconded by: Cr. Fergusson

That the Town of Fort Smith provide a support letter for the early transfer of lands from the Federal Government to the Fort Smith Metis Council.

CARRIED UNANIMOUSLY



I. **ABSENCE OF COUNCIL MEMBERS**

23-207 Moved by: Cr. Fergusson
Seconded by: D/M Macdonald

That Cr. Korol be excused from the Corporate Services and Protective Services Standing Committee Meetings on July 4th, 2023.

CARRIED UNANIMOUSLY

23-208 Moved by: D/M Macdonald
Seconded by: Cr. Tuckey

That Cr. Beaulieu be excused from the Community Services and Municipal Services Standing Committee Meetings on July 11th, 2023.

CARRIED UNANIMOUSLY

23-209 Moved by: Cr. Fergusson
Seconded by: Cr. Campbell

That Cr. Couvrette, Cr. Pischinger, Cr. Korol be excused from the Regular Meeting of Council 07-23 on July 18th, 2023.

CARRIED UNANIMOUSLY

J. **DATE OF NEXT COUNCIL MEETING**

Special Meeting of Council SP-08-23 – July 19th, 2023 at 12:00 pm
Corporate Services and Protective Services Standing Committee Meetings – August 1st, 2023
Community Services and Municipal Services Standing Committee Meetings – August 8th, 2023
Regular Meeting of Council 08-23 – August 15th, 2023

K. **IN-CAMERA SESSION *CTV Act S.23(3)(c) Personnel Issue***

23-210 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

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

CARRIED UNANIMOUSLY

23-211 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

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



L. **ENACTMENT OF BYLAWS**

Bylaw 1050 Appointment of SAO Obrian Kydd – First Reading

23-212 Moved by: Cr. Fergusson
Seconded by: Cr. Campbell

That Bylaw 1050 Appointment of Senior Administrative Officer, Obrian Kydd, 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 appoint a Senior Administrative Officer.

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

1. That Obrian Kydd be appointed as Senior Administrative Officer for the Town of Fort Smith effective Friday, July 21st, 2023, at 5:00 pm.
2. That Bylaw 1047 is hereby repealed.
3. That Bylaw 1050 will come into effect upon receiving third and final reading.

CARRIED UNANIMOUSLY

Bylaw 1050 Appointment of SAO Obrian Kydd – Second Reading

23-213 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

That Bylaw 1050 Appointment of Senior Administrative Officer, Obrian Kydd, be given second reading by title only.

CARRIED UNANIMOUSLY

M. **ADJOURNMENT**

23-214 Moved by: D/M Macdonald
Seconded by: Cr. Fergusson

That the meeting be adjourned 9:13 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 26th day of August 2023.

Mayor Fred Daniels

Certified Correct by the
Senior Administrative Officer

N. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH
SPECIAL MEETING SP-08-23
THE EIGHTH SPECIAL MEETING OF COUNCIL FOR
THE YEAR 2023**

PRESENT: Mayor F. Daniels D/M J. MacDonald (Conference Call)
Cr. L. Tuckey Cr. D. Korol (Conference Call)
Cr L. Beaulieu Cr. D. Fergusson
Cr. K. Campbell

REGRETS: Cr. M. Couvrette Cr. A. Pischinger

STAFF: J. Hood, Senior Administrative Officer
M. Herring, Executive Assistant

Special Meeting SP-08-23 12:00 PM
July 19th, 2023 Council Chambers

The purpose of the Special Meeting is to have Third Reading of Bylaw 1050 Appointment of Senior Administrative Officer, Obrian Kydd.

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

Mayor Daniels called the meeting to order at 12:00 pm and confirmed quorum of Council was present.:

Mayor Daniels read the acknowledgement of First Nations.

B. **APPROVAL OF AGENDA**

23-215 Moved by: Cr. Fergusson Seconded by: Cr. Campbell That the agenda be adopted as presented. CARRIED UNANIMOUSLY
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C. **DISCUSSION**

23-216 Moved by: Cr. Fergusson Seconded by: Cr. Campbell That Bylaw 1050, Appointment of Senior Administrative Officer Obrian Kydd, be given Third Reading by title only. CARRIED UNANIMOUSLY
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D. **ABSENSE OF COUNCIL MEMBERS**

23-217 Moved by: Cr. Fergusson Seconded by: Cr. Campbell That Cr. Pischinger and Cr. Couvrette be excused from the Special Meeting of Council SP-08-23 on July 19 th , 2023. CARRIED UNANIMOUSLY
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E. **ADJOURNMENT**

23-218 Moved by: Cr. Fergusson
Seconded by: Cr. Campbell

That this meeting be adjourned at 12:15 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of August 2023.

Mayor Fred Daniels

Certified Correct by
Senior Administrative Officer

F. **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 Standing Committee
Tuesday, August 1st, 2023 at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Tuckey
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette
Regrets: D/M Macdonald, Cr. Korol, Cr. Fergusson
Staff Present: Obrian Kydd, Senior Administrative Officer
Adam McNab, Director of Protective Services

1. Call to Order

Mayor Daniels called the meeting to order at 7:00 pm and handed the Chair to Cr. Tuckey.

Cr. Tuckey read the acknowledgement of First Nations.

2. Declaration of Financial Interest

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

Cr. Couvrette declared a conflict with the NLMCC briefing note under Other Business.

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 Corporate Services Standing Committee Minutes of July 4th, 2023, were reviewed and adopted at the Regular Meeting of Council on July 18th, 2023.

Cr. Couvrette noted discussion in the minutes regarding paving and chip sealing Marine Drive, and the need for dust control. He requested an update on dust control for Marine Drive. Administration advised they would follow up with the Director of Municipal Services.

Cr. Campbell requested an update on the location of water and sewer services at Conibear Park and had concerns about having to dig the pavement to access services. Cr. Tuckey asked if there are design drawings of the water and sewer services. Administration replied that there was a building on the premises previously with services at the location. Cr. Campbell requested engaging an engineer to investigate the current services and determine if the lines are adequate sized for the building.

Mayor Daniels requested the ditches be filled at Conibear Park and felt the ditches are a safety concern. Cr. Couvrette requested that Administration review this or ensure there is disabled access to the park. He doesn't think this was investigated as part of the redesign and suggested it be considered as a 2024 Capital Project.

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

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

4. Governance

- a. Post-Secondary Education Committee – Cr. Couvrette advised that the Minister of ECE recently announced that he has approved the transformation of Aurora College into a polytechnic university. He noted that he would call a meeting of the Post-Secondary Education Committee to establish an action plan to ensure Fort Smith remains the post-secondary education capital of the NT.
- b. NTPC Intervention Committee
 - i. NTPC Intervention Committee Minutes July 25th, 2023 – The minutes were reviewed.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List from July 2023 was reviewed. Cr. Campbell noted a pen purchase from a non-local vendor and requested purchases be made locally. He suggested reviewing the Local Procurement Policy to establish guidelines for acquiring supplies and services locally and suggested the RFP/tender process be reviewed in conjunction. He requested the review be prioritized as urgent and suggested reviewing the policy at the next Corporate Services Standing Committee meeting.

Administration advised that the Town was approved \$1.79 million from the NWTAC towards fire breaks in consideration of the current wildfire situation around the community. He noted that funds can be used against expenditures retroactively from July 2022. Cr. Couvrette asked if the Town is eligible to claim fire abatement expenses retroactively and asked if funds could be used for additional fire abatement work this year. Administration would follow up on funding requirements.

Administration advised that a Primrose Lift Station pump was replaced and that the old pump would be reconditioned and placed in stock.

Administration provided an update on the Water Meter Replacement Project and advised that the contractor is experiencing difficulties with first time installations due to plumbing. He noted that there was an increased cost for the new installations from \$400 to \$1,200.

Cr. Tuckey noted a staff grader training payment and asked if the vendor was local. He asked if Aurora College could be engaged to provide the training and requested the Town inquire.

- b. Correspondence – The Correspondence List from July 2023 was reviewed.
 - i. MACA Update 2023 – The update was reviewed. Cr. Campbell asked if the Town had responded to Doris Bourke's letter.
- c. License Report – The License Report from July 2023 was reviewed.

6. Other Business

Cr. Couvrette declared a conflict and left the meeting.

- a. Briefing Note NLMCC Contribution Request Whooping Crane Festival – The briefing note was reviewed. Cr. Campbell noted that the request was brought to a previous meeting from the Aurora College and the request was denied. Cr. Campbell thinks the festival might be cancelled.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Beaulieu

That Council does not provide a contribution to the Whooping Crane Festival.

CARRIED UNANIMOUSLY

Cr. Couvrette returned to the meeting.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Beaulieu

That D/M Macdonald, Cr. Korol, and Cr. Fergusson be excused from the Corporate Services Standing Committee Meeting on August 1st, 2023.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be on September 5th, 2023.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That the meeting be adjourned at 7:33 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Protective Services Standing Committee
Tuesday, August 1st, 2023 at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members: Mayor Daniels, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette, Cr. Tuckey
Regrets: D/M Macdonald, Cr. Fergusson, Cr. Korol
Staff Present: Obrian Kydd, Senior Administrative Officer
Adam McNab, Director of Protective Services

1. Call to Order

Mayor Daniels called the meeting to order at 7:30 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Protective Services Standing Committee Minutes of July 4th, 2023, were reviewed and adopted at the Regular Meeting of Council on July 18th, 2023.
- c. Vision and Values – The Vision and Values were reviewed.

4. Director's Report

The Director of Protective Services advised that it was a busy month for the department and provided an update on a major structural fire that occurred. He commended volunteers and agencies that assisted in putting out the fire and noted that it had spread through the grass and trees. He commended the excellent coordination from the community in responding and as the neighbouring properties were not affected.

The Director noted that the department has been short-staffed over the summer but the volunteer group remaining has stepped-up to respond to calls for service.

The Director advised that the Occupational Health and Safety Committee has reviewed WSCC inspection reports of Town facilities for compliance and staff are taking supervisor training courses.

The Director noted that the Bylaw Enforcement Officer had resigned and moved south to be closer to family. He appreciated all his hard work. He advised that he has been responding to urgent bylaw calls to keep the portfolio moving forward. Additionally, the department will be working towards on-boarding the new Land and Development Officer.

The Director advised that the community recently put out an evacuation notice due to the fire situation and lack of emergency management resources. He noted that this initiated residents to prepare in case of evacuation. Additionally, Highway 5 had briefly closed and wind shifts allowed the highway to reopen. He was pleased with the positive collaboration between responding agencies.

The Director advised that there is still an evacuation notice in place, and a fire ban, both municipally and within the South Slave Region.

5. Protective Services

- a. Fire Department Statistics July 2023 – The Fire Department Statistics for July 2023 were reviewed. The Director advised of seven structural fires in July.
- b. Ambulance Department Statistics July 2023 – The Ambulance Department Statistics for July 2023 were reviewed. The Director noted an average busy month for the Ambulance Department.
- c. Fire/EMS Training Report July 2023 – The Fire/EMS Training Report for July 2023 was reviewed. The Director advised that there were thirteen training initiatives happening in July which was mostly Fire Department training.
- d. Fire/EMS Graphs July 2023 – The Fire/EMS Graphs for July 2023 were reviewed.
- e. Land and Development Report July 2023 – The Land and Development Report for July 2023 was reviewed. The Director has been processing development permits and advancing Land and Development initiatives.
- f. Bylaw Report July 2023 – The Bylaw Report for July 2023 was reviewed. The Director advised that the department has been focusing on targeted enforcement as per bylaws including ATV, Unsightly Lands, Garbage, and Traffic.

Cr. Campbell commended the Protective Services Department for their hard work.

6. Administration

- a. Briefing Note DPA-023-040 Levi MacDonald – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That DPA-023-040, submitted by Levi MacDonald, to operate a home occupation business, MacDonald Northern Arts, from Lot 787, Plan 490, 31 Tamarac Crescent, in Fort Smith, be approved.

CARRIED UNANIMOUSLY

7. Other Business

Mayor Daniels requested an update on the review of intermodal containers. The Director replied that the Community Plan and Zoning Bylaw is due for renewal and that the RFP is advertised. He noted that there would be opportunity to provide input during the review and consultations.

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Pischinger

Seconded by: Cr. Tuckey

That D/M Macdonald, Cr. Korol, and Cr. Fergusson be excused from the Protective Services Standing Committee Meeting on August 1st, 2023.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on September 5th, 2023.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Beaulieu

That the meeting be adjourned at 7:52 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Standing Committee
Tuesday, August 8, 2023, at 7:00 pm
Town Hall Council Chambers

Chairperson: Mayor Daniels
Members Present: Cr. Campbell, Cr. Korol (Conference Call), Cr. Tuckey, Cr. Couvrette, Cr. Pischinger, Cr. Beaulieu
Regrets: D/M Macdonald, Cr. Fergusson
Staff Present: Obrian Kydd, Senior Administrative Officer
Emily Colucci, Director of Community Services
Shaun Weber, A/Director of Municipal Services
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:00 pm.

Mayor Daniels read the acknowledgement of First Nations.

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 Community Services Standing Committee Minutes of July 11th, 2023, were reviewed and adopted at the Regular Meeting of Council on July 18th, 2023.

Cr. Couvrette requested updating the Economic Development Strategy goals and objectives in September with the SAO and Directors.

Cr. Couvrette noted discussion regarding donations for various festivals and asked what the process is when funds are provided for events that are cancelled or significantly changed. He recommended reviewing the donation policy to include expectations from organizations and circumstances resulting cancellation or event changes. He suggested reviewing this in conjunction with budgeting.

Cr. Campbell requested an update on CRC signage. The Director advised that the Mary Kaeser Library sign is ready to be mounted and the William Shaefer Memorial Pool sign and Pete's Gym signs are mounted in the facilities. She advised that there are no funds allocated for additional signage outside the facility and suggested this be included in the upcoming budget if desired. Additionally, she had discussed the name change request with the Winter Sports and Curling Club and they wish to keep their name as is. She noted that they have signage outside the Curling Lounge and change rooms.

Cr. Couvrette requested that signage be investigated for outside the CRC facility to be included with budgeting. Cr. Campbell requested that signage include all names of facilities in the building.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Korol

That Administration and the Director of Community Services prepare a design proposal and budget for a comprehensive outdoor sign at the Community and Recreation Centre for Council's consideration.

CARRIED UNANIMOUSLY

- c. Vision and Values – The Vision and Values were reviewed.
 - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
 - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report
- a. CRC Statistics July 2023 – The CRC Statistics for July 2023 were reviewed.
 - b. Mary Kaeser Library Statistics July 2023 – The MKL Statistics for July 2023 were reviewed.

The Director advised that the CRC has been steadily busy throughout the summer. She noted that NAIG clinics for badminton and volleyball were run in the facility and that the Soccer Club had moved back into the facility twice a week due to environmental conditions over the summer. The Director advised that the Curling Club rink space was also utilized over the summer with an indoor playground and for pickle ball, tennis, badminton, and soccer.

The Director advised that the Daycare and Summer Camp are fully enrolled, and that the facility is seeing more youth using the Library. She noted that the Library held a few events in July and computer usage is high and steady throughout the day. She noted that there will be more adult programming coming at the end of the summer.

Cr. Campbell requested a Daycare financial report update. The Director replied that she is working on this for Council review.

Cr. Korol noted that Hay River was awarded the Canadian Table Tennis Championships and asked if the Town could look into hosting championship games. The Director confirmed that she would look into this.

5. Economic Development
- a. Economic Development Report
 - i. 2022-2023 Economic Development Report – The report was reviewed.
 - ii. Visitor Information Statistics 2023 – The VIC Statistics were reviewed.

The Director advised that the Economic Development Report comprehensively ties goals from the Economic Development Plan to completed initiatives. She reviewed the report for Council.

The Director thanked the EDO for their hard work with the Town and felt they were key in making initiatives happen.

Cr. Campbell asked if there is funding for the next phase of the Conibear Park Project. The Director replied that there is funding allocated as a 2023 Capital Project to move into the engineer design phase and that there is CanNor funding for the next build phase.

6. Advisory Boards

- a. Fort Smith Housing Plan Advisory Board – The Director advised that the board has been conducting targeted meetings with organizations and groups to fill gaps in the survey. She hopes to receive the completed Housing Plan in September.

7. Administration

- a. Briefing Note Arena Ice Usage Agreement – The briefing note, 2022-2023 agreement, and the draft 2023-2024 agreement were reviewed.

The Director advised that changes were made to update and outline responsibilities regarding contact, booking, and cancellations. She noted that the areas changed were highlighted in the draft 2023-2024 agreement. She noted that the agreement went to CSAB for their input.

Cr. Couvrette commended CSAB for their input. He suggested including consistent language to identify and refer to the users. Cr. Couvrette suggested referencing the Liquor Act when referring to alcohol sales during events.

Cr. Couvrette and Cr. Campbell requested the amended agreement be brought to the Council meeting for approval before the agreement is signed in September.

- b. Correspondence NTHSSA Request – The correspondence was reviewed. Administration advised that they were given two flower baskets by the Town.

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Couvrette

That D/M Macdonald and Cr. Fergusson be excused of the Community Services Standing Committee meeting on August 8th, 2023.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Community Services Standing Committee meeting will be held on September 12th, 2023.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That the meeting be adjourned at 7:35 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, August 8th, 2023, at 8:15 pm
Town Hall Council Chambers

Chairperson: Cr. Campbell
Members Present: Mayor Daniels, Cr. Korol (Conference Call), Cr. Tuckey, Cr. Couvrette, Cr. Beaulieu, Cr. Pischinger
Regrets: D/M Macdonald, Cr. Fergusson
Staff Present: Obrian Kydd, Senior Administrative Officer
Shaun Weber, A/Director of Municipal Services
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:45 pm and handed the Chair to Cr. Campbell.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. Couvrette requested adding discussion on the cemetery fence project and an in-camera issue to discuss a personnel issue in accordance with the Cities, Towns and Villages Act, Section 23(3)(c). Cr. Pischinger would like to request an update on crosswalk signage at the Calder Avenue/McDougal Road crossing and the speed limit along McDougal Road to the Airport. Cr. Tuckey would like to add discussion on road conditions. Cr. Campbell requested an update on the touchpad at the Water Tower.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Tuckey

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of July 11th, 2023, were reviewed and adopted at the Regular Meeting of Council on July 18th, 2023.

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

4. Directors Report

- a. Municipal Services Director Report July 2023 – The Director of Municipal Services' Report from July 2023 was reviewed. Administration advised that the Director of Municipal Services is on vacation and that the Acting Director would answer questions from Council.

Cr. Couvrette requested an update on the Water Meter Replacement Project and if the project is still on budget. Administration advised that the project is still on going and that the cost of new installations in Tamarac Crescent and Caribou Crescent are higher than for replacement. Administration advised that Neptune is in town to work on the touchpad at the Water Tower.

Cr. Korol requested an update on sewer flushing including, how much longer it would be occurring, and if there were additional basements that backed-up as a result. Administration advised that he would follow up with the Director and thinks that some homes were not equipped with sewage backstops to prevent reverse flow. He advised that he would bring a briefing note on the issue.

Cr. Campbell asked if the Curling Rink ice plant had been ordered in consideration of the lengthy delivery time. Administration will follow up.

5. Administration

- a. Briefing Note Water and Sewer Services at Conibear Park Parking Lot – The briefing note was reviewed. The Acting Director advised that as-builds have not been received from the original contractor Rowe’s Construction. He continued that Precision Industries was asked if lines existed under the parking lot and that they believed them to be stubbed at the mains and that they would review photos. The Acting Director advised that no further information has yet been received. Cr. Campbell asked if there would be the need to tie services under the parking lot. The Acting Director would look into this.

6. Other Business

- a. Cemetery Fence Project – Cr. Couvrette noted Council discussions about the current fence condition at the cemetery and that it is not to the standard of the community and not what Mayor and Council had anticipated the project to be. Cr. Couvrette made a motion to obtain a quote for the installation of a fence and that the project be prioritized for 2023. Cr. Campbell suggested obtaining a quote for the Anglican cemetery as well. Cr. Pischinger noted that additional funding was allocated for this project for 2023.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That Administration and the Director of Municipal Services obtain a quote for the installation of a black 4-foot chain link fence at the Cemetery and that the project be prioritized in 2023 budget.

CARRIED UNANIMOUSLY

- b. Flashing Crosswalk – Cr. Pischinger noted a previous motion to obtain a quote for crosswalk signage, similar to JBT Elementary School, at the McDougal Road/Calder Avenue crossing. She also suggested considering lowering the speed limit from 60km/h on McDougal Road towards the Airport and in consideration of development occurring.
- c. Road Condition – Cr. Tuckey noted that Council was advised that crack sealing would be occurring but this hasn’t been done yet. He advised of a large crack on Field Street that requires sealing and requested this be repaired. Cr. Pischinger agreed.

Cr. Campbell advised that lots of funds are spent on paving and that roads should be maintained to be kept in good condition. He also noted that road cracks are a safety concern.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Pischinger

That D/M Macdonald and Cr. Fergusson be excused from the Municipal Services Standing Committee meeting on August 8th, 2023.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 12th, 2023.

9. In-Camera Session CTV Act S.23(3)(c)

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Pischinger

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

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That Council move out of in-camera at 8:20 pm

CARRIED UNANIMOUSLY

10. Adjournment

RECOMMENDATION

Moved by: Cr. Korol

Seconded by: Cr. Pischinger

The meeting be adjourned at 8:21 pm.

CARRIED UNANIMOUSLY



ARENA **User Group** AGREEMENT

APPENDIX A

BETWEEN:

The Incorporated Municipality of Fort Smith
(also referred to as “The Town” or “Town of Fort Smith” for the purpose of this document)

AND:

Forward:

This document acts as additional and specific regulations in relations to long term **User Group** renting set seasonal scheduled session(s). This document does not void rules and regulation outlined in the Town of Fort Smith *Policy 315 Fort Smith Centennial Arena Use Policy*.

1. The **User Group** hereby agrees to the following conditions

1.1 The **User Group** shall be responsible for the enforcement of the rules and regulations outlined in this agreement and the Town of Fort Smith Arena Policy.

2. Usage Rates and Payments

2.1 Rates and fees are as per outlined in Fort Smith Current *Consolidated Rates and Fees By-Law*.

2.2 Use by the **User Group** will be billed at the end of each month.

2.3 Bills will be sent to the **User Group** appointed Representative. It is the **User Group** Representative’s responsibility to ensure that the bill is paid.

2.4 Bills must be paid within 30 days of bill invoice date. Interest of 2% per month will be applied to any outstanding bill as per current By-Law of the Town of Fort Smith.

2.5 Bill payment shall be paid through/at the Town of Fort Smith Town hall.

2.6 Failure to make payments for fees and charges or rental costs may result in the suspension of rental privileges for all municipal facilities.

2.7 N.S.F. fees will apply to all returned payments as described in Consolidated Rates and Fees Bylaw.

3. Arena **User Group Agreement**

- 3.1 An original signed copy of Arena **User Group** Agreement must be submitted to The Town's appointed Representative Prior to the first scheduled season session or any other rentals/major events.
- 3.2 The agreement must be signed by the individual who will act as the groups appointed representative. The Representative must be a minimum 19 years of age or older.

4. Insurance and Indemnification

- 4.1 The **User Group** shall indemnify and save harmless The Town of Fort Smith, its officers, agents, servants and employees from and against any action or cause of action alleging bodily injury, personal injury, sickness, death or disease of any person(s) and loss or damage to property of other including loss of use thereof and any and all costs or expenses (including legal and other professional fees) occurring in or about the premises resulting directly or indirectly from a negligent act, omission or willful misconduct of the user, its principals, agents, volunteers, guests or invites in connection with the user's operations and activities at the premises.
- 4.2 At all times while The **User Group** is using the Facility, it will maintain comprehensive general liability insurance including tenants' legal liability and no exclusion for participants of the activity, in the amount of at least two million dollars (\$2,000,000). The Town of Fort Smith is to be shown as an additional insured but only with respect to the operation of the named insured. The user will provide satisfactory evidence such insurance to the Town of Fort Smith prior to using the facility.

5. Cancellations

- 5.1 The Town reserves the right to cancel this contract due to any breach of regulations or on 72hr notice as required. The Town reserves the right to schedule and re-schedule the use of any facility in such a manner as to ensure safe, maximum/efficient use of the facility, to allow maintenance work to be performed, or to accommodate other circumstances as deemed necessary. If The Town cancels the rental, there will be no rental charge payable.
- 5.2 Session(s) must be cancelled by The **User Group** appointed Representative with a minimum of 72 hours notice prior to the session being canceled.
- 5.3 Notice of cancelation must be emailed to the appointed The Town Representative prior to the 72hr deadline.
- 5.4 Cancelation requests given less than 72 hours notice will be subject to the full payment of the rental session(s) being canceled.
- 5.5 Other facility rentals will require 72 hours notice prior to rental for cancellation via email. An administration fee of \$25 will be held back from refunds. If the request for cancellation is not made at least 72 hours in advance, no refund will be made to the **User Group**.

6. Contract are Not Transferable

6.1 This contract is not assignable or transferable.

7. Number of People Allowed

7.1 The Office of the Fire Marshall shall set all building and room capacities, and these shall be posted within the Arena. The **User Group** is responsible to ensure that these capacities are followed without exception or The Town's staff may remove the **User Group** and cancel an event and or rental session(s).

8. Conduct and Supervision

8.1 The **User Group** shall be responsible for the conduct and supervision of all persons attending their contracted session(s) and shall ensure that all regulations contained in this agreement are observed. Vandalism, littering, abusive language, smoking, drug use or use of alcohol without a license, shall be deemed as just cause to cancel the agreement or to reject further approval of applications. Non-compliance with local By-laws or other legal jurisdictions may be cause for additional legal action being taken.

8.2 This facility supports the True Sport Principles (www.truesportpur.ca) and it is recommended that all **User Group** adopt these principles as a part of their policies.

8.3 All activities must be restricted to the area of the facility that is permitted; access to other areas is not allowed.

9. Damages

9.1 Any damages sustained to the premises during The **User Group's** use will be repaired or replaced at the full cost to The **User Group**. The **User Group** assumes full responsibility for all damages to the facility during their use, the only exception being normal wear and tear.

10. Alcohol & Drugs

10.1 The **User Group** agrees to abide by The Town's policies, rules and regulations for the facility in effect at the time of the session(s). **User Group** are responsible for the actions of individuals at their scheduled ice times, events or associated with The **User Group** being represented (i.e. members/participants). Evidence of alcohol and or drug use outside of permitted area during special/licensed events will lead to an investigation which may result in suspension of contract agreement/use of facility.

11. Alcohol Sales/Event

11.1 The sale and or serving of alcohol within Town facility and or property must be requested for approval by The **User Group** appointed Representative prior to the event. Request must be sent via email as part of any major event request to the appointed Town Representative.

11.2 The sale, serving and consumption of alcohol must remain within the designated area outlined by The Town and defined in the liquor license.

11.3 It is the responsibility of the Liquor license holder to abide by all rules and regulations outlined by the NWT liquor act and regulations. It is the responsibility of the Liquor license holder to ensure all participants follow The Town's and NWT Liquor act rules and regulations.

11.4 It is not the Town's or Town staff's responsibility to enforce liquor regulations or deal with disorderly conduct. If any disorderly conduct is not dealt with by the Liquor License holder, the Town's response will be to contact RCMP. This may lead to a cancellation of event for the remainder of the scheduled period.

11.5 The sale and serving of alcohol is not permitted during events with participants under the legal drinking age of the NWT, referred to as "minor" in NWT liquor act meaning an individual under 19 years of age.

11.6 The sale and serving of alcohol cannot take place beyond hours outlined by liquor license.

12. Ice Conditions

12.1 Arena Staff will conduct inspections of the ice surface for damage and deficiencies. If there is excess damage or repeated damage that requires additional maintenance, User Group may have their allotted ice time shortened to ensure other User Group do not lose time.

13. Entering/Exiting the Ice:

13.1 No person shall enter or exit the ice surface until the Zamboni room doors adjacent to the ice surface is closed. This rule exists for the health and safety of Town staff and the ice user. Failure to abide by this may result in suspension of ice use privileges for the individual or User Group.

13.2 No street shoes or boots are permitted on the ice for any reason. Street shoes and boots may transfer sand and salt to the ice surface, making it hazardous for ice users.

14. Prohibited Materials/Special Conditions

- a. No confetti
- b. No helium filled products
- c. No food or drink permitted on the ice
- d. All exits shall always be kept free from obstruction

15. Dressing Rooms

15.1 Dressing rooms will be assigned daily by arena staff depending on the schedule. Every effort will be made to assign dressing rooms which are adjacent to User Group storage. User Group must see the arena staff personnel for a key to their dressing room(s). It is highly recommended that all rooms be locked when the team is on the ice. Keys must be returned at the end of use, or The User Group will be responsible for the cost of replacing the lock.

15.2 User Group may access their dressing room(s) 30 minutes prior to their rental time, and for 30 minutes after their rental time. Adult supervision is required in dressing rooms for all minor.

sport groups.

16. User Group storage room

16.1 Each User Group shall be provided with one designated storage room. User Group are responsible for the upkeep and organization of said storage room.

16.2 The Town of Fort Smith is not responsible for managing or controlling access to storage room by members within The User Group.

16.3 User Group storage room are only accessible to members during arena regular operational hours. Access to storage may be approved at the discretion of the Town's appointed Representative. Request must be submitted via email from User Group appointed Representative to The Town's appointed Representative.

16.4 The Town of Fort Smith is not responsible for any damage of theft of equipment stored in User Group storage room.

17. Special Needs

17.1 In discussion with the Program Coordinator, individuals with disabilities will be permitted to access the ice with special equipment, such as sledge or wheelchair. Safety considerations for that individual will be discussed on a case-by-case basis.

18. Major event

18.1 Major event request must be sent by email by User Group Representative and must include, but not limited to the following items.

- a. Name of User Group requesting the event.
- b. Start date and End date of the event.
- c. Start time and end time for each day of the event.
- d. Sales and serving of alcohol request (if applicable)

18.2 Major event request must be submitted a minimum of 2 weeks (14 days) prior to the event start date if the duration of the event falls within regular operational hours. Any request for events requiring extended hours of operation beyond pre-set arena schedule must be submitted 3 weeks (21 days) prior to the start date of the event.

18.3 Major Event cancelation must be submitted by The User Group appointed Representative with a minimum of 72 hour prior to the event being canceled.

18.4 Notice of cancelation shall be emailed to The Town appointed Representative prior to the 72hr deadline. Cancelation requests given less than 72 hours notice will be subject to a 50% payment of the rental session(s) being canceled.

18.6 Each User Group is entitled to 1 major event without any contest from other User Group, provided that they meet required major event request deadlines and request conditions.

19. Ice flooding, Resurfacing (Zamboni) schedule

19.1 The Town of Fort Smith follows a pre-set flooding schedule based on age groups. This schedule shall not be modified other than for the purpose of addressing safety concerns/issues.

20. Extended Hours of Operation

20.1 Any request or events relating extending hours of operation beyond pre-set arena schedule must be submitted 3 weeks (21 days) prior to the start date of the event.

21. Private Rentals

21.1 Private rentals are defined by a set schedule session for the purpose of private rentals for members of the public. Listed as *Rental* on the Arena schedule.

21.2 Booked Private Rental sessions shall not be canceled or moved for the purpose of a major event request from a **User Group**.

21.3 Individual Scheduled Private rental sessions shall not be booked by **User Group** outside of major event request.

22. Scheduled Season Sessions

22.1 The table below outlines agreed upon **User Group** weekly rental sessions.

ARENA USER GROUP WEEKLY SCHEDULE				
Day	Start	Finish	Start	Finish
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Rental period from: _____ to _____

22.2 Request to modify weekly schedule must be submitted by The **User Group** appointed Representative to The Town's appointed Representative via email.

22.3 Approval of schedule modification is at the discretion of The Town and its Representative.

The **User Group** signatory hereby, on behalf of The **User Group**, represent that they have the authority to enter into this agreement as appointed Representative for said **User Group** and all its members. **User Group** signatory agree that it is their responsibility to convey to The **User Group** and its participating members the terms and conditions of this agreement.

ON THE BEHALF OF THE **USER GOUP**

Name, Title (print)

Signature

ON BEHALF OF THE TOWN OF FORT SMITH

The Town of Fort Smith enters into this agreement, through is appointed representative on this day of _____ month of _____ year of _____.

Recreational Coordinator – Town of Fort Smith
Smith (appointed Representative)

Director of Community Services – Town of Fort
Smith (witness)

Signature

Signature



BRIEFING NOTE

TO: Mayor and Council
DATE: August 4, 2023
SUBJECT: DPA-043-23

PURPOSE:

Natalie Anderson has submitted a Home Occupation Development Application. This application is for operation of White water Institute at the following location:

Lot	Block	Plan	Zone	Civic Address
1142	NA	1711	R1	129 Carls Drive
or Certificate of Title:			NA	

BACKGROUND:

The Property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include the storage of gear, vehicles, and equipment as well as the housing (two to twelve tents) for out-of-town guides and paddlers. There will be storage on site. There will be increased foot traffic, on-site parking, and vehicle traffic. There will be no signage or construction related to this business.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

The use of a residential property for camping is not specifically covered in the Zoning Bylaw but potential enforcement considerations and neighbourhood impacts are listed for consideration.

PLEASE SEE ITEMS ON PAGE 2

Respectfully Submitted,

Development Officer

Bylaw 873 (n) - display and storage of goods causing a variation from the external appearance and residential character of the land or buildings and exterior storage of materials associated. **Contraventions observed.**

Bylaw 873 (q) - ...shall not be approved if the Town is of the opinion that it is likely to result in problems relating to parking, traffic, noise, vibration, smoke, odor, heat, dust, or glare. **Parking contravention was observed during a site visit. There is the potential for increased noise with large gatherings although the applicant has indicated a quiet zone policy is in place.**

Zoning Bylaw 936 - Boarding or lodging houses are not permitted in an R1 Zone per Sections 1.6 and 7.1 of the bylaw. If this were to be considered a Bed and Breakfast Establishment then Section 8.4 of the bylaw listed below would apply.

1.6 - Definitions

BED AND BREAKFAST ESTABLISHMENT means a home occupation in a single dwelling providing temporary accommodation for **no more than five guests at one time**, where the owner resides on the premises.

BOARDING OR LODGING HOUSE means a building (other than a motel or hotel) containing not more than 15 sleeping rooms where meals or lodging for four or more persons are provided for compensation.

8.4 Bed and Breakfast Establishments

(1) In addition to all other provisions and requirements of the Zoning By-law the following additional requirements shall apply to home occupations in the form of bed and breakfast operations:

- a. Applicants who lease or own a single family residence must reside on the premises.
- b. Applicants shall provide a sketch showing bedroom configurations, capacity and bathroom locations with the application for a Home Occupation Development Permit as described in Part Three of this bylaw.
- c. Applicants shall provide proof that the Office of the Fire Marshal has reviewed plans and that the residence meets the requirements of the Government of the Northwest Territories Fire Marshal, National Fire Code of Canada, and the Fire Prevention Act.
- d. The residence shall contain bedrooms for a total of no more than five (5) guests and each bedroom shall be designed to accommodate no more than two (2) adult persons at any one time.
- e. All residences shall have a three-piece bath for the use of the guests apart from those used by the owner and his/her family. Access to the guest bathroom shall be direct, convenient and will not involve passing through any other rooms.