











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

April 18, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Proclamations/Presentations i. RCMP Delegation	
D. Approval of Council Minutes i. Council Minutes 03-17 ii. Special Meeting Minutes SP-02-17 iii. Special Meeting Minutes SP-03-17	   Council Minutes March 21, 2017.doc. Minutes SP-02-17 MMinutes SP-03-17 Ap
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Accounts Paid Part I Accounts Paid Part II Minutes April 4, 201
b. Enactment of Bylaws and Policies	
c. Appointments i. Appointment of A/SAO	
d. Mayor and Council	
e. Administration i. 4 <sup>th</sup> Quarter Variance Report ii. 2017 Capital Plan iii. 2016 Audited Financial Statements iv. In-Camera Session – <i>CTV Act</i> <i>S.23(3)(f) Property Issue</i>	  Community Services Municipal Services Minutes April 11, 20 Minutes April 11, 20
H. Absence of Council Members	
I. Date of Next Council Meeting	
J. Adjournment	
K. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 04-17  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF APRIL AND THE  
FOURTH FOR THE YEAR 2017**

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

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

**GALLERY:** Corporal Derek Cosenzo

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Meeting 04-17	7:00 PM
April 18, 2017	Council Chambers

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

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

**B. APPROVAL OF AGENDA**

17-096 Moved by: Cr. McArthur  
Seconded by: Cr. Patel

That the agenda be adopted as presented.

**CARRIED UNANIMOUSLY**

**C. PROCLAMATIONS/PRESENTATIONS**

RCMP Delegation – Cpl. Derek Cosenzo reviewed the Police Report for March. He noted that March is the last month of the RCMP’s fiscal year and that the community priorities included substance abuse and trafficking, violence in the community, building positive relationships with community organizations and aboriginal governments, and traffic enforcements and control. He noted that the biggest issue with substance abuse is alcohol use which affects all of the priorities. In March, the RCMP responded to 56 disturbance calls for mischief which were related to alcohol; 16 complaints of domestic violence, ten were alcohol related, which resulted in two charges; and one emergency protection order was issued. Members were also actively engaged in community events in March; engaging youth at the Friendship Centre, volunteering at the arena canteen, attending and volunteering at the Frolics, attending the Women’s Correctional Centre Ground Breaking Ceremony, attending the Skating Carnival, and volunteering at the Animal Shelter. For traffic safety and enforcement, Cpl. Cosenzo advised that members continue to do proactive patrols to detour traffic related offences. Additionally, members successfully tracked an impaired driver in March. Cpl. Cosenzo advised that the members dealt with six mental health concerns in March. He reviewed the process of how members deal with mental health issues. Cpl. Cosenzo advised that he is being transferred to Yellowknife the end of May. Mayor Napier-Buckley was sad to hear of his transfer. Cr. Holtorf asked about the legalization of marijuana. Cpl. Cosenzo advised that legalization hasn’t yet been discussed with members but would be next week. He has concerns with traffic safety after legalization. He noted that level testing of marijuana can be difficult and noted that Colorado saw an increase of 12-14% in fatal vehicle accidents after legalization. Cr. Tuckey was pleased to see RCMP acknowledging mental health and would like to see youth wellness as a priority in the new fiscal year. Administration noted that all of the current priorities are directly affected by alcohol use and asked how



municipalities can assist with a resolution. He asked if hard drugs are an issue in the community. Additionally, he asked if partnerships with the RCMP are impacted by Council decisions. Cpl. Cosenzo advised that alcohol abuse is challenging as the user needs to choose to be sober or seek treatment. He noted that even after treatment, environmental factors becoming challenging when placed in the same environment. Cpl. Cosenzo noted that a large drug problem in the community is usually displayed through increased property crime and theft, for the purpose of being sold to buy substances. He doesn't think this is a big issue in Fort Smith although noted that he thinks they are in the community and that it is a matter of enforcement. He noted that intelligence is required to act on resources. With respect to community partnerships, he noted that members in the past have also been actively engaged in the community although it was not mentioned until adopted as a priority. Administration advised that a continued presence in the community may help with the number of issues discussed. Mayor Napier-Buckley thanked Cpl. Cosenzo and wished him luck in his new position in Yellowknife.

**D. APPROVAL OF MINUTES**

Cr. McArthur requested an update on the status of the AWG Contract between the Towns of Hay River and Fort Smith. Administration advised that the document is currently before a lawyer for legal review.

17-097 Moved by: Cr. Patel  
Seconded by: Cr. Bell

That the minutes of Regular Meeting 03-17 of March 21, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

17-098 Moved by: Cr. Dumont  
Seconded by: Cr. Kikoak

That the minutes of Special Meeting SP-02-17 of March 28, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

17-099 Moved by: Cr. Bell  
Seconded by: Cr. Tuckey

That the minutes of Special Meeting SP-03-17 of April 4, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

**E. BUSINESS ARISING FROM THE MINUTES**

Cr. Kikoak would like Council to prepare a list of priorities to be addressed with the GNWT on a regular basis including SRFN Devolution, fire abatement, and Highway 5 repairs. She noted that the highway has been damaged and it should be requested that the Department of Highways make necessary repairs. She suggested Council correspond by email after the meeting to decide how to move forward. Mayor Napier-Buckley suggested that Council continue to discuss this during Regular Meetings.

**F. DECLARATION OF FINANCIAL INTEREST**

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



G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. Tuckey requested an update on the Council Honourarium Bylaw. Mayor Napier-Buckley advised that the Council Honourarium Bylaw states the Councillors are to receive a \$100 per day for meetings they are approved to attend by motion of Council. She also researched larger community's bylaws and noted that Councillors receive \$200-\$300 per day for out-of-town meetings. Cr. Kikoak requested an update on the Town's accumulated surplus of \$37 million. Administration advised that \$37 million is the net value of the Town, including assets, after amortization.

17-100 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from April 4, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid Part I

17-101 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That the Accounts Paid List Part I for the period ending March 31, 2017, totaling \$436,333.32 be approved.

CARRIED UNANIMOUSLY

Accounts Paid Part II

17-102 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That the Accounts Paid List Part II for the period ending March 31, 2017, totaling \$1,752.49 be approved.

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

ABSTAINED – CR. MCARTHUR, CR. DUMONT

CARRIED

CPI Contribution Agreement 2017-2018

17-103 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Council approves the CPI Funding Contribution Agreement with MACA for the fiscal 2017-2018 in the amount of \$1,114,000.

CARRIED UNANIMOUSLY



Council Honouraria – Cr. Patel advised that based on the information provided by the Mayor she would be comfortable changing the honouraria to \$300 per day. Administration noted that the motion would contravene the clause in the bylaw and he does not encourage not following bylaws. Cr. Patel withdrew the motion and requested that the bylaw be reviewed by the Bylaw Review Committee.

17-104 Moved By: Cr. Patel  
Seconded By: Cr. Bell

That Councillors travelling for meetings on behalf of Council receive an honouraria of \$300 per day.

MOTION WITHDRAWN

#### Community Services Standing Committee

17-105 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That the attached Community Services Standing Committee minutes from April 11, 2017, be adopted as presented.

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

#### Municipal Services Standing Committee

17-106 Moved By: Cr. Dumont  
Seconded By: Cr. Patel

That the attached Municipal Services Standing Committee minutes from April 11, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws: None at this time.

c. Appointments:

17-107 Moved By: Cr. Patel  
Seconded By: Cr. Dumont

That Chris Bird, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of May 1<sup>st</sup> to 12<sup>th</sup>, 2017.

CARRIED UNANIMOUSLY

d. Mayor and Council

i. Cr. Kikoak – Cr. Kikoak would like to get a newsletter out soon. Additionally, she signed up for website notifications and advised that she hasn't received many. Cr. Kikoak will be unavailable to attend the Trade Show as she will be chaperoning Super Soccer. She volunteered to work help engage the community with surveys post Trade Show. Additionally, Cr. Kikoak would like a delegation from the President of the Aurora College and from the Town appointed members of the FSDEA.

ii. Cr. Patel – Cr. Patel commended Administration and Crews for maintaining the roads and ditches. She agreed with Cr. Kikoak about releasing a newsletter. Cr. Patel is most likely available to help during the Trade Show.



- iii. D/M Smith – D/M Smith apologized for not getting the newsletter out. He noted that the Director of Corporate Services had provided a good explanation of property taxes for the newsletter. D/M Smith will correspond with the Mayor to get a newsletter out for the Trades Show. D/M Smith noted that he has been working at the college which has been very quiet and he is unsure what convocation number are. He noted that it is striking how few students there are and how disengaged staff are. He would like Council to continue to lobby the cut of the programs as the college is the prime economic driver in the community. D/M Smith gave his condolences to the family of Ib Kristensen.
- iv. Cr. Bell – Cr. Bell is concerned with the condition of Highway 5. She noted that the haul trucks to pave the gravel portion of the road are ruining the already paved part. She suggested lobbying to have this fixed as the road condition is terrible and the AWGs will be in Fort Smith next year. She also felt it is important to continue to lobby for the Aurora College programs. Cr. Bell is available to help with the Trade Show and would like to see healthy snacks provided at the Town's booth. Cr. Bell noted that ABC is currently engaged in working with the Town on the Canada 150<sup>th</sup> Birthday Celebration and she is excited about the idea of Conibear Park being used as an open music park and Mission Park as an Arts Centre. Cr. Bell would like a swap week established a week prior to Spring Clean-Up. She would also like to reduce the fee to \$20 per household.
- v. Cr. McArthur – Cr. McArthur commended the Public Works Department for their work with snow removal and drainage.
- vi. Cr. Holtorf – Cr. Holtorf would also like a delegation from the President of the Aurora College. He would like to know what the Town can do as a review of the college is conducted. Cr. Holtorf has reviewed the Economic Development Strategy in detail and felt the strategy was well done. He suggested Council familiarize with portions of the document at meetings.
- vii. Cr. Tuckey – Cr. Tuckey agrees with Council that a newsletter should be released. She felt that it should be kept simple and achievable. Cr. Tuckey invited Council to the Aurora College Convocation.
- viii. Mayor Napier-Buckley – Mayor Napier-Buckley will reach out to Council for assistance with the Trade Show. She reminded Council of the workshop with the Downtown Development Landscape Architect on April 28<sup>th</sup> at noon. She noted that April 21<sup>st</sup> is Lunch with the Bunch, followed by Aurora College Convocation at 1:00 pm and that there is an Autism Ping Pong Event at 8:00 pm at the RCC. Mayor Napier-Buckley advised that Councillor business cards have been ordered for the Trade Show and other Council business including the NWTAC and FCM AGM. Mayor Napier-Buckley noted that Spring Clean-Up has been advertised and that the Town will be waiving tipping fees for vehicles from commercial vendors at the Landfill Facility. Mayor Napier-Buckley advised that May 17<sup>th</sup> is the International Day Against Homophobia and Transphobia. She suggested that community groups be engaged with rainbow-painting the crosswalks again. Mayor Napier-Buckley will request a delegation from Aurora College President and she reminded Council that Mine Training will be starting at the College next year. She will get more information on Mine Training and the status of the Daycare. Mayor Napier-Buckley advised that there was follow-up regarding the NWTAC Resolution to include Fort Smith as one of the communities



that rotates hosting their AGM. It was determined that Fort Smith only has 54 rooms available and that 120 rooms are required. Mayor Napier-Buckley has received a lot of positive feedback about staff and the work they do throughout the departments and suggested this be included in the newsletter.

e. Administration

- i. Fourth Quarter Variance Report – The variance was reviewed. Administration advised that Council approves the budget amounts and then variance reports are reviewed to track spending. Historically, the audit is presented rather than the fourth quarter variance to determine year end expenditures. However, he brought the fourth quarter variance for review as the auditors display and allocate the financials differently than how Council interprets the information through the variance. Administration advised that the General, Utility, Land Development and Environmental budgets are all within budget. Salary expenditures are in agreement with projections and revenues are higher than estimated. Revenues are slightly down in Development, RCC Concession and Utilities. Administration advised that early spending had limited available funds for Legislative, training, and building/equipment repairs and maintenance. Administration advised that salaries and wages for Facilities Maintenance and Public Works were slightly higher than budgeted due to staff retention and overtime, increased level of winter service, and the need to expand allocation tracking to banked time. Administration advised that utility costs are within budget due to reduced oil costs and a warm winter. Power costs have increased at the arena due to the change to electric heat. He noted that an analysis has yet to be done on the impact of the new insulation, heat recovery and heating system. Administration advised that Telecom costs are increasing as the Town transitions to cellphones for communications. He noted that the costs will be reviewed for efficiencies. Additionally, Administration advised that GNWT funding has been increased for 2017 in the amount of \$107,000 for General and \$62,000 for Utility. Cr. Tuckey was pleased to review the report in conjunction with the financial statements. Additionally, she felt that a responsible government should budget for overtime. Administration agrees and suggested carrying a separate line item for overtime. Cr. Dumont suggested having additional budget for snow removal costs for overtime.
- ii. 2017 Capital Plan – The 2017 Capital Plan was reviewed. Administration advised that the 2017 Capital Plan includes outstanding projects from 2016, new projects identified in the 20 Year Capital Plan and new projects requested by Council and Administration. A summary of available capital funds is included. He noted that current reserves and proposed capital grants are sufficient to support the projects. Additionally, the document includes a Priority Matrix, prioritized by Health and Safety, Legislative, Operational and Benefit implications. Administration advised that the Capital Plan was completed with the understanding of limited capacity and funding for projects in 2017.

IT Recommendation – has been carried over the last two years to implement wireless connections between buildings and to tie emergency preparedness to a satellite modem.

IT Evergreen – is reoccurring to replace five computers yearly and also the replacement of a server in 2017.

Integrated Community Sustainability Plan – Administration advised that the same amount is displayed in the 2017 Capital Plan as the 2016 although some has been spent. He noted that as the project is ongoing the expenditures have not been deducted from the Plan.

Asset Management System – is being implemented for improved maintenance of assets.



Drainage – is a reoccurring line item to fix issues each year by priority. This year the Town will be looking to fix drainage issues on King Street and Cumming Avenue. Public Works Fleet Replacement (F150 4X4) – A new 4X4 truck will be purchased for Public Works and their 2-wheel drive truck will be moved to the RCC. The RCC truck will be brought to surplus.

Sidewalk Repairs and Improvements – Administration advised that there is a retaining wall that requires replacing on McDougal Road. He may come back to Council to request initiation of further sidewalk work this season.

Engineering Services – carried over line item.

Fire Abatement – is reoccurring for maintenance. Budget may be used to purchase brushing attachment for skidsteer or to hire crew. Administration will further discuss this with the Protective Services Supervisor.

Fire Truck – requires replacement by 2019 and takes a year to build. Administration will prepare a tender.

Protection Services Fleet (F150 4X4) – The Protective Services Supervisor required a truck to respond to ambulance calls. The truck will also serve as a back-up bylaw truck.

Street Lighting – Administration advised that the same amount is budgeted, as in 2016, to improve street lighting in town.

Communications Equipment – Administration advised that a review needs to be done on effective ways to communicate.

Animal Shelter Minor Capital – work from last year is to be completed to meet outstanding needs of the building.

Waste Reduction Initiative – is carried over from 2016. Some money has been spent although the project is ongoing.

Landfill Expansion Design – Administration advised that the design work will be done in 2017 and built in 2018.

Landfill Minor Capital – Administration advised that this is a reoccurring budget to divert materials from the landfill.

Fire Hydrant Replacement – is carried over from last year. The Town has determined that the hydrants can be repaired rather than replaced.

Vacuum Truck Replacement – Replace existing truck which has reached end of its useful life. Existing truck will be retained as a back-up to the new unit.

CWWF Design – was approved for water and sewer repairs. He noted that construction will not begin this year as a result of SRFN work that will affect current system requirements. He noted that the water lines to the reservoir maybe need to be up-sized.

Water and Sewer System Upgrades – includes replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, and welding repair.

Water Truck Fill Station – includes construction of an appropriate water truck fill station. Administration advised that the current station is very manual and causes injuring in the winter due to overflow. Engineering work needs to be completed in conjunction.





Water Treatment Plant Heating System – Administration advised that both burners are twenty-years old. He noted that new burners have been purchased and need to be installed. He advised that a new boiler also needs to be installed, as the old boiler has a leak, and that upgrades to piping and valves need to be made. He is hoping for third party funding for the electric boiler to make the building more energy efficient.

Water Treatment Plant Upgrade Design – Administration advised that design services are required for the Water Treatment Plant, Water Intake, Reservoir, Riser Tower and Pump Station.

Sewer Flusher – Administration would like to replace the existing sewer flusher which has reached the end of useful life. Existing unit will be retained as a back-up to the new unit.

Environmental Studies – includes consulting and contracting fees for completion of Water License deliverables, including development and sampling of landfill boreholes, and annual reporting.

RCC Electronic Sign – Administration advised that a new sign is \$20,000 and that \$15,000 is budgeted. The Town will be soliciting funding for the remaining \$5,000.

Downtown Development – Administration advised that design work needs to be completed based on feedback through community engagement. Administration advised that it will cost approximately \$200,000 to bring water and sewer services to Riverside Park and noted that the cost for the consultant is \$50,000. He has had no success in acquiring additional funding from ITI.

Recreation Program Equipment – includes completing development of the track and facility with lighting, irrigation, fencing, relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.

Parks and Playgrounds - Administration is hoping to establish a sponsorship program for Parks and Playgrounds and for Downtown Development.

RCC Master Planning – Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilizing SCF Federal funding.

Arena Additions – Completion of interior Arena renovations potentially including mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, changeroom fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware and fall arrest anchors. Some spending occurred in 2016, including storage room and mezzanine fit-up.

Library Renovations – The library is in need of basement carpet, improvements to barrier-free access, and fence repair.

17-108 Moved By: Cr. Bell

Seconded By: Cr. Tuckey

That the 2017 Capital Plan be adopted as presented.

CARRIED UNANIMOUSLY



- iii. 2016 Audited Financial Statements – The 2016 Audited Financial Statements were reviewed.

17-109 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That the 2016 Audited Financial Statements be accepted as presented.

CARRIED UNANIMOUSLY

- iv. In-Camera Session – CTV Act S.23(3)(f) Property Issue

17-110 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

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

CARRIED UNANIMOUSLY

17-111 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Council move out of in-camera.

CARRIED UNANIMOUSLY

17-112 Moved By: Cr. Tuckey  
Seconded By: Cr. McArthur

That the Town of Fort Smith proceed with the disposal of properties previously acquired due to tax arrears.

CARRIED UNANIMOUSLY

#### H. ABSENCE OF COUNCIL MEMBERS

17-113 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That Cr. Kikoak be excused from the Corporate Services Standing Committee Meeting on April 4, 2017.

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

ABSTAINED – CR. KIKOAK

CARRIED

17-114 Moved By: Cr. Dumont  
Seconded By: Cr. McArthur

That Cr. Kikoak and Cr. Bell be excused from the Community Services and Municipal Services Standing Committee Meetings on April 11, 2017.

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

ABSTAINED – CR. BELL, CR. KIKOAK

CARRIED



I. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – May 2, 2017  
Community and Municipal Services Standing Committee Meetings – May 9, 2017  
Council Meeting 05-17 – May 16, 2017

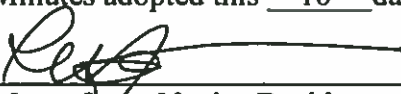
J. **ADJOURNMENT**

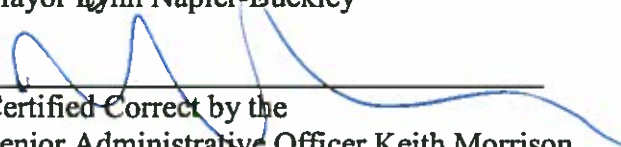
17-115 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That the meeting be adjourned at 9:54 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 16<sup>th</sup> day of May, 2017.

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

  
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Certified Correct by the  
Senior Administrative Officer Keith Morrison

K. **QUESTION PERIOD**

A question period was offered in accordance with policy.