










Town of Fort Smith Corporate Services Committee

Tuesday, April 4, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. Avery Cooper & Co. Ltd.
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes March 16, 2017
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – March, 2017
 - b. License Reports – March, 2017
 - c. Home Occupation DPA-007-17
 - d. Home Occupation DPA-009-17
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes March 7, 20	 Vision, Values and Goals	 Strategic Plan
 Correspondence March, 2017	 License Report March, 2017	 DPA-007-17
 DPA-009-17		



Town of Fort Smith
Corporate Services Committee
Tuesday, April 4, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Bell, Cr. McArthur, Cr. Holtorf
(Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey
Regrets: Cr. Kikoak
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services;
Katie Reid, Executive Secretary
Guests: Heather Gill

1. Call to Order

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

2. Delegation

- a. Avery, Cooper & Co. Ltd. – Heather Gill, Auditor with Avery, Cooper & Co. Ltd, reviewed the 2016 Financial Statements. Ms. Gill advised that the financial statements are in draft form and if any changes are needed prior to approval they will be highlighted. She noted that Page 2 is the Statement of Operations and that there is a deficit of \$315,000 although the Town is still in good shape with an accumulated surplus of \$37 million. She noted that the Recreation Actuals are higher than the budgeted amount by a couple hundred thousand. Ms. Gill went through the expenses and services in detail. She reviewed Page 23, a breakdown of the General Government Services throughout the year. She noted that under the budget there is \$110,000 for insurance although the actual is \$6,000 due to the reallocation of insurance throughout the departments. She noted that bad debts are \$207,000, whereas it is budgeted at \$15,000 and that the majority is property taxes. She noted that the AWGs has \$50,000 budgeted and that there were no expenses from that figure. Page 24, Public Safety and Protective Services, revenues were added to the page to show funding received. Page 25, Public Works and Transportation Services shows over one million in revenue due to the street lighting and paving; revenue from gas tax funding was also accumulated in the total. Page 26, Recreation and Culture, nothing to note besides that insurance was \$77,000 and that there wasn't a budget for this. She also noted that amortization has increased as the arena is now being amortized. Page 27, Water and Sewer Services, \$400,000 was budgeted in GNWT Transfers and only \$25,000 was used. She noted that \$31,000 was budgeted for contract services and the actuals are \$105,000. She noted a deficit in Water and Sewer of \$297,000, although amortization was \$516,000 and noted that some money was put into reserves. Page 28, Environmental Operating Fund, is in line; she noted that some water licenses and waste reduction is included. She advised that close to \$80,000 from the Environmental Operating Fund was moved to reserves. Cr. Patel asked if the money going into reserves is for the provision of the landfill closure. Ms. Gill advised that the money is going into a separate account for liability for closure and that the reserves aren't displayed here. Page 36, Expenses by Object, is combined amounts from all departments showing what the Town has spent that is not capital. From the Expenses by Object page, she noted that amortization is up by approximately \$100,000 due to the arena; and the expense portion of the paving project is covered under Materials and Supplies. She advised that the Town spent approximately \$10.5 million in 2016. Ms. Gill made a few additional notes. On Page 12, Note 6 shows deposits; deferred revenue and reserves. She noted that there needs to be enough money in the bank to cover both. Additionally, she reviewed what is required to be on deposit versus what is on deposit and

noted that \$1.3 million is for daily operations, leaving a remaining total overage of \$398,000. She noted that the money in the overage/shortfall column needs to be allocated to address the shortfalls in the column. On Page 13, Note 8 Deferred Revenue, Ms. Gill advised that the Gas Tax funds have been used; there is \$1.9 million left in CPI funds; and that there are some funds left in Children and Youth Resiliency, FireSmart Project, Snowboard Park, and Riverside Park. Note 9, Long-Term Debt, Ms. Gill reviewed a breakdown of the long-term debt payments for the next five years and thereafter, due 2025. Ms. Gill reviewed the Tangible Capital Assets on Page 22 noting the costs and amortization of each item. Ms. Gill advised that Avery, Cooper and Co. Ltd. would be providing a management letter stating what they have noticed in the audit and what can be improved. She reviewed the letter. Property taxes are high although she is aware that the Town is in the process of collections on the accounts. She noted that a reconciliation spread sheet needs to be created for each employee's annual leave and payable to show what is owing to them. Deferred revenue has been outstanding since 2015 and needs to be addressed on a more regular basis. There is a deficit in the Environmental Fund that hasn't been eliminated from the previous year and noted that this has been addressed in the Financial Management Bylaw. For property tax, she noted that school tax payable needs to be reconciled so that the owners aren't paid school tax until they pay their property tax. For water and sewer, she noted that the types of customers outlined in the bylaw are not consistent with actual type of customers the Town has. Another issue, is that the Town does not have a Capital Asset policy in place to state how much is amortized for certain objects and to set the threshold for Capital Assets. Ms. Gill noted that the Water and Sewer Interruption Bylaw isn't very clear as customers can apply to be exempt although there is no prescribed process to do so. Additionally, she noted that not all water and sewer services provided are included in the Consolidate Rates and Fees Bylaw. Another issue is that there is no finalized agreement with the Town of Hay River with respect to the AWGs. She felt that the Town is in really good shape and noted that a lot of the issues from last year have been resolved and that the Town is improving. She noted that the audit was a faster process this year due to an excellent job done. D/M Smith noticed that revenues on Page 26 are up substantially for recreation and asked if that is additional revenue that was unbudgeted. Ms. Gill believes that it is additional revenue. D/M Smith noticed that expenses are higher also and asked for an update for Administration. Administration advised that the Recreation Staff have solicited third party funding with the requirements to hire additional staff to run programs and require additional materials and supplies to support the programs. Administration noted that materials and supplies are generally underspent in the document as supervisors with spending authorities are spending diligently. Administration advised that the final document of the Financial Statements will be presented to Council for approval as noted with details of any changes within the document. He encouraged Council to engage him with any questions prior to Council. Council thanked Ms. Gill for her presentation.

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the agenda be adopted as amended to include appointment of an Acting SAO, CPI Contribution Agreement, and Council Honourarium discussion.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of March 7, 2017, were reviewed and have been adopted at the Council meeting of March 21, 2017. Cr. McArthur requested an update on the AWG contract. Administration has received a draft contract from the Town of Hay River and is in the process of finding a lawyer for review. After legal review, the contract will be brought to Council. He noted that the contract is a triparty agreement between the Towns of Hay River and Fort Smith and the Host Society. Hay River Council has reviewed the agreement and has no changes.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Bell asked if Council will be required to plan and organize for the Trade Show. Administration would like to finish the strategic plan survey however has yet to get the document online. He is in the process of retaining sketches from the consultant for the event. Additionally, the draft Economic Development Plan could be presented at the Trade Show. He suggested corresponding with the advisory boards to determine if they would like to share a booth or have one of their own. Administration would like Council to take lead with the Trade Show. Mayor Napier-Buckley noted that the EDO had attended the Trade Show in 2016 and asked if any staff would be present this year. Administration will check with the EDO. Mayor Napier-Buckley would like to have a staff member present to talk about Town facilities. Cr. Dumont and Cr. McArthur will be out of town during the Trade Show.

5. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.
RECOMMENDATION
Moved by: Cr. McArthur
Seconded by: Cr. Dumont
That the Accounts Paid Part I for the period ending March 31, 2017, totaling \$436,333.32 be approved.
CARRIED UNANIMOUSLY
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
RECOMMENDATION
Moved by: Cr. Tuckey
Seconded by: Mayor Napier-Buckley
That that Accounts Paid Part II for the period ending March 31, 2017, totaling \$1,752.49 be approved.
IN FAVOUR – CR. HOLTORF, CR. TUCKEY, CR. BELL, D/M SMITH, CR. PATEL
ABSTAINED – CR. DUMONT, CR. MCARTHUR
CARRIED
- c. Community Public Infrastructure (CPI) Funding Contribution Agreement – The briefing note and contribution agreement were reviewed. Administration advised that the funding will be distributed in a lump sum, whereas in 2016 it was distributed in portions. The funding amount is the same as in 2016.
RECOMMENDATION
Moved by: Mayor Napier-Buckley
Seconded by: Cr. Dumont
That Council approves the CPI Funding Contribution Agreement with MACA for the fiscal year 2017-2018 in the amount of \$1,114,000.
CARRIED UNANIMOUSLY

6. Economic Development

- a. Tourism and Trade Advisory Board
 - i. TTAB Minutes March 16, 2017 – The TTAB minutes were reviewed. Administration advised that the board is enthusiastic about reviewing the Economic Development Strategy. They have formed subcommittees to tackle the three areas of focus.

7. Administration

- a. Appointment of Acting SAO
RECOMMENDATION
Moved by: Mayor Napier-Buckley
Seconded by: Cr. Dumont
That Chris Bird, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of May 1st to 12th, 2017.
CARRIED UNANIMOUSLY

8. Other Business

- a. Correspondence – The March, 2017 correspondence was reviewed. Administration received an Agriculture Strategy from the ITI and is looking to leverage the document. Additionally, he will be meeting with the Department of Lands and ENR to discuss firewood harvesting within municipal boundaries. Cr. Dumont requested an update on the letter sent from the Minister of ECE about the B. Ed Program. Mayor Napier-Buckley advised that the GNWT would be performing a foundational review of the college. Additionally, she advised that Councillors would work with a consultant to verify the financial impact of the programming cuts at the college. Cr. Patel would like a response written that states that the Mayor and Council will continue to lobby. Mayor Napier-Buckley will forward the letter to Council.

- b. Licensing Report – The March, 2017 licensing report was reviewed.

- c. Home Occupation DPA-007-17 Andria Sawatzky – The briefing note was reviewed. Cr. Patel asked if Ms. Sawatzky is a licensed RMT or regular message therapist. The Director is unsure but noted that they are required to show documentation if presenting themselves with specific certification. Administration advised that the Business Licensing Bylaw was reviewed and the Committee decided that certification is not for the Town's determination and that he would not be able to confirm this information in the future.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Bell

That DPA-007-17, submitted by Andria Sawatzky, to operate a home occupation massage therapy business from Lot 280, Plan 207, 3 McDougal Road in Fort Smith be approved.

CARRIED UNANIMOUSLY

D/M Smith declared a conflict, handed the Chair to Mayor Napier-Buckley and left the meeting.

- d. Home Occupation DPA-009-17 Kevin Smith – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That DPA-009-17, submitted by Kevin Smith, to operate a home occupation general consulting business from Lot 1593, Plan 2641, 5 SS Sparrow Drive in Fort Smith be approved.

CARRIED UNANIMOUSLY

D/M Smith returned to the meeting and took back the Chair.

- e. Council Honourarium – Mayor Napier-Buckley would like Councillors to receive a \$100 per day honourarium when travelling or out of town on Council business. She noted that other communities provide compensation when taken away from their regular income. She noted that a Council member when sitting on the Board of Revision receives an honourarium of \$100 per day. She requested that Councillors receive the same honourarium until the Council Honourarium Bylaw is updated. Cr. Tuckey asked if she is in conflict as she is travelling on Council business in May. D/M Smith noted that all Councillors are effected equally and doesn't see this as a direct conflict. Administration felt that it may be seen to be in conflict due to her planned travel arrangements. Cr. Tuckey asked how this would affect the 2017 Budget. Administration advised that the request is unbudgeted and noted that Special Meetings are also unbudgeted. Cr. Patel felt the request was modest and is in support. She noted that the GNWT provides civic leave to prevent double dipping and that attendance to the NWTAC AGM is acknowledged in the Collective Agreement. Cr. Holtorf would like the Council Honourarium Bylaw addressed before the end of Council's term. Administration advised that a number of issues need to be reviewed in the bylaw. He requested that decisions of this nature be informed and go through Administration for research prior to Council. Administration is unsure how the change would reflect the budget and how other communities administer pay.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. McArthur

That Councillors travelling for meetings on behalf of Council receive an honouraria of \$100 per day.

IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT

ABSTAINED – CR. TUCKEY

CARRIED

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

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

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be May 2, 2017.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the meeting be adjourned at 8:31 pm.

CARRIED UNANIMOUSLY












Town of Fort Smith Community Services Committee

Tuesday, April 11, 2017 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – March, 2017
 - ii. Pool Stats – March, 2017
 - iii. Arena Stats – March, 2017
 - b. Recreation Advisory Board
 - i. RAB Minutes March 13, 2017
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – March, 2017
 - b. Advisory Board on Culture
 - i. ABC Minutes April 5, 2017
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
 - a. Briefing Note Music Society Donation Requet
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Minutes March 14, 2	 Vision, Values and Goals.doc	 Community Services Master Plan
 Recreation Statistics March, 201	 Pool Statistics March, 2017	 Arena Statistics March, 2017
 RAB Minutes March 13, 2017		
 Library Statistics March, 2017	 ABC Minutes April 5, 2017	
 Briefing Note Music Society Donation Re		



Town of Fort Smith
Community Services Committee
Tuesday, April 11, 2017, at 7:00 pm

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

1. Call to Order

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

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 14, 2017, were reviewed and have been adopted at the Council meeting of March 21, 2017. Cr. Holtorf requested an update on the Trade Show. Administration advised that the Town would have a double booth and that the focus would be on the Strategic Plan survey, draft Economic Development Plan, and landscaping for Downtown Development. Administration advised that IBI Landscape Architects have been hired to work on landscaping the arena green space, boardwalk along Marine Drive, Snowboard Park and Riverside Park as part of the Downtown Development Initiative. Additionally, they will be tying the rocks area into the trail system and reviewing Conibear Park as an open music park. Mission Park will also be reviewed as an Arts Centre. Administration is looking to bring the consultants to Fort Smith on April 28th, for a noon workshop with Council, followed by an evening public session, then to have them available to answer questions at the Trade Show on April 29th. He noted that the consultants will bring estimates for further design work. Additionally, Administration advised that Councillor business cards have been ordered for the Trade Show. Cr. Patel asked if the production of an online Strategic Planning Survey was part of the contract with the Strategic Planning Consultants. Mayor Napier-Buckley advised that the survey will be online sometime this week.

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

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

3. Recreation

a. Recreation Services

i. Recreation Statistics – The March, 2017 recreation statistics report was reviewed. The Director of Community Services advised that the statistics are strong and comparable to the previous month and have nearly doubled from last year.

ii. Pool Statistics – The March, 2017 pool statistics report was reviewed. The Director advised that March was a strong month for the pool and that usage has increased from the previous year. He noted that there were a number of sponsored events.

- iii. Arena Statistics – The March, 2017 arena statistics report was reviewed. The Director advised that March was a strong month and that usage is consistent month to month. He noted that the last three ice events were well attended.

The Director provided a review of recreation programming. He noted that author bush pilot, David Olsen, held a well-attended event at the library in March. Circus Camp was well received with over fifty registered participants and 140 attendees at the Youth Circus Show. The Director advised that there would be a Ping Pong Party in April for Autism Awareness and that Table Tennis North would be in Fort Smith on April 18-22 to do a coaching clinic and tournament. He noted that the Trade Show is on April 29th in the arena and that BMO is sponsoring Summer Soccer starting in May. D/M Smith was pleased with the update and the Circus Camp program.

Administration advised that the Farmer's Market will be operating at the arena green space this year and that the arena will be made available for bathrooms and a play area for children. He advised that additional funding has been obtained for the Afterschool Care Position and that additional morning story time programming will be running at the library. D/M Smith requested an update on finishing touches at the arena. Administration advised that the cages were installed as requested by the user groups and that there was a submission from Women's Hockey to fund 50% of the clock. He noted that the Town is requesting Oldtimer's Hockey contribute the other 50%. He noted that some locking doors and other finishing touches still need to be completed. D/M Smith asked if the fittings at the Snowboard Park are taken down after the season is over. Administration advised that the start gate was removed and that once the snow melts, they will remove the other items to store for the summer. He noted that the change car will stay in place until a schedule to build a permanent facility is established. Cr. Patel noted that there was a sponsored swim from the Host Society for the one year out of the AWGs. Cr. Dumont noted that the Town forgot to put a washroom upstairs in the arena and asked if elevator is fully operational. Mayor Napier-Buckley asked if there are stats for the Snowboard Park. Administration advised that there may be numbers recorded for the youth lessons and for the Territorials events. He will request the information from Mr. Schwartzenberger. The Director advised that the gear was fully subscribed during the lessons and guessed that there were approximately 40-50 children that attended lessons.

b. Recreation Advisory Board

- i. RAB Minutes March 13, 2017 – The RAB minutes were reviewed. Cr. McArthur advised that the draft Economic Development Plan was reviewed and that there were no comments. He advised that there next meeting will be on April 24th.

4. Library

a. Library Services

- i. Library Statistics – The March, 2017, library statistics report was reviewed. The Director advised that usage has increased from the previous month and that programming has increased and is consistent.

b. Advisory Board on Culture

- i. ABC Minutes April 5, 2017 – The ABC minutes were reviewed. Mayor Napier-Buckley was at the meeting to bring information regarding the TRC Calls for Action and how the calls for action can be incorporated for Canada 150. Different ideas were discussed including murals, multilingual signage, a formation of Christmas Park and usage of Conibear Park. Administration advised that there are no formal Canada 150 plans for the Town at this time and that dialogue is tied to ongoing initiatives. He noted that there is interest in making the Fall Heritage Festival an annual, ongoing event and noted that he would like to eventually transfer the event to a society. Administration advised that SRFN is continuing with their plans for development on the Christmas Tree lot and that the tree will most likely be cut down. He suggested a new tree be planted in the lot adjacent to Town Hall in conjunction with a Christmas Park.

5. Other Business

- a. Briefing Note Music Society Donation Request – The briefing note was reviewed. Administration advised that he is not looking for a motion of Council, but to see Council's opinion on the donation and if they feel this is a community event within the Town's mandate. Administration advised that the Music Society is requesting the use of the portable stage and the wash car. He noted that only the stage was donated in 2016. In 2016, the request was not brought to Council as Administration felt the event met the Town's mandate and to support the Music Society in becoming an established, non-profit organization. Administration noted that unlike other community events, Spring and Private Stock are wet events on private property and a door fee is charged. Administration would like to see their events evolve into family music festivals. Mayor Napier-Buckley suggested that the Music Society be requested to provide entertainment at Canada Day for the use of the stage. Council was uncomfortable with lending the wash car for the event as they did not feel it met the mandate of the Town. Administration advised that the society does not want to take the beer garden approach which is why they monitor and charge cover at the door. Cr. Patel asked if the wash car has ever been lent out in the past. Administration advised that it has not and that porta-potties could be provided for the event. Mayor Napier-Buckley is fine with donating the stage but doesn't feel the wash car should be lent for a wet event. She would be in support of lending the wash car for a family friendly event or one that was open to the public. D/M Smith support the efforts to revitalize the music festival scene in the community but agrees with the Mayor. Mayor suggested dialogue from the Town to evolve the closed event into a community event.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. McArthur

That Cr. Kikoak and Cr. Bell be excused from Community Services Meeting on April 11, 2017.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on May 9, 2017.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That the meeting be adjourned at 7:42 p.m.

CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

Tuesday, April 11, 2016, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. 2016 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
 - a. Sustainable Development Advisory Board
11. Protective Services
 - a. Fire Department
 - i. March, 2017 Statistics
 - b. Ambulance Department
 - i. March, 2017 Statistics
 - c. Bylaw Department
 - i. March, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
 Municipal Services Minutes March 14, 2	 Vision, Values and Goals.doc	 2016 Capital Plan
 Fire Department Statistics March, 201	 Ambulance Statistics March, 201	 Bylaw Statistics March, 2017



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, April 11, 2017 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf
Regrets: Cr. Kikoak, Cr. Bell
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary
Guest: Patti Haaima

1. Call to Order

Cr. Dumont called the meeting to order at 7:47 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of March 14, 2017, were reviewed and were adopted at the Council meeting of March 21, 2017. Cr. Holtorf requested an update on the multilingual stop signs. Administration advised that stop signs have been ordered with four languages; English, French, Cree, and Chipewyan. He noted that the Town has over ordered and will be supplying signs to Hay River and Fort Resolution. In addition to this, the Town is looking to order a new LCD sign for at the Recreation and Community Centre. He noted that the electronic sign at Town Hall will cost \$15,000 in repairs and a new, better quality sign could be ordered for the Rec Centre for approximately \$20,000. Cr. Tuckey would like to add an in-camera session to the Council meeting on April 18th to continue discussions from the last Municipal Services meeting.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. Administration is working diligently to get the 2017 Capital Plan to Council on April 18th.

3. Facility Maintenance

Cr. Holtorf requested an update on the Curling Club. Administration advised that the Curling Club is looking to develop their own resources to develop ice due to cost. He noted that the Daycare Society has been donated a house by the Aurora College, although it needs significant remediation work. He noted a number of derelict houses owned by the Aurora College.

4. Sustainable Development

- i. Sustainable Development Advisory Board – Administration advised that there the board did not have quorum at their last meeting and that their next meeting is scheduled for April 13th.

5. Protective Services

a. Fire Department

- i. Statistics Report – The March, 2017, statistics report was reviewed. Administration advised that the new Prevention Services Supervisor was hired last week and that Karl Cox is a welcome addition to the Town's operations. He noted that there were no fires in March.

b. Ambulance Department

- i. Statistics Report – The March, 2017, statistics report was reviewed. Administration advised that there were a number of code ones in March and that it was a busy month as usual for the Ambulance Department. Administration advised that Mr. Cox will be undergoing EMR, EMT, and 120-hour First Aid training.

c. Bylaw Department

- i. Bylaw Statistics Report – The March, 2017, statistics report was reviewed. Administration noted the increased detail in the Bylaw Report. He noted a lot of speeding tickets issued in March. Additionally, he advised that Mr. Cox would be dealing with unsightly premises and undergoing bylaw officer and radar training.

d. Emergency Preparedness

Administration noted the need to have an after-hours emergency phoneline and advised that Mr. Cox would be the phone operator.

6. Administration

Administration advised that there wasn't a lot of snow this year and it melted slowly. Public Works ran an aggressive culvert clearing program and identified areas with drainage problems. Administration will begin looking at spring initiatives and requested that Council engage community partners from last year to see if they are interested in painting the crosswalks rainbow-coloured again. He noted that the Community Services Department annually calls out for interested non-profit community groups to clean-up the Town for funding and noted that there is generally not a lot of interest. Administration noted a milestone for the Town as a Facilities Maintenance employee has received their Class 5 Boiler Operator Certification. He noted that the Town has not had a Class 5 Boiler Operator on staff since Jean Soucy. He commended Jamie Chabun on his accomplishment. Administration advised that a Landfill Tender is out for trash compaction and cover placement. He noted that the Landfill facility will be switching to Summer Hours on May 2nd and that Spring Clean-Up is scheduled for May 23rd to June 3rd. Administration advised that the Snowboard Consultant will be coming back to Fort Smith to finish work on the Snowboard Park. He is also hoping to bring water and sewer services to the site this summer. Administration advised that the HR Committee and he have begun interviewing for the Director of Municipal Services position and that there are some strong candidates. Cr. Holtorf suggested that the website be used to announce the new hire of the Prevention Services Supervisor, Karl Cox, and to commend Jamie Chabun on his certification of Class 5 Boiler Operator. Mayor Napier-Buckley asked if the library ramp is included in the 2017 Capital Plan. Administration advised that the construction of a ramp for the library was solicited through invitational tender and that the tender is closing soon.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Mayor Napier-Buckley

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

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 9, 2016.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 8:15 pm.

CARRIED UNANIMOUSLY