














Town of Fort Smith Corporate Services Committee

Tuesday, November 1, 2016, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. AWG Host Society
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
 - c. 2016 Third Quarter Variance Report & BN
 - d. 2017 Draft Budget & BN
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes October 20, 2016
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
 - a. Bylaw Review Committee Meeting November 4th, 2016
 - b. Strategic Planning Special Meeting November 9th, 2016
13. Other Business
 - a. Correspondence – October, 2016
 - b. License Reports – October, 2016
 - c. BN JBT Snack Program Donation Request
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes October 4,	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I	 Accounts Paid Part II	
 2016 Third Quarter Variance	 2017 Draft OM Budget	
 TTAB Minutes October 20, 2016		
 Correspondence October, 2016	 License Report October 2016	 BN JBT Snack Program Donation F



Town of Fort Smith
Corporate Services Committee
Tuesday, November 1, 2016, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. Holtorf
(Conference Call), Cr. Patel, Cr. Tuckey
Regrets: Cr. Dumont, Cr. McArthur
Staff Present: Keith Morrison, SAO; Katie Reid, Executive Secretary
Guests: Patti Haaima, EA to MLA Louis Sebert; Todd Shafer, 2018 Host
Society General Manager; Jennifer Leak, Manager of Marketing,
Communications and IT; Laura Ferguson, Manager of Sport and
Venues; Tracey Hutton, EA Fort Smith Office

1. Call to Order

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

2. Delegation

- a. AWG Host Society – Todd Shafer presented the Host Society’s report to Council. He advised that there is 502 days until the games. Mr. Shafer introduced the staff present in the gallery. He noted that the Host Society had recently established an office in the McDougal Centre and that the space was donated by CAB Construction.

Mr. Shafer advised that the B1 Budget was approved by the Host Society on September 10th prior to the International Committees visit. He noted that the budget was submitted to both the Mayors of Hay River and Fort Smith. He noted that the total cost remains at \$7.3 million to host the games. Mr. Shafer advised that in-kind contributions were removed from the budget and that the Federal Government has made a \$1 million commitment to the budget and that \$500,000 has been secured so far.

Mr. Shafer advised that the Host Society’s Canada 150 funding application was denied and that he would be seeking out other funding pots. He has received great support from Sports Canada on available funding.

Mr. Shafer advised that he will continue to work with the Host Society Chairs to prepare the B2 Budget for January 2017.

Mr. Shafer advised that the progress report outlined key performance indicators as per the staging manual. Further details with respect to the plan for hosting the games were provided verbally from Chairs and Directors to members of the International Committee during their visit and tour of the region between September 11th and 13th. He noted that productive feedback was received from the Committee.

Mr. Shafer reviewed the business plan and org chart. He advised that the Host Society is looking to recruit more Chairs to assist in the games. He is open to recommendations for the positions.

From a games management standpoint, the International Committee has confirmed that the games will not exceed a maximum of 1900 participants. He advised that this will provide clarity for planning purposes.

From a staff structure standpoint, four manager positions have been filled and two part-time executive assistant positions have been filled. He advised that the remainder of the positions will be filled six to twelve months prior to the games based on need.

Cr. Kikoak entered the meeting at 7:10 pm.

From a sport standpoint, table tennis was added to the games to take place in Fort Smith in the JBT Elementary School gymnasium. The International Committee has asked the Host Society to consider sporting aspects with respect to the Hay River Curling Rink ice surface and accessibility of holding wrestling in the upstairs of the Royal Canadian Legion in Hay River.

Mr. Shafer advised that the new Recreation Centre in Hay River, and the Catholic Cathedral basement and ITI long house in Fort Smith will be used as food venues for the duration of the games.

Mr. Shafer advised that there were no adjustments to transportation other than 250 participants from Greenland that will be flown to Yellowknife and need to be transported to the region.

Both Opening and Closing Ceremonies will be held in Hay River and are planned to be held in the new Recreation Centre area.

Culture and entertainment has been refocused to concentrate on the hosting of Gala Events that can showcase cultural talent from across the circumpolar world. Mr. Shafer noted that there would be a variety of exhibits and workshops with both a local and circumpolar flair. Additionally, there would be youth-focused entertainment to enhance the participants experience while at the games.

Mr. Shafer advised that a corporate sponsorship strategy has been established that capitalizes on the skills of professionals to seek out and take care of sponsors at a local, regional, national and international level for both cash and in-kind contributions.

Lastly, Mr. Shafer advised that the logo was revised based on the need for a simplified brand presence.

Mayor and Council thanked Mr. Shafer for the presentation.

Cr. Kikoak asked if it was considered holding the opening and closing ceremonies outside. Mr. Shafer advised that the International Committee does not want the ceremonies outside due to weather concerns.

D/M Smith asked if there is a buy local policy in place. Mr. Shafer advised that both the Towns of Hay River and Fort Smith's policies were considered when developing the procurement policy. He will forward the policy to Council.

Mayor Napier-Buckley noted purchasing that had occurred in Hay River and wanted to ensure that Fort Smith businesses have equal opportunity. She requested that a list of businesses be built for different services. He noted that there will be opportunity to bid on proposals and that the Host Society will also be looking for donations. Mayor Napier-Buckley wanted to ensure economic balance within the budget and communities. Mr. Shafer advised that the executive committee is reviewing the budget for proposals and quotes which will provide opportunity for local businesses to bid on products and services.

Mayor Napier-Buckley advised that the need for further internet capacity and upgrades was identified at the AWGs in Greenland. She asked if there have been any discussions with Northwestel with respect to upgrading capacity for the games and possibly permanently. Additionally, she noted that Northwestel has historically sponsored the games. Mr. Shafer noted that Cr. Patel is the Director of Communications and IT. He noted that Northwestel is working on possible ways to boost the network for the games. He would like to perform a network test run on different events and assess the usage. Additionally, he noted that there is the possibility to expand around other mobile networks as other networks may get involved on a sponsorship level. Mayor Napier-Buckley noted that Northwestel offers better service to residents of Yellowknife and requested that the same service be offered to Fort Smith for the games and in legacy of the games.

Cr. Holtorf asked if the expense of an additional Zamboni would be burdened by the Town. Mr. Shafer advised that the Town is not expected to fund the back-up Zamboni.

Mayor Napier-Buckley is excited for the games and partnering forward. Mr. Shafer advised that the Host Society is ready to bring forward a position for cultural and volunteer services. He was also pleased with the new appointment of Olivia Villebrun to the Host Society and the qualifications she brings forward.

Cr. Tuckey asked where the next manager position will be filled as there are already two manager positions filled in Hay River. Mr. Shafer advised that the position would be staffed in Fort Smith.

3. Declarations of Financial Interest

Mayor Napier-Buckley and Cr. Kikoak declared a financial interest with respect to the Accounts Paid Part II.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as amended to include discussion on the paving of Highway 5.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 4, 2016, were reviewed and have been adopted at the Council meeting of October 18, 2016. Cr. Holtorf asked if the Mayor or any Councillors attended the Northern Economic Development Conference. D/M Smith advised that there was not an attendee. Cr. Kikoak agreed with Cr. McArthur's suggestion in the minutes to add lottery revenue to the donations budget in support of volunteers. Mayor Napier-Buckley advised that the Lottery License Bylaw needs to be reviewed. Administration advised that there is opportunity to off-set deficit in the budget with lottery revenue.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Kikoak asked who would be consulting the community and what they would be consulted. She felt that questions should be answered by rating importance. Administration advised that there would be a Special Meeting with the consultants on November 9th and that direction can be given to the consultants on how to engage the community. He noted that there may be opportunity for individual meetings with the Councillors.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List Part I was reviewed. Cr. Kikoak requested an update on interest charges paid. Administration reviewed the purchase order system and advised that delays in invoicing result in late payments and interest charges.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the Accounts Paid Part I for the period ending October 31, 2016, totaling \$478,415.52 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley and Cr. Kikoak declared a conflict and left the meeting.

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

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Tuckey

That the Accounts Paid Part II for the period ending October 31, 2016, totaling \$6,453.80 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley and Cr. Kikoak returned to the meeting.

- c. 2016 Third Quarter Variance - The 2016 Third Quarter Variance Report was reviewed. The Director of Corporate Services advised that concerns with property tax continue to exist as in the second quarter variance. He noted that spending is on track as in the second quarter. Cr. Patel was pleased to see an increase in development through increased development permits. She requested an update on Administration Labour Allocation. The Director advised that the budget is legislated to be separated into four documents and that if an Administrative employee is paid under the water budget it requires an allocation of funds to compensate. An update was requested on the advertising budget. Administration advised that the advertising line item was consolidated for all departments with the intent of buying bulk space in the newspaper. However, the local newspaper failed and the Town was stuck with the budget. He noted that auto dialer software and the indesign program and template have been purchased to expand advertising without having a local newspaper. Administration advised that \$20,000 of the advertising budget was allocated to support the 50th Anniversary Celebration's fireworks. Cr. Tuckey was pleased with the update. Cr. Patel requested an update on the Youth Centre Initiative. Administration advised that the initiative mainly is offset by salaries and wages in the Recreation and Community Centre. Mayor Napier-Buckley noted RCC Concession revenue in the variance and noted that there is no longer a vendor. Administration advised that the space is vacant as of November 1st and advised that he is preparing an RFP. Cr. Holtorf asked if the curling rink ice plant has been fixed. Administration advised that all the major components have been fixed. It was asked if the curling rink is generating revenue from Hay River users. Administration advised that the Curling Club pays a flat rate and they handle their users on their own basis. Cr. Tuckey asked what the operating costs are for the Arena Concession. Administration noted that there is no cost to the Town other than the lights and ventilation as the propane is donated by Lou's Small Engines.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the 2016 Third Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

- d. 2017 Draft Budget – The 2017 Draft Budget was reviewed. Administration advised that the briefing note is the same with no changes. He noted that the main increase is the 2.25% bargaining increase and step increases. He noted that there is a deficit of \$108,000 and is seeking direction on how to address the deficit. He suggested increasing property tax by 1%, and increasing medevac fees. It was asked at a previous meeting how much the Town would be saving by increasing the debenture payments on the arena. The Director of Corporate Services advised that the Town would be saving \$64,000. Additionally, he noted that there was a question with regards to ambulance billing and recoveries. He noted that the Town bills Stanton Territorial Hospital for medevacs and ambulance calls are billed to individuals. He noted that all recoveries are under one line item which does not specify individual organizations. Administration advised that the advisory boards were not engaged in budget as the Town is not increasing services, although they can still have input on how the budget is spent. Mayor Napier-Buckley noted that the level of service at the library has decreased in the past few years since having Recreation Assistant positions working at the library. She suggested discussions happen with the Territorial Librarian in Hay River. She also felt better programming could be offered considering the programming available at the Recreation and Community Centre. Administration advised that the GNWT has not provided the Town with a librarian for years and instead funds the Town to hire additional recreation staff and that they try to provide programming and services through the librarian in Hay River. He advised that the Director of Community Services is working with the Recreation Programmer to increase library programming. Cr. Tuckey supports ambulance fee increases to address the deficit. She would also like to see user fee increases and a tax increase. Additionally, she felt that water, sewer and tipping fees should be increased to consider aged infrastructure. She suggested that tax revenue be increased enough to augment depleted reserves. She requested reviewing the last five years of reserve financials. Mayor Napier-Buckley would like to confirm that there is no reduction in hours for staff in the budget. Administration advised that there has been no revision of salaries and wages other than forced growth. Cr. Patel suggested that the library partner with the Aurora College as they have a trained librarian. Cr. Patel would like to reduce costs in each department by finding savings and would like a significant contribution made to reserves. Cr. Kikoak asked if Northwestel has infrastructure on Town property. The Director advised that Northwestel does not have a tower on Town property. He noted that a separate company has a tower on Town property, however they are not providing services in Fort Smith and pay a monthly lease payment for the use of space. Cr. Tuckey supports cost saving although doesn't feel that cost savings could be determined and incorporated into the 2017 budget by the time approval is required. Mayor Napier-Buckley noted that the Legislative Assembly acknowledges that they are underfunding communities; she suggested pursuing them for further funding. Administration advised that the Town has been underfunded by approximately \$3.5 million for the past twenty years. He noted that wages are increased due to cost of living increases and that operating costs also increase which is why it is important to raise taxes. Administration will provide a variety of mechanisms to generate revenue for Council.

6. Economic Development

a. Tourism and Trade Advisory Board

- i. TTAB Minutes October 20, 2016 – The TTAB minutes were reviewed. Cr. Kikoak was pleased with the meeting. She noted that the AGM would be on November 17th and that there was discussion about bundling tourism packages to Fort Smith. She noted that there was discussion about having a press release on the Snowboard Park. Administration advised that the Economic Development Officer will be working on the Strategic Plan. Additionally, he noted that News North did an article on the Snowboard Park on October 20th. The Director of Corporate Services noted that the Tourism 2020 document was also reviewed and that there is opportunity for the Town to receive funding.

7. Administration

- a. Bylaw Review Committee Meeting – November 4, 2016 at 12:00 pm. Administration advised that the Town does not intend to amend the Livery Bylaw as the age limit on taxi vehicles is in line with other jurisdictions. He noted that Uber Drivers can be enforced through the Bylaw Officer.
- b. Strategic Planning Special Meeting – November 9, 2016 at 7:00 pm.

8. Other Business

- a. Correspondence – The October, 2016, correspondence was reviewed.
- b. Licensing Report – The October, 2016 licensing report was reviewed.
- c. Briefing Note JBT Snack Program Donation Request – The briefing note was reviewed. Cr. Kikoak finds the JBT Snack Program disruptive to her children's lunch. Mayor Napier-Buckley is in support of the program as some people cannot afford to provide a snack for their children. She noted that the program is proven beneficial to children. Mayor Napier-Buckley would be in support of adding the program as an annual line item in the budget. Cr. Tuckey would also be in support of an annual line item to show support to youth and schools. Cr. Holtorf is opposed as he feels that policy needs to state that an organization submit financials to receive reoccurring funding. It was noted that the minutes from the DEA show the financials. Mayor Napier-Buckley felt that the donation is a worthy cause and noted that the snack program ran out of funds last year two months before school had finished.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That \$500 be donated to the JBT Snack Program.

IN FAVOUR – CR. TUCKEY, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL

OPPOSED – CR. HOLTORF, CR. KIKOAK

CARRIED UNANIMOUSLY

- d. Highway 5 Paving – Cr. Kikoak had met with engineers in her restaurant and advised that they have started crushing gravel for the paving project. She noted that Carter Industries would be doing the paving work. D/M Smith requested that Wood Buffalo National Park be requested to provide a timeline on the work.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Cr. McArthur and Cr. Dumont be excused from the Corporate Services Standing Committee meeting of November 1, 2016.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be December 6, 2016.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:30 pm.

CARRIED UNANIMOUSLY












Town of Fort Smith Community Services Committee

Tuesday, November 8, 2016 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 – October, 2016
 - ii. Pool Stats – October, 2016
 - iii. Arena Stats – October, 2016
 - b. Recreation Advisory Board
 - i. RAB Minutes October 24, 2016
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – October, 2016
 - b. Advisory Board on Culture
 - i. ABC Minutes November 2, 2016
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Minutes October 11	 Vision, Values and Goals.doc	 Community Services Master Plan
 RCC Stats October, 2016	 Pool Stats October, 2016	 Arena Stats October, 2016
 RAB Minutes October 24, 2016.dc		
 Library Stats October, 2016	 ABC Minutes November 2, 2016.d	



Town of Fort Smith
Community Services Committee
Tuesday, November 8, 2016, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Don Webb, Director of Municipal Services; Katie Reid, Executive Secretary
Guests: Patti Haaimea, EA MLA Louis Sebert; Kathryn Nairne, Marcel Gelein, Ron Yaworsky, David Nairne & Associates

1. Call to Order

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

2. Review

- a. Agenda – The agenda was reviewed. Administration advised that he did not bring the budget to this meeting as he is waiting to receive assessment information on the payment lieu of taxes from SRFN properties which may decrease the deficit. He noted that there are other initiatives underway to decrease the deficit also. He advised that Council would revisit the budget at the Corporate Services meeting in December.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Dumont

That the agenda be adopted as amended to include discussion on ABC Membership and Christmas Planning.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 11, 2016, were reviewed and have been adopted at the Council meeting of October 18, 2016. Cr. Patel noted a correction in the minutes.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed. Administration noted that the Community Services Master Plan identifies the need to develop a plan for a safe ATV corridor through the community.

3. Recreation

a. Recreation Services

- i. Recreation Statistics – The October, 2016 recreation statistics report was reviewed. The Director of Community Service noted that stats have almost doubled from last month and that there were a lot of attendees at the Lawrie Hobart Memorial Volleyball Tournament. D/M Smith asked if high school students using Pete's Gym are being recorded and are being taught how to use the equipment properly. The Director will follow up on this.
- ii. Pool Statistics – The October, 2016 pool statistics report was reviewed. The Director advised that the stats have increased for both weekends and weekdays. He noted that the Junior Lifeguard and PWK usage have increased. Cr. Kikoak asked if the college usage is recorded at the pool. The Director advised that it is calculated in one line item in the RCC stats although the students mostly use the Pete's Gym and the pool.

iii. Arena Statistics – The October, 2016 arena statistics report was reviewed. The Director advised that he is working on getting more reliable stats. Cr. Kikoak asked if there are rates for the mezzanine and what the policy is for alcohol use. Administration advised that there is currently a kitchen being constructed in the mezzanine. He noted that the rates were approved by Council through the Consolidated Rates and Fees Bylaw at the beginning of 2016. Also, he noted that events can be licensed in the mezzanine if approved by the SAO and pending a liquor license.

b. Recreation Advisory Board

i. RAB Minutes October 24, 2016 – The RAB minutes were reviewed. Administration advised that there are two recommendations coming from the RAB minutes. He noted that RAB was asked to consult with user groups about providing healthy food options in the arena canteen as the deep fryer was removed from the RCC canteen. He noted that the reasons the deep fryer was removed from the RCC canteen was due to utility costs, subsidized rent and due to a healthy living proclamation passed by Council. It was asked if it was hypocritical to have one canteen with a fryer and one without. The result was that they wished to have the arena canteen left as is for now, as the vendor is a non-profit fundraising organization and whereas the RCC canteen was given a non-competitive business contract. Administration advised that RAB had passed a motion for the Town to take the opportunity to consult community user groups about supporting the Healthy Communities Initiative by exploring healthy menu options. Administration suggested that an online survey be performed. Additionally, he advised that the Town is preparing a healthy eating policy which will set guidelines for the initiative. Administration noted that the arena canteen is currently operating as per last year with the deep fryer. He suggested working with Minor Hockey to also offer healthy options for the canteen. Cr. Dumont is strongly opposed to removing the deep fryer in the canteens. He felt that Council does not have the right to dictate foods served in the canteens. He also noted from the minutes that RAB had researched and determined that no other community in the north has removed the deep fryer. Cr. Dumont noted that a meter could be installed for electricity usage. He felt that it is hypocritical to only allow use of the deep fryer for tournaments and not for everyday use. Mayor Napier-Buckley noted that Council had made a healthiest community proclamation and doesn't think other communities have made this. She felt that it is important to build partnerships at an interagency level to encourage an active and healthy community. She noted that there currently isn't a vendor for the RCC canteen and when the contract was discussed, Ms. Lepine advised that she did not require the deep fryer. She felt that usage of the deep fryer could be further discussed when a new contract is created. Cr. Dumont would not be opposed to consulting other user groups, including PWK High School and parents for their views on use of the deep fryer. He agreed that Ms. Lepine's intentions were to offer healthy food options while trying to accommodate French fries to students. Cr. McArthur asked if the fryer is still in the RCC canteen. Administration advised that it has been removed. Cr. McArthur was pleased with the update and does not wish to discuss the issue again. D/M Smith reminded Council of the Visions, Values and Goals. He noted that allowing the canteen to run with the deep fryer in the arena for a non-profit organization promotes volunteer development. He noted that he agreed to the contract at the RCC canteen with the previous vendor because the fryer would not be included, when considering subsidizing other businesses non-competitively while other businesses in town serve the same food.

Administration advised that the Community Services Master Plan identifies the need to create a safe travel route for ATV's through the community. He noted that he was hesitant to pave the remainder of the Thebacha Trail for this reason, as it forces snowmobiles and ATVs onto walking routes and the roads. Administration noted that RAB made a recommendation that no further work be done on the ATV corridor, as per the Master Plan; and that this be revisited during the next community consultation. Administration received clear direction not to develop an ATV trail. Cr. Patel asked if it is at the Town's expense to maintain trails that ATVs use. Administration advised that there have been ATVs using the snowboard park, but the concern is with safety. Cr. Dumont felt that ATV users will get around fine without a dedicated trail. Cr. McArthur voted in opposition as he does not want to revisit the issue again.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Dumont

That no further work be done on the ATV corridor, as per the Master Plan; and

That this be revisited during the next community consultation.

IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK

OPPOSED – CR. MCARTHUR

CARRIED

4. Library

a. Library Services

- i. Library Statistics – The October, 2016, library statistics report was reviewed. The Director advised that the stats have decreased from last month although are consistent with previous years. He noted that story time is consistent and the Literacy Club started in October. He noted other programming that is occurring at the library. The Director provided an update of other upcoming Community Services programs and events.

b. Advisory Board on Culture

- i. ABC Minutes November 2, 2016 – The ABC minutes were reviewed. Cr. Bell advised that there was good discussion in regards to the proposed Unattended Children's Policy and Computer Use Policy. She noted that the Northern Life Museum is looking for volunteers for their Christmas Maxx Sale. The board also did a cultural review and asset mapping. Administration advised that policies approved by advisory boards would come to Council for approval prior to implementation. In regards to the Unattended Children's Policy, Administration asked Council if they felt this was make a hole in the social safety net. Mayor Napier-Buckley asked if the policy would be enforced in all facilities. She also would be interested to have the library staff's input on the age in which children can be left alone. Cr. Patel felt that the Town should charge for overdue books. Administration advised that the GNWT sets the rates and there isn't enough staff capacity for collection. Council felt that the library is a unique facility for watching unattended children, although felt that there should be consistency throughout facilities. Cr. Holtorf would like more ex-officio positions established on boards. Administration advised that the Bylaw Review Committee would be reviewing the Advisory Board Policy with respect to membership. Additionally, he advised that the Bylaw Review Committee would now be meeting every two weeks. Cr. Holtorf requested that the NWT Cultural Framework document and Truth and Reconciliation document be forwarded to TTAB and ABC.

5. Other Business

- a. Christmas Planning – Cr. Bell requested an update on the Christmas Tree Lighting Ceremony. She would like more Councillors involved this year and possibly have a float for the parade. She also requested an update on the Christmas Lights Contest and volunteered to be a judge. Cr. Dumont heard rumors that the tree would not be lit this year. The Director advised that the Town has not yet approached SRFN to use the Christmas Tree, however will follow up. Cr. McArthur asked if the Town owns the lights and pays the power. Administration confirmed this. Mayor Napier-Buckley asked if there would be a new location for the Town Christmas Tree once SRFN builds a Community Hall on the property. D/M Smith asked if the Chamber of Commerce has started their Buy Local Campaign. Administration doesn't think they have met in a while. Administration will have the EDO follow up. Mayor Napier-Buckley will be releasing December communication.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That the Town hold a Christmas Lights contest with the same prize values as in 2015.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on December 13, 2016.

7. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the meeting be adjourned at 8:32 p.m.

CARRIED UNANIMOUSLY










Town of Fort Smith Municipal Services Committee

Tuesday, November 8, 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
 - i. SDAB Minutes October 19, 2016
11. Protective Services
 - a. Fire Department
 - i. October, 2016 Statistics
 - b. Ambulance Department
 - i. October, 2016 Statistics
 - c. Bylaw Department
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
 - a. Land Acquisition Bylaw 968
Lot 52 Plan 11 Snowboard Park
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Municipal Services Minutes October 11 </div> <div style="text-align: center;">  Vision, Values and Goals.doc </div> <div style="text-align: center;">  2016 Capital Plan </div> </div>
<div style="text-align: center;">  SDAB Minutes October 19, 2016.dc </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Fire Department Stats October, 2016 </div> <div style="text-align: center;">  Ambulance Stats October, 2016 </div> </div>
<div style="text-align: center;">  Bylaw 968 Land Acquisition - Lease I </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, November 8, 2016 at 8:37 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur
Regrets: Cr. Holtorf
Staff Present: Keith Morrison, Senior Administrative Officer; Don Webb, Director of Municipal Services; Katie Reid, Executive Secretary
Guest: Patti Haaima, EA MLA Louis Sebert; Kathryn Nairne, Marcel Gelein, Ron Yaworsky, David Nairne & Associates

1. Call to Order

Cr. Dumont called the meeting to order at 8:37 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 11, 2016, were reviewed and were adopted at the Council meeting of October 18, 2016. Cr. Dumont requested an update on the street light installation. The Director of Municipal Services advised that approximately twenty street lights have been installed, although he is unsure of the locations of the new lights. He noted that the project has been put on hold by NTPC due to shortage off staff and as they are waiting for extended arms for the light poles.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. D/M Smith requested an update on the 2017 Capital Plan. Administration advised that it would be presented after the O&M Budget is approved.

3. Sustainable Development

- a. Sustainable Development Advisory Board

- i. SDAB Minutes October 19, 2016 – The SDAB minute were reviewed. Administration advised that Tetra Tech presented options for the Waste Management Plan and that they would be presenting a consolidated version at the SDAB AGM on November 10th at 7:00 pm in the RCC Theatre. Administration advised that the consultants would be doing community consultations on November 23rd with stakeholder groups and the public. He advised that the advertisement for the public consultation would be posted after the SDAB AGM.

4. Protective Services

a. Fire Department

- i. Statistics Report – The October, 2016, statistics report was reviewed. The Director of Municipal Services advised that October was an active month for the Fire Department. He noted that the fire department had responded to a woodchip fire on Marine Drive set by an arson and noted that Public Works has since removed the piles. Additionally, the fire department have been busy burning wood brush piles left from Operation Nanook. He advised that the department had provided fire extinguisher training to NWAL. Cr. Kikoak asked if the Fire Chief is still Wes Steed. The Director advised that Carl Cox is acting. Mayor Napier-Buckley requested an update on the job description for the Prevention Supervisor. Administration advised that it is near completion.

b. Ambulance Department

- i. Statistics Report – The October, 2016, statistics report was reviewed. The Director advised that October was a slower month for the Ambulance Department. Cr. Kikoak asked if there are any plans on finding an ambulance bay. The Director confirmed this. Administration advised that there is opportunity to switching programs under the Build Canada Fund to construct a joint prevention services building.

5. Bylaw/Policy Review and Development

- a. Land Acquisition Bylaw 968 Lot 52 Plan 11 Snowboard Park – The bylaw was reviewed. Administration advised that the Snowboard Park project was an accelerated initiative and that the Town would like to test the facility for the Snowboarding Territorials in 2017. As a result, the Town is looking to acquire the parcels of land that the Snowboard Park sits on. He noted that the Snowboard Park sits on Commissioner's land and property owned by the NTPC. He noted that it is a significant ordeal to acquire Commissioner's land, however, the NTPC is much more able to dispose of the asset. He noted that the condition in selling the property is that a sign with the NTPC logo be placed at the Snowboard Park. Administration is prepared to sign a contract with the clause. D/M Smith asked if they stipulated the size of the sign. Administration advised that they did not.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Mayor Napier-Buckley

That Bylaw 968 be brought forward to the Regular Meeting of Council on November 15, 2016 for first and second reading.

IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. PATEL, CR. KIKOAK

OPPOSED – CR. BELL

CARRIED

6. Other Business

- a. **Municipal Services Update** – The Director of Municipal Services provided an update. He advised that the departments are in the process of transitioning to winter duties. He was pleased with Public Works response time in addressing the streets and sidewalks during the freezing rain. The Director noted that the Facilities Maintenance Department was successful in installing the ice surface at the arena in time for the planned opening date. The Director noted concerns with the amount of sand the Town has for the streets, although he feels that there is a sufficient amount to get through the winter. The Director advised that the Fire Abatement Program has been completed around Marine Drive up to Wintergreen Avenue. Additionally, Public Works and Facilities Maintenance would be setting up the change car by the Snowboard Park to provide washroom facilities and a warming hut. Cr. Patel suggested shutting down schools and businesses during dangerous weather days. The Director advised that the Town does not have the authority, although will work to make streets safer. Mayor Napier-Buckley had concerns with the shortage of sand. The Director advised that the Town will find an alternative source if required.

Mayor Napier-Buckley welcomed and thanked the gallery and reminded Council of the Special Meeting on November 9th at 7:00 pm in Council Chambers. Cr. Bell advised that she would be calling in.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Cr. Holtorf be excused from the Municipal Services Standing Committee Meeting on November 8, 2016.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 13, 2016.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:15 pm.

CARRIED UNANIMOUSLY