












## Town of Fort Smith Corporate Services Committee

Tuesday, January 7, 2020, at 7:00 pm.

### AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. Strategic Plan
5. Governance
  - a. Council Priorities
6. Directors Report
  - a. Accounts Paid List December 2019
  - b. Correspondence December 2019
  - c. License Report December 2019
7. Bylaw/Policy Review and Development
  - a. Briefing Note – Bylaw 1000 Annual Borrowing Bylaw
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Corporate Services Minutes December 2019	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List December 2019	 Correspondence List December 2019	 License Report December 2019
 BN - Bylaw 1000		



Town of Fort Smith  
Corporate Services Committee  
Tuesday, January 7<sup>th</sup>, 2020, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. Couvrette, Cr. Campbell,  
Regrets: Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; Rohma Nawaz, Executive Secretary

Guests:

1. Call to Order  
Mayor Napier called the meeting to order at 7:00 pm and passed the Chair to D/M Smith.
2. Delegation
3. Declarations of Financial Interest
  - a. Statement of Disclosure of Financial Interest
4. Review
  - a. Agenda –The agenda was reviewed. Mayor Napier noted to add NWTAC under Other Business.  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Couvrette**  
**That the agenda be adopted as amended.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of December 3<sup>rd</sup>, 2019, were reviewed and adopted at the Council meeting of December 17<sup>th</sup>, 2019. Cr. Couvrette inquired if a response had been received from the Premier and Cabinet regarding a potential meeting date. Mayor Napier noted that they would be contacting the Town in the near future to arrange a date. Mayor Napier noted that a request to meet had been received from the Seniors Society and any Councillors wishing to attend this meeting should inform the Mayor. Cr. Couvrette referred to Cr. Westwell’s comments in the minutes regarding a Council performance review, and suggesting setting a date for this review as it would be beneficial and an item of interest for future newsletters. He noted that the deadline for NWTAC Resolutions is January 24<sup>th</sup>, 2020. Mayor Napier noted that resolutions presented should be vary from existing resolutions so they may be adopted.
  - c. Vision and Values– The Vision and Values were reviewed.
  - d. Strategic Plan – The Strategic Plan was reviewed.
5. Governance
  - a. Council Priorities – The Council Priorities were reviewed.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director noted that the department is currently preparing for the audit. He noted that the Property Tax Sale is scheduled for January 25<sup>th</sup>, 2020. He noted that legal counsel will be conducting the sale. He noted that in the coming weeks there will be an information package to outline the protocol regarding the sale and the process so the public may follow. He noted that they have received the assessment notices and they have been sent out to Tax Payers. Cr. Westwell inquired regarding the arrears list going into 2020. Administration noted that the Tax Sale is on 2018 arrears, and they are expecting to have the 2019 Tax Sale during the summer. He noted that from that list they will have a better idea of what sold, and if the prices were appropriate. He noted that there may be some forgiveness of balance or debt situations. He noted that they will be bringing forward a briefing note on Accounts Receivable Arrears. He noted that they are currently issuing statements and further due diligence to determine which accounts are still recoverable.

- a. Accounts Paid List – The Accounts Paid List from December 2019 was reviewed.
- b. Correspondence – The Correspondence from December 2019 was reviewed. Cr. Couvrette referred to the letter received from the Associate Deputy Minister of Post-Secondary Education regarding an invite to the Strategic Planning Session, and inquired if this was an invite for the Town to meet separately, or an invite to attend the morning session. Mayor Napier noted that it was to attend the morning session.
- c. License Report – The License Report from December 2019 was reviewed.

7. Bylaw/Policy Review and Development

- a. Briefing Note Bylaw 1000 Annual Borrowing Bylaw – The briefing note was reviewed. Administration noted that this Bylaw is to allow the Town to borrow money short-term within the year. He noted that the presentation of this Bylaw is an annual occurrence, and it approves the Town's line of credit. Cr. Cox inquired if the Town has used the funds allowed by the borrowing Bylaw in the recent past. Administration noted that these have not been accessed in his recollection and time as SAO.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Westwell**

**That the 2020 Annual Borrowing Bylaw be presented to Council for approval**

**CARRIED UNANIMOUSLY**

8. Administration

Administration noted that they are addressing the Capital Works to bring to Council and that funding applications are tied to this, some of which have been completed and some are due in March. He noted that this informs the January and February financially related. He noted that they are working on the Rates and Fees Bylaw and the Mill Rate Bylaw. Administration noted that they are working to implement the approved Organization Chart Restructuring. He noted that a meeting of the Human Resources Committee has been scheduled for later this week to consider the Senior position staffing. Administration noted that there is a Joint Advisory Board upcoming on January 23<sup>rd</sup>, 2020. Administration advised that they received information regarding the Access to Information request, and it was noted that information won't be available until after mid-February. He noted that they are working to bring a draft of the updated Lands Administration Bylaw as approved by Council. Administration noted that an email motion was conducted for the Council Honourarium Bylaw Review Committee and noted that the vote resulted in favour of retroactivity to January 1<sup>st</sup>, 2019 to approved changes to Council honourarium. He noted that a briefing note regarding this would be presented to Council next week. He noted that the Executive Secretary would be contacting the members of the Bylaw Review Committee for a meeting.

9. Other Business

- a. NWTAC – Mayor Napier requested the names of Councilors wishing to attend the NWTAC AGM. Cr. Cox noted that she would be interested in attending, but if other Councilors are interested in attending who have not previously attended a NWTAC or FCM meeting, that she would defer to them. Cr. Couvrette noted that he wishes to attend. D/M Smith noted that he would be interested in attending. Cr. Couvrette inquired regarding the format and content of the breakfast that the Town of Fort Smith may host at the NWTAC AGM. Cr. Westwell inquired if the Mayor would be running again for the position of NWTAC President. Mayor Napier noted that it is a two-year term and that her position is not currently up for re-election.

**RECOMMENDATION**

**Moved by: Mayor Napier**

**Seconded by: Cr. Westwell**

**That D/M Smith, Cr. Couvrette and Cr. Cox attend the NWTAC on behalf of the Town of Fort Smith.**

**IN FAVOUR – MAYOR NAPIER, CR. WESTWELL, CR. PISCHINGER, CR. BEAULIEU, CR. CAMPBELL  
ASBTAINED – D/M SMITH, CR. COUVRETTE, CR. COX**

Cr. Couvrette discussed resolutions regarding Education in the NWT. He noted that he will circulate draft versions of resolutions later in the week. Cr. Westwell discussed potential topics for resolutions and noted that he would draft a resolution regarding returning of the Health Boards capacity. Cr. Couvrette noted he reviewed the new and standing resolutions on the NWTAC website, and noted that he would like to see certain resolutions previously submitted by Fort Smith that were approved to appear as standing resolutions.

10. Excusing of Councillors

Mayor Napier noted that Cr. McArthur had advised that he would not be attending tonight's meeting for vacation purposes, as listed under Council Procedures.

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Couvrette**

**That Cr. McArthur be excused from the Corporate Services Standing Committee meeting of January 7<sup>th</sup>, 2020.**

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on February 4<sup>th</sup>, 2020.

12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That the meeting be adjourned at 7:37 pm.**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST  
FOR THE PERIOD ENDING December 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35836	Bank of Montreal	O. Kydd - \$1,493.53 - Reorder flags	\$ 1,493.53	AD
35837	Bank of Montreal	K. Morrison - \$315.00 - NWTT Conference	\$ 376.90	Multiple
		K. Morrison - \$61.90 - RAB Lunch October 15/19 Berros		
35838	Bank of Montreal	\$1290.45 - Bell mobility phone bill	\$ 1,290.45	Multiple
35839	Xerox	Xerox	\$ 747.35	AD
35840	Cancelled			
35841	Bank of Montreal	C. White	\$ 4,307.46	Multiple
		\$2138.9 - Books		
		\$280.99 - Door prizes for literacy event		
		\$730.87 - Pool uniforms		
		\$391.94 - Turtle supplies		
		\$ 556.11 - DVDs for library		
		\$108.65 - RCC guide mail drop		
		\$100.00 - Staff training		
35842	TDC Contracting	Heating Oil	\$ 4,979.13	Multiple
35843	RDV Mechanical	Vehicle service and repairs	\$ 1,548.50	Multiple
35844	Yellowpages	Phone bill charge	\$ 58.80	Fire
35845	Receiver General	Payroll deductions [R]	\$ 33,854.52	AD
35846	Paul Kaesers Stores Ltd	Materials and supplies	\$ 336.90	Multiple
35847	Lou's Small Engines	Propane for zamboni	\$ 682.50	Arena
35848	Link Hardware	Supplies/keys	\$ 84.95	RCC
35849	Territorial Beverages Ltd	Water and Juice	\$ 959.07	RCC
35850	Wally's Drugs	Pool 1st aid supplies	\$ 87.11	RCC
35851	Freund Building Supplies	Monthly PO November	\$ 1,587.25	Multiple
35852	Federations of Canadian Municipalities	Membership fees 2020-2021	\$ 718.46	AD
35853	Lifesaving Society	Pool Supplies	\$ 109.42	RCC
35854	Snap-on Tools	Vehicle charging system	\$ 1,032.10	AD
35855	Thyssenkrupp Elevator	Elevator maintenance	\$ 1,284.54	RCC
35856	Northwestern Air Lease	Freight	\$ 299.67	Multiple
35857	Employee	Reimbursement - boot allowance	\$ 275.07	FM
35858	NEBS Pension Fund	December Premiums [R]	\$ 33,307.02	Multiple
35859	Highlander Contracting	Repair broken step water truck driver	\$ 420.00	WTP
35860	Customer	Refund overpayment on water account	\$ 1,181.75	AD
35861	DB Perks & Associates Ltd	Pool supplies	\$ 2,883.36	RCC
35862	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	AMB
35863	Customer	Refund senior property tax 2019	\$ 2,106.87	AD
35864	TDC Contracting	Heating Oil	\$ 4,832.58	Multiple
35865	Wesclean Northern Sales Ltd	Janitorial supplies	\$ 983.01	RCC
35866	Acklands-Grainger Inc	Fit testing equipment	\$ 490.73	PW
35867	NEBS Group Insurance Fund	December Premiums [R]	\$ 11,135.62	Multiple
35868	Infosat Communications	Sat phone bill	\$ 169.22	AMB
35869	Customer	Refund senior property tax 2019	\$ 3,081.46	AD
35870	Arctic Alarm/Diamondtel	Alarm testing & trouble signal	\$ 59.80	RCC
35871	Arctech Computers Inc	Computer update	\$ 2,520.00	AD
35872	Hayze Electric	Emergency repair of electric heater at water tower	\$ 2,578.80	WTP
35873	Fields	Canvases	\$ 31.40	RCC
35874	Office Solutions	Office supplies	\$ 844.74	Multiple
35875	Customer	Refund senior property tax 2019	\$ 1,867.17	AD
35876	Grimshaw Trucking	Freight Lithium batteries	\$ 168.14	WTP
35877	Link Hardware	Materials and supplies	\$ 309.54	PW
35878	Pitney Bowes	Postage meter lease	\$ 863.48	AD
35879	Wally's Drugs	Stationary supplies	\$ 88.59	AD
35880	Freund Building Supplies	Materials and supplies	\$ 4,538.82	Multiple
35881	Xerox	Copier lease	\$ 711.43	AD
35882	Northern Stores	Pool Supplies	\$ 1,249.46	RCC





















## Town of Fort Smith Community Services Committee

Tuesday, January 14, 2020 at 7 pm

### AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions and Values
  - d. Community Services Master Plan
  - e. Economic Development Plan
5. Directors Report
  - a. Recreation – December 2019 Statistics
  - b. Pool – December 2019 Statistics
  - c. Arena – December 2019 Statistics
  - d. Mary Kaeser Library– December 2019 Statistics
6. Economic Development
  - a. Economic Development Report – January 2020 Statistics
7. Advisory Boards
  - a. Recreation Advisory Board
    - i. RAB Minutes December 3<sup>rd</sup>, 2019
    - ii. Expression of Interest Gail Hartop
    - iii. Expression of Interest Jeri Miltenberger
    - iv. Expression of Interest Frank Lepine
    - v. Expression of Interest Mike Vassal
  - b. Advisory Board on Culture
  - c. Tourism and Trade Advisory Board
    - i. TTAB/SDAB Minutes December 10, 2019
    - ii. Expression of Interest Kevin Antoniak
    - iii. Expression of Interest Michael Keizer
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
  Community Services Vision and Values December Minutes	
  Community Services Master Plan      Economic Development Plan	
  RCC Stats Dec 2019 Pool Stats Dec 2019	
  Arena Stats Dec 2019      Library Stats Dec 2019	
 Economic Development Report	
  RAB Minutes Dec 3, 2019      RAB - Gail Hartop	
  RAB - Jeri Miltenberger      RAB - Frank Lepine	
  RAB - Mike Vassal      TTAB/SDAB Minutes December 2019	
  TTAB - Kevin Antoniak      TTAB - Mike Keizer	



Town of Fort Smith  
Community Services Committee  
Tuesday, January 14, 2020 at 7:00 pm

Chairperson: Cr. McArthur  
Members Present: D/M Smith, Cr. Couvrette, Cr. Cox, Cr. Pischinger, Cr. Westwell,  
Cr. Beaulieu  
Regrets: Mayor Napier, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,  
Director of Community Services; Paul Kaeser, Director of  
Municipal Services; Rohma Nawaz, Executive Secretary  
Guests: Darlene Powder

1. Call to Order  
D/M Smith called the meeting to order at 7:03 pm and passed the Chair to Cr. McArthur.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Financial Interest
3. Delegations
4. Review
  - a. Agenda – The agenda was reviewed. Administration requested to add two donation requests under Administration item 9-a Donation Request Fort Smith Skating Club Auction Fundraiser and item 9-b Donation Request Children’s Book Publishing DeWolf Artworks.  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Pischinger**  
**That the agenda be adopted as amended.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of December 10, 2019, were reviewed and adopted at the Council meeting of December 17, 2019.
  - c. Vision and Values – The Vision and Values were reviewed.
  - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
  - e. Economic Development Plan – The Economic Development Plan was reviewed.
5. Directors Report

The Director provided a report on the operations of the Community Services Department.

  - a. Recreation Statistics – The December 2019 statistics report was reviewed. The Director of Community Services noted that Foxy/Smash which is run through a collaboration with the High School used the RCC last month. She reported that the Squash tournament had a good turnout and Dance Play is continuing. She noted that the Senior’s Christmas Dinner was held with a good turnout and added that there was a sliding party in December.

- b. Pool Statistics – The December 2019 statistics report was reviewed. The Director of Community Services noted that the pool reopened mid-December and the opening day saw a good turnout. She noted that 97 people were in the pool, and there were prizes and activities as well during the re-opening. She noted that there were four UNW sponsored swims over the holidays which saw 113 participants.
- c. Arena Statistics – The December 2019 Arena statistics were reviewed. The Director of Community Services noted that the Christmas Classis was held in December which increased numbers for the Arena.
- d. Mary Kaeser Library Statistics – The December 2019 statistics report was reviewed.

The Director of Community Services noted that there will be a level 1 snowboarding instructors' clinic over the weekend which has been organized in partnership with the Snowboarding Club. She noted that the programmers are developing their plans for the rest of the year, and noted that swimming lessons will be available this year for all age groups.

D/M Smith noted that there have been ambulance responses to the snowboard hill over the weekend, and inquired regarding the signage that had been installed at the hill that stresses that it is not a tobogganing hill. The Director of Community Services noted that the signage needs to be installed, and that it had been temporarily installed during the Arctic Winter Games but that her and the Municipal Services Director are working on having signage permanently installed. Cr. Cox referred to the Pool statistics and noted that some numbers for December 2019 are higher than those for December 2018 even though the pool was only open for two weeks in December 2019. Cr. Cox noted that the Library statistics for November and December were the same.

6. Economic Development

- a. Economic Development Report – The January 2020 statistics report was reviewed. Administration noted that there was some additional information appended to the report that was included in the electronic meeting package and emailed to Council. He noted that this information was provided by Cr. Couvrette after discussion with the ITI superintendent regarding their 2019 spending in the South Slave region. He noted that the document does not include the multi-million dollar capital expenditure made on Industry, Tourism and Investment made in Hay River, such as the approximately \$8,000,000 spent on the fish processing plant in Hay River. He noted that while the numbers relatively dress along the lines of population, the funds allocated as shown in the report were application based. He noted that there were no real concerted development initiatives from ITI, but the same programs as they offer annually. He noted that due to this you do not see ITI's concerted efforts towards business development in Fort Smith at the same level as Hay River. He stated that there is new staff at ITI in Fort Smith and Administration finding a more positive relation with office staff.

The Director of Community Services noted that they are working on the Business Startup list, continuing the education series in conjuncture with Aurora College, and continuing to work with ITI and other tourism partners to develop a stakeholder's group that will meet regularly. She noted that they are looking at identifying their marketing market this year and develop a strong plan regarding how they will be spending their seed and marketing funding from ITI. She noted that they also have a few applications for funding in progress as well and are waiting to hear more information regarding those.



Cr. Cox noted that the speaker series with Aurora College in December were very well attended. She noted that she looks forward to seeing that continue. She inquired if there was a date regarding the Midnight Aurora Tours to Fort Smith and inquired if this is happening next winter. The Director confirmed that it is happening next winter.

Cr. Westwell referred to the Economic Development Report and noted the disproportionality of support of funding received between some communities. He noted that he appreciates the Town marketing efforts. He noted that it was identified to him that certain notices were shared on Facebook by the Town, but not on the Website. Cr. Couvrette noted that he received a call from Cabin Radio regarding comments made after the Town's meeting with the then Minister of ITI suggesting that Fort Smith may consider submitting an ATIP request to address funding numbers. He noted that Cabin Radio asked ITI for comment and that he was contacted by ITI. He noted that he reviewed the numbers and mentioned the second part of the NWT report for the entire grants and contributions program. He stated that he will be requesting TTAB address this in detail. He stated that there are areas in the report that are unclear, and noted that it includes obscure programs that are not well promoted to the public and to the municipalities. Cr. Westwell noted that this speaks to the value of a healthy free press. He noted that the response received from the NWT HSSA was another letter Council did not have to write.

7. Advisory Boards

a. Recreation Advisory Board

- i. RAB Minutes December 3<sup>rd</sup>, 2019 – The RAB minutes were reviewed. Cr. Cox noted that RAB discussed a 10% user fee increase and that they have put forward a recommendation approving a 10% increase across the board that will be brought forward to Council at the next cycle. Cr. Westwell inquired if there was discussion around amalgamating the RAB and ABC boards together and inquired if there was support among board members regarding the creation of a Community Services Board. He noted that it may be valuable to consider realigning all the Advisory Board. Cr. Cox noted that it has not been discussed at RAB formally. She noted that there is currently one member that sits on both boards. She noted that she can bring this to the next meeting at RAB if Council wishes. Administration noted that there has been successful inter board work between SDAB and TTAB and noted that this may be a topic of discussion at the Joint Advisor Board Dinner. He noted that process wise it would involve modification of the Advisory Board Bylaw and supporting structure, and plan to bring that to the Bylaw review committee. He noted that they have a meeting scheduled for next Wednesday. Administration noted that they will begin the process of finalizing the rates and fees Bylaw, and noted that they are waiting for the recreation rates and fees. He noted that it may be presented to Council with the RAB recommendation at the next meeting cycle. Administration noted that there is often a willingness from Council to keep certain fees lower such as youth fees, but noted that since Council does not wish to do so they would implement the 10% increase across the board. Cr. Cox noted that there was some discussion regarding keeping the increase low for certain groups and memberships, but noted that after discussion the recommendation was an across the board 10% increase. She noted that RAB suggested Council analyze the recreation budget to identify where fees could be increased for facilities and services that are high demand.

- ii. RAB Reappointment Gail Hartop – The expression of interest form was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That Gail Hartop be reappointed to the Recreation Advisory Board for a term ending December 31<sup>st</sup>, 2021.**

**CARRIED UNANIMOUSLY**

- iii. RAB Reappointment Jeri Miltenberger, Frank Lepine and Mike Vassal – The expression of interest form was reviewed. Cr. Westwell noted if the reappointments may be done in one recommendation. Cr. Cox amended the motion.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That Jeri Miltenberger, Frank Lepine and Mike Vassal all be reappointed to the Recreation Advisory Board for a term ending December 31<sup>st</sup>, 2021.**

**CARRIED UNANIMOUSLY**

b. Advisory Board on Culture

Cr. Bealieu noted her resignation from the Advisory Board on Culture. Cr. Westwell noted that there may be upcoming expressions of interest from ABC, and noted that there is no current expression of interest from the Chair of ABC.

c. Tourism and Trade Advisory Board

- i. TTAB/SDAB Joint Meeting Minutes December 10, 2019 – The minutes were reviewed.

- ii. TTAB Reappointment Kevin Antoniak and Michael Keizer – The expression of interest form was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

**That Kevin Antoniak and Michael Keizer be reappointed to the Tourism and Trade Advisory Board for a term ending December 31<sup>st</sup>, 2021.**

8. Bylaw/Policy Review and Development

9. Administration

- a. Donation Request – Fort Smith Skating Club Auction Fundraiser. The briefing note was reviewed. Administration noted that there were two donation requests that were received this week. He noted that the first request is for the Fort Smith Skating Club Auction Fundraiser. He recommended that similar to the support provided to the PWK 2020 Graduating Class, RCC passes may be donated. He noted that there is \$6,500 in the Donation budget, none of which has been spent to date. Cr. Cox noted that there may be as many members in the skating club as in the PWK graduating class.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Cox**

**That council donate a six-month pass currently valued at \$504 to the Fort Smith Skating Club from the Donation budget.**

- b. Donation Request Children's Book Publishing Dewolf Artwork – The briefing note was reviewed. He noted that Ms. Chris Dewolf is requesting a minimum donation of \$500 from Council. He noted that the book focuses on themes of inclusion and diversity, and is situated in Fort Smith and Yellowknife. He noted that the cost of publishing 1,500 books is \$4,500. He noted that she has received support from NWAL which will cover some costs. He noted that he is unaware regarding how she intends to distribute the books. Cr. Pischinger inquired if the books would be sold.

Cr. Couvrette echoed Cr. Pischinger's inquiry, and asked if it was a business initiative or if they were being donated. He suggested that Ms. Dewolf be invited to delegate to Council at the upcoming Regular meeting. Cr. Westwell noted that even if they books are donated, it is still a business. He noted that it may be an initiative where Council could purchase the books for distribution by using funds allocated to the Public Relations budget. He noted that he is supportive of having a delegation to clarify some questions. Administration noted that the original letter was dated October 20<sup>th</sup>, but noted that Administration does not have a record of receiving a copy of the letter. He noted that it is going to publication in the near future. He noted that according to his interpretation it is similar to sponsoring a business, and even if it is not for profit there is a salary associated with it. He noted that there is a Donation policy, and added that any requests that they find are in-tune with the organization are supported in-kind. Administration noted that the Donation request Council receives are for initiatives that may not necessarily align with that they do as a Municipality. Administration noted that they look at the Donation budget as a Council budget. Administration noted that in an effort to reduce meeting lengths that Administration may take control of the Donation budget up to a certain amount such as \$250 or \$500. Cr. Westwell noted that he prefers discussing Donation requests.

10. Other Business

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That Mayor Napier and Cr. Campbell be excused from the Community Services Standing Committee Meeting on January 14<sup>th</sup>, 2020.**

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 11<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 7:48 p.m.**














# Town of Fort Smith Municipal Services Committee

Tuesday, January 14, 2020, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. 2019 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Department – April 2019 Statistics and Training Report
  - b. Ambulance Department – 2019 Statistics
  - c. Bylaw Department – 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. Expression of Interest Tim Gauthier
    - ii. Expression of Interest Frank Lepine
8. Bylaw/Policy Review and Development
  - i. Bylaw 1001 Land Administration Bylaw
  - ii. Briefing Note – Council Honourarium Bylaw 903
9. Administration
  - a. Council Review
  - b. NWTAC AGM Resolutions
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Minutes December 1	 Vision and Values	 2019 Capital Plan
 Fire Department Dec 2019	 Ambulance Stats Dec 2019	 Bylaw Stats Dec 2019
 SDAB - Tim Gauthier	 SDAB - Frank Lepine	
 Bylaw 1001 Land Administration	 BN - Council Honouraria Bylaw	



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 14<sup>th</sup>, 2020 at 8:15 pm.

Chairperson: Cr. Westwell  
Members Present: D/M Smith, Cr. Couvrette, Cr. Cox, Cr. Pischinger, Cr. Beaulieu,  
Cr. McArthur  
Regrets: Mayor Napier, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Cynthia White, Director of  
Community Services; Rohma Nawaz, Executive Secretary  
Guests: Darlene Powder

1. Call to Order

Cr. Westwell called the meeting to order at 7.49 pm.

2. Declaration of Financial Interest

a. Statement of Disclosure of Financial Interest

3. Delegations

4. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by:**

**Seconded by:**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 10<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of December 17<sup>th</sup>, 2019.

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

d. 2019 Capital Plan – The Capital Plan was reviewed.

The Director of Community Services noted that the Survey for the Community Services Master Plan is public, and that they would be contacting focus groups. She noted that 150 surveys have been completed thus far. She stated the planner will be returning to the community during the week of February 17<sup>th</sup>, and noted that she will be in the community for a full week. She noted that this would provide an opportunity for Council to engage with the planner again. Administration noted that he is impressed with the efforts to access different demographics, and those that are the most in need of participating in the programs and services such as at-risk youth. He noted that as part of the engagement process of the Community Services Master Plan there are efforts to address those groups and a number of good initiatives underway to achieve that.

5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director of Municipal Services thanked the municipal crews for keeping services moving around Christmas. He noted that the changes to garbage collection services were well received. He noted that the public works crews have begun snow removal, and concentration on the part of Town east of Portage, along McDougal Road and on Pine Crescent are priority areas as they do not have any ditches on the side of the road. He noted that they will be removing snow from Tamarac

Crescent next. The Director of Municipal Services noted that there were problems with the ice plant and the contractor has corrected the deficiencies. He noted that the Municipal Services Crews are frequently interacting with the public, and that they are going to be signed up to take the CORE De-Escalation workshop. He thanked the Boom Squad who organizes the fireworks. Cr. McArthur commended the fireworks.

6. Protective Services Report

- a. Fire Department – The December 2019 statistics and training report was reviewed. The Director of Community Services acknowledged the volunteer Fire Chief, and the Ambulance Coordinators who have taken the reigns of their respective services as they wait for the appointment of a new supervisor. She noted that the fire truck is almost ready and noted that the fire chief and a deputy are travelling to Saskatoon to complete the inspection and take possession of the truck. She added that three of the fire department members will be travelling to Yellowknife at the end of the month for instructor training, and therefore there will be three more instructors for basic firefighter training. She noted that there have been a number of false alarms at the Animal Centre that have been due to faulty batteries.
- b. Ambulance Department – The December 2019 statistics report was reviewed. The Director of Community Services noted that there were some ambulance calls to the Snowboarding hill.
- c. Bylaw Department – The December 2019 statistics report was reviewed. The Director of Community Services noted that the Bylaw is working parts of the Traffic and Animal Control Bylaws, and is doing some complex dog investigations. She noted that he will also be doing some inter-agency work. Cr. Cox inquired if inter-agency work is specific to animal control. The Director of Community Services noted that it is regarding complaints received from residents regarding something being burned in a resident's home, and noted that this is something that ENR is handling that Bylaw will be assisting on.

7. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. SDAB Reappointment Tim Gauthier and Frank Lepine – The expression of interest form was reviewed.  
**RECOMMENDATION**  
**Moved by: D/M Smith**  
**Seconded by: Cr. McArthur**  
**That Tim Gauthier and Frank Lepine be reappointed to the Sustainable Development Advisory Board for a term ending December 31<sup>st</sup>, 2021.**  
**CARRIED UNANIMOUSLY**

8. Bylaw/Policy Review and Development

- i. Bylaw 1001 Land Administration Bylaw – The Bylaw was reviewed. Cr. Couvrette noted that he circulated an email regarding a potential error in the Bylaw on page 5 section 14 where it states that “subsection 13(a) shall not apply”. He noted that this should state section 13 only. Administration noted that the only modification that has been made to the Bylaw is to modify section 14(a) and noted that Cr. Couvrette is correct in stating that subsection 13 shall not apply to lands required by Federal, Territorial and Local Indigenous Governments.  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Couvrette**  
**That Bylaw 1001 land admin bylaw be approved as amended.**  
**CARRIED UNANIMOUSLY**

- ii. Briefing Note Council Honourarium Bylaw 903 – The briefing note was reviewed. Administration noted that this is an extension of the briefing note presented to Council previously. He noted that an email motion was solicited to determine if the intent was for changes to be retroactive. He noted that the vote came in favour of any recommendation approved by Council to be retroactive to 2019. He noted that the recommendation is for this to be supported by Council and if so, the information will be taken to the Bylaw Review Committee so that they may expedite the process of bringing the Council Honourarium Bylaw to Council. Cr. Couvrette noted that at this point the only financial change being recommended by Council is the increase to the Mayors salary, and noted this being the only thing what would have impact on the retroactivity.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Cox**

**That the increase to the Mayor's salary as recommended by the Council Honourarium Bylaw Review Committee be applied retroactively to January 1<sup>st</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Administration

- a. Council Review – Administration noted that interest was expressed by Council regarding conducting a self-assessment exercise. He noted that Councilor's who had sat on previous Councils had noted a similar exercise had been conducted ten years ago. He noted that research was conducted to find out what tools were available, and noted that they spoke with the School of Community Government who currently have nothing available. He noted that they sent the Accountability Framework Handbook that has some indicators for Council performance. Administration noted that they were able to contact the consultant who facilitated the session in Fort Smith in 2011, and that those documents and resources were received and forwarded to Council. He noted that he understands Council does not wish to have an outside facilitator but rather have information they may use to manage their own process. Administration noted that they could do more research, Council could determine how they wish to conduct this based on information available or advise next steps and arrange a workshop if needed. D/M Smith noted that this would be an excellent endeavor, and recommended that Council look at Tuesday, January 28<sup>th</sup> as a potential workshop date. He stated that this could be facilitated in house, but that a member of Council should be appointed as Chair. Cr. Westwell recommended having the meeting begin at 5:30 p.m and end at 8:30 p.m. Cr. Couvrette noted that he is an advocate of the process to happen, and noted that he would volunteer to put together an outline, objective and possible methodology for the meeting process once he has reviewed the information received from Administration.
- b. NWTAC AGM Resolutions – The resolutions were reviewed and discussed. Cr. Westwell presented a resolution titled "Reexamine and Reinstate Public Board and Local Health Authorities". It was discussed and accepted as follows:

"Whereas, The Government of the Northwest Territories in all its services, organization and corporations exist to serve the needs and direction of the residents of the Northwest Territories; and

Whereas, engaged public boards of governance are an essential component of a health democracy and representative of a Government that is interested in listening, and acting in the best interest of its residents, by following the directions and feedback of its public; and

Whereas, The Members of the 17<sup>th</sup> & 18<sup>th</sup> Assembly of the Government of Northwest Territories Dissolved the public boards of Aurora College, The

NWT Power Corporation, all Community based Health and Social Services Authorities Boards;

Whereas, Effective boards are those that are empowered with independence and made up of members with equity and involvement in the successful operation of services. One that can act with respect, and trust to the issues they face, but speak with candor and honesty as required; and

Whereas, locally run and decentralized public boards are more capable of listening and understanding public issues at a local level;

Be it Resolved, the NWTAC ask the Government of the Northwest Territories to reexamine its approach to community public engagement; and

Be it Resolved, the NWTAC ask the Government of the Northwest Territories to reinstate the public boards of the Health and Social Services, the Aurora College and the Northwest Territories Power Corporation; and

Be it resolve, the NWTAC ask the Government of the Northwest Territories to re-instate the community based local health authorities and empower them with the necessary resources to help solve the many issues plaguing the community-based health and social services delivery.”

Cr. Couvrette’s draft resolutions were reviewed and discussed. The information provided by Cr. Couvrette is as follows and is pending further discussion and final review:

**“Comprehensive and independent review of NWT education, JK thru Post-Secondary, with a caveat that this review and report be presented prior to moving forward with implementation of the Polytech University proposal, etc.**

I believe this is a substantially different Call-For-Action from last year's resolutions on education as it is requesting a "comprehensive and independent review of the NWT's educational program delivery". I am now also suggesting that it should include an "early child-care component" (daycare).

The relevant Resolutions from last year's AGM states;

2019-05

"... be it resolved that the GNWT take immediate steps to work with key partners, including municipalities, to create a successful vision for post-secondary education in the territory."

2019-07:

"... be it resolved that the GNWT continue to fund Aurora College to continue running the Bachelor of Education program and the Social Work program, and

... further resolved that staff be retained to assist with the review of the Bachelor of Education Program and with the Social Work Diploma program to ensure enrolment can continue without a complete shutdown of the programs, and

... further resolved that the GNWT continue to prioritize the current programming of courses is its consultation with communities and government leaders to ensure all programs can start to work for the students of the NWT as soon as possible."

2019-14:

"... be it resolved that the Auditor General of Canada review education in 2019 to ensure that all NWT residents have the capacity to successfully enter post-secondary upon graduation.""



### **Community infrastructure Funding Shortfall**

This is basically a call for last year's resolution to be identified as a "Standing Resolution" and possibly to include an additional "Call-For-Action" from the GNWT to make a statement in the Legislative Assembly as to how/when (appropriate timelines) this issue will be resolved.

2019-08

"... be it resolved the NWTAC asks that the members of the 18th Legislative Assembly to prioritize the funding of municipal infrastructure as identified by GNWT Dept of MACA for the incoming members of the 19th legislative assembly; and

... further resolved the NWTAC ask the GNWT Dept of MACA to ensure the members of the legislative assembly are provided with the report that identifies the historical underfunding of critical infrastructure funding for municipalities, and further advocate on behalf of municipalities as to the importance of this funding, and

... further resolved the NWTAC request the GNWT Departments of (maybe be multiple; MACA / Infrastructure / Finance) to revise the 2019/2020 and future years infrastructure investment budgets (Main Estimates) to provide an increased allocation in the amount of the identified shortfalls to community infrastructure funding.

### **Inequity of federal grant funding program announcements**

This goes back to the delegation by Ministers Schumann and Sebert (Aug 30, 2019) wherein Schumann mentioned;

"Minister Schumann advised that the GNWT has brought in over a billion dollars from the Federal Government for infrastructure projects across the NWT."

The majority of this funding was to YK, Hay River, Inuvik and other communities... none of the 2019 announcements included any funds for ToFS."

Cr. Westwell reviewed the remaining draft resolutions he presented to Council. The information provided is as follows and is pending further review and edits:

"WHEREAS Education is a powerful agent of change and can improve health and livelihoods, contributes to social stability and drives long-term economic growth. It is considered a vital human right and by fully recognizing the power of education, policy makers can better address diverse societal challenges, and

WHEREAS the previous Minister of Education during the 18<sup>th</sup> sitting of the Legislative Assembly declared that "The education system in the Northwest Territories is failing students and is in desperate need of reform", and recognizing that in the 2016/17 school year, only 8% of students enrolled in Grade 9 in small communities achieved acceptable standards in standardized math tests – in regional centres 41.2 per cent of students were at an acceptable level, and

WHEREAS ECE's strategy entitled "Education Renewal and Innovation Framework, Directions for Change." Was a 3-year education renewal action plan created in 2015, stated, "The current approach to education is not producing the overall levels of student achievement that we need and should reasonably expect for the investments that are being made" and further states, "This renewal is critical to developing the capable citizens the Northwest Territories needs.[?]", and

WHEREAS it was recognized in NWTAC Resolution 2019-14 that;

- ECE has responsibility to provide essential and basic educational programming in the NWT to all communities;
- It is recognized/acknowledged that there are deficiencies and lack of adequate programming and resources in many communities;
- GNWT has identified a desire to improve public education in the NWT via Education Renewal and "Early Childhood Framework.";

- Many residents of the NWT may lack the capacity to succeed at education, that the GNWT look at alternate programming;
- Be it resolved that the Auditor General of Canada review education to ensure that all NWT residents have the capacity to successfully enter post-secondary upon graduation.;

That the NWT's Bureau of Statistics for "Highest Level of Schooling Attained" for the period of 2009 compared to 2019, do not show significant improvements in educational achievement for residents living outside of the NWT's major centres.

WHEREAS the GNWT expends 18.4% (\$ 332.1 million) of its annual operating budget on the delivery of educational programs across the NWT, and

THEREFORE BE IT RESOLVED that the GNWT (ECE) take immediate steps to undertake a comprehensive evaluation of the NWT's educational programs delivery model by conducting a "Institutional and Organizational Assessment (1) (IOA)" encompassing but not limited to; Early childhood development, Primary education (JK to grade 12) and, post-secondary education to assess the overall program efficiency, effectiveness and delivery.

BE IT FURTHER RESOLVED that the IOA be undertaken by an independent party prior to any further significant reorganization of educational program delivery or significant investments in new infrastructure for educational program delivery."

(1): Institutional and Organizational Assessment (IOA) model, developed by International Development Research Centre (IDRC Canada)

In the IOA model, performance is defined in terms of the organization's effectiveness (mission fulfillment), efficiency (accuracy, timeliness and value of service and program delivery), ongoing relevance (the extent to which an organization adapts to changing conditions and its environment), and financial viability. The model also presents an approach to assessing the three underlying forces that drive performance: the capacities of an organization, its external environment, and its internal context or motivation.

**Percentages: Highest Level of Schooling**

Source – NWT Bureau Statistics

	All of NWT		Yellowknife		3 Reg Centres		Rest of NWT	
	2019	2009	2019	2009	2019	2009	2019	2009
Less than grade 9	8.2	9.4	3.7	3.0	4.8	5.8	18.0	21.9
High school, no diploma	19.6	20.6	12.2	12.8	19.3	21.6	31.5	31.9
High school, diploma	22.5	21.7	25.7	26.7	21.9	21.6	17.9	14.2
Certificate / diploma	28.8	28.3	29.7	29.2	34.7	33.5	22.8	23.0
University degree	20.9	19.3	28.8	7.9	19.3	16.9	9.8	7.9

Cr. Cox noted that the last draft resolution provided by Cr. Couvrette is good but will require further review and edit. She noted that she would edit this document for Council review. Cr. Cox thanked Cr. Couvrette for his diligence and research.

**10. Other Business**

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That Mayor Napier and Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on January 14<sup>th</sup>, 2020.**

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 11<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 9:03 pm.**