










Town of Fort Smith Corporate Services Committee

Tuesday, January 8, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Priorities
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
 - i. Property Tax Issues
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
 - vii. Road to Garden River
 - viii. Youth Crime
 - ix. Daycare
6. Directors Report
 - a. Accounts Paid List Part I
 - b. Correspondence
 - c. License Report
7. Bylaw/Policy Review and Development
 - a. Briefing Note – Annual Borrowing Bylaw
8. Administration
 - a. NWTAC Resolutions
 - b. GNWT Foundational Review
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Corporate Services Minutes Dec 4, 2018	 Vision, Values, and Priorities	 Strategic Plan
 Accounts Paid Part I	 Correspondence Dec 2018	 License Report Dec 2018
 Bylaw 995 Annual Borrowing Bylaw		



Town of Fort Smith
Corporate Services Committee
Tuesday, January 8, 2019, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Campbell
Regrets: Cr. Couvrette, Cr. Pischinger
Staff Present: Cynthia White, Acting Senior Administrative Officer; Jim Hood, Director of Corporate Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of December 4, 2018, were reviewed and have been adopted at the Council meeting of December 18, 2018.
- c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. D/M Smith advised that the Strategic Plan and Council training will be discussed at the next committee meeting and not this meeting as per the minutes. Mayor Napier-Buckley requested Council to review the priorities in the Strategic Plan to prepare for the standing committee meeting.

3. Governance

a. Council Priorities

- i. Daycare – Administration advised that the Daycare Society has been provided keys for the spaces that will be leased to them. She advised that they will start moving items into the spaces and setting up to do interviews. She advised that the Daycare Society is working on licensing which is now sitting in the office of the Fire Marshall in Yellowknife for approval. She advised that once the license is approved, it will be provided to ECE to issue funding. D/M Smith asked if the Daycare Society is still targeting February 1st as a startup date. Administration advised that due to the delay with the with licensing the Daycare Society is anticipating a start of the end of February as they can't make any big purchases without their startup funding from ECE. D/M Smith indicated that the press release was excellent.

4. Director's Report – The Director of Corporate Services advised that the Corporate Services Department has experienced some staff issues; the finance clerk resigned and is being back filled by Michelle Gauthier. Michelle Maguire is filling in the receptionist position. The Corporate Services Officer Anand Soochit was killed in a motor vehicle accident. He advised that he is in the process of filling in that position or working out a way to fill the duties of that position. He advised that there will be an analysis of the Corporate Service Officer position completed. He

feels the Corporate Service Department will be able to still carry on and people will get paid and bills will be paid and will be ready for the auditors. He feels that we are still able to complete the services that are required.

- a. Accounts Paid List Part I– The Accounts Paid List Part I was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Cox

That the Accounts Paid List Part I for the period ending December 31, 2018, totaling \$921,086.28 be approved.

CARRIED UNANIMOUSLY

- b. Correspondence – The December 2018 correspondence was reviewed. Cr. Westwell advised that there was a lengthy letter that was sent by Marion Berls on a water bill and asked if Administration has worked with Marion Berls to resolve her concerns. The Director of Corporate Services advised that the correspondence was reviewed and that there were a couple of billing arrears due to inconsistent meter readings. He advised that in her case it had to do with the meter reading, he made the adjustments, called her and explained and followed up with a letter to her. He advised that she was pleased with the response. Cr. Westwell thanked the Director of Corporate Services for the response. Cr. Campbell asked if there are meter reading issues with other clients. The Director of Corporate Services advised that there have been some issues detected earlier in the year and have replaced the meter reader. He advised that there are a number of meters that errors occur in the reading and is working on determining the issue, which is ongoing.
- c. Licensing Report – The December 2018 licensing report was reviewed. Mayor Napier-Buckley asked if there are any new applications received to run a Chase the Ace lottery. Administration advised that there have been no applications received.

5. Bylaw/Policy Review and Development

- a. Bylaw 995 Annual Borrowing Bylaw – The 2019 Annual Borrowing Bylaw was reviewed. Administration advised that this a bylaw that is passed every year. The Director of Corporate Services advised that the bylaw is an annual borrowing bylaw that covers things such as an overdraft should the Town ever need to borrow funds for a short time. He advised that the amount is the maximum amount that BMO would allow the Town to borrow without going to debenture.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Bylaw 995 Annual Borrowing Bylaw 2019 be forwarded to the Council Meeting of January 22, 2019 for first and second reading.

CARRIED UNANIMOUSLY

6. Administration

- a. NWTAC Resolutions – Administration advised that the NWTAC deadline to submit resolutions for the AGM is on January 27, 2019. Mayor Napier-Buckley advised that every year the Town is given the opportunity to presents resolutions that affect our community and others across the NWT at the NWTAC AGM. She advised that the resolutions have to affect the territory and not just the community. She advised that some of the previous resolution examples include River bank erosion and the MACA funding formula. She advised that the deadline to submit resolutions is January 27, 2019 for it to be included in the package which gives communities the opportunity to review resolutions before the AGM. She advised that this is not the absolute deadline and that submission can still be made after this date but will not be reviewed by other communities. She

advised that Council has been provided with past resolutions through email. She advised that the current resolutions that we are looking to submit are in regards to the Foundational Review and ensuring that the NWT follows through on their vision on post-secondary education, multiyear GNWT contributions instead of annual contracts so that we are able to hire staff and plan out years. One of the other items that is being considered is looking at programs that are no longer provided by the GNWT such as STIP days and what we have to do to cover those days.

Cr. Westwell advised that he has a resolution and provided a copy to Council. He advised that the resolution that he would like to have presented is intended to address the critical infrastructure deficit that has affected all communities in the NWT. He was unsure if he should categorize the major communities as tax-based communities. D/M Smith advised that Behchoko is a self-government community and has a different relationship with the federal government on taxation. Mayor Napier-Buckley advised that there are six tax-based communities that also include Norman Wells and Fort Simpson. Cr. Westwell thanked Mayor Napier-Buckley for the clarification. He asked for input on if the document should categorize communities by the four largest communities or the tax-based communities. D/M Smith advised that there was a prior document on funding distributed by MACA that identified funding deficits and overspending by community. Cr. Westwell indicated that the idea is to identify the funding deficit without singling out communities. The Director of Corporate Services thinks that MACA published the report and that the document could be sent to Council. He suggested wording the resolution to have the funding gap closed by a certain date and not identify communities which that would eliminate singling out communities. Cr. Westwell asked for clarifications on the potential resolutions that would be submitted to the NWTAC AGM. Mayor Napier-Buckley advised that there are no resolutions from the Town of Fort Smith with respect to the Foundational Review but that there was a resolution brought forward in the 2018 AGM. She recalled the resolution being in regards to the college and believes it was for the college to be properly funded and programs to be reinstated. She advised that there are a couple of resolutions that are being put forward by City of Yellowknife for the 2019 AGM. She advised that some of the resolutions include the Taltson Hydro project, duty to consult, cannabis revenue sharing, regulation of crematoriums, transformation of the College process. She advised that all the previous year resolutions submitted by the Town of Fort Smith were passed with exception of one that was withdrawn. D/M Smith indicated that there was a previous email with the past resolutions that were previously passed. Cr. Westwell asked for if there is any data on how many resolutions are passed and how many are followed up on. Mayor Napier-Buckley advised that the NWTAC provides an update at the AGM on the status of previously passed resolutions. Cr. Westwell advised that he will work on drafting the resolution and email it to Council by the end of the week. Mayor Napier-Buckley advised Council that if anyone wants to submit a resolution, they can submit it to the Executive Assistant by Friday January 11, 2019 at 5:00 pm. She advised that resolutions will be updated for the next meeting of Council for recommendation to be included at NWTAC AGM.

- b. GNWT Foundational Review – Mayor Napier-Buckley advised that she would like to provide some information on the Town response to the Foundational review to ensure that it is within Council's objectives. She advised that in January 2017, it was announced that cuts will be made to the Aurora College resulting in cancelling the TEP program in Fort Smith and the Social Work in Yellowknife. She advised that the Town of Fort Smith opposed those cuts and that there were some disagreements on where the future of the college was heading. The GNWT called for a Foundational Review which was completed by a southern contractor. That resulted in recommendations on transferring the Aurora College to a University which will be headquartered in Yellowknife. She advised that

the Town opposed those recommendations and followed up with letters and lobbying two different communities. She advised that D/M Smith and herself presented to the Standing Committee on Social Development. She advised that D/M Smith and herself also met with the Premier and Minister of ECE. She advised that the Town's current response is that we do support a Polytechnic Institute and that the college is already one. We believe in a three campus and that we move forward collaboratively. The goal is education for residents of the NWT and would be a priority over a destination university. The department should be at arm's length and programs be reinstated. There is a perception that the department is pitting the three communities against one another. As a result, Inuvik, Yellowknife and Fort Smith Mayors have been in discussion and working on releasing a press release together. Cr. Westwell thinks the best way to move forward is to be a productive partnership. He indicated that the Town's response was very well done and supports the position in the document as the right way to go moving forward. Mayor Napier-Buckley advised that the Town Response paper can be sent to Council and that there is a press release that will be going out soon from all three Mayors.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Council support the Town of Fort Smith's response to the GNWT Foundational review.

CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. McArthur

That Cr. Couvrette and Cr. Pischinger be excused from the Corporate Services Standing Committee meeting of January 8, 2019.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 5, 2019.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That the meeting be adjourned at 7:52 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING December 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34431	Bank of Montreal	C. White statement	\$ 630.72	Multiple
		\$420.00 - NWT Tourism registration		
		\$123.90 - Arena supplies		
		\$59.80 - TTAB lunch		
		\$27.02 - AWG online store fee		
34432	Bank of Montreal	P. Kaeser statement	\$ 3,582.80	Multiple
		\$50.00 - Bobcat registration change fee		
		\$3502.80 - NWT Power put up Christmas lights		
		\$30.00 - Annual fee		
34433	CANCELLED	Void - Printing Error		
34434	CANCELLED	Void - Printing Error		
34435	CANCELLED	Void - Printing Error		
34436	CANCELLED	Void - Printing Error		
34437	CANCELLED	Void - Printing Error		
34438	CANCELLED	Void - Printing Error		
34439	CANCELLED	Void - Printing Error		
34440	CANCELLED	Void - Printing Error		
34441	CANCELLED	Void - Printing Error		
34442	CANCELLED	Void - Printing Error		
34443	Xerox	Copier usage	\$ 1,030.01	AD
34444	Receiver General	Payroll deductions [R]	\$ 36,597.18	AD
34445	Bank of Montreal	J. Hood statement	\$ 2,770.67	Multiple
		\$1554.95 - Course registration for employee		
		\$1012.41 - Course registration for employee		
		\$82.81 - paper rolls for debit machine		
		\$120.50 - Flowers for employee		
34446	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
34447	TDC Contracting	Materials and supplies/heating fuel/gas	\$ 21,789.25	Multiple
34448	EMCO Waterworks	PVC pipe/part	\$ 305.99	WTP
34449	Precision Industries	Replace hydrant at 63 Pine Crescent	\$ 14,998.80	WTP
34450	Wade Johnson	Refund part of development application fee	\$ 57.50	AD
34451	TDC Contracting	Freight to haul new dumpsters	\$ 1,365.00	PW
34452	Cascade Publishing Ltd.	Newsletter for Sept/Oct/Nov	\$ 231.00	Council
34453	GNWT	Ground water testing	\$ 4,270.88	WTP
34454	Grimshaw Trucking	Shipping/Freight	\$ 1,190.04	Multiple
34455	Kaisers	Materials and supplies	\$ 696.09	Multiple
34456	Lou's Small Engines	Propane	\$ 206.05	Arena
34457	Xerox	Copier usage	\$ 329.90	AD
34458	Thyssenkrupp Elevator	Elevator maintenance	\$ 1,253.20	RCC
34459	Big Hill Services Ltd.	Olympia parts	\$ 1,918.48	Arena
34460	Northwestern Air Lease	Freight/shipping	\$ 404.05	Multiple
34461	Employee	Travel claim	\$ 117.25	FM
34462	NEBS Pension Fund	December premiums	\$ 36,172.16	AD
34463	CAB Construction Ltd.	Rental of lift to install Christmas lights	\$ 1,963.50	AD
34464	Yellowknife Book Cellar	Books	\$ 838.62	Library
34465	Taxation Division	November school tax	\$ 955.07	AD
34466	TDC Contracting	Heating oil	\$ 5,138.57	Multiple
34467	NEBS Group Insurance Fund	December premiums	\$ 11,298.65	AD
34468	Chase's Pit Stop	Gas	\$ 173.01	PS
34469	NU Mechanical	Fix sewer line and furnace	\$ 4,074.00	WTP
34470	CANCELLED			
34471	Infosat Communications	Sat phone bill	\$ 78.96	PS
34472	RDV Mechanical	Vehicle repairs	\$ 1,882.58	Multiple
34473	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 119.60	RCC/Arena
34474	Arctech Computers Inc.	Off site back up service	\$ 873.08	AD
34475	Office Solutions	Materials and supplies	\$ 476.79	Multiple
34476	NAPEG	Membership dues	\$ 357.00	AD
34477	Hack Sales & Service Canada LP	Head units for turbidimeters	\$ 797.37	WTP
34478	Employee	Travel claim	\$ 27.85	FM
34479	Aerial Fireworks	Fire works for New Years Eve	\$ 11,025.00	PW
34480	David Nairne & Associates Ltd.	Services - Position paper/strategic plan	\$ 16,474.57	AD
34481	Custom Stamp & Engraving Ltd.	Stamp	\$ 27.83	PS

34482	Justice Institute of British Columbia	Frontline leadership training	\$	754.59	PS
34483	Customer	Refund - meter deposit	\$	350.00	AD
34484	CANCELLED				
34485	CANCELLED				
34486	Rowe's Construction	Water/sewer infrastructure replacement - payment 1	\$	240,181.34	AD
34487	Neptune Technology Group Limited	Extended maintenance contract	\$	4,914.00	WTP
34488	Northwestel Inc.	Internet	\$	1,088.91	Multiple
34489	NWT Recreation and Parks Assoc.	Fitness Courses	\$	735.00	RCC
34490	Customer	Refund sewer blockage expenses	\$	6,053.00	AD
34491	Grimshaw Trucking	Freight	\$	97.14	RCC
34492	Lou's Small Engines	Propane	\$	341.25	Arena
34493	Northwestel Inc.	Phone bills	\$	4,050.66	Multiple
34494	Town of Fort Smith	Water bills	\$	899.06	Multiple
34495	Freund Building Supplies	Materials and supplies	\$	948.42	Multiple
34496	Federation of Municipalities	Membership fees	\$	674.52	AD
34497	Lifesaving Society	Pool fees	\$	147.00	Pool
34498	Northwestern Air Lease	Ticket for employee/shipping	\$	940.11	Multiple
34499	Accu-Flo Meter Service Ltd.	Meters	\$	471.66	WTP
34500	TDC Contracting	Gas and heating oil	\$	5,322.04	Multiple
34501	Wesclean Northern Sales Ltd.	Freight charges	\$	78.97	WTP/PS
34502	EMCO Waterworks	Parts for dig on McDougal Road	\$	1,217.04	WTP
34503	Apple Fitness Store Ltd.	Parts for exercise machines	\$	2,112.26	RCC
34504	McLennan Ross	Legal fees	\$	1,509.90	AD
34505	Fields	Materials and supplies	\$	249.51	RCC
34506	Office Solutions	Materials and supplies	\$	195.36	RCC
34507	Idexx Laboratories Canada LP	Late fee	\$	6.34	WTP
34508	C & C Construction Services Ltd.	Installation of climbing wall	\$	1,428.00	RCC
34509	Link Hardware	Materials and supplies	\$	4,028.17	Multiple
34510	European Cutters Limited	Sharpen Zamboni blades	\$	177.19	Arena
34511	Canada Curling Stone Co.	Sharpen ice scrapper	\$	515.21	RCC
34512	Hay River Heavy Truck Sales	Oxygen tanks	\$	201.60	Ambulance
34513	Zone West Ltd.	Rebranding badges for all fire and EMS		\$1,427.45	PS
34514	Swyrich Corporation	Coins		\$881.48	PS
34515	Bank of Montreal	K. Morrison statement	\$	1,423.81	Multiple
		\$59.85 - RAB lunch			
		\$1152.28 - Adobe renewal			
		\$111.72 - Postage to mail newsletter			
		\$99.96 - Lunch with Yellowknife mayor			
34516	Investors Group	December contributions [R]	\$	200.00	
34517	Kaasers	Materials and supplies	\$	1,774.39	Multiple
34518	Wally's Drugs	Materials and supplies	\$	76.67	RCC
34519	Town of Fort Smith	Payroll deductions [R]	\$	811.30	
34520	Xerox	Lease payment	\$	1,286.11	
34521	Receiver General	Payroll deductions [R]	\$	34,718.12	
34522	Public Service Alliance of Canada	December union dues [R]	\$	4,278.67	
34523	GNWT - Taxation Division	December payroll Tax [R]	\$	6,921.46	
34524	TDC Contracting Ltd.	Heating oil and vehicle repairs	\$	8,332.49	Multiple
34525	Manitoulin Transport	Freight	\$	556.92	PW
34526	Pitneyworks	Postage meter refill	\$	1,575.00	AD
34527	AECOM Canada Limited	Water and sewer	\$	3,146.61	AD
34528	RDV Mechanical	Garbage truck repairs	\$	3,460.97	PW
34529	TOFS Employee's Association	Staff contribution for December [R]	\$	296.00	
34530	Cam's Husqvarna Sales and Service	Chainsaw service	\$	577.49	PW
34531	Arcotech Computers Inc.	IT services	\$	472.50	AD
34532	Employee	Travel claim	\$	155.05	AD
34533	Fields	Materials and supplies	\$	151.41	RCC
34534	Office Solutions	Materials and supplies	\$	713.28	Multiple
34535	Employee	Travel claim	\$	903.39	PS
34536	Employee	Reimbursement - drivers license upgrade fee	\$	31.00	PS
34537	Blue Imp	New playground equipment	\$	106,099.96	RCC
EFT	Caterpillar Financial Services	Three Lease payments	\$	13,127.16	PW
	Payroll	December 7, 2018 pay period	\$	138,566.08	
	Payroll	December 21, 2018 pay period	\$	120,414.19	
		TOTAL	\$	921,086.28	

\$ 1,842,172.56









Town of Fort Smith Community Services Committee

Tuesday, January 15, 2019 at 7:00 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Priorities
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – December 2018 Statistics
 - b. Pool – December 2018 Statistics
 - c. Arena – December 2018 Statistics
 - d. Mary Kaeser Library– December 2018 Statistics
6. Economic Development Report
 - a. Economic Development – December 2018 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes December 3, 2018
 - ii. RAB Reappointment – Monique Day
 - b. Advisory Board on Culture
 - i. ABC Minutes December 12, 2018
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes
 - ii. TTAB Reappointment – Chaillon Pierre-Emmanuel
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – Wood Buffalo Frolics Civic Holiday
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Community Services Minutes Dec 11, 2018	 Visions, Values, and Priorities	 Community Services Master Plan
 Economic Development Plan		
 Rec Stats Dec 2018	 Pool Stats Dec 2018	 Arena Stats Dec 2018
 Library Stats Dec 2018	 EDO Report Dec 2018	
 RAB Minutes Dec 3, 2018	 RAB Reappointment	 ABC Minutes Dec 12, 2018
 TTAB Minutes December 20, 2018	 TTAB Reappointment	 BN - Wood Buffalo Frolics Civic Holiday

*Notes don't print the Community Services Master Plan and Economic Plan in the printed version of the meeting package. Only include in the electronic copy.



Town of Fort Smith
Community Services Committee
Tuesday, January 15, 2019, at 7:00 pm

Chairperson: D/M Smith
Members Present: Mayor Napier-Buckley (Conference Call), Cr. Campbell, Cr. Cox,
Cr. Pischinger, Cr. Westwell, Cr. Beaulieu
Regrets : Cr. Couvrette, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Paul Kaeser, Director of
Municipal Services; Lisa-marie Pierrot, Executive Secretary
Guests: Patti Haaima

1. Call to Order
D/M Smith called the meeting to order at 7:07 pm.
2. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Cr. Pischinger
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of December 11, 2018, were reviewed and have been adopted at the Council meeting of December 18, 2018.
 - c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
 - d. Community Services Master Plan – The Master Plan was reviewed.
Cr. Beaulieu entered the meeting.
 - e. Economic Development Plan – The Economic Development Plan was reviewed.
3. Directors Report – The Director of Community Services advised that the Christmas break affects the number of users captured in the statistics. She advised that the sponsored swim and skate times from the UNW were well attended. She advised that the public was happy for the extra recreation activities. She advised that the first night event for New Years Eve sliding party was a success but was too cold to use the new tubes. She advised that the cold didn't discourage the public as there were people in attendance as there was lights and night sliding. The fireworks looked great and went on longer than in the past.
 - a. Recreation Statistics – The December, 2018 recreation statistics report was reviewed. The Director of Community Services advised that the statistics for the Recreation Centre are very similar to previous months with no big changes. The fitness room is the most noticeable as the instructors were off causing some of the training programs to be cancelled. She advised that the events held in the gym for the month of December included the Senior Christmas dinner and Kids Christmas party. She advised that the Recreation Centre will be starting a junior NBA program. The Seniors walking program will start again in the gym. The Community Services Program Coordinator has started planning for the Circus Camp in April and is also looking to start a fun snowboarding event and add a sliding component. She advised that snowboarding lessons have started again

- b. Pool Statistics – The December, 2018 pool statistics report was reviewed. The Director of Community Services advised that the UNW sponsored five swims with a total of 74 attendees. She advised that there were eight rentals which is really good given there are only two rental openings on the weekends. She advised that the JBT usage statistics are down compared to previous years due to the additional STIP resulting in the swimming program only being available to grades Kindergarten to four. She advised that the Parents and Tots program has experienced less usage which is not unexpected during downy days. She advised that there were two Tuesday's and one Wednesday where the pool was close for a Statutory Holiday.
- c. Arena Statistics – The December, 2018 arena statistics report was reviewed. The Director of Community Services advised that there were extra rental and public skates on top of UNW sponsored events that were provided and received good attendance. She advised that the Christmas Classic Hockey Tournament experienced high attendance and was very well received.
- d. Library Statistics – The December, 2018 library statistics report was reviewed. The Director of Community Services advised that there were a number of programming provided in December which included letter writing to Santa, a gingerbread house contest, a Santa visit and also a Santa visit during story time. The gingerbread contest had thirteen entries and the Santa visit had 23 people in attendance. She advised that some of the new programming that will be introduced is Wellness Wednesdays in the evening at the Library to provide adult counseling services. There will also be a games night and story time will be moving to Tuesday mornings.

Cr. Cox asked if the elders tea and technology program will continue regularly. The Director of Community Services confirmed and advised that is a weekly program.

Cr. Cox indicated that it was good to see extra ice rental times at the Arena and hopes to have that continue for next year. She asked if there is a reason why the gym usage dropped since last year. Cynthia thinks there was a third event in gym last year but was unsure.

D/M Smith asked if the statistics can be presented with the number of users per activity or event. The Director of community Services advised that is the format that statistics were presented and found that the layout was a too lengthy document. Administration advised that it has been our mandate to expand on our community services. He indicated that Council is seeing the positive effect to the recent changes in the restructure of the organizational structure and the positive increase in staff. He advised that with the change in staff we are able to provide more programming and added adult wellness services. He understands the need to provide different statistics.

D/M Smith indicated that it would be nice to have more information on certain programs such as youth night to show everything that the town is doing.

Mayor Napier-Buckley thinks it's nice to have all the additional programming. She added that Richard Van Camp will be having some events at the Library and releasing his new children's book.

4. Economic Development Report

- a. Economic Development Statistics – The December 2018 economic development statistics report was reviewed. The Director of Community Services advised that the website visitors were down 3% but is still over

three thousand visitors. She advised that the days that experienced most visitors were November 6th, 19th, and 30th. She advised that there were visitors from as far away as Toronto and Orangeville. She advised that the top pages viewed were real estate, careers and the homepage which was similar amounts as the previous month. She advised that Facebook has experienced an increase of 4% more followers. The top posts were the National Addictions Awareness Week ad that reached 2600 people, NWT tourism award winner ad reached 2300 people, and literacy nights that reached 1900 people and the events calendar reached 1400 people. She advised that Twitter has decreased in visitors and Instagram has increased. She advised that the EDO is working on a few projects finishing up on the opportunity's assessment. She is also working on the business breaks which are held every Friday morning at Thebacha Business Development Corporation. She advised that the EDO is also working with the Students Success Centre at the college to introduce a bring brown bag seminars.

5. Advisory Boards

- a. Recreation Advisory Board December 3, 2018 – The RAB Minutes were reviewed. Cr. Cox advised that there was no quorum for the January 2019 meeting. She advised that the discussion for the December meeting included the unattended children policy. The intent of that policy is to provide guidelines to staff for children who are unattended in town facilities. She advised that there was also a discussion on outdoor rinks. Administration advised that we had a number of residents that have approached to Town on the need for outdoor rinks, but we have a problem with liability. He advised that is no problem supplying the outdoor rink. He advised that he requested those to form a group to maintain the outdoor rinks and have been in dialogue with them. The Director of Community Services advised that there is a group of residents coming together who will be spearheading that initiative. The owner of the company taking on Trail Cross has advised that if there are people to help reopen the outdoor rink outside of their facility but will have to make sure liability is covered. D/M Smith indicated that the advantage of having an outdoor rink adjacent to Arena is so the Zamboni can maintain it and asked that was an option that was discussed. Administration advised that Riverside Park also has heated facilities and that if we build an outdoor rink across from the Arena, we would be volunteering staff to supervise. He added that an ice path from the Arena to Riverside Park is part of the Downtown Development Plan which this could advance that initiative.

Cr. Cox advised that the RAB meeting also included the announcement of three new playground structures. Cr. Westwell asked if the Town is in possession of the playground equipment. Administration advised that this was an action of last Council that purchased playground equipment. Cr. Westwell asked if St. Ann's street playground was discussed. Administration advised that was discussed and that we did approach housing to partner. The end result is that they never responded. Cr. Westwell appreciates the outreach. The Director of Community Services advised that JBT is also planning to install playground and can partner with the Town on installations. Mayor Napier-Buckley advised that the park property of St. Ann Street is identified in the old bylaw that those lands are not charged tax as long as they are used as a park. She requested Cr. Campbell to bring up with housing board.

- i. RAB Reappointment
RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Cr. Cox
That Monique Day be reappointed to the Recreation Advisory Board for a term ending December 31, 2020.
CARRIED UNANIMOUSLY

- b. Advisory Board on Culture December 12, 2018 – The ABC Minutes were reviewed. Cr. Beaulieu advised the ABC meeting included the appointment of a chair, co-chair and secretary. She advised that the main concern is for council to come up with priorities for the board. The Director of Community Services advised that some of the discussion are things that could be coming to ABC. The request from ABC is on the direction of the foundational review. Cr. Beaulieu advised that the next meeting will be on January 28, 2019 at the Library and that the board has requested the Mayor’s presence. Mayor Napier-Buckley advised that she can attend. Administration advised that the advisory board agenda items are provided and that the board does not select their own direction and are directed by Council. Administration advised that the he can also create agenda items so that items are discussed before he brings to Council. He advised that there has been one item that has been sent to the ABC board which is the street renaming request from the Fort Smith Metis Council. He advised that the Town does have a bylaw on street renaming which requires a petition from the town at large. There was no suggestion on what to name the street. He indicated that Council wanted to support the Metis and sent this to ABC on how to proceed with the request. He advised that we can work with Council on prioritizing the shopping list for ABC. He indicated that another issue was on the foundational review. He advised that the in order to keep the issue a priority it was suggested to have this brought to the ABC. He indicated that the Town’s work on it was difficult because the Town is not designed to go back and forth with the GNWT on these issues. He advised that the Town does not have any mechanisms to allow public members and councilors to sit on a committee together and thought the advisory board would be the best way to get this dialogue. There was never any official direction to the board on the foundational review.
- c. Tourism and Trade Advisory Board December 20, 2018 – The TTAB minutes was reviewed. The Director of Community Services advised that TTAB was presented with the EDO report. She advised that the board was interested in how we are reporting the statistics and how we will compare as we get more information. She advised that the EDO solicited over 30 businesses to get a sense on the business community and will be bringing that back to TTAB this Thursday. She advised that the James Heidema advised that the Aviation School will be launching a flight school in February which will not be provided out of the Aurora College. She advised that Mr. Heidema also announced that NWAL will also be launching new tourism initiative and provide night flights to view the Aurora and then tourists will remain in the community for a couple of days.
- i. TTAB Reappointment
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Pischinger
That Chaillon Pierre-Emmanuel be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2020.
CARRIED UNANIMOUSLY

6. Administration

- a. Briefing Note Wood Buffalo Frolics Civic Holiday – The briefing note was reviewed. Administration advised that the CTV Act gives the Town the authority to declare holidays and that everybody in town would get the afternoon off for this event. He advised that the intent is to get this approved and distributed which will give the GNWT enough time to respond and be able to provide the holiday to their employees.
- RECOMMENDATION**
Moved by: Cr. Cox
Seconded by: Cr. Campbell
That the afternoon of Friday, March 8, 2019, be declared a half-day Civic Holiday in conjunction with the Wood Buffalo Frolics Activities.

CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Pischinger

That Cr. McArthur and Cr. Couvrette be excused from Community Services Meeting on January 15, 2019.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 12, 2019.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That the meeting be adjourned at 8:14 p.m.

CARRIED UNANIMOUSLY


















Town of Fort Smith Community Services Committee

Tuesday, January 15, 2019 at 7:00 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Priorities
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – December 2018 Statistics
 - b. Pool – December 2018 Statistics
 - c. Arena – December 2018 Statistics
 - d. Mary Kaeser Library– December 2018 Statistics
6. Economic Development Report
 - a. Economic Development – December 2018 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes December 3, 2018
 - ii. RAB Reappointment – Monique Day
 - b. Advisory Board on Culture
 - i. ABC Minutes December 12, 2018
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes
 - ii. TTAB Reappointment – Chaillon Pierre-Emmanuel
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – Wood Buffalo Frolics Civic Holiday
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Community Services Minutes Dec 11, 201	 Visions, Values, and Priorities	 Community Services Master Plan
 Economic Development Plan		
 Rec Stats Dec 2018	 Pool Stats Dec 2018	 Arena Stats Dec 2018
 Library Stats Dec 2018	 EDO Report Dec 2018	
 RAB Minutes Dec 3, 2018	 RAB Reappointment	 ABC Minutes Dec 12, 2018
 TTAB Minutes December 20, 2018	 TTAB Reappointment	 BN - Wood Buffalo Frolics Civic Holiday











**Town of Fort Smith
Municipal Services Committee**

Tuesday, February 12, 2019, 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 Priorities
 - d. 2018 Capital Plan
5. Directors Report
 - a. Fire Dept –January 2019 Statistics
 - b. Ambulance – January 2019 Statistics
 - c. Bylaw – January 2019 Statistics
6. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes January 10, 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
 - a. Briefing Note DPA-002-19 Frank Lepine
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Municipal Services Minutes January 15,	 Vision, Values, and Priorities	 2018 Capital Plan
 Fire Statistics January 2019	 Ambulance Statistics January 20	 Bylaw Statistics January, 2019
 SDAB Minutes January 10, 2019		
 DPA-002-19 Frank Lepine		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, January 15, 2019 at 8:15 pm.

Chairperson: Cr. Westwell
Members Present: Mayor Napier-Buckley (Conference Call), D/M Smith, Cr. Campbell, Cr. Cox, Cr. Pischinger, Cr. Beaulieu
Regrets: Cr. McArthur, Cr. Couvrette
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

Cr. Westwell called the meeting to order at 8:20 pm.

2. Review

- a. Agenda – The agenda was reviewed. Mayor Napier-Buckley requested to have the Strategic Plan removed from the agenda. Cr. Cox asked when the priorities for the Strategic Plan will be discussed. Administration advised that we can bring it to the next regular Council Meeting, have a special meeting or postpone until the Council meeting in February. Cr. Westwell asked if there are any draft resolutions. Mayor Napier-Buckley indicated that she has some resolutions that she will be presenting for discussion. D/M Smith advised that his preference would be to have the strategic planning addressed in a workshop format as it would be better to have more discussion.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of December 11, 2018, were reviewed and were adopted at the Council meeting of December 18, 2018.
- c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed.

3. Directors Report – The Director of Municipal Services advised that over the past few weeks there were large dumps of snow which will be a priority for municipal staff moving forward and will carry on until the Spring. He advised that there is a contractor at the landfill to remove all metals. He thanked the staff for all their hard work as they did a great job during the holidays to reschedule their holidays.

Cr. Cox was impressed with town staff who stayed on top of the snow removal given the large snow dump yesterday. She would like to encourage the nine staff that have enrolled in the fire training. She asked if there was any ongoing issue with the dogs at large. Administration advised that there is still the one ongoing issue and that we are in the process of poling neighbors to see what the layout of the land is. He advised that there is still one dog at the pound waiting a legal opinion and if we should return the dog. He advised that the ambulance responders are getting training on administering narcotics. He advised that there are nine fire fighters attending the National firefighter training. He advised that there are a number of employees that received training which include; two employees that completed the level two water plant operator training, four employees that are completing the class five boiler operator training and employees that completed the refrigerant training.

- a. Fire Department – The December 2018 statistics report was reviewed. Administration advised that the annual Christmas toy and food drive is included in the report. He advised that there was a new security business that offered their services in the community which has now resulted in many false fire alarms as the alarm alerts the fire department. He personally has no problem with the false alarms as he would rather have false alarm then a fire that is not attended to. He advised that there are nine fire fighters entering national regium fire fighter training and that the Protective Services officer has received this training and is certified.
- b. Ambulance Department – The December 2018 statistics reports were reviewed. Administration advised that the month of December was a slow month with 18 calls, many of which were medivacs.
- c. Bylaw Department – The December 2018 statistics report was reviewed. Administration advised that the Bylaw Officer was visiting a number of hockey tournaments to keep those toned down. There were no issues. He advised that there has been a new software purchased that will facilitate all tracking of calls related to fire, bylaw and ambulance and will improve the statistics collected.

4. Advisory Boards

- a. Sustainable Development Advisory Board Minutes December 6, 2018 – The SDAB minutes were reviewed. Administration advised that it is great to see the level of engagement from the advisory board on this issue. He advised that new president of the Arctic Energy Alliance arrived in Fort Smith and met with Administration. He advised that they have money that is going to go unspent and that electric boilers for the water plant is where we want to spend that money. He advised the Arctic Energy Alliance to engage in dialogue with SDAB on some of their initiatives. Cr. Westwell advised that the last meeting of SDAB included discussion on concluding their ongoing discussion around affordable housing and hopes to have a report approved for the next meeting. D/M Smith asked for clarification on what was requested from Cr. Westwell as a final report. Cr. Westwell advised that the board requested a final report from him to conclude his duties as the chair of the board.

- b. SDAB Reappointments

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: D/M Smith

That Adam McNab and Kristielyn Jones be reappointed to the Sustainable Development Advisory Board for a term ending December 31, 2020.

CARRIED UNANIMOUSLY

5. Administration

NWTAC Resolutions – Mayor Napier-Buckley advised that the multiyear funding is for contribution agreements where we have to apply year after year and not sure if we are going to get the money and programs are put on hold waiting for funding. D/M Smith asked if Administration would prefer what length of cycle for agreements. Mayor Napier-Buckley advised that the resolution is to commit to 3-5-year contribution agreements. Administration advised that the Town receives funding from GNWT for a variety of programs. He advised that every year the same funding programs are accessed and that we have to apply for through detailed applications. He advised that once the funding is received the town has to account and report the spending of those funds. These are more like contracts and by the time the money makes it through the GNWT cycle we get a confirmation later in the year. We can't make a commitment to staff as we don't know if the money will be approved for the next year and we can't train and grow employees. He indicated that all these problems could be solved if we get multiyear funding. D/M Smith

supports the resolution and added that multi year finding would also decrease the amount of administrative planning and reduce stress which would allow you to divert focus on more important issues.

a.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Cox

That Council submit the following resolution on multi year contribution agreements.

WHEREAS consistency of funding allows for Community Governments to provide quality and sustainable programs it is necessary for GNWT departments to commit to multi-year (3-5 year) contribution agreements for community programs;

WHEREAS multi-year contribution agreements support the sustainability of quality programs to serve community residents, allowing for multi-year planning and budgeting, and improved recruitment and retention of skilled staff;

WHEREAS single year funding results in challenges to program sustainability, including: gaps between fiscal year end reporting, opening of funding application processes, and notification of funding approval; inconsistency in funding allocations (noted decreases in funding amounts in the last 3-4 years); difficulty in recruiting and retaining skilled staff; inability of Community Governments to commit to long term employment of staff and may result in breaks in employment; challenges in supporting professional development and training of staff; and

WHEREAS single year funding results in unnecessary time demands for the application and reporting processes and that these processes are incongruent with the needs of the community and how funds will be allocated to best serve those needs and that contributions should be made to communities which allow them to best direct the use of the funds;

THEREFORE BE IT RESOLVED that the GNWT commit to multi-year program contribution agreements.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley advised that the next resolution is in regards to Aurora College and that the last college resolution that was presented was in 2017 and was right after they had made the cuts to the college. She advised that the board of governors was dissolved after that resolution was passed. She advised that as per the NWTAC website the following update on January 2018 - Update On September 28, 2017 NWTAC received resolution responses from GNWT. GNWT is committed to continue to work collaboratively with Aurora College to ensure that the appropriate support mechanisms are in place for northern students to continue to learn and grow. The Aurora College Foundational Review (Review) will make recommendations regarding the governance structure and operations of the College. The Terms of Reference include an examination of 1. Operations 2. Governance structures 3. Accountability measures 4. Academic program and course selection and 5. Student recruitment and retention. The department of Education, Culture and Employment (ECE) anticipates having clear recommendations from the Review which will inform and help to develop a Strategic Plan. The Strategic Plan is to be implemented in the 2018-19 academic year. The Strategic Planning process that started last year will be put on hold until the Foundational Review is complete. Together the Foundational Review and Strategic Plan will inform programming to provide necessary skills and knowledge to ensure northern residents are first in line for jobs in the NWT.

Additionally, it will help inform and create an appropriate model for the funding of Aurora College. The RFP review is being completed

She advised that the NWTAC AGM was held in February 2018 which was before the foundational review was released so there is no current resolution in regard to the college. She thinks that the recommendation should address the two programs that were cut as at the time the GNWT committed to cuts.

Cr. Westwell asked for clarification and asked if the intent is to submit a resolution that would amend the current resolution to include updates from 2018. Mayor Napier-Buckley confirmed and indicated that we want a resolution that would reopen these programs and also getting a vision of post-secondary education in the NWT which is different than recently submitted. She indicated that the current update to the resolution indicates that there will be a foundational review which has been completed.

Cr. Cox asked if the resolution is too specific to be imposed by other communities. D/M Smith thinks that they would garner support by all communities as they are in shortage of social workers and all the students are from the communities. Cr. Cox suggested that be articulated in the whereas.

Mayor Napier-Buckley advised that the education resolution is looking to discuss the education in the north. D/M Smith indicated that there probably won't be any big decision by the GNWT being in an election year. He indicated that this year would be four years with no enrollment into those programs and that they would have to work on rebuilding the program so that we able to move directly into enrollment.

Cr. Westwell supports the recommendation. Mayor Napier-Buckley indicated that with this being an election year she thinks its important to have resolutions that have been passed in the NWTAC for the newly elected officials. Administration advised that the Mayor is not in the office until Friday at which time the resolutions package can be worked on and distributed to Council for discussion.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That Council submit the following resolution on the Aurora College Transition to Polytechnic University

WHEREAS: The Aurora College Foundational review recommended keep programs

WHEREAS: the GNWT vowed not to cut funding but has not allowed intake into the programs

THEREFORE BE IT RESOLVED: staff be retained to help develop the future bachelor of education and social work programs so that the courses can be started as soon as possible instead of starting over from scratch

BE IT FURTHER RESOLVED: that the GNWT prioritize the current programming of courses in its consultation with communities and government leaders to ensure that the programs can start to work for the students of the NWT as soon as possible.

CARRIED UNANIMOUSLY

Mayor Napier Buckley indicated that there was also a resolution that was presented by Cr. Westwell on the infrastructure gap. Cr. Westwell advised that he failed to provide that copy to Council and will provide a draft resolution for inclusion in the resolution package.

Mayor Napier-Buckley advised that the next resolution that she would like submitted is on decentralization that has previously gone to the NWTAC.

Mayor Napier-Buckley advised that the last resolution that she would submit is in regards to programs that the GNWT is no longer running or programs that are pushing onto the communities that were previously done by the GNWT. She indicated that the GNWT made changes on the agreement to teachers on additional STIP days which forced community governments to step up without any additional funding to provide services and programs for students on these additional days. Administration advised that he cant provide any wording but we see this problem administratively. We can say it is not our problem but we have to create all kinds of programs. He indicated that this is not only a program with the STIP days but in all forms of GNWT programs and services. He asked if there is there someway we can make this own to the GNWT that there decisions are a direct result to the municipalities.

Mayor Napier-Buckley requested input from Council on what to include in the resolution. Cr. Westwell indicated that the ambulance service was a discussion in the past. D/M Smith indicated that are issues on the health centre, justice, childcare, etc. He supports the intent of the resolution and looks forward to reviewing after the resolution is drafted. Administration advised that the concept the resolution is that the GNWT should operate within their sphere so that you know that it is inappropriate to expect municipalities to do. Mayor Napier-Buckley indicated that the problem with submitting that type of worded resolution is that those groups that are moving forward with self government and how that would affect there funding. Cr. Westwell indicated that the resolution would have to cover two issues; the GNWT programs that are not longer provided by the GNWT and identifying those that would affect self government groups. Administration advised that indicated that a large portion of the NWT is working towards self-government and are funded separately by the GNWT. Mayor Napier-Buckley indicated that this would have to be discussed at length to consider indigenous community's going to self government and how that would affect the tax-based communities that don't include only one indigenous group. That is something that has to be planned for and that we have to be part of the discussion. Cr. Westwell thinks that the conversation on self government should be discussed at the NWTAC AGM and be included in another resolution. D/M Smith thinks that the broader territorial discussion of mandates and accountability of government is a good conversation at the NWTAC.

D/M Smith suggested that Council submit a resolution on the UNW strike. Administration suggested getting the UNW to draft a resolution for submission.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That Cr. McArthur and Cr. Couvrette be excused from the Municipal Services Standing Committee Meeting on January 15, 2019.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 12, 2019.

8. Adjournment

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That the meeting be adjourned at 9:41pm.

CARRIED UNANIMOUSLY

