

















# Town of Fort Smith Corporate Services Committee

Tuesday, November 5, 2019, 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
  - b. Appointment of Deputy Mayor
6. Directors Report
  - a. Accounts Paid List October 2019
  - b. Correspondence October 2019
  - c. License Report October 2019
  - d. Briefing Note 2019 Third Quarter Variance and Report
7. Bylaw/Policy Review and Development
  - a. Bylaw 999 Land Disposal NTHC Lot 0155 Plan 0010 Block E
8. Administration
  - a. GNWT Department of Lands Correspondence
  - b. 911 Roll Out
  - c. Regional Wellness Board Correspondence
9. Other Business
  - a. Briefing Note DPA-028-19 Melissa Daniels
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	 Coporate Services Minutes October 1st
 Vision and Values	 Strategic Plan
 Council Priorities	
 ACCOUNTS PAID LIST October 2019	 Correspondence October 2019
 Licensing Report October 2019	 Briefing Note - 2019 Third Quarter \
 2019 3rd Quarter Variance Report	 Bylaw 999 Land Disposal NTHC Lot 0
 Letter to Minister of Lands - Town Infrast	 Response Letter from the Minister of
 BN DPA-028-19 Melissa Daniels	



Town of Fort Smith  
Corporate Services Committee  
Tuesday, November 5<sup>th</sup>, 2019, at 7:00 pm

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

Guests:

1. Call to Order

Mayor Napier called the meeting to order at 7:03 pm.

2. Delegation

3. Declarations of Financial Interest

- a. Statement of Disclosure of Financial Interest

4. 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 October 1<sup>st</sup>, 2019, were reviewed and adopted at the Council meeting of October 15<sup>th</sup>, 2019.

- 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. Cr. Couvrette referred to the October 1<sup>st</sup> minutes to highlight the comment about an advertisement on the GNWT website regarding the availability of an ITI Deputy Minister position. He suggested that we may follow up with the ITI department regarding the Previous NWT Minister’s comment about creating an Associate Superintendent position, and whether that would be allocated to Fort Smith. He recommended following up with the new Minister regarding this when we invite them to Fort Smith.

Cr. Couvrette inquired regarding when Council may be able to review the 2020 Budget. He noted that news media had reported an 8.5% proposed tax increase to Yellowknife’s 2020 budget, and recommended that Council should allow time for the Public to review the Fort Smith 2020 budget. Mayor Napier noted she would include Cr. Couvrette’s concerns surrounding the ITI position in her correspondence to the Minister. She added that budget information could be provided before the next Council meeting. Administration noted that budget information would be provided in the December cycle at the next Corporate Services meeting.

Cr. Westwell noted that may be in contravention to the budget bylaw, as it may state that budget should be presented to Council in November. He added that it would be beneficial for Council to review the budget sooner than December so they may address Council priorities. Administration noted that the SAO is away from the office due to personal reasons and they will be unable to provide the budget before then.

- b. Appointment of Deputy Mayor – Mayor Napier noted that D/M Mayor has expressed interest to continue for another year as Deputy Mayor.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That D/M Smith be reappointed to Deputy Mayor for a period of one year ending November 5, 2020.**

**CARRIED UNANIMOUSLY**

Cr. Westwell noted that the position of Deputy Mayor is quite active. He added that he was looking forward to seeing if there was interest from other Councillors. He noted that it is hard to have that dialogue without D/M Smith present. He thanked D/M Smith for his hard work and noted that he has done a great job as D/M.

6. Director's Report

The Director noted that October has been a busy month for the Town. He stated that training has been ongoing for the Neptune Meters and the Fluid Manager Program. He noted that this new program will automate the bulk water delivery system for the Town, and drivers will no longer need to come into the Town Hall to receive water delivery information. The Director thanked the Council for approving the Tax Sale and noted that the relevant information has been sent to legal counsel for review, and that they should have the information published in the Gazette.

The Director noted that the draft budget will be ready by next week. He added that it is important that percentages are not added, so that the Directors may go through the budget line by line to ensure streamlining and to allow reallocation of funds to appropriate categories. He noted increases to the general ledger to improve clarity. He advised that they are attempting to make it more meaningful, so the variances presented make more sense. The Director noted that the current drafting process is empowering Directors who are responsible for the budget to have input in its drafting, so better decisions can be made. He added that the assessment from NWT had been received recently.

Cr. Westwell noted that Council Policy 201 – Budget Approval Process states that the budget will be presented to Council no later than the 15<sup>th</sup> of November for consideration. He noted that he understands there are staffing issues currently. He added that having the Budget by November 15 would give Council adequate time to review and discuss. He added that incremental increases implemented last year should aid in this year's budgeting process, and that he looks forward to reviewing Third-Quarter Variance to see the anticipated revenue increase for this year. Cr. Cox noted that the auto-billing system is good news as it will be time efficient. She added that she looks forward to seeing the O&M budget when it is ready.

- a. Accounts Paid List – The Accounts Paid List from October 2019 was reviewed. Cr. Couvrette inquired how expenses are recorded on Accounts Paid List and whether the payment made to Precision Industries for failed service repair is recoverable under insurance program. He also inquired if there is a way to identify expenses covered under insurance in the Accounts Paid List. Administration noted that some expenses are covered, but unsure if all are and referred to the Director for an update. The Director noted that he will investigate this matter. He noted that for many such repairs around water homeowners are already self-insured.

Cr. Cox referred to the payment made to TDC Contracting and asked for more details as she noted it unusual to see an amount of \$6,000 paid for Miscellaneous expenses. She also referred to the payment made to Keith's Water Services and inquired if the Town was still renting a water truck or if their own truck was back in service. Administration noted that Director of Municipal Services would be able to address query regarding water truck at next Municipal Services meeting, but that she believes the rental truck has been returned. She added that there is some insurance coverage that may cover part of that expense.

- b. Correspondence – The Correspondence from October 2019 was reviewed. Cr. Westwell referred to the letter received from Janie Marie-Jewell and Malcolm Jewell regarding Water Meter Deposits and noted that it should be answered. Cr. Cox noted that it warrants a discussion and response. She added that every letter addressed to Mayor and Council should receive a response. Cr. Westwell noted that there is no policy that covers this. He added that unless Council wishes to direct a complete change to the overarching system to address the request, he does not see there being an amicable response that would result in the water meter deposit being returned or having seniors be exempt from paying the deposit. He stated that this is not something that has been budgeted for, and that he does not support implementing a wide change to the current process. He noted that this topic warrants a discussion in Council to determine how they wish to respond. Mayor Napier advised that further discussion regarding this matter would be brought forward at the next Municipal Services Standing Committee meeting.

Cr. Westwell noted his disappointment regarding a request via email for a special meeting. He suggested there needs to be an improvement in the Mayor and Councils non-verbal communication skills to avoid misunderstandings. Mayor Napier acknowledged the misunderstanding. Cr. Westwell suggested that Mayor and Council should continue to work on improving non-verbal communication skills.

Cr. Cox referenced the correspondence received by Patrick Carroll regarding vaping and vaping related paraphernalia and noted that it warrants a discussion at the Community Services Committee meeting. Mayor Napier noted that the Town is reviewing the current bylaw and policy regarding vaping and related paraphernalia. She acknowledged that it is a serious issue with Youth.

Cr. Couvrette referred to the correspondence received from the previous Minister of Lands regarding the requirement for the Town to remove the assets from the snowboard park. He suggested that the Council readdress the letter to the new Minister of Lands and outline the Towns desire to have the assets remain as is until a solution is determined, since moving those assets would incur a \$10,000 - \$15,000 cost to the Town. Mayor Napier noted that along with concerns regarding the Public Lands Act and the matter of Commissioners Land within municipal boundaries, this is one of the items planned for discussion with Minister Thompson.

Cr. Cox asked if an invitation to the new Premier and Cabinet had been extended. Mayor Napier noted that the Town was waiting for the cabinet appointments in order to personalize the invites extended so the Town's concerns could be expressed to the relevant Territorial department. She added that there is also a meeting planned of leaders within the community.

- c. License Report – The License Report from October 2019 was reviewed.
- d. Briefing Note 2019 Third Quarter Variance and Report – The briefing note and variance report were reviewed. Administration noted that the initial review shows that General, Utility, Land Development and Environmental budgets are all within budget, however pressures on heating fuel and electricity budgets will increase in the Fourth Quarter. Administration added that Property Tax revenues are slightly lower than estimated, due in part to additional properties becoming eligible for tax relief, as well as revisions due to assessment review. She noted that revenues are down for Ambulance Recoveries but have started to recover since the Second Quarter report. She added that the Health Centre has advised that there have been no changes in procedure or policy that may have resulted in the reduction.

Administration noted that Development Permit and Business License revenues are up, which is a good indicator of the health of the private sector economy. She added that Tourism Seed Funding revenues are down. She noted that these are GNWT funds provided on a receipt basis and the Town has not expended as many eligible funds in the first Three Quarters as desired. Administration stated that a reduction in Summer Day Camp programming has led to a slightly reduced revenue in that program. She noted that Water and Sewer revenues have recovered from the lows of the past few years and efforts are underway to put systems in place to ensure more accurate tracking and billing of these charges in the future. She noted that these include improved metering and updating the Smith Landing First National Municipal Services Agreement. Administration stated that Tipping Fee revenues are still down and are under review. Administration noted that both Council and Administration Travel is overspent. She added that Administration Travel spending does not reflect the reimbursement of travel costs by the GNWT.

Administration advised that General Insurance is over spent because some allocations are yet to occur. She added that Ambulance Wages are overspent but the proposed 2020 O&M budget will look at ways to manage this. She noted that Heating and Electricity budgets were overspent. She added that the Pool and RCC were not properly billed by the GNWT and they have since corrected their billing. She noted that this has thus affected what was previously budgeted. Administration stated that Salaries and Wages are beginning to exceed budget due to bargained annual increase as well as the retirement of several senior, long-serving staff members. She noted that there was also some overlap in staffing to ensure continuity in the organization.

Cr. Couvrette inquired if there was a way to include mechanisms in the 2020 budgeting process for costing out employee liabilities such as severances and creating a potential reserve fund instead of addressing this on a singular basis. Cr. Couvrette also noted that regarding the sale of services there is an overall shortfall of \$97,000, majority of which from ambulance recovery. He noted that this may be something that Council could receive further income from by downsizing expectations.

Cr. Couvrette addressed an item showing \$311,000 tax interest income. He noted that he would like to know what a more realistic adjustment to that number would be, as he believes a large portion of it is money that the Town will need to write out as bad debt. He stated that this is something that should be addressed in the 2020 budgeting process. Cr. Couvrette referenced the significant increase in fire department wages and requested more information it. He added there is a \$34,000 surplus under Tourism Marketing and noted that this is something that should be re-profiled to promote the Towns economic advantages.

Administration noted that most of these inquiries would have to be investigated before being addressed. She noted that these questions may be addressed by the SAO and the Director of Corporate Services. She added that the Fire Department Wages are paid out twice a year and the Town is currently working with the Protective Services Supervisor on this matter. She noted that the remaining questions would require follow up.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Westwell**

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

**CARRIED UNANIMOUSLY**

**7. Bylaw/Policy Review and Development**

- a. Bylaw 999 Land Disposal NTHC Lot 0155 Plan 0010 Block E – Administration noted that this is regarding additional housing for the RCMP and is being presented to Council for their consideration. Mayor Napier inquired if this was the property near JBT. Administration confirmed that it was. Cr. Campbell inquired why the property is being sold for such a low price. Administration advised that the Town does not make profit from the sale of land and only recovers the cost of development. The Director noted that NWT Housing Corporation has been looking for properties after Council rejected their offer. He noted that they have shown interest in this lot but the Town is still waiting for a certificate of offer and have thus brought this item to Council for their information. The Director noted that the price is from the recent assessment. He added that the property is valued at closer to \$1,000,000 and brings revenue to the Town in the form of property taxes.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Bylaw 999 Land Disposal NTHC Lot 0155 Plan 0010 Block E be forwarded to the Regular Meeting of Council on November 19<sup>th</sup>, 2019 for First and Second Reading.**

**CARRIED UNANIMOUSLY**

Cr. Cox inquired if this lot was vacant. Mayor Napier confirmed that it is vacant. Cr. Couvrette inquired if the NTHC indicated what type of development they are looking for. The Director noted that R2 lots were being scouted. He added that an Ad-Hoc committee from the Town has provided NTHC with an inventory of R2 lots for duplexes from the Town inventory as well as private lots that may or may not be for sale. Cr. Westwell inquired if the Town had information regarding the NTHC's intentions for development. Administration noted that they are not aware of that information at this point as the NTHC would first need to purchase a lot before they submit a request for development. Cr. Westwell asked if their request included the lot being R2 as a condition. The Director advised that the NTHC is specifically looking for R2 lots.

**8. Administration**

- a. GNWT Department of Lands Correspondence – The correspondence was reviewed. Administration noted that is in reference to the letter from the Former Minister of Lands regarding the state of infrastructure at the snowboard park. Administration noted that they are looking for direction regarding this matter from Council.

Mayor Napier noted that this is an ongoing issue regarding the structures on the property that the Town has requested from the GNWT. The Mayor noted that the GNWT's response indicated that the Town's application would be reviewed once the Town removed the structures from the property. She noted that as per the letter the Town would be required to resubmit their application and pay for the application again. Mayor Napier stated that this is one of the issues that will be brought up with the current Minister of Lands. Cr Couvrette noted that this should be brought up in the upcoming meeting with community leaders. He noted that the previous Minister of Lands brought up concerns regarding there being potential interest by other Governance bodies in the property. He suggested that other community leaders' willingness to support Town's application would be beneficial.

Cr. Cox agreed and noted that she looks forward to discussions with the new Minister of Lands regarding this and hopes progress will be made. She added that she does not agree with moving the structures. Cr. Westwell noted that the Town is in contravention of the agreement, and suggested they pursue legal counsel to address the GNWT's interpretations of prohibited use and occupancy. Cr. Cox acknowledged that she appreciates Cr. Westwell's comment that the Town is in contravention of the same bylaw they are trying to enforce, but still believes that this can be addressed with the new Minister of Lands. Administration noted that the Department of Lands is also in contravention to the bylaw. Mayor Napier noted that the next step in this matter is to include this in the Town's discussions with Minister Thompson, and that it is part of the larger issue of Commissioners Land in municipal boundaries and the Town's ability to manage the development within its own municipal boundaries.

- b. 911 Roll Out – Administration noted that there were last minute concerns regarding the 911 roll out as later correspondence received by the Protective Services Supervisor were not the same as the information presented by the Government earlier in the process with respect to how services would be dispatched. She stated that there was a lack of community consultation. She added that the Town was in touch with SAO's from other communities who also noted a lack of consultation outside of Yellowknife. Administration noted that they were able to quickly engage with staff responsible for 911 and identified the Town's concerns regarding their plan. She added that they had now included dispatching procedures for their operators regarding communities that have unique dispatching systems. She noted that the Protective Services Supervisor was satisfied that there would not be a delay in dispatch.

Administration noted that there was no training provided to the Health Center Ambulance Staff prior to the 911 roll out, and that the Protective Services Supervisor provided the support required to show them how to handle dispatching. Administration noted that they have not experienced any issue yet, but it is only the second day. She added that the Protective Services Supervisor completed some test runs on Monday and that the Town will wait a few months to assess the new system before making decisions regarding changes to dispatching. Cr. Westwell inquired if the concerns regarding call routing for Municipal Services Agreement Partners in Alberta had been addressed and whether there was information regarding their 911 calls being re-routed to Alberta instead. Administration noted that she will speak to the Protective Services Supervisor regarding this and have that information available in the Protective Services Report at the next Municipal Services Committee meeting.

- c. **Regional Wellness Board Correspondence** – Administration noted that they contacted the Regional Wellness Board regarding Council representation. She noted that the board stated in their response that in the new Regional Wellness Boards composition, appointees do not need to represent any organization and there is no designated position for Town representation. Cr. Westwell noted his disappointment as he stated there is representation for other organizations on the Board, and inquired regarding how the Board is requesting applications for membership. Administration advised that the Board was identifying community members and soliciting their expressions of interest. Administration added that appointments to the Board are being made on a Ministerial level. Cr. Westwell noted his concerns regarding this as he noted this may take away opportunity for community groups and invested partners to provide input. Cr. Cox inquired whether any positions remain vacant for the Fort Smith Board. Administration noted that they would inquire and obtain that information from the Health and Social Services Department along with more information regarding the expression of interest process. Cr. Cox requested that the Mayor write a letter to the Board inquiring regarding any vacancies and how they may be filled.

Cr. Couvrette recommended asking the Board to delegate at the next Council meeting and provide information regarding the boards outline, composition, member selection process for Minister and current status of the Board. Cr. Cox noted that she would also prefer a delegation. Mayor Napier noted that Council may request a delegation. Cr. Westwell noted that the Board may not be available as they have been inactive, and instead recommended that the Mayor speak with leadership at her earliest opportunity to meet and express the Councils displeasure regarding the Boards composition and inactivity. He requested the Mayor demand change and some form of representation. He also expressed concerns regarding the decreasing activity and influence of the Board. Administration noted that the Regional Wellness Board is an Advisory Board to the Territorial Health Board. Cr. Westwell noted this being the reason why the issue must be escalated to leadership. Mayor Napier noted that she would include the concerns in her correspondence with the Minister as well as community leaders, and request a delegation by the Regional Wellness Board.

9. **Other Business**

- a. Briefing Note DPA-028-19 Melissa Daniels – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Cox**

**That DPA-028-19 submitted by Melissa Daniels to operate an eCommerce home occupation business, selling personal care products from Lot 0659, Plan 0319, 8 Whooping Crane Crescent in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

10. **Excusing of Councillors**

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Beaulieu**

**That D/M Smith and Cr. McArthur be excused from the Corporate Services Standing Committee meeting of November 5<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

11. **Date of Next Meeting**

The next Corporate Services Standing Committee meeting will be held on December 3<sup>rd</sup>, 2019.



12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 8:32 pm.**

**CARRIED UNANIMOUSLY**



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35578	GNWT	Water Sample Testing - August water samples	\$ 2,505.83	RCC
35579	Investors Group	September contributions	\$ 200.00	PW
35580	Territorial Beverages Ltd	Pop & juice	\$ 822.67	RCC
35581	Town of Fort smith	Payroll deductions [R]	\$ 1,022.38	AD
35582	Freund Building Supplies	C/S: Pool Supplies (push brooms for arena)	\$ 318.57	FAC
35583	Receiver General	Payroll deductions [R]	\$ 52,370.92	AD
35584	Public Service Alliance of Canada	September union dues	\$ 4,261.76	AD
35585	GNWT - Taxation Division	Payroll tax [R]	\$ 7,662.84	AD
35586	Bassett Petroleum Distributors	Purchase of 28 tonnes Sanding salt	\$ 12,359.12	PW
35587	Northwestern Air Lease	Injured dog flight to YK	\$ 36.73	PS
35588	Rowe's Construction	Payment # 3 water & sewer infrastructure replacement	\$ 516,570.17	PW
35589	Mercury Sign Art & Design	Speed limit signs	\$ 529.20	Bylaw
35590	TDC Contracting	Gas Diesel	\$ 6,771.97	Multiple
35591	NWT Recreation and Parks Association	De-escalation training for Bylaw Officer	\$ 1,006.00	Bylaw
35592	Wesclean Northern Sales	Janitorial supplies	\$ 318.42	RCC
35593	Aquam Inc	Pool Supplies	\$ 41.90	RCC
35594	Pitneyworks	postage meter	\$ 1,575.00	AD
35595	Bobcat Of The Peace	Upgrade of S740 and SS70 bobcats	\$ 13,335.28	PW
35596	Town of Fort Smith Employees' Assoc	Staff contributions for September [R]	\$ 332.00	AD
35597	McLennon Ross	Negotiations	\$ 511.88	AD
35598	911 Supply	New bylaw officer fleece and jacket	\$ 598.85	Bylaw
35599	Debbie's Sewing	Sewing crest's on shirts	\$ 126.00	PS
35600	Cascade Publishing Ltd	Development of leisure guide and printing 1000 cop	\$ 2,704.28	CS
35601	Kaesers Stores Ltd	Pool/arena supplies	\$ 185.53	CS
35602	Northern Life Museum & Culture Centre	Long term award venue rental - NLMCC LAI	\$ 150.00	AD
35603	NWT Power Corporation	Power bill for Sept 2019	\$ 32,807.79	Multiple
35604	Thyssenkrupp Elevator	Maintenance Rec Centre	\$ 1,284.54	RCC
35605	Northern Stores Inc	Program supplies/funeral wreaths	\$ 262.46	Multiple
35606	NEBS Pension Fund	October Premiums	\$ 50,068.20	Multiple
35607	TDC Contracting	Heating oil Museum/ambulance garage	\$ 1,722.28	FAC
35608	Master Pools Alta Ltd	Swimming pool liner replacement	\$ 121,012.50	RCC
35609	Hamilton, Patti Kay	Two books	\$ 40.00	CS
35610	NEBS Group Insurance Fund	October Premiums	\$ 13,522.76	Multiple
35611	Employee	Pick up water truck and returned to Fort Smith	\$ 153.35	WTP
35612	Employee	Pick up rental water truck in Hay River	\$ 107.85	WTP
35613	Hay River Heavy Truck Sales Ltd	Cylinder Oxygen	\$ 189.00	FP
35614	Ace's Restaurant & Rental	Catering for long service awards	\$ 840.00	Multiple
35615	Employee	Professional measurement for PPE	\$ 20.00	Bylaw
35616	Employee	Reimbursement - Driver's Licence fee	\$ 182.00	FP
35617	CIMCO Refrigeration	Start up ice plant	\$ 7,674.23	Fac
35618	MSS Ltd	Purchase of portable eye wash stations	\$ 325.58	FAC
35619	Kaesers Stores Ltd	Cleaning supplies	\$ 117.69	RCC
35620	Lous Small Engines	Propane	\$ 94.50	PW
35621	Link Hardware	Materials and supplies	\$ 1,642.25	FAC
35622	Locust Mowing	Supply and deliver winter sand to town yard	\$ 35,700.00	PW
35623	Marvil Construction	Repair ice stops on rec center roof	\$ 2,809.17	FAC
35624	Big Hill Services Ltd	seat for olympia ice resurface	\$ 958.95	FAC
35625	Terry's Carpentry Service	Rent for 26 York Crescent - Ambulance Bay	\$ 2,520.00	FP
35626	Mercury Sign Art & Design	Replacement sign for raw intake	\$ 152.25	Bylaw
35627	TDC Contracting	Miscellaneous	\$ 6,621.12	Multiple
35628	Wesclean Northern Sales	Courier service	\$ 64.23	CS
35629	Canada Curling Stone Co	Sharpen 2 blades plus shipping	\$ 607.38	fac
35630	RDV Mechanical	Change old tires to new unit 34	\$ 3,043.69	WTP
35631	Arctech computers Inc	Offsite backup service	\$ 910.98	AD
35632	Yellowpages	Northwest Territories	\$ 117.60	Multiple
35633	Employee	2019 Boot Allowance	\$ 146.99	WTP
35634	Denroche & Associates	Refund-credit balance 15 St Mary Street	\$ 130.55	AD

35635	Employee	Salary Advance	\$	500.00	AD
35636	Globalstar Canada Satellite Co.	Sat. phone bill September 2019	\$	83.99	PS
35637	Aurora College	staff training/MRA Games	\$	3,020.00	RCC
35638	Cascade Publishing Ltd	Annual group firefighter photo	\$	21.00	PS
35639	NWT Power Corporation	Disconnect/Reconnect Service Campsell Cres	\$	1,950.90	PW
35640	Xerox	Xerox charges/postage meter	\$	594.59	AD
35641	Receiver General	Payroll Tax October 11 Pay Period	\$	33,771.17	AD
35642	Blue Imp	Play Grounds	\$	1,293.60	RCC
35643	Berton Welding	Welding services for playground install	\$	3,220.00	PW
35644	Globalstar Canada Satellite Co.	Sat. phone bill	\$	94.40	PS
35645	TDC Contracting	Cardlock from Sept 18 - Oct 1/19	\$	3,613.41	Multiple
35646	Aurora TPI Travel	De-escalation training for Bylaw Officer	\$	2,502.58	RCC
35647	Maskwa Engineering	Installation water monitoring Project 1-047	\$	28,531.65	PW
35648	Infosat Communications	Monthly Sat bill	\$	169.22	PS
35649	Jet Ice	Annual Rental Fee M2067	\$	1,527.54	FAC
35650	Power Surge Technologies Ltd.	Office supplies	\$	944.95	RCC
35651	Arctic Alarm/Diamondtel	Fire Alarm monitoring Arena/daily test Rec Centre	\$	119.60	Multiple
35652	Challenger sports	British Soccer	\$	2,470.80	RCC
35653	Indexx Laboratories Canada LP	Comparator and pocket chlorine tester	\$	670.12	WTP
35654	Precision Industries	Repair failed services at 17 Camsell St	\$	39,666.33	PW
35655	Wood Environment & Infrastructure	Professional Services Rendered through 09/20/19	\$	4,933.37	AD
35656	Customer	Refund business licence & dev. Fees	\$	282.50	AD
35657	Paul Kaesers Stores	Materials and supplies	\$	1,306.48	Multiple
35658	Lous Small Engines	Shipping costs for return of tube crusher	\$	285.94	PW
35659	Link Hardware	Monthly PO September 2019	\$	899.33	WTP
35660	Northwestel Inc	Internet bills	\$	825.99	Multiple
35661	Freund Building Supplies	Materials and supplies	\$	54.59	PW
35662	Northwestern Air Lease	Freight for monthly water samples	\$	108.95	WTP
35663	BMO mastercard	P. Keaser and C. White statement	\$	472.84	
		\$50.00 - vehicle registration			PW
		\$422.84 - transport distressed dog			Bylaw
35664	TDC Contracting	Heating oil library/town hall/7 bay garage	\$	2,721.28	Multiple
35665	Westvac Industrial Ltd	Debris stopper	\$	857.39	PW
35666	RDV Mechanical	New garbage truck	\$	3,712.03	PW
35667	Employee	Annual licensing for EMR with ACP	\$	619.50	Bylaw
35668	Office Solutions	Materials and supplies	\$	1,178.92	Multiple
35669	Bank of Montreal Mastercard	J Hood statement	\$	1,313.55	
		\$1313.55 - cell phone bill			Multiple
35670	Kaesers Stores Ltd	Materials and supplies	\$	411.26	Multiple
35671	Northwestel Inc	Phone bill	\$	4,282.36	Multiple
35672	Bank of Montreal Mastercard	K. Morrison statement	\$	186.69	
		\$61.90 - RAB lunch			AD
		\$124.79 - open house starter kit			FD
35673	Fort Smith Construction Ltd	Geni lift-to refasten eavestroughs - Fire Hall	\$	680.40	FH
35674	Mercury Sign Art & Design	New name plate for mayor & council	\$	50.40	AD
35675	Postras Delaney	Refund-water services cancelled	\$	50.00	AD
35676	Wesclean Northern Sales	Janitorial supplies	\$	2,021.81	RCC
35677	Aecom Canada LTD	Water & sewer labour and employee costs	\$	82,684.90	AD
35678	Employee	Refund drivers exam fees	\$	51.00	RCC
35679	Keith's Water Service Ltd	Provide rental of Water truck	\$	7,093.17	WTP
35680	Bernarde Angela	Live music oct 5 block party 1 hr	\$	100.00	RCC
35681	Customer	Refund-taxi operator permit fee	\$	78.75	AD
35682	Employee	Pay for pay period Oct 25, 2019	\$	421.79	RCC
35683	GNWT	Water Sample Testing - October water samples	\$	480.90	WTP
35684	Investors Group	October 2019 contributions	\$	200.00	AD
35685	NWT Power Corporation	Power bill for Oct 2019	\$	45,882.68	Multiple
35686	Town of Fort Smith	Sept water bill/October Payroll deductions [R]	\$	2,179.23	Multiple
35687	Receiver General	Payroll deductions [R]	\$	36,245.04	Multiple
35688	Public Service Alliance of Canada	October Union Dues [R]	\$	4,183.78	Multiple
35689	Locust Mowing	Landfill Earthworks Compact and Cover 2019	\$	11,135.25	PW
35690	GNWT - Taxation Division	Payroll Tax [R]	\$	6,405.92	Multiple
35691	Thebacha Business Development Serv.	Thebacha trade show - 2 booths plus \$500 sponsors	\$	1,198.00	ED
35692	Accu-Flo Meter Service Ltd	Hardware upgrade accounting software	\$	11,327.72	WTP

35693	Cancelled			
35694	GNWT - Health & Social Services	Sept Marriage License Fee	\$	32.50 AD
35695	TDC Contracting	Heating oil	\$	3,668.13 Multiple
35696	Customer	Refund meter deposit	\$	90.00 AD
35697	Aecom Canada LTD	Project #60303079	\$	622.65 AD
35698	Town of Fort Smith Employees' Assoc	Staff contributions for October [R]	\$	344.00 Multiple
35699	Customer	Refund meter deposit	\$	290.00 AD
35700	Indexx Laboratories Canada LP	Bacti comparator	\$	27.07 WTP
35701	Employee	Reimbursement - boot allowance for EMS	\$	100.00 Fire
35702	Employee	Reimbursement Refund Gas - Hazmat training	\$	450.24 Fire
35703	Meidle, Douglas	Payment for providing music for block party	\$	100.00 RCC
35704	Employee	Reimbursement - 2019 boot allowance	\$	300.00 WTP
35705	Employee	Travel claim - training in Yellowknife	\$	285.00 Bylaw
35706	Hopec Technologies Ltd	Software water account/training	\$	22,837.50 WTP
35707	Customer	Refund meter deposit	\$	350.00 AD
35708	Customer	Refund meter deposit	\$	350.00 AD
35709	Customer	Refund meter deposit	\$	350.00 AD
35710	Customer	Refund meter deposit	\$	350.00 AD
35711	Shedden, Andrew	Payment for providing music for block party	\$	200.00 RCC
35712	Globalstar Canada Satellite Co.	Sat phone bill	\$	83.99 EMR
35713	Globalstar Canada Satellite Co.	Sat phone bill	\$	94.40 Fire
35714	Lous Small Engines	Propane tank refill	\$	94.50 Fire
35715	Link Hardware	Materials and supplies	\$	1,473.32 Multiple
35716	Territorial Beverages Ltd	Pop and Juice	\$	878.48 RCC
35717	Freund Building Supplies	Supplies	\$	903.40 Multiple
35718	Poison Painting	Travel Magnets	\$	95.81 Fire
35719	Rocky Mountain Phoenix	Hydrant wrenches	\$	147.00 Fire
35720	Northwestern Air Lease	Freight for monthly water samples	\$	102.40 WTP
35721	Fort Smith Metis Council	Reimbursement of Payment service failure	\$	4,625.25 PW
35722	Employee	NFPA 1001 Training - Hay River	\$	339.20 Fire
35723	Cole-Parmer Canada Inc.	Transfer pump	\$	3,346.03 WTP
35724	Cleartech	Caustic for ph control	\$	1,549.80 WTP
35725	Nu Mechanical	Repair of customer water line	\$	498.75 WTP
35726	Employee	MRA meeting RPA conference	\$	384.61 RCC
35727	Cam's Husqvarna Sales & Service	Safety glasses	\$	41.90 PW
35728	Office Solutions	Materials and supplies	\$	1,144.08 Multiple
35729	Employee	NFPA 1001 Practical training - Hay River	\$	418.85 Fire
35730	Employee	NFPA 1001 Practical training - Hay River	\$	687.36 Fire
35731	Employee	NFPA 1001 Practical training - Hay River	\$	418.85 Fire
35732	Employee	RPA training and conference	\$	383.20 RCC
	Caterpillar Financial Services Ltd.	September lease payment	\$	3,281.79
	Caterpillar Financial Services Ltd.	October lease payment	\$	3,281.79
	Payroll	Pay period October 11, 2019	\$	101,983.29
	Payroll	Pay period October 25, 2019	\$	119,972.65
		Total	\$	<u>1,550,834.54</u>



















## Town of Fort Smith Community Services Committee

Tuesday, November 12, 2019 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 – October 2019 Statistics
  - b. Pool – October 2019 Statistics
  - c. Arena – October 2019 Statistics
  - d. Mary Kaeser Library– October 2019 Statistics
6. Economic Development
  - a. Economic Development Report – October 2019 Statistics
7. Advisory Boards
  - a. Recreation Advisory Board
    - i. RAB Minutes October 15<sup>th</sup>, 2019
  - b. Advisory Board on Culture
  - c. Tourism and Trade Advisory Board
    - i. TTAB Minutes October 24<sup>th</sup>. 2019
8. Bylaw/Policy Review and Development
9. Administration
  - a. Citizen Satisfaction Survey
  - b. JBT Snack Program
10. Other Business
  - a. Briefing Note – Citizen Concern Regarding Vaping
  - b. Briefing Note – Christmas Lights Contest
  - c. Briefing Note – PWK Grad Donation
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Community Services Minutes October 8,         </div> <div style="text-align: center;">             Vision and Values         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">             Community Services Master Plan         </div> <div style="text-align: center;">             Economic Development Plan         </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             RCC Statistics October 2019         </div> <div style="text-align: center;">             Pool Statistics October 2019         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">             Arena Statistics October 2019         </div> <div style="text-align: center;">             Library Statistics October 2019         </div> </div> <div style="text-align: center; margin-top: 10px;">             Economic Development Report         </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             RAB Minutes October 15, 2019         </div> <div style="text-align: center;">             TTAB Minutes October 24, 2019         </div> </div> <div style="text-align: center; margin-top: 10px;">             Citizen Satisfaction Survey Final Report         </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Briefing Note - Citizen Concern Regarding Vaping         </div> <div style="text-align: center;">             BN - 2019 Christmas Lights Contest         </div> </div> <div style="text-align: center; margin-top: 10px;">             BN - Donation Request PWK Gradu         </div>



Town of Fort Smith  
Community Services Committee  
Tuesday, November 12, 2019 at 7:00 pm

Chairperson: D/M Smith  
Members Present: Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger  
Regrets: Cr. McArthur, Cr. Westwell, Cr. Beaulieu, Mayor Napier  
Staff Present: Cynthia White, A/Senior Administrative Officer (conference call);  
Paul Kaeser, Director of Municipal Services; Rohma Nawaz,  
Executive Secretary; Katie Reid, Executive Secretary

Guests:

1. Call to Order  
D/M Smith called the meeting to order at 7:02 pm.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Financial Interest – There were no disclosures of financial interest.
3. Delegations  
There were no delegations.
4. Review
  - a. Agenda – The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Campbell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of October 8<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of October 15<sup>th</sup>, 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. Administration noted that Pete's Gym usage is up, and Yoga, Bootcamp and Dance Play are running. She noted that Darine Berro is facilitating Dance Play as a Volunteer after taking training for it during the summer. She added that the Squash Court usage is up again after being low in the summer and the Youth Squash Program is operating again. She noted that Parent's n'Tots and Youth Nights are busy and that the PWK Laurie Hobart Tournament attracted over 2000 people. Administration noted that the Health Fair was at the college this year instead of the RCC. She added that both the Federal and NWT elections occurred in the RCC which increased traffic. Administration noted that the pool is still closed due to mechanical issues. The Director of Municipal Services stated that there are multiple broken pipes and the parts must be sourced from outside the community. He noted that they are hoping to have the deck repaired and pool filled simultaneously once the pipes are fixed. He noted that they expect the pool to re-open by next week.

Administration noted that the October was a very busy month for the Arena. She stated that the Hobago tournament and Shoot to Score camp increased Arena numbers. She continued that PWK used the Arena for a skate which was in addition to regular scheduled events. She noted that Minor Hockey is also using the Arena more this year. Administration noted that numbers for the Shoot to Score camps are also higher.

Administration provided a report on the Library statistics and noted that there was not a large difference in the statistics for October 2019. She added that they had some Afterschool Programming and one Wellness Wednesday in October, both with a good turnout. She noted that they had to put a hold on some programming due to changes in operations and staffing but those programs are expected to be running again soon. Administration noted that two staff members participated in Elders in Motion training. She stated that this program runs once a week and that the Town was able to engage some seniors in training for the program as well as staff from the Health and Social Services at the Northern Lights Special Care home. She noted that this program is doing well and receiving positive results.

Cr.Cox noted a significant increase in the use of the RCC Gymnasium and inquired if that was due to rentals. Administration confirmed this, and noted that they are hoping to see more rental requests. Cr. Cox inquired if there had been any discussions historically regarding extending the library hours in order to increase users. Administration noted that this has been considered. She noted that two of the library staff members are GNWT employees and the Town has an agreement to staff them, therefore the library hours were largely dependent on the GNWT's and Town's staff funding. She noted that when the transition started the Town did not have qualified staff to operate the Library at extended hours without GNWT employees present. She stated that this has now changed but the decision is still largely dependent on funding. Administration noted that the Library is also used as a safe warming space for community members in need and thus it is important that it is appropriately staffed.

Cr. Campbell inquired what the delivery time is for the parts required for the pool. The Director of Municipal Services noted that the parts are in Edmonton and are being flown into the community. Cr. Couvrette followed up on Cr. Cox's comment regarding Library hours and pointed to the possibility of creating a Community Center in relation to some of the TAG report recommendations. Cr. Couvrette inquired if Council could be presented with an updated regarding the status of the document that is being presented to the public regarding upcoming renovations to the RCC and the whole TAG report concept. He noted that a project of this size will require adequate time, input and consultation. Administration noted that they are currently working with TAG to develop a few conceptual drawings as a starting point. She noted that she hopes to have these available for presentation next month. She added that work on the Community Services Master Plan will be starting in December which will contribute to the planning of the renovations.

- a. Recreation Statistics – The October 2019 statistics report was reviewed.
- b. Pool Statistics – The October 2019 statistics report was reviewed.
- c. Arena Statistics – The October 2019 statistics report was reviewed.
- d. Mary Kaeser Library Statistics – The October 2019 statistics report was reviewed.

6. Economic Development

- a. Economic Development Report – The October 2019 statistics report was reviewed. Administration noted that work on the Business Startup Checklist had started. She noted that the Fort Smith Health and Career Fair that was done in collaboration with Aurora College and Fort Smith Health and Social Services was a success. She noted that it was an important combination as the Health Center holds many career options, but it is difficult for their staff to attend public events such as this. She added that this was a low-cost event of the Town. Administration noted that there were twenty-two vendors in total. She added that it was attended by students from PWK and Aurora College. Administration identified opportunity for growth in this event by collaboration with Volunteer groups and providing workshops in future years.

Administration noted that business visits are complete, and the Economic Development Officer is working on the report which will be presented to Council at the next Community Services Committee Meeting. Administration stated that there are a few upcoming events that are being held in collaboration with Aurora College. She added that the Town is also partnering with Thebacha Business Development to deliver beginner business courses. Administration noted that the Citizen Satisfaction Survey has been completed. She added that a Tourism Stakeholder Meeting occurred, and another will be taking place in January. Administration noted that the Economic Development Officer is currently at the NWT Tourism Conference.

Cr. Cox requested an update on the package deal marketed for delivery in October for aurora viewing in partnership with Northwestern Air Lease. Administration noted that there were no reservations for that package, and that it will be offered next year. D/M Smith noted that Mr. Heidema from Northwestern Air Lease indicated a strong interest in aurora flight tours but that this item was not promoted early enough to be offered this year. Administration noted that they are looking at earlier marketing for next year.

7. Advisory Boards

- a. Recreation Advisory Board

- i. RAB Minutes October 15<sup>th</sup>, 2019 – The RAB minutes were reviewed. Cr. Cox referenced today's RAB meeting and noted that they discussed the Town's Fall/Winter recreation guide. She advised that there was a request from RAB for a deadline for the Spring/Summer recreation guide so that RAB and other community members may provide feedback and input. She added that the board discussed the Healthy Foods Policy that the Town is liaising with Minor Hockey. She noted that the board discussed the possibility of phasing in healthier options over the next 3 seasons.

Cr. Cox noted that there was an update regarding the Community Services Master Plan presented by the Director. She noted that the Town has hired the same contractor that did the Fort Smith 2018 Strategic Plan, and that the first site visited is in early December. Cr. Cox noted that there was discussion around paving projects. She noted that the Chairs of RAB and TTAB will be presenting joint recommendations to Council regarding what they believe should be paved. She added that discussion at RAB focused around maintenance of existing paved trails and gravel sections of trails.



Cr. Cox noted that the Santa Sleigh requires a space where it can be housed. Cr. Campbell inquired regarding the status of the previous housing location for the Santa Sleigh. Administration noted that location was shut down due to issues with WSCC. Administration noted that they do not anticipate that location becoming available again. D/M Smith inquired if the issue with the last location for the Santa Sleigh was around workers compensation. Administration confirmed that it was. She added that it is temporarily being housed in the Town shop, but it cannot stay there long term as Town equipment needs to be stored there. The Director noted that there were safety concerns at the Santa Sleigh's previous location.

- b. Advisory Board on Culture – Administration noted that there has not been Quorum for the last few meetings and that they had posted a callout for additional members on the Town's Website and Facebook page. Cr. Cox inquired if there is any way Councillors can assist or if there are structural issues with the Board. Administration noted that they had been unable to achieve quorum since before the summer and having ABC meet has been a challenge. She noted that active recruitment is all Council can do presently. D/M Smith noted that there is a lot of opportunity present for this board and that something Council referred to that Board was the renaming of streets, which also speaks to the reconciliation process. Administration noted that the Board will be engaged in the consultation process for the new Community Services Master Plan. She added that they would also be vital in discussions regarding the one facility model. Cr. Couvrette suggested revisiting the number of Board members appointed or the number of members required to achieve Quorum. He suggested having a percentage of active members present be the requirement for Quorum instead of half of the total membership.
- c. Tourism and Trade Advisory Board
  - i. TTAB Minutes October 24<sup>th</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette noted that they almost did not achieve Quorum for the October 24<sup>th</sup> TTAB meeting as many members were away on tourism related travel. He noted that during the meeting he raised the point to address the Strategic Plan. He noted that his comment regarding a soulless vision was his personal opinion. Cr. Couvrette noted that the Economic Development officer presented her report on her previous month's activities. He added that a large item at the time was discussion around preparation for the Health and Career Fair and he is happy to see that it went well. He noted that Northwester Air Lease donated tickets which increased attendance. Cr. Couvrette noted that TTAB had their annual AGM and the Kevin Antoniak has been appointed as Chair, Linda Martin as Vice Chair and Mike Keizer as Secretary. Cr. Couvrette noted that there was discussion around paving the walking trail and that the Chair had indicated that this Spring may be an opportune time to complete the paving. Cr. Couvrette noted that he recommended this be a joint effort between TTAB and RAB. He added that TTAB is struggling with proceeding with the Strategic Planning process in a timely manner, and he is hoping to provide an update on this process from members at the next meeting. He noted that Natalie Melanyk is a new member that has been appointed to TTAB. D/M Smith inquired if a joint advisory board planning session would be beneficial. Administration noted that this is possible and could be taking place in the new year.

8. Bylaw/Policy Review and Development

9. Administration

- a. Citizen Satisfaction Survey – Administration noted that 215 surveys were returned. She added that 86% of the responders were over the age of 25 and 7 out of 10 respondents had lived in Fort Smith for 10 years or more. She noted that most responders noted the quality of life in Fort Smith to be good or very good. She added that many stated that they experience a sense of pride and belonging in Fort Smith and found it to be a warm and welcoming community. She noted that affordable housing, crime reduction and public safety, and economic diversification were the three biggest areas of community concerns. Administration reference the comments made on the survey by participants and noted that very seldom positive comments are left on surveys, which is why there are more negative comments. She noted that concerns regarding childcare, mental health, intergovernmental cooperation and tax arrears were also identified in the feedback.

Administration noted that the feedback regarding communications was relevant to the Town and the survey showed that most of the participants used the Town's Facebook page to receive their information. Administration noted that approximately half of the participants were satisfied with the fifteen services provided by the Town, and there was a 70% or higher satisfaction rate with eight of the Towns services. She noted that the lowest ratings were for water delivery and sewer pump-out but added that not all Town residents receive those services. Administration stated that economic development, cultural programming, and snow removal were some of the lower ranking programs and services. She added that comments regarding communication, fire abatement, security, economic development, general maintenance of roads and sidewalks, bylaw enforcement and recycling were received.

Administration noted that 7 out of 10 participants gave the Town a fairly good or stronger rating on the value of their property taxes. She added that over half support tax increases to maintain services, 16% would like to cut services in order to maintain or reduce taxes, and 23% support increase in taxes to expand more services. Administration noted that many concerns that were outlined in the survey are already being addressed by the Town in their next steps. She provided the example of the Communication Committee that is working on improving communications. She added that the Town is working on additional strategies to improve communications. Administration noted that a large amount of work has been invested in clarifying the process for collection tax arrears and holding tax auctions. She added that there are two upcoming tax auctions in 2020. Administration identified that economic development is a long-term goal for the Town. She noted that community engagement was done through the Strategic Plan development process and will also be utilized in the Community Services Master Plan development process. Administration stated that there were some comments in the survey that the Town is doing less, and Administration will be addressing those comments.

D/M Smith inquired when the surveys were completed. Cr. Cox stated that there were completed between May and August 2019. D/M Smith noted his concern regarding making the document public, as certain comments pertained to certain Town positions. He added that some comments may appear as personal attacks and the wording around such comments should be addressed in order to be fair to Town employees. Administration noted that they would review this. D/M Smith noted that it is vital that the sentiments of the comments are still included.

D/M Smith inquired if the survey results could be sorted by demographics. Administration noted that the responses could be sorted by age and gender. She added that some paper surveys were also filled, and the Economic Development Officer may be able to sort information provided in those. D/M Smith suggested conducting focus groups as a way of addressing residents concerns. He noted that a lot of information on the report is an evaluation of the Town and Councils ability to communicate what they are doing. Cr. Couvrette noted that the those who rated higher for tax value may be the demographic that is exempt from paying taxes, therefore having a demographic breakdown would be beneficial to Councils' decision-making process. D/M Smith noted that he appreciated Administration compiling a list of next steps. Cr Cox noted that it is encouraging to see that many comments in the survey mirror the Town's Strategic Plan.

- b. JBT Snack Program – Administration noted that Council received a letter of request from JBT for a donation to their snack program. She noted that this is a regular donation and a \$500.00 budget line had been created for this. She noted that this is an actionable request and that the Town has reviewed the financials from the program and the Executive Secretary has completed the cheque requisition so they should be receiving the funds soon.

10. Other Business

- a. Briefing Note Citizen Concern Regarding Vaping – The briefing note was reviewed. Administration noted that this is regarding correspondence received from Mr. Patrick Carroll who expressed his concerns regarding the proliferation of young people engaging in the use of vapor devices. He sent correspondence to Mayor and Council to modify the current Smoking and Cannabis Use Bylaw 994 to specifically include vaping and vapor products in the body and title of the bylaw. Administration noted that Mr. Carroll was unavailable to delegate and instead provided Council with further information.

Administration clarified that vaping is covered in Bylaw 994: Smoking and Cannabis Use through the inclusion of electronic smoking devices and waterpipes in the list of prohibited substances. She added that the bylaw sets a 30-meter radius around around parks, playgrounds, greenspaces, and sports fields for the use of those devices in order to control exposure of children and youth to these substances. Administration advised the Towns bylaw is the most strongly worded bylaw in the NWT. She added that the sale of these devices is regulated by the GNWT along with the sale of other controlled substances.

Administration noted that on August 21, 2019, Territorial Bill 41: Tobacco and Vapour Products Control Act received assent. She noted that this addresses Mr. Carroll's concerns around the sale, display and advertisement of these products to minors as well as the visibility of these products in locations which minors frequent. Administration added that Enforcement of the Bill pending regulations is assigned to inspectors appointed by the Minister of Health and Social Services. She added that much like Cannabis, this will likely be the Environmental Health Inspector. Administration noted that Mr. Carroll also had questions regarding Council providing support and initiating a public health campaign. She noted that typically these types of campaigns are initiated by the Public Health Department. She noted that in the past the inter-agency group was active in such campaigns around deterring smoking in youth.

Cr. Cox clarified Mr. Carroll's concern for Council information and stated that Mr. Carroll is referring to children when he refers to youth in his letter. She noted that children in Grade five and six, as well as all grades of High School students are using these products. She noted that she has written a letter to the DEA and the school as a parent and citizen. She added that Mr. Carroll is hoping to have these products banned from the community. Cr. Cox noted that she believes Bill 41 may address some of the concerns raised. Cr. Cox advised that these products were sold at the Northern Store and were displayed openly, but after discussions with Mr. Carroll they were moved to the same location as cigarettes. She added that she believes more public education is required on this issue and would like Council to request Health and Social Services to do an intense information campaign. Cr. Campbell noted that he agrees with Cr. Cox that Health and Social Services complete a demonstration and education campaign. He added that these products should be restricted for sale to minors.

D/M Smith noted that according to the Health and Social Services website, Bill 41 will be examined by the Standing Committee on Social Development in detail. He added that the Committee has the opportunity to engage the public and provide recommendations as part of the review. He noted that through this, the GNWT has committed publicly for further engagement regarding Bill 41. D/M Smith noted that Council's role in this matter should be ensuring that community feedback can be facilitated. Cr. Couvrette noted that he understood Bill 41 to have received assent. He stated that Council should request Health and Social Services to compile a communication strategy to inform the Public regarding the hazards of vaping. Cr. Couvrette suggested that Council include a brief in their next newsletter reminding the public that Bylaw 994: Smoking and Cannabis Use includes vaping and use of vapor devices, and that their use will not be tolerated in Town assets. D/M Smith noted that it has received assent but has not yet been enacted. Cr. Couvrette noted that if this has received assent then it is a law, and the consultations are likely around developing regulations. He added that Council should write a letter to the Minister of Health and Social Services stating that consultations regarding the enforcement of regulations are important and must be done in an expedient manner. Cr. Couvrette noted that he is willing to bring this forward as a motion at the Council Meeting on November 19<sup>th</sup>, 2019.

- b. Briefing Note Christmas Lights Contest – The briefing note was reviewed. Administration reminded Council that the prize amounts were increased last year, and that two judges will be required to participate. She added that the winners would be contacted and announced online. Administration noted that the deadline to register is 20<sup>th</sup> December 2019, judging will take place on 23<sup>rd</sup> December 2019, and winners shall be announced on 24<sup>th</sup> December 2019. Administration noted that the prize money will be sourced from the Public Relations budget. She added that in 2018 the prize money was sourced from Councils Miscellaneous budget, which is overspent this year.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Cox**

**That Council approve the Christmas Lights contest with the prizes of:**

**1st \$250.00**

**2nd \$150.00**

**3rd \$100.00**

**To be paid from the Public Relations Budget (GL 1-2-0510-071)**

**CARRIED UNANIMOUSLY**

- c. Briefing Note PWK Grad Donation – The briefing note was reviewed. Administration noted that a request was received from Hannah Porter on behalf of the PWK Class of 2020. She noted that they have requested that Council donate a RCC Family Pass to support their silent auction fundraiser. She added that they have requested a membership of any length. Administration advised that the Donation budget is \$6,500 of which \$5,288 has been spent. She noted that other annual Christmas season donations Council can expect include Seniors' Society Christmas Dinner, which is approximately \$150; Christmas Food and Toy Drive, which is approximately \$400; and Sutherland House Single Parent Christmas Dinner which is \$200. D/M Smith inquired if \$400 would be left unallocated in the Donation budget. Administration confirmed this.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Council approve the donation of a family membership for a 6-month term to PWK graduating class of 2020.**

**CARRIED UNANIMOUSLY**

Cr. Cox noted that there is value in supporting this donation, as it will also potentially bring new users to the RCC. Cr. Couvrette inquired if this amount could be taken from the RCC programming funding if there exists a surplus. D/M Smith noted that all donation requests must be charged to Council Budgets. Administration also stated that donation requests must be charged to Council Budgets. Cr. Pischinger inquired if this was the first time a PWK graduating class had requested a donation. Administration noted that the Town had donated passes in the past for events at the High School but was unsure if it was for a graduating class specifically.

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Mayor Napier, Cr. McArthur, Cr. Beaulieu and Cr. Westwell be excused from the Community Services Standing Committee Meeting on November 12<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on December 10, 2019.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 8:34 p.m.**

**CARRIED UNANIMOUSLY**



**Town of Fort Smith  
Municipal Services Committee**

Tuesday, November 12, 2019, 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 – October 2019 Statistics and Training Report
  - b. Ambulance Department – October 2019 Statistics
  - c. Bylaw Department – October 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. Briefing Note – Housing Affordability and Needs Analysis Recommendations
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
  - a. Briefing Note – Water Meter Deposit
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">               Municipal Services Minutes October 8,           </div> <div style="text-align: center;">               Vision and Values           </div> <div style="text-align: center;">               2019 Capital Plan           </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">               Fire Stats - Incidents and Training           </div> <div style="text-align: center;">               Ambulance Statistics October 2019           </div> </div> <div style="text-align: center; margin-top: 10px;">               Bylaw Statistics Report - October, 2019           </div>
 Housing Affordability and Needs Analysis Recommendations



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, November 12<sup>th</sup>, 2019 at 8:15 pm.

Chairperson: D/M Smith  
Members Present: Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger  
Regrets: Cr. Westwell, Cr. McArthur, Cr. Beaulieu, Mayor Napier  
Staff Present: Cynthia White, A/Senior Administrative Officer (conference call);  
Paul Kaeser, Director of Municipal Services; Rohma Nawaz,  
Executive Secretary; Katie Reid, Executive Secretary

1. Call to Order

D/M Smith called the meeting to order at 8:42 pm.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest – There were no disclosures of financial interest.

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Pischinger**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of October 8<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of October 15<sup>th</sup>, 2019. Cr. Couvrette asked if the letter to the Minister of ITI regarding the chip-sealing of Highway 5 was sent. He added that the Mayor had indicated at the last meeting that this letter and several others, including the letter to the next Executive Council of the Legislative Assembly, would be sent. D/M Smith was unsure of the status of the letters but advised that the Mayor had met with SRFN Chief Poitras and Metis Council President Heron. He was unsure if the Chief of SLFN attended the joint leadership meeting. He added that the Mayor would also be meeting with MLA Martselos in Edmonton during meetings this week. D/M Smith was unsure of the status of the letters but thinks the Mayor is taking a unified approach in addressing issues in coordination with the local aboriginal governments.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. Cox requested an update on which 2019 Capital Projects have been completed before moving forward to the 2020 Capital Plan. She felt this would be useful in knowing Council's capital project achievements for the 2019 fiscal year. Administration advised that Council would be updated on this in conjunction with the draft 2020 Capital Plan.

Cr. Couvrette has concerns with receiving the 2020 Budget for review in December as they are required to be approved by December 31<sup>st</sup>. He requested that the draft budget be brought to Council for review as soon as possible. He added that he needs time to digest the document to make decisions. He requested a Special Meeting be called the last week of November to review this. D/M Smith agreed that that the document is being brought to Council later than normal as budget discussions usually begin in October or November. Administration replied that the Town is waiting on information regarding tax collection, billing, and Council honourarium to be incorporated into the O&M Budget and that the most current information is brought to Council.

Cr. Cox asked if there were additional recommendations from the Council Honourarium Bylaw Review Committee. Administration replied that the Committee met late last week and made new recommendations for Council. She added that she was unable to prepare the information for this meeting and is hoping to bring the information in December along with the budget information.

Cr. Couvrette confirmed that the Committee met on November 8<sup>th</sup> and made new recommendations. He provided an update on the recommendations. He advised that the Committee is proposing a salary for the Mayor of approximately \$48,000 per annum plus an additional third of their base salary for non-accountable expenses. He advised that the Committee is proposing a monthly flat-rate stipend increase from \$500 to \$600 for Councillors and \$150 for attending meetings and daily meetings in addition to Council meetings.

Cr. Campbell asked why the budget document isn't being brought to Council sooner and if it is because staff are away. He would like to review the document sooner. Administration replied that the Town is working with the legal counsel on preparing information regarding tax collection that will have budget implications. She added that the Directors of Municipal and Corporate Services have been diligently working to resolve water billing issues.

D/M Smith noted that if there are large changes being made to the budget, Council would like time to deliberate. Administration doesn't anticipate large changes to the budget moving forward. Cr. Campbell advised that he thought Council makes decisions on changes to the budget. He requested the draft 2020 Budget be brought to the Council Meeting on November 19<sup>th</sup>. D/M Smith clarified that Administration makes recommendations on the budgets and Council deliberates the recommendations. His understanding is that Administration is not ready to provide the document yet and is still compiling information on tax arrears but that Council will see the document sooner than later.

Cr. Campbell requested an update on the new fire truck. Administration replied that one of the Fire Department members would be travelling to the manufacturer to perform an inspection of the new truck late December and that the Town is anticipating it to be delivered in early January.

#### 4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director advised that the winter season has begun and the sanding and grader truck have been maintaining the roads. He added that they have also been clearing the sidewalks. The Director was advised by the Snowboard Committee that there was a washout along the Snowboard Park which has now been fixed. The Director advised the Town is implementing electronic meter readings in conjunction with water truck deliveries which is more efficient for billing purposes. The Director advised with Christmas approaching, crews will begin preparation of lighting the new Christmas tree and Downtown area.



Cr. Campbell asked if a new grader operator was hired. The Director replied that internal staff are currently being trained as grader operators. He added that Don Tourangeau was going to offer a grader operator course but it was cancelled.

Cr. Pischinger requested an update on the water truck rental from Hay River. The Director replied that a water truck was rented from Hay River for ten-days while the Town's back-up water truck received structural repairs. Cr. Pischinger requested an update on garbage pick-up initiatives. The Director replied that they are waiting for the engineered anchor points for the garbage-truck picker harnesses to arrive. He noted that the anchor points are engineered to specific weights and that they will be welded to the garbage truck allowing pickers to ride the truck again. He added that a procedure will be drafted to ensure safe operations while riding the truck.

#### 5. Protective Services Report

- a. Fire Department – The October 2019 statistics and training report was reviewed. Administration advised that both the Fire Department and Ambulance Department responded to rescue a stranded boater by Fort Fitzgerald in October. She noted that the departments haven't responded to an incident like this in the past and that it was a tremendous learning curve.
- b. Ambulance Department – The October 2019 statistics report was reviewed.
- c. Bylaw Department – The October 2019 statistics report was reviewed. The Director advised that the Bylaw Officer performed animal control work and issued warning tickets in October. She added that the Bylaw Officer also received training for various courses in October. Cr. Cox noted that there was fewer bylaw infractions during the month of October. Administration replied that this was likely due to the Bylaw Officer being in training for the first few weeks of October. Administration added that the Bylaw Officer also participated with the RCMP on traffic initiatives in October. Cr. Campbell asked a question in regards to the Protective Services Supervisor. Administration replied that discussion about staff is required to be in-camera. D/M Smith asked if Cr. Campbell wished to move in-camera. Cr. Campbell advised that he would not.

#### 6. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. Briefing Note Housing Affordability and Needs Analysis Recommendations – The briefing note was reviewed. Administration reviewed the recommendations set out in the briefing the note. Cr. Couvrette recommended that Mayor and Council adopt the recommendations as presented in the briefing note. He asked if the recommendations would be presented as part of the 2020 Capital Plan. Administration confirmed this.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Mayor and Council approve funds to be allocated in the 2020 Capital Plan to develop a comprehensive community housing strategy; and**

**That Mayor and Council lobby the GNWT to address the shortages in the subsidized housing market for one-bedroom accommodations; and**

**That Mayor and Council lobby the GNWT to complete Property Tax Assessments more frequently than what is currently legislated; and**

**That taxation legislation to incentivize the development of vacant properties and the clean-up of derelict properties be addressed in the 2020 Mill Rate Bylaw; and**

**That the Bylaw Review Committee review the Unsightly Lands Bylaw 855. The Community Plan Bylaw 935 and Zoning Bylaw 936 will not be due for review until 2022; and**

**That Administration ensures appropriate application and enforcement of these Bylaws.**

**CARRIED UNANIMOUSLY**

**7. Other Business**

- a. Briefing Note Water Meter Deposit – The briefing note was reviewed. Administration advised that Cr. Westwell had requested further discussion regarding a letter that was submitted by a concerned Senior citizen regarding meter deposit payment. She advised that the purpose of the water meter is to record the amount of water being used in a home for billing purposes. She advised that the current replacement cost of a residential water meter is \$575 which has a lifespan of approximately ten to fifteen years and that end-of-life replacement costs are substantially higher than current replacement costs. Administration advised that water meter deposits are required to be paid by any new homeowner and are refunded upon moving homes. She noted that the current meter deposit is \$350 and is held in trust by the Town until the water account is closed. She added that the deposit provides an implicit deterrent against utility accounts from becoming delinquent and from tampering with the meter causing damage or inaccurate meter readings. She advised that the benefits of a water meter are that the depositor never has to worry about repairing or replacing the meter unless deliberate damage is caused. Administration advised that there are no provisions in the Town's bylaws and policies exempting Seniors from paying meter deposit fees and that the cost in refunding all meter deposits to Seniors would be \$54,950. She indicated that Seniors who are purchasing a new home have either already paid a water meter deposit of their previous residence and would not receive an additional fee or are purchasing a secondary property for income purposes.

Cr. Cox requested clarification on the meter deposit fee of \$400 requested to be refunded by the concerned Senior citizen. Administration replied that meter deposits are \$350 and that there is an additional non-refundable \$50 hook-up fee.

Cr. Campbell requested refunding the money if their account is in good standing for six-months, similar to NorthwesTel. Administration replied that this provision is not included in the bylaw. Cr. Cox confirmed that there currently is no mechanism within the bylaw to refund anyone their deposit. She added that she would not support a revision of the bylaw for this as the meter deposit is a reasonable amount, as identified in the briefing note, and is a deterrent against delinquent accounts or the tampering of meter readings. She advised that the meter deposit protects Town infrastructure in place and affects revenue collections.

Cr. Couvrette suggested forwarding this to the Bylaw Review Committee. D/M Smith replied that the Bylaw Review Committee has not met in a few months although there are bylaws identified by the auditor for review.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Cox**

**That Mayor Napier, Cr. McArthur, Cr. Westwell and Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on November 12<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 10<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 9:28 pm.**

**CARRIED UNANIMOUSLY**