














Town of Fort Smith Corporate Services Committee

Tuesday, February 4, 2020, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
6. Directors Report
 - a. Accounts Paid List January 2020
 - b. Correspondence January 2020
 - c. License Report January 2020
7. Bylaw/Policy Review and Development
8. Administration
 - a. DPA-002-20 Min Sun
 - b. DPA-003-20 Leslie Wiltzen
 - c. DPA-004-20 Darrin Gummesen
 - d. In-Camera Session *CTV Act S.23(3)(e)*
Contract Review
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Corporate Services Minutes January 7, 2	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List January 2020	 Correspondence Report January 2020	 License Report January 2020
 DPA-002-20 Min Sun	 DPA-003-20 Leslie Wiltzen	 DPA-004-20 Darrin Gummesen



Town of Fort Smith
Corporate Services Committee
Tuesday, February 4th, 2020, at 7:00 pm

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

Guests:

1. Call to Order

D/M Smith called the meeting to order at 7:02 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. Westwell

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of January 7, 2020, were reviewed and adopted at the Council meeting of January 21, 2020. Cr. Couvrette noted that format and content for breakfast session potentially being hosted at NWTAC AGM should be discussed. Mayor Napier noted that she would follow up regarding this.

- 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. D/M Smith noted that Council priorities were reprioritized at the Council workshop session, but action items are to be discussed. He noted that this is not an exercise in tasking administration, but to collaborate and find consensus on what the important items are. Cr. Couvrette noted that they key priorities are generally covered under goals, strategies and action plans. He suggested how Council may build on those and develop action items regarding some of them. Administration noted that a concern is how to lobby and engage a non-responsive GNWT and would like to see Council address how to be effective in this. Cr. Westwell noted that his priorities include: Improved Communications with residents about initiatives and projects; Improved public engagement; RCC 2.0 fully consulted, communicated, funded and contracts awarded; New emergency services building plan; lobbying to ensure the College HQ staff position remain in the community; development of a comprehensive housing strategy; and support or initiate a community Daycare. He noted that it would be good if Council is able to address four or five of these items.

Cr. Cox noted that priorities she wishes to focus on include Daycare, the RCC renovation and ensuring the headquarters of Aurora College remain in Fort Smith. She noted that the upcoming meeting with Premier and Cabinet is a good opportunity for discussions with the GNWT and an improved relationship. Cr. Cox noted that the Communications Committee has met to discuss strategies. She noted that the newsletter is one avenue for improved communications, but Council will also be hosting a coffee house event on February 15th, 2020 to provide the community an opportunity to engage Council regarding what to discuss with Cabinet. Cr. McArthur noted that he likes both D/M Smith and Cr. Couvrette's ideas. He noted that it seems the Senior Citizen's Society does not wish to share space. He noted that it may be wiser for the Town to lease space instead of constructing a new building for Town Hall. He stated that Council should focus on keeping the headquarters of Aurora College in the community.

Administration encouraged discussion regarding tangible ways to achieve the mentioned priorities, and to develop tools Council may use to solve some issues and to bring those recommendations to committee. D/M Smith noted that it is encouraging to hear that the Communications Committee has met. Cr. Westwell noted that the Communications Committee will ensure a monthly newsletter, and that public engagement events will also be useful. He noted that Council should discuss what their goal is regarding communications. He stated that there should be a development of a comprehensive lobbying strategy in relation to the Aurora College Headquarters. He noted that Council needs to discuss how they want to fund a new emergency services building. Cr. Westwell noted that there is funding available for the development of a comprehensive strategy, and would like Council to start following up on what they have addressed. He stated that they can decide what kind of information they may request from Administration in addition to statistics. Cr. Westwell noted that they are working to support the daycare already, but may consider what more they can do outside initiate the daycare themselves.

Cr. Westwell noted that the Communication Committee needs to know what Council considers acceptable and good communication. He stated that they discussed semi-annual events, newsletter and information sharing but will require direction from Council regarding items. D/M Smith noted that having a more regular schedule to the newsletter would be helpful. Cr. Cox noted that the coffee house tool could help action some items on the list. She stated that a casual engagement session may be a helpful tool to inform them regarding Council's work and invite them to meetings and inform them that they are welcome to attend them. Administration noted that in addition to the newsletter, the Communications Committee discussed an annual report put out late December or early January to support the budget cycle. He stated that these documents used to go out regularly and they review information regarding finances, property tax information, and other information for residents. He noted that the direction is to include Council attendance in this report as well so the public is informed. Administration noted that the Communications Committee has also discussed publishing the Mayors schedule to allow the public the opportunity to be more engaged, and they also discussed increased public engagement sessions. He stated that the need is for open conversational engagements not based on a specific issue. He noted that the Communications Committee discussed quarterly meetings outside of currently established engagement. Administration stated that they discussed the February 15th meeting to engage the public immediately regarding concerns to bring to the meeting with Premier and Cabinet. He stated that the Committee has provided him with a list of topics currently and once the process is underway they will be looking for Council approval. He stated it is up to the Committee to discuss topics, and bring recommendations to Council. Cr. Cox noted that the session will be at the RCC as there is resident traffic there on Saturday mornings.

Administration noted that they are supporting the Daycare in development of the proposal for the MLA. He stated the final copy was sent today, and it is a financial document portraying to the GNWT how much it would cost. Administration noted that they Council may lobby the Premier and the Legislature to advance one of their priorities, which includes universal childcare. Administration informed that TTAB has selected childcare as one of their priorities, and inquired how Council would like to trigger monthly discussions on the issue.

D/M Smith noted that there is interest in the resolution the Town of Fort Smith is putting forward to the NWTAC regarding Aurora College Boards. He noted that the Mayor calling the Minister to talk about today's issue would be appropriate. Cr. Couvrette noted that Council may provide the media with a copy of their other resolution calling for a comprehensive review of the Education system. He stated that it may be highlighted that the education system is failing and needs addressing before going forward with a polytechnic concept. He noted that local students would need upgrading after high school if they wished to joint a polytechnic university. D/M Smith noted that Aurora College is a concern as the individual hired to transition to a post-secondary is no longer employed, the strategic planning process is not viable and the viability of the institution remaining in the community is under question. He stated that this required immediate response that is about a polytechnic university as that is what is an immediate concern, and the situation cannot be confused by discussing broader themes of education. Cr. Couvrette inquired how we obtain broad support for this throughout the territory. He stated that the story is currently Yellowknife Polytechnic University, and inquired how we move that to concerns regarding ECE. Mayor Napier noted that since the discussion started pre foundational review, the message from the Town has been framed as a territorial issue. Administration noted that a polytechnic institution is a priority of the 19th Legislature, and noted that Fort Smith's message has to be territorial, pro-polytechnic but one that still ensure it is done in a way that is beneficial for the whole territory. Mayor Napier noted one topic of conversation with the previous Premier and Cabinet regarding Aurora College was the hold ECE had over the College and the President. She stated focus was put on the fact that Mr. Weegar's position was mean to be separate from the hold ECE has over the College so that it may be more independent. She noted that the appointment of Mr. Bevan goes against all communications received about the independence of the College, and noted that this is where focus should be brought back. Cr. Couvrette inquired if there is intent to address the issue immediately through a press release. Mayor Napier noted that she has been contacted by CBC but has not had a chance to speak with them. She noted that she has plans to speak with the Premier and Minister.

Administration noted that the meeting with Premier and Cabinet will be a Special Meeting of Council and will be a public meeting. Mayor Napier reviewed what had been included on the letter sent to the Premier, and noted that childcare and the hospital should be added to the list in relation to the upcoming meeting. Administration noted that Committee minutes will be brought to Council. Administration informed that the ATIPP request regarding the runway concerns will cost approximately \$800 and inquired regarding the will of Council on this matter. Cr. Cox noted that she supports spending the stated amount on the request. She noted that the MLA committed at the recent constituency meeting to pursue this further. Cr. Couvrette noted that he supports spending the stated amount as well. Mayor Napier noted that municipalities fall under ATIPP regulations this year, and this may be something they may cover under rates and fees.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director of Corporate Services noted that the Property Tax Auction was held on January 25th. He noted that there were initially eighteen properties, fifteen of which successfully signed tax installment agreement and were taken of the auction list. He noted that the approximate cash flow is \$40,000 per month over thirty months which is \$1.3 Million from the arrangement made, which he noted as a success. He stated that three properties went to auction, and they were all sold above asking price. Administration noted that Council set the sale price at 100% of assessed value. He noted that assessed value in our community is currently below retail value. He stated that they all bid higher than asking price, which shows that Council made a sound decision as there was appetite for properties. He noted that we have entered into payment agreements with fifteen property owners who will now have thirty months to make their payments, and the annual interest rate for the Town is currently 24%. Administration noted that they expect individuals may default, but commended the Director of Corporate Services for his work on proceduralizing the process, as he noted that they found the Town to charge a large amount of interest, one year of which is punitive but after a year individuals don't pay taxes. He stated that having a tax sale every year deters individuals from accruing over one year of the punitive interest. He added that if they are annual they become more proceduralized and less intimidating. Administration stated that they are anticipating defaults on the payment plan, and added that the 2019 tax sale is six months away at which point those who default will have their properties be added to the 2019 tax sale list. He noted that individuals have stated that they may petition for interest relief. He stated that this would go to Council, and would be treated in a similar way to forgiveness of debt. He advised that forgiveness of property tax debt also goes to the Minister for approval.

The Director of Corporate Services noted that there were fifty-two notices to residents informing them that they owe utility payments. He noted that the feedback received regarding this has been positive and individuals have come to Town Hall and paid. He noted that reconciliation for T4's is almost complete and they are ahead of schedule on this. He stated that the utility billing has been completed within four days of the month. Administration noted that a briefing note is being prepared for Council for accounts receivables. He stated that the investment in technology is expediting the process for water billing. Administration noted that an employee was hired for a term position as Corporate Services Office, but they had to leave the position after one week as they were unable to find accommodation in the community, which highlights the need for affordable housing in the community. D/M Smith inquired if residents are aware that if they default on their payments, their properties will be put on the next tax sale list. Administration noted that they have signed agreements that state this, and note that the option of a payment plan will only be extended to them once. Cr. Westwell noted that it is a huge accomplishment to see the accounts receivables list shrinking down. He noted that the maximum for interest rates is 60% and not 30%. Cr. Cox inquired how Fort Smith interest rates compare with other municipalities. Administration noted that they are standard in comparison, and noted that some municipalities index their interest rates to other rates. He noted that the municipality has the ability to change this. Cr. McArthur inquired if the Town is involved in receiving payments from those who have entered into the payment plans. Administration noted that the payment plans are administered internally. He noted that there is wording in the Property Administration and Taxation Act allows for payment plans and has wording around this, but is selective whether payment options are offered at all. He noted that it behooves the municipality to offer this otherwise there would be eighteen properties on the tax sale list. Cr. McArthur inquired if in the circumstance where an individual defaults on their payment, will the Town be in need of working with Lawyers. Administration noted that the property would return to the tax sale list if an individual defaults on their payment.

- a. Accounts Paid List – The Accounts Paid List from January 2020 was reviewed.
- b. Correspondence – The Correspondence from January 2020 was reviewed.
- c. License Report – The License Report from January 2020 was reviewed.

7. Bylaw/Policy Review and Development

Administration noted that the Bylaw Review Committee is reviewing the Council Honourarium Bylaw, and will review Council Procedures Bylaw and Policy, Council Code of Conduct Bylaw and the Delegation policy next to tie all together. He noted that they will also be addressing the Livery License Bylaw and research is currently being conducted regarding where similar jurisdictions sit on this topic. Administration noted that based on discussions at Council, changing the number of Councilors and the length of term will be reviewed by the Bylaw Review Committee. He noted that minutes will be available at the next Corporate Services Committee.

8. Administration

Administration noted that the Community Services Master Plan consultant will be returning to the community on February 17th, and will be here for seven days. He noted that they are working with the Mayor and the Director of Community Services to establish groups to consult with. He noted that they are hoping to meet with Council early in the week as well as some Advisory Boards. He stated that they are looking to do pop-up consultations in facilities to engage recreation users on an as and when basis. He noted that there may be opportunity for Council to engage in those sessions as well.

Administration noted that a fire abatement meeting was held early last week. He noted that MACA had confirmed attendance but did not attend, ENR was well represented, Salt River First Nation had a Councillor attend as a representative, Lands Superintendent was in attendance along with an officer, there was a representative from the Metis Council and it was well represented by Smith's Landing First Nation. He noted that he and the Mayor were also present. He noted that this was based around a presentation of the updated Community Wildlife Protection Plan by ENR, which had recommendations, several of which fall before the Town in the form of Capital Projects for fire abatement around Tamarac crescent, Landfill. He noted that there are also recommendations for Commissioners Lands, recommendations to build fire breaks and to have the Fire Smart program up and running. He noted that there were many recommendations but not a lot of support offered. He noted that there is another meeting planned for the end of February. Administration noted that Smith's Landing referred to the support they are receiving from the Government of Alberta for fire prevention efforts. He stated that the GNWT is in a more reactive position, and this could be an area where Council could lobby the GNWT.

- a. DPA-002-20 Min Sun – The briefing note was reviewed. The Director of Corporate Services noted that the applicant seems knowledgeable regarding operating a Day Home and regarding other authorities that have jurisdiction.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That DPA-002-20 submitted by Min Sun to operate a home business Day Home from Lot 1705, Plan 4090, 17 Wandering Spirit in Fort Smith be approved.

CARRIED UNANIMOUSLY.

- b. DPA-003-20 Leslie Wiltzen – The briefing note was reviewed. The Director of Corporate Services advised that he spoke with Mr. Wiltzen has not completed follow up with other relevant authorities regarding this. He noted that there was issue raised regarding increase in outside traffic in the area, as there will be four bedrooms available in his home for use as a bed and breakfast. He added that there were also concerns regarding building code and fire safety. Administration noted that when a home occupation is presented, they consider the impact of commercial activity in a residential area such as impact on traffic. He referenced concerns regarding out of town visitors in the residential areas. He added that these concerns may also be brought forward by the residents. Cr. Couvrette inquired how Council governs individuals who are listing on AirBnb in the Town, and raised the issue of short term rentals. He noted that we should be encouraging people to be following the proper process as Mr. Wiltzen has done. He noted that he is in favour of supporting this. Cr. Westwell noted that it is a good location for a bed and breakfast and would be an excellent asset to the downtown community. He thanked the Director for the extra work in conducting research regarding development applications. Mayor Napier noted that the Bylaw for home occupations should be reviewed to address Airbnb.

RECOMMENDATION

Moved by: Mayor Napier

Seconded by: Cr. Campbell

That DPA-003-20 submitted by Leslie Wiltzen to operate a home business Bed and Breakfast from Lot 0160, Plan 0010, 22 Camsell Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

- c. DPA-004-20 Darrin Gummesen – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That DPA-004-20 submitted by Darrin Gummesen to operate a home business Creating and Selling Woodwork and Metal Products from Lot 1069, Plan 1460, 343 McDougal Road in Fort Smith be approved.

CARRIED UNANIMOUSLY

- d. In-Camera Session *CTV Act S.23(3)(e) Contract Review*

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Council move in-camera to discuss a contract review in accordance with Section 23(3)(e) of the Cities Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That Council move out of in-camera.

9. Other Business

10. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That Cr. Beaulieu be excused from the Corporate Services Standing Committee meeting of February 4, 2020.

CARRIED UNANIMOUSLY

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on March 3rd, 2020.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Mayor Napier

That the meeting be adjourned at 9:58 pm.



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING JANUARY 31, 2020

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35925 Bank of Montreal	K. Morrison Statement \$1028.69 - Christmas lights for downtown \$174.34 - Christmas lights for downtown \$1217.69 - Bell cell phone bill	\$ 6,534.11	Multiple
35926 Bank of Montreal	P. Kaeser \$2564.10- Boiler Engineer Course Joel Mercredi \$1543.21- Christmas lights from Canadian Tire \$826.72- Additional Christmas Lights \$25.00- Fees	\$ 4,959.03	Multiple
35927 Bank of Montreal	Corporate Sevices Statement \$1336.75- Bell mobility \$1326.78- Bell mobility December charges	\$ 2,663.53	Multiple
35928 Bank of Montreal	K. Morrison Statement for November \$61.90- TTAB lunch \$61.90- RAB lunch \$61.90- SDAB lunch \$61.90- TTAB lunch \$61.90- RAB lunch meeting \$150.05- SDAB/TTAB lunch joint meeting \$95.55- Newsletter mailing December \$1,000.00- NWTAC AGM 2020 registration \$150.05- RAB and ABC master plan consultation	\$ 1,705.15	Multiple
35929 Cascade Publishing	1000 promotional magnets	\$ 1,134.00	EDO
35930 MSS Ltd	C/S: Safety supplies	\$ 686.95	RCC
35931 GNWT	Annual elevator inspection	\$ 429.00	Arena
35932 Paul Kaesers Stores Ltd	Coffee/Christmas Turkeys	\$ 3,092.09	Multiple
35933 NWT Power Corporation	Power December 2019	\$ 51,022.96	Multiple
35934 Northern News Service	News North Logo Campaign Christmas 2019	\$ 89.25	AD
35935 Northern Stores	Fire hall janitorial	\$ 38.84	Fire
35936 Bank of Montreal	C.White Statement November 2019 \$41.49- Pool uniforms customs fees	\$ 41.49	Pool
35937 Cancelled			
35938 Wesclean Northern Sales Ltd	Service charge	\$ 3.12	AD
35939 Pitneyworks	Postage meter	\$ 1,575.00	AD
35940 United Library Service Inc	C/S: Library subscription	\$ 1,200.00	Library
35941 Pruys Sarah	Photo purchase - canoeist at sunset	\$ 200.00	EDO
35942 PWK Travel Club	Making waves	\$ 735.00	RCC
35943 Customer	Refund property taxes	\$ 1,282.56	AD
35944 Fort Smith Paddling Club	Annual paddlefest contribution	\$ 2,500.00	AD
35945 Customer	2018 Board of revision	\$ 100.00	AD
35946 Office Solutions	supplies, paper ink and pens	\$ 418.56	FM
35947 Union of Northern Workers - Local 2	Canada day float 0 3rd place	\$ 75.00	RCC
35948 GNWT - Lands Department	Land lease application fee	\$ 262.50	AD
35949 Employee	Reimbursement - Aire brake test fees	\$ 88.00	RCC
35950 Challenger Sports	C/S: Program costs	\$ 1,760.00	RCC
35951 customer	Reimbursement class 4 drivers license	\$ 133.00	Fire
35952 Receiver General	Payroll deductions [R]	\$ 46,363.59	AD
35953 NWTAC	Membership dues 2020	\$ 11,398.89	AD
35954 Employee	Boot allowance 2020	\$ 274.04	FM
35955 Employee	Salary advance	\$ 500.00	AD



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING JANUARY 31, 2020

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35956 Hay River Heavy Truck Sales Ltd	Cylinder rentals	\$ 289.80	FM
35957 Grimshaw Trucking	Meter bodies	\$ 153.54	WP
35958 Freund Building Supplies	Monthly supplies	\$ 283.45	PW
35959 Xerox Canada Ltd	monthly xerox lease	\$ 108.08	AD
35960 Accu-Flo Meter Service	Meters for meter change program	\$ 1,842.75	WP
35961 TDC Contracting Ltd	Heating oil/diesel/repairs	\$ 28,474.18	Multiple
35962 RDV Mechanical	Maintenance/service	\$ 7,419.68	Multiple
35963 Customer	Reissued 2018 cheque-boot allowance	\$ 428.45	AD
35964 Hayze Electric	Parts and labour	\$ 477.76	WP
35965 NAPEG	Annual dues	\$ 147.00	AD
35966 Hach Sales & Service Canada	Stabical verification ampule	\$ 33.81	WP
35967 CIMCO Refrigeration	CAG Services	\$ 255.40	FM
35968 Cascade Publishing	Town visitor maps	\$ 1,178.63	EDO
35969 Paul Kaesers Stores Ltd	Coffee/office supplies	\$ 152.23	AD
35970 Link Hardware	supplies	\$ 1,429.48	Multiple
35971 Freund Building Supplies	supplies for Dec 2019	\$ 647.90	Multiple
35972 Xerox Canada Ltd	Xerox lease December 2019	\$ 1,206.36	AD
35973 Northern News Service	Logo campaign Christmas 2019	\$ 89.25	CS
35974 Customer	Christmas lights contest 2019	\$ 150.00	CS
35975 Northwestern air lease	Fall arrest training	\$ 262.50	FM
35976 Customer	Christmas lights contest 2019	\$ 100.00	CS
35977 Cancelled			
35978 Fort Smith Animal Society	euthanasia fees	\$ 577.50	Bylaw
35979 TDC Contracting Ltd	Gas/service & labour	\$ 2,182.87	Multiple
35980 Cam's Husqvarna Sales & Services	Service and parts	\$ 118.98	FM
35981 Fields	Library crafts	\$ 25.82	CS
35982 Office Solutions	Ad-printers/office supplies	\$ 857.64	Multiple
35983 Hach Sales & Service Canada	Replace turbidity meters	\$ 14,554.39	WP
35984 Canada Basketball	Canada basketball Jr. NBA	\$ 1,526.00	CS
35985 David Nairne & Associates Ltd	Professional fees	\$ 4,582.00	CS
35986 Customer	Christmas lights contest 2019	\$ 250.00	CS
35987 Taylor Architecture Group	RCC Renovation	\$ 535.50	CS
35988 Sportsystems Canada	Track and field park upgrade	\$ 4,465.89	CS
35989 Cascade Publishing	Reorder window envelopes	\$ 1,127.70	AD
35990 MSS Ltd	Library supplies/safety harnesses	\$ 1,276.50	CS
35991 Paul Kaesers Stores Ltd	supplies/coffee	\$ 356.14	Multiple
35992 Lou's Small Engines	Zamboni propane	\$ 819.00	FM
35993 Northwestel Inc	Internet - December 2019	\$ 1,083.59	Multiple
35994 Wally's Drugs	supplies	\$ 110.88	RCC
35995 Freund Building Supplies	supplies	\$ 34.62	FM
35996 Receiver General	Payroll deductions [R]	\$ 48,302.96	AD
35997 Lifesaving Society	pool supplies	\$ 312.48	RCC
35998 Receiver General	Revenue Canada Garnishment	\$ 262.50	PW
35999 Northwestern air lease	Flight to Hay River	\$ 286.65	PW
36000 NEBS Pension Fund	Pension fund December 2019	\$ 35,425.82	AD
36001 Terry's Carpentry Service	Rent Ambulance Bay	\$ 2,520.00	Fire
36002 TDC Contracting Ltd	Heating oil/diesel/repairs	\$ 28,338.34	Multiple
36003 Aurora TPI Travel	Refund hotel/Fire Dept travel course	\$ 5,298.09	Multiple
36004 NEBS Group Insurance Fund	Insurance & Health Benefits January 2020	\$ 12,229.73	AD
36005 Pitneyworks	Postage meter refill	\$ 1,575.00	AD



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING JANUARY 31, 2020

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36006 Nu Mechanical	repairs/fix sink drain	\$ 698.25	FM
36007 AECOM CANADA LIMITED	Professional fees	\$ 3,168.29	AD
36008 Infosat Communications	Cell phone	\$ 169.22	Fire
36009 RDV Mechanical	Maintenance/ repairs	\$ 1,156.05	PW
36010 Power Surge Technologies	Supplies - pool	\$ 328.62	RCC
36011 Arctic Alarm/Diamondtel	Fire alarm monitoring	\$ 119.60	Multiple
36012 Arctech computers Inc	computer service	\$ 910.98	AD
36013 Office Solutions	supplies	\$ 443.73	CS
Caterpillar Financial Services Ltd.	January 2020 lease payment	\$ 3,039.71	
Payroll	Pay period January 3, 2020	\$ 99,274.85	
Payroll	Pay period January 17, 2020	\$ 103,578.15	
Payroll	Pay period January 31, 2020	\$ 118,610.91	
<hr/> Total		\$ 686,930.86	























Town of Fort Smith Community Services Committee

Tuesday, February 11, 2020 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
 - a. Senior Citizen's Society
 - b. Dennis Bevington
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – January 2020 Statistics
 - b. Pool – January 2020 Statistics
 - c. Arena – January 2020 Statistics
 - d. Mary Kaeser Library– January 2020 Statistics
6. Economic Development
 - a. Economic Development Report – February 2020 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes January 14, 2020
 - ii. Expression of Interest Sadèle Paulette
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes January 16, 2020
 - ii. Expression of Interest Alyssa Etsell
8. Bylaw/Policy Review and Development
 - a. Briefing Note – Bylaw 1002 Consolidated Rates and Fees 2020
9. Administration
 - a. Briefing Note – Donation Request RCMP
 - b. Briefing Note – Donation Request Canada 55+ Games Fort Smith Team
 - c. Briefing Note – 2019 Fourth Quarter Variance and Report
 - d. Arctic Winter Games
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest:	
 Senior Citizen's Society	 Dennis Bevington
 Community Services Minutes January 14,	
 Vision and Values	
 Community Services Master Plan	 Economic Development Plan
 RCC Statistics	 Pool Statistics
 Arena Statistics	 Library Statistics
 Economic Development Report	
 RAB Minutes January 14, 2020	 RAB - Sadele Paulette
 TTAB Minutes January 16, 2020	 TTAB - Alyssa Etsell
 BN - Bylaw 1002 Consolidated Rates	 BN - RCMP Donation Request
 BN - Canada 55+ Games Fort Smith	 BN - 2019 Fourth Quarter Variance and Report



Town of Fort Smith
Community Services Committee
Tuesday, February 11, 2020 at 7:00 pm

Chairperson: Mayor Napier
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,
Cr. Westwell, Cr. Beaulieu
Regrets: Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Rohma Nawaz, Executive
Secretary
Guests: M.P. Short, R. Daitch, D. Bevington, D. Webb, D. Powder, B.
Campbell, M. Monchuk, L Tuckey, J. Dragon.

1. Call to Order

Mayor Napier called the meeting to order at 7:00 pm.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest. D/M Smith noted that he will declare a Disclosure of Financial Interest if the Ski Club is under discussion.

3. Delegations

- a. Senior Citizen's Society – The delegation document was reviewed. Ms. Short thanked Council for the opportunity to raise concerns on behalf of the Senior Citizen's Society (SCS). Ms. Short reviewed her letter. She added that the Senior's surprised, concerned and shocked at being blindsided and not receiving any knowledge of the suggestion that the room would be shared with Curling Club. She noted that this is a communication problem that seems ongoing and systemic. She noted that she has written letters on behalf of the Senior's Society to the Town beginning in June 2019 regarding the lease and repairs that were committed verbally to being completed. She noted that she has not received written response. Ms. Short noted that they have submitted a signed lease renewal that the Town had proposed, and would like to know when they may expect a copy of the lease signed by the Town. She inquired when they may expect a written response from the Town informing them that they are not expected to share their space. She noted that they voluntarily share their spaces at their discretion with groups undertaking worthwhile community activities.

Cr Couvrette thanked Ms. Short for the presentation. Cr. Couvrette referred to the letter, and noted that he has concerns regarding the letter's mentioning that the Curling Club is an organization that contains youth, whereas the SCS is for Elders. He stated that according to his initial interpretation it seems there is an objection to considering coordinating or sharing with an organization that includes youth. Ms. Short noted that they do not have concerns with having youth in the room, but that the concern is around the Curling Club's membership including youth and sharing a confined space with young people when there will also be alcohol in the room. She noted that they find this worrying and an unsuitable match. Ms. Short stated that they have youth come to room as part of the Healthy Families group, but their concerns are around youth sharing the space on an equally accessible basis rather than at a predetermined time. She noted that it would not have demarcations that currently exist in sharing the space.

Cr. Couvrette inquired if the SCS charges a fee for groups to use their room, and if so, how that is determined and what the parameters are for fee collection. Ms. Short noted that there is no fee for the majority of the groups. She stated that the Union of Northern Workers make a yearly donation for sharing the space, and the Eckankar group make a donation of pet food to the Animal Shelter. She stated that she does not have information regarding the use of the room for Indigenous elections, but that she will obtain this information.

Cr. Westwell noted that he appreciated the feedback heard. He noted that if user groups find flaws in the reports they should be identified and heard. He stated that their recommendation is something Council is trying to action now, so they are not in a situation where user groups feel blindsided by a process that is only beginning. He noted that this weekend there is a Council engagement session at the RCC. He noted that he hopes there is continued engagement throughout the process. D/M Smith thanked for the presentation. He noted that they are in the beginning of the consultation phase regarding the plans for the RCC, similar to the process for the Arena. He noted that he is generally not in favour of locked doors within public building, which is why he voted against specific usage of a dressing room at the arena for a single group. He noted that there are agreements put in place, and it is up to Council to honour those agreements. He stated that is a shortage of space which is showcased in the usage requests the SCS receives. He noted that he hopes the SCS will provide continued feedback throughout the engagement process. He acknowledged that the SCS contributes to the community, and noted that he looks forward for ways to improve the RCC. Ms. Short noted that frustration was a result of architectural drawings that were showcased which showed the SCS as "Senior's/Curling Club Room". She noted that the report talks to a need for the room to be used in ways other than the supposed five times a month. She noted that this was done without any consultation which meant it did not have accurate information. She noted that the Senior's were first informed of the plans in a meeting with Curling Club representatives who noted that their numbers were dropping, and that being near their changing rooms might be beneficial. She stated this is part of why it was sudden and alarmed members of the SCS. She noted that they appreciate the recognition that this is an important issue. She noted that members were taken by surprise which does not help the collective approach, which refers to the recommendation in their letter.

- b. Dennis Bevington – The delegation document was reviewed. Mr. Bevington thanked Council for the opportunity to appear as a delegation as an individual and someone who has put time into the infrastructure development of Fort Smith as Mayor and Councilor. He commended the Town for moving forward with the work being done, but noted that they may need to take a larger look at options available for the development of municipal facilities. He noted that moving the Library to the second floor of the RCC would reduce available space by 400 sq. meters. He noted that it can be difficult for Council's to realize that infrastructure development looks to twenty years into the future, and noted that Council should consider this when making present time decisions regarding space. He noted that by moving the Library in an existing space, the Town will have a Library in a space that was not designed to be a Library. He noted that the community relies on being strong and progressive, and Council should consider building a new Town Hall and Library. He noted that he was concerned when informed by the SAO that the decision had been made to move the Library to the RCC. He urged Council to consider all available options.

Cr. Westwell thanked Mr. Bevington for speaking with Council and for his letter. He stated that the TAG report was the initiation of a large project. He noted that they have \$16 Million allocated towards capital projects which does not include a fire hall which is identified as being ill suited. He noted that they moved forward and accepted the TAG report to move the conversation forward. He noted that no final decisions have been made regarding the Town Hall building. He noted that accepting the TAG report was tied to finances and the ability to utilize federal funds. He noted it allows Council to also leverage their own resources to be able to provide a Library with high usage, with better and longer hours. He noted that it is a very sophisticated solution to a number of concerns. He noted that Council has echoed many of the concerns he has presented. Mr. Bevington noted that community members will have feedback to provide regarding the space.

D/M Smith noted that there are vacancies on the Town of Fort Smith's advisory boards, and that it is great to see engagement. He noted that there will be discussion over the coming months regarding this. D/M Smith noted that there are pressures on the RCC and the Library as some of the most used facilities. He stated that there are a number of youth in the facility that could benefit from other programming if it were close and available. He stated that it is likely that the only way there will be childcare in the community is if it is in a Town facility and having a library and aquatic center together creates synergy. He noted that other communities with such models are able to provide a wide variety of programming. D/M Smith noted that he does not wish to renovate Town Hall, and there are more creative options to consider. Cr. Cox noted that it is encouraging to hear that people have read the report in detail, and noted that it was introduced a year ago. She noted that the Town has been dealing with other projects over the last twelve months, including the water and sewer infrastructure project. She noted that they are in the early stages of the process, which is why the SCS were the first group consulted. She noted that on a strategy level it may have seemed appropriate to have the Curling Club present the concept drawings, in retrospect that caused alarm. She reassured the SCS that decisions regarding what is being done to municipal infrastructure is in the early stages of the process. Mr. Bevington noted that he was surprised to note in the TAG report that they had only consulted Town Staff. He noted that design concept is typically more involving of the community. Cr. Cox noted that the Community Services Mast Plan is being updated and that the input received through this will inform Council's decisions. D/M Smith noted that the City of Yellowknife faced challenges regarding their Library over the last ten years, and noted that sometimes municipal governments find themselves in a position of inaction which is also not beneficial to the community. Mayor Napier noted that the Advisory Board on Culture also has openings. Mr. Bevington noted that information sharing is a concern in the Town due to a lack of newspaper as well. He noted that better communication regarding events would be useful.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of January 14th, 2020, were reviewed and adopted at the Council meeting of January 21st, 2020.

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

- d. Community Services Master Plan – The Community Services Master Plan was reviewed. Administration noted that the consultant will be returning to the community next week and a consultation schedule is being developed. The Director noted that a number of invitations have been sent with some remaining. She noted that the consultant will be in the community for one week.
- e. Economic Development Plan – The Economic Development Plan was reviewed. Cr. Couvrette referred to a news article regarding the aurora tourism market in Yellowknife, and noted that the guide is interested in moving north to operate an Aurora tourism business. He noted that we may encourage our Economic Development Officer to extend an invitation for him to consider Fort Smith for a place to establish business. He noted that it is a good opportunity for the Town to consider. Cr. Westwell noted that the article painted a bleak picture of the use of international labour for tourism in the capital. He noted that it would be interesting to see a more wholesome small-town solution to this and it would be a great tourism opportunity.

5. Directors Report

The Director provided a report on the operations of the Community Services Department. She noted that the Elders in motion program has changed their timing, and a gymnastics clinic took place in the fitness room which was attended by two individuals. She noted that numbers for Youth night are staying consistent. The Director noted that they have hired a new full-time senior lifeguard who will be reinitiating the junior lifeguard club. She noted that they have a swim instructor course scheduled. The Director noted that Library usage was high. The Director noted that the after-school programming is about providing the youth with activities while they wait, and some are waiting for computer use. The Director noted that the Big Fun snowboarding event is upcoming at the end of the month, and it is in partnership with the Fort Smith Snowboarding Club. She noted that there was a tournament on the weekend with four divisions and teams participated from Hay River. The Director noted that they are working on the healthy foods policy with consultation from RAB, and noted that they will be meeting with minor hockey as well who have been implementing healthy initiatives.

The Director referred to the ongoing issues discussed by Council regarding Youth who are in the facility and concerns surrounding drug and alcohol usage, especially during youth night. She noted that the staff has engaged with youth who have demonstrated concerning behavior and impulses around self-harm which is something they see youth engaging in inside the facility. She noted that they have connected with counselling services and some staff have begun engaging with counsellors regarding how to safely engage those who are enacting self-harming behaviors. The Director noted that in the past it has been discussed that the RCC is a safe space for the youth, they come to the program as they connect with the staff, and it was reinforced by the community counselor that individuals do not self-harm in places do not consider space, and if they are engaging in self-harm behavior in the RCC it means they believe someone cares about their wellbeing in the space. The Director noted that they are connecting with Social Services as well. The director noted that they are considering how to connect youth that are feeling neglected, isolated and in need of safe spaces with resources in the community. The Director noted that the Library hours will be extending due to the re-organization within the department. She added that they will be extending Monday to Thursday from 1:00 p.m. – 9:00 p.m., which resulted in staff raising concerns regarding youth that may not leave, as they are seeing a number of youth remain in the building for long periods of time.

- a. Recreation Statistics – The January 2020 statistics report was reviewed.
- b. Pool Statistics – The January 2020 statistics report was reviewed.
- c. Arena Statistics – The January 2020 statistics report was received.
- d. Mary Kaeser Library Statistics – The January 2020 statistics report was reviewed.

6. Economic Development

- a. Economic Development Report – The February 2020 statistics report was reviewed. The director noted that the Economic Development Officer worked with the Daycare Society to assist them in preparing a proposal at the request of the MLA for a three year pilot project for universal childcare in the community. Cr. Cox inquired regarding funding applications submitted to ITI. Administration noted that one has been successful, and that they were offered a portion of the funds they have applied for. Administration noted that they are planning to use the funds for the demolition of the theater building. He noted that they hope to pave the area to create better parking for Conibear parking so it may be used again. Cr. Westwell noted that the highest number of outreach was for the tourism video, which shows that there is appetite to share the beauty of the community. Administration noted that website and communications mechanisms is different for residents than for tourists. He noted that they are hoping the strategic marketing plan will drive them towards updating online presence to reflect that.

7. Advisory Boards

- a. Recreation Advisory Board
 - i. RAB Minutes January 14th, 2020 – The RAB minutes were reviewed. Cr. Cox noted that RAB will be meeting with the consultant next Wednesday. She noted that the Town received 183 completed surveys. She advised that the deadline for content submission for the Spring/Summer Recreation Guide is February 21st, 2020. She advised that there was discussion regarding the Healthy Foods Policy and the Town will be working with minor hockey to start implementing this beginning with the education component. She noted that minor hockey has already taken steps to adjust their menu to include healthy choices, and commended them for doing so being a volunteer based organization. Cr. Cox noted that last month RAB had considered user fee increase options, and decided to put forward a 10% user fee increase across the board. Administration noted that the draft Consolidated Rates and Fees Bylaw reflects this recommendation, and noted that RAB wishes to look further into certain rates such as facility rentals. Cr. Campbell inquired if this increase would hurt minor hockey or youth at risk. Cr. Cox noted that the Arena fees will be increasing but not for this current season. She noted that the fees are still quite affordable and it is less than \$45 for youth to rent the Arena. She noted that it is also up to the user groups to increase their fees.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That there should be a 10% User Fee increase across the board.

CARRIED UNANIMOUSLY

- ii. RAB Appointment Sadele Paulette – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That Sadele Paulette be appointed to the Recreation Advisory Board for a term ending December 31st, 2021.

CARRIED UNANIMOUSLY

b. Advisory Board on Culture

c. Tourism and Trade Advisory Board

- i. TTAB Minutes January 16th, 2020 – The TTAB minutes were reviewed. Cr. Couvrette provided an overview of the minutes. Mayor Napier noted that after the second visit by the Minister of Education without notification to the Town, she contacted the Minister's office to express displeasure with a lack of notification. She noted that they spoke specifically regarding protocols for when Ministers visit the community, and was advised that there is no formal protocol for advising municipal governments, but that they will work to notify us of future visits. Cr. Couvrette suggested a revision to the recommendation from TTAB to include all Ministers. D/M Smith noted that he appreciates a politically engaged advisory board, but noted that it may not be appropriate for an advisory board to provide a political recommendation as it is not their purview. He noted that he appreciated the intent of the recommendation, but is unsure if he can support it. Cr. Westwell noted that it is a valid recommendation. He noted that many of the letters have been ignored. He stated that the intention of the recommendation is sound. Cr. Westwell noted that we are already trying to consider how we may more meaningfully engage with upper levels of governments besides letters. He stated that next weeks meeting may be an avenue to address some concerns initially, and noted that he may not support the recommendation at this time. Administration noted that one of the objectives TTAB has chosen to prioritize from the Strategic Plan is the Aurora College issue, and since there may not be any current administrative solution to this concern, they chose to provide a governance recommendation. He stated that the opportunity to meaningfully engage the Minister was missed and that is why TTAB put forth the recommendation. Cr. Cox recommended tabling the recommendation until after the meeting with Premier and Cabinet. Mayor Napier noted that as community leaders Chief Poitras, Chief Cheezie, President Herron and the Mayor meet regularly, and one item discussed is ensuring that when Cabinet or a Minister is in the community and one party is notified, that they push to meet together as a working group with Ministers.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council write a letter to the Minister of ECE expressing disappointment that the Town of Fort Smith was not contacted for a meeting; and

That they wish to understand the protocol regarding Ministerial visits to the community and advising of the Town regarding these visits, in order to allow Council a meeting opportunity so this may be avoided in the future.

MOTION TABLED

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That the recommendation from TTAB be tabled.

CARRIED UNANIMOUSLY

- ii. TTAB Appointment Alyssa Etsell – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Alyssa Etsell be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2021.

CARRIED UNANIMOUSLY

Cr. Couvrette declared a disclosure of financial interest and left Council Chambers.

Cr. Westwell and Cr. Cox inquired if a motion is required if the application for grant funding for a strategic marketing plan is already being processed. Administration noted that this would show Boards that they are being heard and that you support their direction.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That the Town of Fort Smith submit a grant application for a strategic marketing plan to ITI.

CARRIED UNANIMOUSLY

Cr. Couvrette was recalled to Council Chambers.

8. Bylaw/Policy Review and Development

- a. Briefing Note Bylaw 1002 Consolidated Rates and Fees 2020 – The briefing note was reviewed. Cr. Cox noted that RAB was hoping to see actual prices prior to Council approval. She noted that she would like to engage RAB further on the discussion. Administration noted that RAB has seen the packages, and noted that the longer it takes to approve the Bylaw the larger the impact on the proposed revenue. D/M Smith noted that he feels the birthday packages could be further streamlined. He inquired if revenue can be distinguished based on different users in the software. Administration noted that it is a difficult exercise to draw out the information from the software used. Administration recommended that if more review is required, that the Rates and Fees Bylaw be moved without the inclusion of recreation fees. D/M Smith noted that he understands this Bylaw has not been addressed in a number of years. He stated that he is in favor of keeping costs of children passes low. Administration noted that a deeper analysis would require more time, and noted that the Bylaw may be readdressed if Council chooses. The Director noted that the Town's fees are low compared to other communities. She noted that the cost of a family fee is less than two adult passes, as family passes are subsidized in the community and many would be unable to use the RCC if the fees for family passes were higher. She noted that it is challenging to identify the revenue received from a children's or seniors pass, as there are a number of free programming activities offered to these groups. The Director noted that individuals who want to have birthday parties often don't have an understanding of what the rental entails.

D/M Smith noted that there is a 10% increase to Arena fees, but is unsure regarding the math regarding the youth groups and adult groups. He noted that the maximums should also increase to reflect the 10% user fee increase. He noted that institutional swim rates have also increased, and advocated not increasing those as Council should support school swim programs. The Director noted that there is a correction to be made regarding ice rental. She stated that RAB will hopefully review how to charge for certain services such as hockey tournaments. Administration noted that they are acting on Council direction, and they may wish to delay or further review if they wish. He noted that the sponsorship and donation policy amounts were reviewed and approved by RAB as well. He noted that the sponsorship policy did not assign cost when developed, as they were to be reviewed and added as a schedule as part of the Rates and Fees Bylaw. He noted that this are the fees only as approved by RAB, and Council may choose to address this separately. Cr. Cox noted that RAB approved the 10% User Fee increase across the board in part to expediate the process. She noted that the board is looking for detailed information on revenue generated by individual usage. She noted that they wish to review where there may be an opportunity to further increase fees and reduce others to make programming more accessible. Cr. Cox noted that she is supportive of the Bylaw as presented. Cr. Westwell noted that he supports the Bylaw, and reflected that the Town's rates are quite comparatively low. He thanked administration for their work. Administration noted that they can provide more data regarding revenue generated by individual usage such that it becomes a document that may be frequently changed and revisited. D/M Smith noted that he will vote in favour of the recommendation but wishes for additional understanding of the fees.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Bylaw 1002 Consolidated Rates and Fees Bylaw as recommended by approved.

CARRIED UNANIMOUSLY

9. Administration

- a. Briefing Note Donation Request RCMP – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That the Town of Fort Smith donate the ice time for the First Responders Fundraiser.

CARRIED UNANIMOUSLY

- b. Briefing Note Donation Request Canada 55+ Games Fort Smith Team – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Council donate to monthly family passes and a theater rental for two hours for the total amount of \$246.

CARRIED UNANIMOUSLY

- c. Briefing Note 2019 Fourth Quarter Variance and Report – The briefing note was reviewed. Cr. Couvrette referred to over expenditure of the wages for the water plant, and inquired if any of that amount is recoverable from the contractor due to their scheduling or contract performance. Administration noted that indirectly there are, and they are called liquidated damage charges which they have to pay for every day they go beyond their approved completion date. He noted that this penalty is designed to reflect the actual costs. He noted that they will

see what this cost comes to, as their completion date was August 15th this past summer, yet they have a whole summer's worth of work left to complete. Administration noted that if they had completed by the completion date, they would have no mechanisms to collect fees for the water plant's operation. Administration noted that indirectly they may be able to recover some funds, but noted that with the extra four months of construction engineering and site services will need to continue for approximately \$50,000 a month. He noted that they are looking to obtain \$200,000 from the contract to cover expenses associated with the engineering. D/M Smith noted that it is great to see the Town's finances prudently managed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That the 2019 Fourth Quarter Variance and Report be accepted as presented.

CARRIED UNANIMOUSLY

- d. Arctic Winter Games – Administration noted that after the Arctic Winter Games was completed there was a required audit of their financials. He noted that the concern was that expenditure, work and collection of revenue continued to occur approximately nine months afterwards, and approximately \$300,000 in transactions occurred after the audit, so they are unaudited. He noted that he has heard information regarding expenditures being made on things that were not in contract, and expenditures may have been made not following a dual signature process, but that this is unconfirmed. He stated that the Town received approximately \$22,000 which is the Town of Fort Smith's 50% share of the remaining surplus. Administration noted that he wishes to provide Council a report on this matter but the information is not verified. He stated that the Town has approached MACA for some certainty on the financials, but they are non-responsive. Administration noted that one of the expenditures made was \$10,000 to the Curling Club based on a verbal commitment. Administration noted that another Fort Smith sport organization has approached the Town regarding funds that were not paid. Administration requested direction from Council regarding how to pursue this as deeper analysis may be required before considering payments.

D/M Smith noted that the legacy of the Arctic Winter Games was positive and there is learning that can come regarding how to manage joint games. He noted his disappointment with things that happened after the final federal audit and after the host society stopped functioning with continued financial transaction that did not have approval. Administration inquired if D/M Smith would speak to this as vice president of the host society. D/M Smith noted that he may speak to Council regarding the board, its activities and what transpired prior to the federal audit, but that he is not prepared to do that at this moment.

D/M Smith declared a disclosure of financial interest.

Administration noted that one reason MACA entered the games was because the general manager that had been hired by the host society was not performing, and may not have understood procedural aspect of administrative work. He noted that he made verbal commitment to the Curling Club and the Ski Club. He noted that the Curling Club received money only. Administration stated that the documentation he has seen shows that the Ski Club has better grounds for their request based on receipts and documentation. Administration noted that the surplus funds awarded to the Town are unallocated and were not accompanied with a written recommendation regarding the expenditure of the funds. There was a verbal direction to allocate to the development of the snowboard park. Administration noted that Council may wish to allocate those

funds, and suggested they do so before the finance cutoff. Cr. Cox noted that the Ski Club is asking the Town for payment of \$5,600 to assist in reimbursement of expenses they were not reimbursed for during the games. She noted that they have provided back up in the form of receipts and a clear budget. She stated that she does not know why they were not reimbursed by the host society. Cr. Cox noted that some of this expenditure is for officials fees which should have been paid for by the host society. She noted that she would like to see some of the \$22,000 for reimbursement of the Ski Club. Cr. Cox noted that they lost revenue in the games, and Council is in a position to expend revenue to provide some reimbursement.

Cr. Westwell noted that if we want to distribute it among sports organization that contributed to the Arctic Winter Games then he is supportive of this. Cr. Cox noted that the president of the Ski Club has been in touch with her and their email dialogue contains supporting documentation. Administration noted that they may bring a document that outlines suggested donation amounts for sport organization. Mayor Napier inquired if these funds must be spent prior to the end of February to be included in 2019. Administration noted that it would be preferable, but the funds would be unallocated revenue for 2019 and be spent as cash after that. He noted that he can find further information regarding this. Administration inquired if Council wishes to add an Arctic Winter Games delegation to the agenda as well for the March cycle, or is the situation considered addressed. Cr. Couvrette noted that he would suggest a delegation from the appropriate representatives. He noted that he would appreciate an update before making further decisions. Cr. Westwell noted that he disagrees, and does not see the value of having a delegation to address unverified information. Cr. Couvrette noted that the purpose of the delegation would be to provide verifiable information, and not delegate on unverified information. Cr. Cox noted that she can distribute the email correspondence from the Ski Club and also the final report of the 2018 Arctic Winter Games to the rest of Council.

D/M Smith was recalled to Council Chambers.

10. Other Business
RECOMMENDATION
Moved by: D/M Smith
Seconded by: Cr. Pischinger
That Cr. Westwell be appointed Acting Mayor from February 18th to February 20th inclusive.
CARRIED UNANIMOUSLY

11. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That Cr. McArthur be excused from the Community Services Standing Committee Meeting on February 11, 2020
CARRIED UNANIMOUSLY

12. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on March 10, 2020.

13. Adjournment
RECOMMENDATION
Moved by: Cr. Cox
Seconded by:
That the meeting be adjourned at 9:59 p.m.
CARRIED UNANIMOUSLY













Town of Fort Smith Municipal Services Committee

Tuesday, February 18, 2020, at 7:00 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 – January 2020 Statistics and Training Report
 - b. Ambulance Department – January 2020 Statistics
 - c. Bylaw Department – January 2020 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Greenhouse Gas Funding
10. Other Business
 - a. Request to MLA
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
   Municipal Services Minutes January 14, Vision and Values 2019 Capital Plan
  Fire Department - January 2020 Ambulance Department January  Bylaw Department - January 2020
 SDAB Minutes January 23, 2020
 Greenhouse Gas Funding  Request to MLA



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, February 18, 2020 at 7:00 pm.

Chairperson: Cr. Westwell
Members Present: Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger, Cr. McArthur
Regrets: Mayor Napier, D/M Smith, Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer; Rohma Nawaz, Executive Secretary
Guests: Yves Leguerrier

1. Call to Order

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

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest

3. Delegations

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of January 14, 2020, were reviewed and adopted at the Council meeting of January 21, 2020.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. Cox inquired when Council may review the 2020 Capital Plan. Administration noted that they hope to bring it to the March meeting cycle. He noted that they will have the 2020 Capital Plan and an updated Twenty-Year Capital Plan along with some funding applications. He noted that the meeting package includes funding from the Department of Infrastructure and that they are preparing applications through the ICIP Federal funding. He noted that this money will likely be used for the landfill. He noted that the ICIP money is for landfill work, road work and energy efficiency work. He noted that they were hoping to apply for these funds to meet the needs of the energy audit, but that money was received from the INF instead. He noted that now the only place to use these monies is for road paving work that the Town may investigate.

5. Directors Report

Administration noted that the Department of Public Works is busy conducting snow removal and there are notifications posted online regarding this. He noted that they work downtown and near the schools during the weekend. He noted that Council added extra allocations in the budget for this work. He stated that the staff becomes busier as the snow begins to melt, and outside contractors may be required but that is not yet determined.

Administration noted that there was conversation regarding the roads at the community engagement session. He stated that the roads in Yellowknife and Hay

River are the same or worse than those in Fort Smith. He noted that he will look into process. He acknowledged that the expectations of the public are higher. He noted that they will look into if the quality of work has deteriorated or if there is a belief that roads were better in the past when they may not have been. He noted that the direction from the Town has not changed. He stated that if there has not been a decrease in service, but residents want better service, then he will need to assess what is required to achieve this and this may involve more resources. He noted that there is nothing new regarding water services, and are using this time to complete more training.

6. Protective Services Report

- a. Fire Department – The January 2020 statistics and training report was reviewed.
- b. Ambulance Department – The January 2020 statistics report was reviewed. fewer ambulance calls.
- c. Bylaw Department – The January 2020 statistics report was reviewed. Administration noted that they are hoping to bring an updated Traffic Bylaw to the Bylaw Review Committee to give more authorities to the Bylaw Officer. Administration noted that a Senior Lifeguard position has been staffed with Mattieu Doucet. Administration noted that Mr. Adam McNab has been hired as the new Protective Services Supervisor and he will be starting at the beginning of March. He noted that Mr. McNab has the relevant leadership, managerial and safety experience and who serves on both the Fire and Ambulance Department. He noted that an individual has been moved from the Community Services to the Corporate Services department as part of the changes approved via the reorganization. He noted that there are in the process of writing an internal competition for recreation lead hand positions. He stated that they are awaiting final confirmation from the GNWT regarding the ALGAP funding for the Assistant SAO position. He added that the Librarian Arts and Culture supervisor position was pre staffed by Sam Stokell who has a Master's degree in Library sciences and is currently on leave.

7. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes January 23, 2020 – The SDAB minutes were reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That SDAB take responsibility to review and update the existing Town of Fort Smith energy plan.

CARRIED UNANIMOUSLY

8. Bylaw/Policy Review and Development

9. Administration

- a. Greenhouse Gas Funding – Administration noted that the Town was selected by the Arctic Energy Alliance two years ago as a community in which they would fund \$10,000 towards an Energy audit of Town Infrastructure, which they completed and provided a report with recommendations. He added that the Town paid approximately \$22,000 for this. Administration noted that they submitted the report as an application for funds from the Department of Infrastructure for Energy efficiency initiatives. He noted the Town was approved for \$360,000 to be used towards electric heat conversion for the water plant and making the pumps more efficient, lighting conversions to the animal shelter as well as work at the public works garage. He noted that this required a motion of Council to approve the project as there is a requirement to commit municipal funds as well. Administration noted that the total amount is

\$480,000 and the Town will cover 25% of the cost, and the GNWT will cover the remaining 75%. Cr. Couvrette inquired if this spans three years and inquired if they will be advanced. Administration noted that they will need to update the cash flow. He noted that some was added in 2019 to solicit any funds that were unallocated this fiscal year. He noted that this work has been done and this accelerates the 2019/2020 but the completion date is 2021. Cr. Couvrette inquired if this has been incorporated in the Capital Plan. Administration noted that it would be pending Council approval.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That the Town of Fort Smith Greenhouse Gas funding proposal for Energy Management Projects in Community Buildings be accepted as presented; and

That Administration will provide the funding outlines in the upcoming 2020/2021 capital plan.

CARRIED UNANIMOUSLY

10. Other Business

- a. Request to MLA – The supporting documentation was reviewed. Cr. Couvrette noted that he had circulated a motion via email late Friday, but it was made aware that an invitation had been extended to the MLA and that she is currently away indisposed until next week or so. He stated that he had indicated in his email that he is willing to table the motion until the MLA has appropriate time to respond to request for a meeting with Mayor and Council. He noted that if this does not occur, he is willing to put forth a motion inviting the MLA to delegate to Council. Cr. Cox noted that a written invitation has been extended.

Cr. Westwell passed the Chair to Cr. Cox.

Cr. Westwell noted that he raised these concerns with the MLA's representative informally. He stated that he found the reply from the MLA's office to be inherently defensive. He noted that the response alluded that the MLA is available in her office and door is open. He stated that he found the response annoying, and realized that Council has also left others with a similar response. He noted that Council should strive to do better. He stated that leadership should get together and collaborate.

Cr. Cox passed the Chair back to Cr. Westwell.

Cr. Cox noted that it may be worth inviting people to delegate who we want to hear from, whether that is a representative of the Health Center or College if we feel we are in the dark on certain issues. She stated that based on feedback seen via email it seems the Council Engagement Session on Friday was well received. She noted that it may be worth doing it quarterly. Administration noted that the difference between informally visiting the MLA's office and appearing as a delegation is that the meetings are public and minuted, and there is more accountability. Cr. Couvrette noted that part of the reason he was pushing for the MLA to delegate and meet with Council is due to there being talk during the election process for community governments to work together. He noted that the MLA was elected four months ago and there have been no proactive efforts to bring the MLA and Municipal government closer to working together. He noted that he understands the MLA is in Yellowknife representing the community, but noted that we should be collaborating, and currently there is no way of correlating what priorities are being addressed. He stated that very few of the Towns identified priorities that have been addressed thus far as per the background information he has compiled.

11. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That Mayor Napier, D/M Smith, Cr. Beaulieu and Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on February 18th, 2020.

CARRIED UNANIMOUSLY

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 10th, 2020.

13. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That the meeting be adjourned at 7:36 pm.

CARRIED UNANIMOUSLY