




















## Town of Fort Smith Corporate Services Committee

Tuesday, March 3, 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
  - b. Bylaw Review Committee
    - i. Bylaw Review Committee Minutes January 29<sup>th</sup>, 2020
    - ii. Bylaw Review Committee Minutes February 12<sup>th</sup>, 2020
  - c. Communications Committee
    - i. Communications Committee Minutes February 3<sup>rd</sup>, 2020
    - ii. Communications Committee Minutes February 24<sup>th</sup>, 2020
6. Directors Report
  - a. Accounts Paid List February 2020
  - b. Correspondence February 2020
  - c. License Report February 2020
7. Bylaw/Policy Review and Development
  - a. Briefing Note – Bylaw 1003 Council Honourarium Bylaw
8. Administration
  - a. Briefing Note – Board of Revision
  - b. Briefing Note – Wood Buffalo Frolics Civic Holiday Declaration
  - c. Briefing Note – Fort Smith Ice and Snow Race Club Donation Request
  - d. DPA-026-19 – Curtis Lepine
  - e. DPA-005-20 – Jeremy Beamish and Kristen Froese
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Interest	 Corporate Services Minutes February 4,	
 Vision and Values	 Strategic Plan	
 Council Priorities	 Bylaw Review Committee Minutes	
 Communications Committee Minutes	 Communications Committee Minutes	
 Accounts Paid February 2020	 February Correspondence List	 February Licence Report
 BN - Bylaw 1003	 BN - Board of Revision	 BN - Frolics
 BN - Ice and Snow Donation Request	 BN - DPA 026-19	 BN - DPA 005-20



Town of Fort Smith  
Corporate Services Committee  
Tuesday, March 3<sup>rd</sup>, 2020, at 7:00 pm

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

Guests:

1. Call to Order

Administration noted that the Chair and the Mayor are not in attendance, therefore according to Town Bylaw he is calling the meeting to order 7:00. He stated that the first order of business is appointment of Chair. Cr. Cox nominated Cr. Westwell as Chair. Cr. Campbell seconded this. Cr. Westwell accepted the nomination.

Cr. Couvrette joined the meeting.

Cr. Westwell was voted as chair unanimously.

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. Couvrette**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of February 4, 2020, were reviewed and adopted at the Council meeting of February 18, 2020.

- 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. Cox inquired if there is an update on the status of the daycare. Administration noted that they have yet to receive a list of the new Council priorities, but they understand them to be the implementation of the TAG report, Aurora College, the Daycare and Communications. He added that they are trying to bring the Bylaw Review Committee minutes to Council under governance, and members of the Post-Secondary Committee may also have an opportunity to speak to their meetings during this section of the agenda. Administration noted that they will be discussing the TAG report next week during the Capital Plan discussion and they are hoping to bring a briefing note regarding the Daycare to the next meeting.

Cr. Couvrette noted that there was discussion among Council for the need to prioritize the Strategic Planning Process and compile it into a living document. He suggested that Council address this as soon as possible and that he is willing to work with Councilors and Administration to prepare something for the next Regular Meeting of Council.

- b. Bylaw Review Committee – The minutes were reviewed. Cr. Couvrette referred to Bylaw 1003 in the package, and noted that the committee had discussed the removal of the ‘part-time’ wording for the Mayors work hours completely. Administration noted that at the second meeting they had decided to keep the part-time language.
- c. Communications Committee – The minutes were reviewed. Cr. Couvrette declared a conflict and left the meeting as part of the discussion involved his spouse.

Cr. Cox noted that discussion at the meeting included using social media as messaging to the public and not for dialogue. She noted that the Committee recognizes that the Town has a very active social media presence administratively, but the committee felt that there could be more information sharing from Council. She noted that they would make an effort to avoid dialogue on twitter and facebook, but recognized that these may be an effective means of communicating with constituents and the news media. Cr. Westwell noted that from a governance perspective they would also engage the community on formal items such as meeting reminder.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Beaulieu**

**That a Social Media presence for Mayor and Council be established.**

**CARRIED UNANIMOUSLY**

Cr. Couvrette returned to the meeting after the vote.

**6. Director’s Report**

The Director provided a report on the operations of the Corporate Services Department. He noted that the external auditors will be in Town from March 18<sup>th</sup> until March 30<sup>th</sup>. He noted that Mr. Jeff Perry has moved from the Community Services Department and joined the Corporate Services Department. He added that Corporate Services is working on a project to modernize leave, attendance and pay roll and more information regarding this will be coming in future Directors Reports.

Administration commended the Director of Corporate Services for his efforts in modernizing Town systems and his efforts for improving accounts receivables and property tax collection. Administration noted that more information will be forthcoming regarding the property tax sales. He noted that information on accounts receivables will be coming in the April cycle. Cr. Cox inquired if the sale of properties that were sold is final. The Director of Corporate services noted that he assumes the properties are sold based on communications with the Lawyer. Administration noted that individuals who had their properties sold as part of the tax sale have thirty days to make payment for their owing taxes. He noted that they are waiting to hear more information from the Lawyer.

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

Cr. Cox commented that she was pleased to see the number of business licenses sold, and inquired if the 2020 Consolidated Rates and Fees Bylaw received third reading in time to collect new rate of fees. It was noted that it had not received third reading in time. Cr. Campbell referred to the payment for the fire truck and asked if it is on its way. The Director of Community Services noted that they have a few pieces of equipment on the truck that needed replacing and are waiting for an inspection by the project lead. She noted that two of the Town's fire fighters are planning to travel south for inspection of the Fire Truck. Administration noted that Fort Garry buys the Chassis from another company, and we must pay for the truck they bought and will fit to serve as a Fire Truck.

7. Bylaw/Policy Review and Development

- a. Briefing Note Bylaw 1003 Council Honourarium Bylaw – The briefing note was reviewed. He noted that the Bylaw Review Committee was tasked with incorporating findings from the Council Honourarium Bylaw Review Committee (CHBRC) into the Honoraria Bylaw but make additional changes as not all items covered in the Honouraria Bylaw are fiscal, and the CHBRC was more fiscally focused.

Administration noted that the Bylaw Review Committee removed all reference to Mayor hours of work and vacation leave, where the expectation would be that the Mayor would work the number of hours required to accomplish the work. He added that the Bylaw Review Committee will be addressing the Council Code of Conduct and Council Procedures Bylaw to add mechanisms of accountability to support this change and ensure that the hours required are worked. Administration noted that the reference to expense allowance was removed due to taxation changes. He added that the salary was increased in part to reflect this taxation change as previously a third of the salary was for expenses and was not taxable. He stated that this is no longer the case. He noted that it has been added that prior approval for teleconference will be required, and noted that more guidelines regarding this will be added to the Council Procedures Bylaw. Administration noted that a clause was added to address childcare expenses. He noted that this is not an honorarium, so the CHBRC is not required to review this. He stated that these expenses would be receipt based. Administration noted that all reference was removed to Deputy Mayor acting pay as this was based around hours, which is no longer valid as all reference to hours has been removed. He noted that the intent is that the next the Honourarium Bylaw is reviewed to increase the Deputy Mayor salary to reflect the additional work done. Administration noted that wording was added to state that a review must occur every term, in the last year of term for changes to take effect the following term. He noted that the Mayor suggested adding wording to state that if the review does not happen, then an automatic 2% increase will take effect. Administration noted that Council may choose which items to keep or send back to the Bylaw Review Committee for changes if necessary.

Cr. Cox noted that there was ample discussion at the committee regarding the number of hours worked, and it was removed in part to help make the job of Mayor more appealing to a wider slate of candidates who may not be able to work four hours a day every week. She added that the Mayor's position does not receive over time pay so there is no compensation for that. She noted that the intent was to still identify the position as part-time. Cr. Cox added that removing vacation leave also allows those in the position to take as much vacation as they want if necessary, but understand that they are accountable to their constituents and to take leave wisely as the job allows. She added that the Deputy Mayor indicated that he had not received acting pay, and recommended removing the clause. Cr. Cox noted that the two week consultation period between March and April will include spring break for both school, which may be an opportunity for Council to exercise communications and do their best to make sure the community is aware and to engage individuals in the community before they may leave for holidays.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That bylaw 1003 be forwarded to next Regular Council meeting for first and second reading.**

**CARRIED UNANIMOUSLY**

**8. Administration**

- a. Briefing Note Board of Revision – The briefing note was reviewed. The Director of Corporate Services noted that there is a Board of Revision that review the appeals of the assessments. He noted that it has been the same individuals over many years, and the next meeting will be on March 24<sup>th</sup>. Administration noted that currently Mr. Gray and Mr. Currie are unable to attend. He noted that they are longstanding members and they did not want them removed, but that they have a base of minimum 3 members available. He noted that if these members are unable to attend, then the meeting may be postponed. He noted that if Council wishes to add more members an expression of interest may be issued.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. McArthur**

**That Councilor Kevin Campbell be appointed to the 2020 Board of Revision on behalf of Council: and**

**That further Denise Yuhas, Sam Ransom, John Gray and, Ray Currie, be appointed from the general public to the 2020 Board of Revision: and**

**That the Chairperson and Board members will be paid \$100 per day in accordance with legislation.**

**IN FAVOUR – Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette**

**ABSTENTION – Cr. Campbell**

- b. Briefing Note Wood Buffalo Frolics Civic Holiday Declaration – The briefing note was reviewed. The Director of Community Services noted that they are hoping to bring a draft Bylaw to Council to make this a standing civic holiday.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Campbell**

**That the afternoon of Friday, March 13, 2020 be declared a half-day civic holiday in conjunction with the Wood Buffalo Frolics activities.**

**CARRIED UNANIMOUSLY**

- c. Briefing Note Fort Smith Ice and Snow Race Club Donation Request. The Director of Community Services noted that the organization was unsure if they would be able to host the event due to weather conditions, but were eventually able to manifest a track for the competition last minute which is why the submission was made late. Cr. Cox noted that she would support a donation totaling \$2,000 with \$1250 as a cash donation and the remaining \$750 towards ambulance charges. She noted that she recognizes this is an important event for the community and that it brings in visitors. Cr. Campbell inquired if the organization was given funds for Ambulance as well in 2019 or if the Town paid for this. Administration noted that the ambulance crews volunteered for the event. Cr. McArthur noted that since this is the fourth year the event is taking place, that they should consider adding this to the budget as a line item. Cr. Couvrette noted that he supports the motion as brought forward by Cr. Cox, but noted that Council needs to determine how they will address significant requests from their donations budgets. Cr. Campbell noted that he believes the donation requests should not go to Administration and noted that he supports Cr. Cox's motion.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That the Town make a donation of \$1250 cash and approximately \$750 towards ambulance services for the Fort Smith Ice and Snow Race March 6 – 8.**

**CARRIED UNANIMOUSLY**

- d. Briefing note DPA-026-19 Curtis Lepine – The briefing note was reviewed. The Director of Corporate Services noted that this is an older DPA from last year. He noted that he contacted Mr. Lepine in August to receive more information regarding the public's reaction to a business as such in a congested area. He noted that his concern was regarding contaminants. He stated that Mr. Lepine confirmed that the materials will be stored off site and all repair work will be done off site. Cr. Campbell noted that he supports the motion as long as there are no large trucks driving into the area, and no vehicles will be pulled in for repairs. He noted that this should be stipulated to Mr. Lepine. Cr. Pischinger noted her concerns, and stated that it is a small crescent, and noted her concerns with the vicinity of the location to parks. She inquired if he may work on vehicles in his attached garage, and noted that she has concerns about this. She added that other garages in the community have their own space. Cr. Westwell highlighted that Administration investigated this and the Mr. Lepine noted that the work would be conducted off-site. Cr. Cox noted that she supports this due to the applicant stating that there will be no increase in traffic, and work will be completed offsite.

Administration noted that the briefing note states that work will be off-site, but this raises concerns regarding enforceability. He noted that if pollutants are not disposed of in the appropriate manner, they may harm the Town's sewage system. He noted that it is at Council's behest to conditionally approve these development permits with stipulations that may be written into the final document. He noted that we can ensure the stipulations are included in the final permit which then becomes an enforceable document.

Cr. Cox noted that she is assuming that the applicant as applied for a permit for their own business, but may be using garages in the community as individuals homes may not have the means to process pollutants. Administration noted that he has applied to be a mobile mechanic, and will be travelling to sites do repairs. He reminded Council that they may approve conditionally if they wish. Cr. Couvrette noted that conditions should be built in, and that Council should consider the fact that improper processing of pollutants and hazardous materials may still end up in the community's sewage system if not disposed of properly. Administration noted that they can bring an updated note to Council and have the applicant update their application to put in writing that appropriate disposal of hazardous material will be done, and no work will occur at his residence.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That DPA-026-19 submitted by Curtis Lepine to operate a home business Light and Heavy-Duty Mobile Maintenance and Repair from Lot 0971, Plan 1260, 10 Walters Court in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

- e. Briefing note DPA-005-20 Jeremy Beamish and Kristen Froese – The briefing note was reviewed. The Director noted that the applicant has an existing business and is applying with a change of address. Administration noted that in fairness to residents we asked to applicant to resubmit the DPA for home occupation as they are moving residence.

Cr. Campbell noted that he is in favour if the applicant does not store materials in their front yard. Cr. Westwell noted that this is specified in the Towns Bylaws. Cr. Campbell suggested there should be something put in writing. Cr. Cox noted that perhaps the applicants could be reminded of the Bylaw that prohibits the storage of materials. Administration noted that they use a similar process where DPA's are approved conditionally to meet certain requirements. He noted that they can reference applicable Town Bylaws. **RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. McArthur**

**That DPA-005-20 submitted by Jeremy Beamish and Kristen Froese to operate a home business Carpentry Services from Lot 1318, Plan 1788, 1 Caribou Court in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

9. Other Business

10. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That Mayor Napier and D/M Smith be excused from the Corporate Services Standing Committee meeting of March 3<sup>rd</sup>, 2020.**

**CARRIED UNANIMOUSLY**

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on April 7<sup>th</sup>, 2020.

12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 8:08 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST  
FOR THE PERIOD ENDING February 29, 2020

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36014	Cascade Publishing	Newsletter Design	\$ 115.50	AD
36015	Paul Kaeser Store	Water	\$ 14.68	CS
36016	Town of Fort Smith	Utility Bills	\$ 1,064.25	Multiple
36017	Workers Safety & Com Commission	Accident Claim	\$ 250.00	CS
36018	Receiver General	Revenue Canada Garnishment	\$ 3,750.60	PW
36019	CAB Construction	Pool Repair	\$ 43,530.78	PW
36020	Globalstar Canada Satellite	Sat Phone Bill	\$ 83.99	PS
36021	NWT Recreation and Parks Association	RPA Seminar	\$ 175.00	RCC
36022	Employee	Travel Expencc	\$ 91.00	PW
36023	McLennan Ross	Legal Fees	\$ 5,735.74	CS
36024	Office Solutions	Supplies	\$ 811.14	CS
36025	Hach Sales & Services Canada	Replace turbidity meters	\$ 129.28	WP
36026	United Library Services	Library Subscription	\$ 541.31	RCC
36027	Liberty Security Systems	Fees	\$ 5,114.72	RCC
36028	Yellowpages	Phone Bill	\$ 58.80	CS
36029	Aurora College	Training	\$ 3,150.00	PW
36030	Centralsquare Tech	Annual Fees	\$ 22,054.91	CS
36031	Cascade Publishings	Supplies	\$ 668.33	CS
36032	Paul Kaesers Stores Ltd	Supplies	\$ 604.64	Multiple
36033	Link Hardware	supplies	\$ 224.59	RCC
36034	Northern Life Museum	Rental	\$ 200.00	CS
36035	NWT Power Corporation	Jan Power Bill	\$ 59,450.18	Multiple
36036	Employee	Reimbursement	\$ 261.45	PW
36037	Freund Building Supplies	Supplies	\$ 519.11	Multiple
36038	Xerox Canada Ltd	Lease	\$ 70.42	CS
36039	Receiver General	Payroll deductions [R]	\$ 50,204.69	CS
36040	Northern News Service	Job Ad	\$ 1,420.44	PS
36041	Thyssenkrupp Elevator	Maintenace	\$ 1,284.54	RCC
36042	Receiver General	Revenue Canada Garnishment	\$ 979.65	PW
36043	Soild Waste Association	renewal	\$ 289.90	FM
36044	Northern Stores	Supplies	\$ 73.48	RCC
36045	Fort Smith Ski Club	Annual Grant 2020	\$ 5,000.00	AD
36046	Pelican Restaurant	Workshop dinner	\$ 149.00	AD
36047	Fort Smith Animal Society	Reimbursement	\$ 1,071.00	CD
36048	TDC Contracting Ltd	Heating oil/gas&diesel/repairs	\$ 35,145.02	Multiple
36049	Aurora TPI Travel	Travel and Accomodations	\$ 10,468.09	Council
36050	Wesclean Northern Sales Ltd	Janitorial Supplies	\$ 242.08	RCC
36051	Acklands-Grainger	Drain System	\$ 728.58	PW
36052	Employee	Reimbursement	\$ 325.20	PW
36053	RDV Mechanical	Maintence	\$ 16,097.21	PW
36054	Anna's Homecooking	Advisory Board Dinner	\$ 897.75	AD
36055	Office Solutions	Supplies	\$ 316.01	RCC
36056	Canadian Association Mun Admin	Membership Fee	\$ 299.25	AD
36057	Yellowpages	Emergency Phone	\$ 58.80	PS
36058	PRE Labs	Bylaw body armour	\$ 791.97	PS
36059	CANCELLED	CANCELLED	\$ -	
36060	Cancelled	CANCELLED	\$ -	
36061	Cancelled	CANCELLED	\$ -	
36062	Cancelled	CANCELLED	\$ -	
36063	Cancelled	CANCELLED	\$ -	
36064	Northen Life Museum	Annual Operating Grant	\$ 25,000.00	AD



36065	Fort Gary Fire Trucks	Freightliner	\$	118,097.60	PS
36066	Globalstar Canada Satellite	Sat Bill December	\$	94.40	PS
36067	Office Solutions	Supplies	\$	1,315.86	Multiple
36068	David Nairne & Associates Ltd	Community Service Master Plan	\$	8,743.10	PS
36069	Investers Group	January Contribution	\$	300.00	CS
36070	Northwestel Inc	Phone Bill	\$	4,904.03	Multiple
36071	Town of Fort Smith	Payroll deductions [R]	\$	1,447.11	Multiple
36072	Freund Building Supplies	supplies	\$	1,644.64	RCC
36073	Xerox Canada Ltd	Lease	\$	803.79	CS
36074	Public Services Alliance of Canada	Union Dues January	\$	6,189.89	Multiple
36075	GNWT Taxation Division	Jan Payroll Tax	\$	9,437.32	Multiple
36076	NEBS Pension Fund	Feb Premiums	\$	40,099.58	Multiple
36077	Globalstar Canada Satellite	Sat Phone Bill	\$	178.39	PS
36078	Terry's Carpentry Service	Ambulance bay rental February 2020	\$	2,520.00	PS
36079	TDC Contracting Ltd	Heating/ Diesel & gas / Repair	\$	9,304.36	Multiple
36080	Wesclean Northern Sales Ltd	Supplies	\$	2,165.46	RCC
36081	NEBS Group Insurance Fund	Feb Premiums	\$	13,830.76	Multiple
36082	Infosat Communications	Sat Phone Bill	\$	169.22	PS
36083	RDV Mechanical	Repairs	\$	11,902.09	Multiple
36084	Town of FS Employee Association	Jan Staff Contributions	\$	516.00	Multiple
36085	Arctech computers Inc	computer service	\$	1,574.58	Multiple
36086	Customer	Refund	\$	250.00	RCC
36088	MSS Ltd	Safety Supplies	\$	2,587.35	PS
36089	Lous Small Engines	Propane Jan 2020	\$	1,048.00	FM
36090	Northwestel Inc	Phone Bill	\$	4,246.83	Multiple
36091	Territorial Beverages	Vending Supplies	\$	1,668.73	RCC
36092	Town of Fort Smith	Jan Utility bills	\$	981.97	Multiple
36093	Receiver General	Payroll deductions [R]	\$	49,784.86	Multiple
36094	Receiver General for Canada	Radio Authorization Renewal	\$	1,971.42	PS
36095	European Cutters Club	Sharpen Zamboni Blades	\$	157.50	PW
36096	Northern Stores	Supplies	\$	117.56	Multiple
36097	Northwestern Air Lease	feight	\$	123.40	WP
36098	Thebacha Business Dev Services	Trade Show Booth	\$	1,198.00	CD
36099	CAB Construction	Materials	\$	3,412.50	PW
36100	NTHSSA Fort Smith Region	Drivers Medical	\$	100.00	PS
36101	851791 O/A Rowe's Construction	Payment #4	\$	44,116.85	PW
36102	B2T General Contraction	Maintence	\$	5,822.99	FD
36103	TDC Contracting Ltd	Heating oil/gas&diesel/repairs	\$	26,025.61	Multiple
36104	Aurora TPI Travel	Training in HR for Employee	\$	438.90	PW
36105	NU Mechanical	Servicing of Boilers and furnaces	\$	4,861.50	Multiple
36106	Hayze Electric	Panel Repair	\$	328.13	WP
36107	The Prophet Corporation	Supplies	\$	373.51	RCC
36108	Office Solutions	office supplies	\$	506.98	AD
36109	Hay River Heavy Truck Sales	Material/Supplies	\$	289.80	PS
36110	CIMCO Refrigeration	Material/Supplies	\$	11,790.59	FM
36111	GNWT	Water Sampling Billing	\$	960.75	WP
36112	Grimshaw Trucking	Material/Supplies	\$	1,540.26	WP
36113	Paul Kaesers Stores Ltd	Supplies	\$	1,262.81	Multiple
36114	Lous Small Engines	Propane/supplies	\$	216.70	Multiple
36115	Northwestel Inc	Phone Bill	\$	241.40	Multiple
36116	TDC Contracting Ltd	Heating oil/gas&diesel	\$	4,373.89	Multiple
36117	Wesclean Northern Sales Ltd	Courier Fees	\$	48.11	WP
36118	Cleartech	Clearpac	\$	4,829.00	WP
36119	Employee	Travel Claim	\$	387.79	PW
36120	RDV Mechanical	Tires	\$	4,607.40	WP
36121	Arctic Alarm/Diamondtel	Alarm Monitoring	\$	119.60	Multiple
36122	Hay River Heavy Truck Sales	Finance Charge	\$	7.35	AD
36123	David Nairne & Associates Ltd	Community Service Master Plan	\$	9,007.36	CS

36124 Precision Industries	Snowboard/sliding hill groom	\$	756.00	PW
36125 Kaeser's Home Furnishings	supplies	\$	1,396.45	RCC
36126 AI Plumbing & Heating	Maintenace	\$	378.00	FM
36127 Snap-on Tools	Vehicle charging system	\$	1,032.10	Fire
36128 Arctic Alarm/Diamondtel	old year invoices 2019	\$	179.40	Multiple
Caterpillar Financial Services Ltd.	February 2020 lease payment	\$	3,312.35	
	Pay period February 14, 2020	\$	104,482.66	
	Pay period February 28, 2020	\$	110,363.19	
	<b>Total</b>	<b>\$</b>	<b>946,456.81</b>	



















## Town of Fort Smith Community Services Committee

Tuesday, March 10, 2020 at 7 pm

### AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions and Values
  - d. Community Services Master Plan
  - e. Economic Development Plan
5. Directors Report
  - a. Recreation – February 2020 Statistics
  - b. Pool – February 2020 Statistics
  - c. Arena – February 2020 Statistics
  - d. Mary Kaeser Library– February 2020 Statistics
6. Economic Development
  - a. Economic Development Report – March 2020
7. Advisory Boards
  - a. Recreation Advisory Board
    - i. RAB Minutes February 11, 2020
  - b. Advisory Board on Culture
  - c. Tourism and Trade Advisory Board
    - i. TTAB Minutes February 20, 2020
    - ii. Expression of Interest Kaitlyn Belanger
8. Bylaw/Policy Review and Development
  - i. Bylaw 1004 Wood Buffalo Frolics Civic Holiday
9. Administration
  - i. Briefing Note – Thebacha Dog Musers Donation Request
  - ii. Briefing Note – 2018 AWG Revenue Allocation
  - iii. Daycare
  - iv. Federation of Canadian Municipalities
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Master Plan	 Vision and Values Minutes February 11
 Community Services Master Plan	 Economic Development Plan
 RCC Statistics February 2020	 Pool Statistics February 2020
 Arena Statistics February 2020	 Library Statistics February 2020
 Economic Development Report	
 RAB Minutes February 11	 TTAB Minutes February 20
 EOI - Kaitlyn Belanger	 Bylaw 1004 Wood Buffalo Frolics Bylaw
 BN - Thebacha Dog Musers Donation	 BN - AWG Revenue Allocation



Town of Fort Smith  
Community Services Committee  
Tuesday, March 10, 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; Paul Kaeser, Director of  
Municipal Services; Rohma Nawaz, Executive Secretary  
Guests: Olivia Cox

1. Call to Order  
Mayor Napier called the meeting to order at 7:03 pm.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Financial Interest – DM conflict regarding item 9-2 AWG Revenue Allocation. Cr. Pischinger declare conflict number 9-1 Thebacha Dog Musers Donation Request.
3. Delegations
4. Review
  - a. Agenda – The agenda was reviewed. Cr. Couvrette noted that a section should be added to the Standing Committee Meetings to discuss business arising from the minutes. Administration noted that per process, there is opportunity to review Committee minutes at Council meetings. He added that if after that point the item still warrants discussion, it appears as a new item or briefing note to the Standing Committee. He added that if discussion is wanted at Standing Committee Meetings regarding previous months minutes, that it may be done so under item 4.b Review of Minutes. Mayor Napier noted that since the minutes cannot be changed at that point, if the items could be brought up under item 10 – Other Business. Cr. Couvrette noted that there are items that are pertaining to the minutes to inquire regarding additional information or action items. Mayor Napier reminded that if Council required additional information regarding items, that they may contact Mayor or Administration ahead of time so they may bring answers to the meetings.  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Couvrette**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of February 11<sup>th</sup>, were reviewed and adopted at the Council meeting of February 18<sup>th</sup>, 2020. Cr. Couvrette referred to item 5 in the minutes and inquired if the Town was able to contact Health and Social Services regarding their staff assisting with Youth Night to support at-risk youth. Administration noted that since the Library has been open for extended hours, the Library staff have noted several children who do not go home. He noted that they have started tracking names to see if there is a pattern and gather that information so they can engage the appropriate support for youth that may not have meals and provide them with meals. The Director of Community Services noted that staff completed training with counseling services and that they are working on training with Health and Social Services

Cr. Couvrette referred to the discussion regarding Conibear Park and the removal of the theater to add more parking, and noted that Council should have a discussion regarding the future development of Conibear Park vs Riverside Park, and where the priority will lie. Administration noted that that the Downtown Development Plan includes plans for both parks, and noted that the intent is to have dialogue around concerns as part of the 2020 Capital Plan review.

- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed. The Director of Community Services noted that the consultant had great community engagement during her time in Fort Smith and engaged with individuals in a variety of locations within the community such as Aurora College, JBT, PWK, Northern, Kaeser's, the Senior's Society and the Church Basement. She noted that they are expecting the report in the coming weeks with the next step of deliverables which will be presented to RAB at the end of the month. She added that next steps will include taking the recommendations to the Community Leaders for ground proofing. Mayor Napier noted that she will put this forward as a topic of discussion at her future meetings with the community leaders.
- 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. The Director noted that gym usage is up due to great programming. She noted that Dance P13y has started again and that there is continued usage of squash court for lessons. She noted that there were issues in collections of statistics for Youth Night, but the numbers were same as usual as per the staff in attendance. The Director of Community Services noted that they will be changing how statistics are collected for computer usage to show an accurate reflection of computer usage. She noted that the new lifeguard is receiving additional training that will allow broader programming. She added that five staff members will be new swim instructors by the end of the month. The Director of Community Services noted that Big Fun was a big success with over fifty people registered and resulted in new members for the Snowboard Society. She noted that two new features have also been added to the Snowboard Park, one of which was built locally and the other purchased by the society. She noted that there were also sliding parties over the weekend with good turnout. The Director of Community Services noted that the Frolics is upcoming on the weekend and the Snowboard Society will be opening the hill on Firday. She mentioned that the Ice and Snow races also had a good turnout.

Administration inquired if anything may be done for athletes that are not travelling for the Arctic Winter Games and if this could be tied in with the frolics. The Director of Community Services that a suggestion was made regarding connecting the athletes and having an exhibition games, or having them wear their walk out gear in the community on the same day, but this may not be possible as not all of the gear as arrived. She noted that it may not be possible to organize something by the Frolics, but may be able to by the time the Skating Carnival begins.

- a. Recreation Statistics – The February 2020 statistics report was reviewed.
- b. Pool Statistics – The February 2020 statistics report was reviewed.

- c. Mary Kaeser Library Statistics – The February 2020 statistics report was reviewed.

6. Economic Development

- a. Economic Development Report – The March 2020 statistics report was reviewed. The Director of Community Services noted that representatives from Spectacular NWT are visiting the community on March 12<sup>th</sup> and touring conference and sports venues to establish a marketing brochure. She added that they are currently advertising for the Summer Student positions. She noted that the Business Start up Check List is in its final stages and the Business Development Report is underway. The Director noted that funding applications have been submitted for funds to take down theater. The Director noted that on March 19<sup>th</sup> representatives from CDTNO which is the French language economic development corporation will be in the community to speak with local business and talk about French Immigration to the community. The Director noted that the EDO will be attending the Calgary Outdoor Show as ITI was unable to send a representative and are funding the EDO to attend instead. She noted that it would be beneficial if a Councilor could attend.

Administration noted that he worked with the EDO to submit an application to CanNor for \$50,000. He noted that they are hoping to use these funds to change the land zoning from Future Urban Use To Industrial and negotiate with the Power Corporation to provide cheap interruptible power to these lots. He noted that the Power Corporation has a surplus of energy in the summer and may be able to offer it for less during the summer months, and noted that they may encourage industry there that could benefit from this. He noted that they would use \$25,000 to complete a engineering study to determine the cost of development and \$25,000 towards completing a business case analysis to determine what other Economic advantages they may bring. Mayor Napier inquired if this is something that could be accessed by the Town to further a recycling operation. Administration suggested recycling where electrify is used to process plastics, and noted that they could process this for territorially. He noted that they could have industry that runs in the summer only. Administration noted that the Town may not start businesses but create favorable environments for them such as through affordable land, favorable zoning or a dependable client. Cr. Couvrette noted that there are trucks that leave the community to go to Urban centers and the Town may discuss discounts with them. Deputy Mayor Smith noted that he spoke with the new President of the Power Corporation regarding viewing municipal governments as clients, and noted that he was amenable to receiving an invitation to meet with Council.

7. Advisory Boards

- a. Recreation Advisory Board
  - i. RAB Minutes February 11<sup>th</sup>, 2020 – The RAB minutes were reviewed. Cr. Cox reviewed the minutes. She reviewed that it was noted at RAB that they are in year zero for the implementation of the Healthy Foods Policy, and will begin the first phase of implementation next Arena season. Administration noted that they had their initial discussion with Minor Hockey and initial reception was not great. He noted that they have asked them to determine what the Town may do to make the implementation of the policy easier. The Director of Community Services noted that Minor Hockey were unsure if they could fundraiser adequately and implement the new policy. She noted that there may be asks forthcoming. Administration noted that Minor Hockey made some efforts, but there is a lack of demand for health choices such as whole wheat buns, and noted that choices offered such as fruit can easily spoil if not purchased and thus result in a loss. He stated that

thought must be put into the roll out of the Healthy Foods Policy, and that they must start a dialogue. Mayor Napier noted that with Hockey season ending there should be sufficient time to resolve this.

b. Advisory Board on Culture

c. Tourism and Trade Advisory Board

i. TTAB Minutes February 20<sup>th</sup>, 2020 – The TTAB minutes were reviewed. Cr Couvrette reviewed the minutes. He noted that there was discussion regarding the daycare society as well as the status of the snowboard park. He also noted that the Economic Development Officer informed TTAB regarding the French Immigration plan.

ii. TTAB appointment Kaitlyn Belanger – The expression of interest form was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Kaitlyn Belanger be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2021.**

**CARRIED UNANIMOUSLY**

8. Bylaw/Policy Review and Development

i. Bylaw 1004 Wood Buffalo Frolics Civic Holiday – The draft bylaw was reviewed. Administration noted that this Bylaw mirrors the Town of Inuvik’s bylaw for their winter carnival, and creates the half-day for the Wood Buffalo Frolics. D/M Smith inquired if we need to specify which Friday should be the half-day. Administration noted that Inuvik does the same thing, and it is so accommodate a change of date for the event. Cr. Cox noted that she supports the intent of the Bylaw. Mayor Napier inquired when the date of Frolics is determined. The Director of Community Services noted that it is typically the second weekend of March. Cr. Beaulieu noted that they decide based on when other communities are hosting their Winter Carnivals as well, and added that the date it typically determined around January or February. Mayor Napier inquired if any Councillor is opposed to the recommended bylaw. There was no opposition noted.

9. Administration

BN Thebacha Dog Musers Donation Request – Cr. Pischinger declared a conflict all left the meeting due to the reason that her spouse had submitted the donation request.

The briefing note was reviewed. The Director of Community Services noted that a donation is request for \$1,000 to be used towards trail grooming for the fourteen-mile dog race which will be held along the highway. Cr. Campbell noted that he would support a donation of \$1000 to the Thebacha Dog Musers. D/M Smith noted inquired if there was more information regarding their budget for the event and where most of the funding is coming from.

The Director of Community services noted that the individual she contacted was unable to provide this information as they were unsure they would be hosting this event this year. She noted that because it is a cash prize race the territorial sport organization may not fund this. Cr. Cox inquired if it costs \$1,000 for trail grooming. D/M Smith noted that previously the snow cat would provide grooming at \$250 an hour. Cr. Campbell noted that the organization is asking business for donations as well to support

their cash prizes. The Director of Community Services noted that it costs \$1,500 to begin the grooming, and this does not include the total cost of grooming. Cr. Couvrette noted that he supports this request but suggested that Council prioritize addressing the donation policy. He noted that donations should be submitted with budgetary information and in a timely manner. Mayor Napier agreed and noted that ideally requests should be received in advance and during the budget period. Cr. Westwell highlighted that the Wood Buffalo Frolics and the dog races are two great cultural activities which Fort Smith is short of. He noted that he supports the event. He suggested adding this donation request as a line item in the budget. Mayor Napier noted that if Council is supporting an event for more than a year that it be added to the budget.

**RECOMMENDATION**

**Moved By: Cr. Campbell**

**Seconded by: D/M Smith**

**That Council donate \$1000 to the Thebacha Dog Musers.**

**CARRIED UNANIMOUSLY.**

Cr. Pischinger returned to the meeting.

D/M Smith declared a conflict as he is an executive for the Fort Smith Ski Club and left the meeting.

- i. BN 2018 AWG Revenue Allocation – The briefing note was reviewed. In Director of Community Services added that the Town found out today that there is an outstanding bill for AWG for \$509.09. She noted that it will have to be determined how to recoup the \$509.09. Mayor Napier inquired what the bill is regarding. Administration noted that these may be charges associated with using the credit card machine, but that he is not certain. He noted that the charges should have been removed from the overall surplus and equally shared with Hay River. He noted that it could also be viewed separately as part of the accounts receivable process and acknowledged as uncollectable and then it would be forgiven, and this way the sporting associations would not be impacted.

Cr. Cox noted that she would like to see the invoice treated as accounts receivable as recommended. She noted that she supports the amounts designated to the Fort Smith Ski Club for reasons as stated by Council and Administration, and to the Fort Smith Snowboard Society that has flourished and is a legacy from the Arctic Winter Games.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That \$8,634.53 of the 2018 Arctic Winter Games proceeds be donated to the Fort Smith Ski Club; and**

**That \$6,974.78 of the 2018 Arctic Winter Games proceeds be donated to the Fort Smith Snowboard Society; totaling \$15,609.31, the Town of Fort Smith's portion of the proceeds received from the 2018 Arctic Winter Games Host Society.**

**CARRIED UNANIMOUSLY.**

D/M Smith returned to the meeting.

- ii. Daycare – Administration noted that they are awaiting job description information and information regarding immigration. He noted that the daycare society has requested that the Town assume their initiatives and provide daycare services for the



community. He noted that they are examining billing as a department within Community Services with a supervisor and appropriate staff, and are looking at how these positions would be paid based on the job descriptions. He noted that they have done an analysis based on competitive rates addressing salaries equivalent to the school system. Administration stated that according to the daycare society the two main problems faced were finding a facility and finding staff. He stated that they were unable to solve the staffing concerns by paying a higher wage. Administration noted that there would be no rent involved in the Town assuming responsibilities, and that they already provide the overhead in the form of insurance, payroll and administrative systems with supervision from Administration and Council. He noted that these things are provided at no additional costs while the daycare would have to provide these items at cost. Administration noted that they have completed their analysis, pending the information regarding job evaluations, and have completed an estimate of what it would cost if the Town provided services for sixteen children. He noted that the current estimate is \$72 per day per child. He stated that comparatively dayhomes operate from \$55 to \$60 per day per child. He noted that the benefits of having a childcare in daycare would include insurance, trained and qualified people, oversight at multiple levels, national level programming, immediate access to Town Infrastructure and a facility that meets all ECE regulations. He noted that being more expensive than dayhomes keeps them from market interference with a privately held enterprise. He noted that this cost does not reflect a burden to the tax payer as long as all sixteen spots are filled. Administration noted that there are concerns regarding assuming staff the daycare society had and what we would be assuming in the responsibility for the immigration process. Administration noted that to reduce the cost to \$60 would require an approximately \$45,000 subsidy. He referred to the GNWT universal childcare program, and noted that they would rather the GNWT not subsidize the operation but rather subsidize the parents directly as they would not be able to rely on the funds annually and this would hinder the Town in making decisions such as staffing decisions. He added that this way the GNWT may put programs in place to subsidize the parents, and noted that they already subsidize some childcare. Administration noted that they are waiting for the job description evaluation to return before they may present Council with a briefing note on the matter.

The Director of Community Services noted that the individual has submitted their visa application, and noted that these may take up to eight weeks. She noted that a barrier might be housing as it is a family of five. The Director noted that federally this individual will be arriving as a foreign worker but the NWT immigration services can approve them as a Permanent Resident, but they cannot do that until the Federal process is complete until the visa is approved Federally. The Director noted that if they are coming as a foreign worker then they have an obligation to subsidize a portion of her portion of housing. The Director noted that NWT process may be quite quick. Administration noted that this will be a discussion point as more information is made available and the Daycare Society may be able to assume the responsibility regarding housing. The Director noted that the Society is holding back funds to address the housing until they have more information. The Director noted that they may be able to open before the arrival of the foreign worker. She added that they will have to submit an application to change the individual's status to being sponsored by the Town of Fort Smith, but noted that she understands this to be a simple process.

Cr. Couvrette noted that it is a pertinent time for Council to approach the Minister of Education and persuade him to have the Early Childhood Education Program be delivered in the community as soon as possible. He noted that this should be done by the fall. He noted that the Town is stepping up to the responsibility of the Daycare, and noted that the Government should be a partner and provide support in this endeavor. Cr. Campbell inquired if the Town will be paying the foreign worker a higher wage than was initially advertised. The Director of Community Services noted that there is a shortage of childcare providers nationally, and that the Labour Market Impact Assessment was positive due to this reason. She added that there is also a shortage of individuals willing to move to the NWT to pursue these positions as the wages are still relatively low. Administration noted that from the Government of Canada's perspective the test has been passed regarding the lack of childcare providers and thus the process is underway. He noted that the Town has no requirement to continue this immigration process other than a moral one as the process has started with an individual and expectations have been set. Cr. Westwell commended Administration's passion and work regarding the Daycare, and presented a good plan. He noted that this is important, and something that has been long overdue in the community. Cr. Westwell noted that he is happy that Administration has been expeditious in their planning, and thanked them for their hard work. Cr. Westwell noted that it is good if Council can address local issues and provide a solution to. He acknowledged that it will not be inexpensive, but noted that the problem was that a daycare was required. He noted that if they can begin the program, and empower community partners to subsidize community members that would be beneficial. Cr. Westwell referred to housing, and inquired if there was still an expectation to hold certain positions for Aurora College students. He added that Aurora College was always willing to provide the Town with space for the daycare, but that space was never suitable. He added that they do have housing that could accommodate a family. He noted that this may be an avenue.

- iii. Federation of Canadian Municipalities – Administration noted that the FCM is upcoming, and inquired if Council wishes to send a representative. He noted that approximately \$10,000 was expended to send a delegation to the NWTAC AGM and there is approximately \$6,000 remaining. Mayor Napier noted that a request was received from the Mayor of Hay River to have a joint meeting in Hay River during the week of March 23<sup>rd</sup>, 2020. She inquired if Council would be available for a day this week.

Administration noted that there is the option to relocate funds to Council Travel if need be. Mayor Napier noted that additional Gas Tax funding has been received and inquired if some amount of this may be allocated to Council Travel. Administration confirmed that this may be used for professional and council development. Cr. Cox noted that she found value in attending the FCM last year and encouraged Council to send a representative, but noted that she has concerns regarding allocating more funds to Council Travel. Cr. Cox noted that it would be beneficial for a Councilor to attend the FCM Sustainable Communities Conference. Mayor Napier added that this conference is held every two years.

D/M Smith provided an update on the NWTAC AGM. He noted that the Town of Fort Smith played a leadership role during the AGM, and hosted a breakfast at which the Mayor spoke eloquently

on different concerns. He noted that there was an appetite to break up into two caucuses, one for tax based communities and one for hamlets, charter communities and reserves. D/M Smith noted that in his observation he has noted Cabinet to have similar opinions on issues as the previous Cabinet, and noted that he is unsure if there is impetus for change. He added that there was substantial discussion regarding decentralization as well. D/M Smith noted that they suggested hosting the NWTAC in Fort Smith in the future.

D/M Smith noted that he would be interested in attending the FCM, but as he has attended this before and if a Councillor that has not attended before wishes to attend they may have priority. Administration noted that the budget could support to individuals attending the FCM, but no funds would remain in the Council Travel budget after that. Administration inquired if the Mayor would be attending on behalf of the NWTAC. Mayor Napier noted that she would be, but that she may be occupied as President of the NWTAC. D/M Smith noted that they should consider the possibility that this event may be cancelled. Administration noted that they will bring a more accurate estimate regarding the cost of sending representatives to the FCM.

Administration inquired which Councilors would be available to travel to Hay River for the joint meeting during the week of March 23rd. Cr. Campbell noted that he is available all week. Cr. Couvrette and Cr. Westwell noted the same. Cr. Cox noted that she would be available on the 24<sup>th</sup>. D/M Smith noted that he is uncertain regarding the 24<sup>th</sup> at the moment. Cr. Pischinger noted that she may not be available on the 25<sup>th</sup>. Mayor Napier noted that she would confirm the March 24<sup>th</sup> date with the Mayor of Hay River. D/M Smith noted that Council should consider a response to the COVID-19 outbreak, and noted that direction may come from the territorial health office regarding this. Administration noted that they are addressing this on multiple levels. The Director of Municipal Services noted that orders have been made for hand sanitizers and dispensers. Administration noted that an outbreak would affect operations and put pressures on Town services. He added that if staff is quarantined the Town may face challenges in conducting day to day crucial operations and this is a concern.

10. Other Business

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Cr. McArthur be excused from the Community Services Standing Committee Meeting on March 10<sup>th</sup>, 2020**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on April 14<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 9:07 p.m.**

**CARRIED UNANIMOUSLY**













# Town of Fort Smith Municipal Services Committee

Tuesday, March 10, 2020, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. 2019 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Department – February 2020 Statistics and Training Report
  - b. Ambulance Department – February 2020 Statistics
  - c. Bylaw Department – February 2020 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes February 13, 2020
8. Bylaw/Policy Review and Development
  - i. Bylaw 1005 Appoint a Fire Chief Adam McNab
9. Administration
  - i. Forest Fire Preparedness Meeting Minutes January 27, 2020
  - ii. Briefing Note – Capital Planning
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest:		
 Municipal Services Minutes February 18	 Vision and Values	 2019 Capital Plan
 Fire Department	 Ambulance Department	 Bylaw Department
 SDAB Minutes February 13, 2020		
 Bylaw 1005	 BN - Capital Planning	



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, March 10<sup>th</sup>, 2020 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 9:13 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. Couvrette**

**Seconded by: Cr. Campbell**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of February 18<sup>th</sup>, 2020, are to be reviewed and adopted at the Council meeting of March 17<sup>th</sup>, 2020. Cr. Couvrette inquired if there was an update or reminder for setting a meeting with the MLA. He noted that Council had discussed inviting delegates, and noted that this may be a pertinent time to invite Health and Social Services to delegate regarding COVID-19. He added that in the future they may speak to ITI regarding plans for Mission Park.

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

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

5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director of Municipal Services noted that the Arena season will be over in a few more weeks. He noted that they will be removing the ice for the Trade Show. He noted that the department of Public Works has been busy with snow removal. The Director of Municipal Services noted that as per WSCC direction and the collective agreement the work alone policy has been implemented. He added that Municipal operations and the landfill will be operation for the Frolics half-day closure. He added that the landfill will be closed on Saturday from 1:00 – 2:00 p.m. to accommodate the dog races.

D/M Smith noted that a number of Bell Rock residents did not receive their water fill up. He inquired regarding a need for an after hours phone number. Administration noted that traditional staff work form 8:00 a.m. to 5:00 p.m. after which someone's number is available, but noted that there has been no official after hours number and typically he or an employee is

contacted. He added that as part of the re-organization they will have a staff member working evenings at the RCC and are looking to have a after hours point of contact available there. Administration added that certain times delivery is missed due to vehicles obstructing the water trucks path. Cr. Campbell noted that Woodbison and other roads have not been graded and inquired if there were problems with the grader. Administration noted that the grader has been functioning, and added that it is a prioritization exercise where they address main streets and streets more at risk first. He noted that they are open to comments from residents.

6. Protective Services Report

- a. Fire Department – The February 2020 statistics and training report was reviewed.
- b. Ambulance Department – The February 2020 statistics report was reviewed.
- c. Bylaw Department – The February 2020 statistics report was reviewed.

7. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. SDAB Minutes February 13<sup>th</sup>, 2020 – The SDAB minutes were reviewed.

8. Bylaw/Policy Review and Development

- i. Bylaw 1005 Appoint a Fire Chief Adam McNab – The draft bylaw was reviewed.

**RECOMMENDATION**

**Move By: Cr. Cox**

**Seconded By: Cr. Couvrette**

**That Bylaw 1005 to appoint Adam McNab as fire chief be moved forward to the next regular meeting of Council.**

**CARRIED UNANIMOUSLY**

9. Administration

- i. Forest Fire Preparedness Meeting Minutes – The minutes were reviewed. Administration noted that the meeting was held as ENR wanted to present the updated Community Wildfire Protection Plan. He noted that the represented included as listed on the minutes, and that NTPC was contacted but did not respond, and MACA had confirmed attendance but did not arrive. He noted that the plan lists deliverables and discusses all aspects of fire abatement including large areas and work with residents to complete fire smart protection. He noted that at these meetings there is no offering of funds to complete these activities by the stakeholders present. He noted that ENR has a team of fire smart specialists, but the Town is expected to take responsibility for fire smart leadership. He added that the Department of Lands highlighted all the rules and regulations that are in place and would need to be met in order to conduct fire abatement measures, and added that ENR believes in fire abatement but is a reactive organization and their responsibility lies with firefighting. Administration noted that by far the most engaged participant was Smith's Landing First Nation. He noted that Alberta has significant funds dedicated towards fire abatement, whereas the GNWT has \$75,000 allocated for the whole territory. Administration highlighted that the Minister of Lands has stated that they want to take an active role in fire abatement, but no funds have been put forth, and are highlighting the paperwork that is to be completed instead. He noted that the GNWT Department of Lands is unwilling to do fire abatement exercise on commissioners land within municipal boundaries in Fort Smith because the trees are holding the land together and the land will slide into the river if

they do, and added that this is their position as stated by the Superintendent of Lands. He noted that these minutes are before Council for review and added that there is a need for another meeting, and it is up to the Town to host the meeting as no other stake holder has taken leadership in then matter. Administration noted that they are considering hosting the next meeting with a smaller group with those willing to take action such as the Indigenous Governments, Wood Buffalo National Park and ENR.

D/M Smith noted that Council needs to follow up with the Minister Directly regarding the Department of Lands as this is not an appropriate response to community wildfire protection by any arm of the GNWT. Administration noted that when concerns were raised regarding Fort Smith being high risk, the Department of Lands noted that the entire South Slave is high-risk as we live in the forest. He noted that it is discouraging if work is deterred for other departments to conduct fire abatement. Cr. Couvrette noted that the topic of fire protection preparedness plan and concerns with the Department of Lands should be added as an agenda item for the next Municipal Services Meeting.

- ii. BN Capital Planning – The briefing note was reviewed. Administration noted that the briefing note is largely similar to last years. He noted that the first reason is that significant work was not completed in 2019 in advancing the Capital Plan, and therefore items are being carried forward. He stated that if Council looks at the twenty year plan, a number of things came up in 2018 and 2019, but there were not many items for 2020. He noted that therefore they are in 2019 again in terms of items. He added that the twenty year capital plan was annotated to include new items that came up in 2020 and therefore the financial analysis is all fundamentally the same as year. He reminded Council that they may re-inform themselves of the information that was presented last year, and can go over the detail again if Council wishes. Administration referred to the colour coding, and noted that items in yellow were things that were included last year and went into the 2019 Capital Plan and for most intents and purposes carried over into 2020. He added that items in green are new items that show up in 2020. Administration noted that these include a pressure washer hotsy and a freightliner water truck. Administration referred to text highlighted in red, and noted that these items were decided to be risk managed and the Town has chosen not to replace these. Administration reviewed the 2020 update section of the briefing note. Administration noted that he is faced with a need to maintain services at the Snowboard park but the Department of Lands has asked for the structures to be moved. He noted that the structures were placed there as they foresaw the need to develop riverside park into a festival area. Administration noted that lands does not want the Town to develop on these land, and noted that if the Department of Lands moves the facility and the process is entered to access the property, he noted that he is confident the negotiations won't be completed until the start of the next season. Administration noted that they can move the structure and develop the snowboard park from the bottom, but that leaves the development of riverside park in question. Administration added that the Downtown development plan always had the development of Conibear Park and Riverside Park in them, but added that there has been community opposition to Riverside Park, and noted that Council may wish to only develop Conibear Park and develop the Snowboard Park at the bottom of the hill. He noted that direction is request from Council on this, and a level of community consultation will be required.

10. Other Business

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on March 10<sup>th</sup>, 2020.**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on April 14<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 9:59 pm.**

**CARRIED UNANIMOUSLY**