














# Town of Fort Smith Corporate Services Committee

Tuesday, April 2, 2019, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. Strategic Plan
5. Governance
  - a. Council Priorities
6. Directors Report
  - a. Accounts Paid Part I
  - b. Accounts Paid Part II
  - c. Correspondence
  - d. License Report
7. Bylaw/Policy Review and Development
8. Administration
  - a. FCM Conference
  - b. Aurora College Award – Duncan MacPherson Citizenship Award
  - c. Premier's Visit
  - d. Board Reporting
9. Other Business
  - a. Briefing Note MACA O&M Funding Contribution Agreement 2019-2020
  - b. Briefing Note MACA W&SS Funding Contribution Agreement 2019-2020
  - c. In-Camera Session *CTV Act S.23(3)(c)*  
*Personnel Issue*
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
<p style="text-align: center;"> Statement of Disclosure of Interest</p> <p style="text-align: center;">   Corporate Services Minutes March 5, 20 Vision and Values Strategic Plan</p>
<p style="text-align: center;"> Council Priorities</p>
<p style="text-align: center;">  Accounts Paid Part I Accounts Paid Part II</p> <p style="text-align: center;">  Correspondence License Report March 2019 March 2019</p>
<p style="text-align: center;">  BN MACA OM BN MACA WSS Funding 2019 2020 Funding 2019 2020</p>



Town of Fort Smith  
Corporate Services Committee  
Tuesday, April 2<sup>nd</sup>, 2019, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Cynthia White, Director of Community Services; Katie Reid, Executive Secretary

1. Call to Order

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

2. Declarations of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. Cr. Couvrette requested the agenda be amended to include discussion on law passed in Quebec restricting the wearing of religious symbols by public servants.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of March 5<sup>th</sup>, 2019, were reviewed and have been adopted at the Council meeting of March 19<sup>th</sup>, 2019.

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

- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that a final printed version of the document has been provided in the package outlining Council and Administrative responsibilities. He noted that a partial version of the document is included for Council Priorities consolidating governance priorities. Cr. Westwell noted that the list is not small and that many of the priorities are ongoing or have been completed. He suggested examining the list and determining objective-based priorities or keep the list as is to display Council's values. Administration indicated that it is good practice to do a public release of the Strategic Plan since there is a final, approved document and indicated that the intent is to present the Strategic Plan at the Trade Show. Administration will have a more conclusive plan for the roll-out at next week's Community Services meeting. He indicated that Administration is in the process of determining summarized presentation material of the Strategic Plan to present to the public and that Mayor and Council run the Trade Show booth. He advised that an administrative deliverable outlined in the Strategic Plan is to prepare an annual satisfaction survey for residents and that the survey will be distributed at the Trade Show as well. Administration also indicated that there would be a business appreciation dinner on Friday, April 26<sup>th</sup>, before the Trade Show and asked the Director of Community Services to provide more details. The Director confirmed that there would be an informal meet and greet in the Arena Mezzanine the Friday prior to the Trade Show and that there would be finger foods and cocktails available.

Cr. Westwell suggested that an index be included with the Strategic Plan that identified goals marked "A" as administrative and goals marked "G" as governance for public knowledge. D/M Smith clarified that the Trade Show is on Saturday, April 27<sup>th</sup> in the Arena.

4. Governance

- a. Council Priorities – Mayor Napier-Buckley apologized for being late and indicated that her Council priority updates will be addressed under Administration.

5. Director's Report

Administration advised that the Corporate Services Department has been busy preparing with the audit and indicated that the Auditors are in town working to prepare the Town's audited financial statements. He noted that the audited financial statements would be complete and presented during a Special Meeting to follow the Council Meeting on a different date. He also indicated that the finalized GNWT Assessment Roll, with amendments from the Board of Revision meeting, has not yet been received and therefore the Mill Rate Bylaw would likely not be ready for reading at the April 16<sup>th</sup> Council meeting and that it would be included in the Special Meeting as well. Administration advised that the Auditors have been working to resolve a number of issues including water billing issues. Additionally, he indicated that there are a few positions out for competition.

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. McArthur asked if property tax refunds are due to residents turning sixty-five. Administration confirmed that some residents have become eligible for the tax rebate. D/M Smith asked how the NT Power Corporation determines their rate to remove Christmas lights. Administration advised that historically, they estimate hours and invoice the cost.
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
- c. Correspondence – The Correspondence for March 2019 was reviewed.
- d. Licensing Report – The March 2019 Licensing Report was reviewed.

6. Administration

- a. FCM Conference – Administration advised that Council historically makes a motion approving the attendance of Council delegates. Mayor Napier-Buckley indicated that she would be attending the conference as President of the NWTAC. She also noted that Councillors interested in attending were requested to express interest, and that D/M Smith and Cr. Cox have expressed interest in attending. She noted that it is good practice for Council to select their delegates. Additionally, a motion approving the delegates needs to be made in order for them to receive their Council honourarium as per the Council Honourarium Bylaw and that Councillors are not in conflict by voting on honouraria. Cr. Westwell asked if two delegates have been funded to attend in the past. Mayor Napier-Buckley confirmed and advised that there is a Council Travel Budget. She indicated that Councillors had accessed the budget to attend the NWTAC AGM and she believes there will still be additional funds in the budget after sending two Councillors to the FCM Conference. D/M Smith clarified that two delegates were sent each year for the past two years and that the early bird registration deadline is April 12<sup>th</sup>.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Westwell**

**That D/M Smith and Cr. Cox attend the Federation of Canadian Municipalities Annual Conference from May 29 to June 2, 2019 in Quebec City, Quebec.**

**CARRIED UNANIMOUSLY**

- b. Aurora College Duncan MacPherson Citizenship Award – Administration advised that the award is sponsored by the Town and that historically a subcommittee of Council is formed to select the successful student. He indicated that there was only one nominee this year. He noted that Council may wish to endorse the nominee although Council may wish to review the application regardless. Councillors Cox, Campbell and Pischinger expressed interest in sitting on the selection committee.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

**That Council form a subcommittee consisting of Cr. Cox, Cr. Campbell and Cr. Pischinger to select the Aurora College student recipient of the Duncan MacPherson Citizenship Award.**

**CARRIED UNANIMOUSLY**

- c. Premier's Visit – Mayor Napier-Buckley indicated that the Premier would be in town on April 8<sup>th</sup> and has requested an informal meeting with her. She requested Council bring forward any topics they would like discussed.
- d. Board Reporting – Administration noted interest expressed by Councillors to receive updates from various boards. He advised that minutes were previously included in public meeting packages but found to be contentious and too detailed. He requested that Councillor board representatives provide updates during Mayor and Council at Council meetings. He indicated that the FSDEA does not have an official Council representative. Administration advised that the Chair of the FSDEA would be asked to delegate during next month's meeting cycle. Cr. Westwell asked if there would be a conflict of interest being an executive board member. Administration indicated that his interpretation from the roles and responsibilities training, is that Councillors represent various special interest groups and have a constituency at Council but not necessarily a conflict of interest. He indicated that if Councillors are willing to listen to conflicting ideas and change their opinion based on information received a conflict would not be perceived. He suggested that Council is allowed to listen and join the conversation and to assist with dialogue if it represents the community.

**7. Other Business**

- a. Briefing Note MACA O&M Funding Contribution Agreement 2019-2020 – The briefing note and contribution agreement were reviewed. Administration indicated that when the O&M Budget was presented in December, the Town had not yet been advised by MACA of the funding contribution amounts and that the budget reflects the previous year's contribution amounts. Administration advised that there are three contribution agreements before Council; O&M, Water and Sewer and CPI. He indicated that a motion of Council is required to receive the funding and provides the opportunity to advise Council of funding changes. Administration advised that the O&M contribution agreement for the fiscal year 2019-2020 is \$2,123,000 and that the funding has increased by \$55,000 from the 2018-2019 fiscal year. He noted that the amount is slightly higher than the cost of living. Cr. McArthur asked what the Town intends to do with the excess funds. Administration advised that there is opportunity to expend the money but if the funds remain unallocated to the budget they will be contributed to reserves. He indicated that if there is a requirement for a change in the level of services the Town provides, extra funds will be available.

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Campbell**

**That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in amount of \$2,123,000.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note MACA W&SS Funding Contribution Agreement 2019-2020 – The briefing note and contribution agreement were reviewed. Administration advised that Water and Sewer Services funding is tied to the Utility budget. He added that the Town is not allowed to profit from utility services and noted that expenditures and revenues are tracked separately. He advised that the contribution agreement for the fiscal year 2019-2020 is \$576,000, which is a \$30,000 increase from the 2018-2019 fiscal year.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$576,000.**

**CARRIED UNANIMOUSLY**

- c. Briefing Note MACA CPI Funding Contribution Agreement 2019-2020 – the briefing note and contribution agreement were reviewed. Administration advised that CPI funding is specifically for Capital use. He noted that the contribution agreement for 2019-2020 fiscal year is \$1,251,000, which is an additional \$137,000 from the 2018-2019 fiscal year. He noted that the O&M and W&SS funding are received in nine installments due to overlapping fiscal years and that CPI funding is provided in one lump sum. Mayor Napier-Buckley added that the Federal Government is providing a one-time doubling-up of Gas Tax funding. Administration indicated that Gas Tax funding is limited to linear infrastructure or landfill use. He indicated that the Town will receive an additional sum of \$900,000 in Gas Tax one time only.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. McArthur**

**That Council approves the Community Public Infrastructure Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$1,251,000.**

**CARRIED UNANIMOUSLY**

- d. Religious symbols – Cr. Couvrette has heard on the news and Facebook about a new law passed in Quebec that restrict the wearing religious symbols by public servants. He advised that he would bring a motion forward to a future meeting to make proclamation on the condemning of personal freedoms and opinions. Cr. Westwell noted that the Legislative Assembly still conducts opening prayers at all meetings but appreciates and looks forward to the debate. Administration requested the proclamation be submitted prior to the Community Services meeting to have discussion, and if approved, it be proclaimed at the Council meeting to follow. D/M Smith requested further information be circulated to Council. Mike noted that the intent of the agenda addition was to notify Council that he would bring information and a proclamation to a future meeting for debate.

- e. In-Camera Session – *CTV Act S.23(3)(c) Personnel Issue*

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. McArthur**

**That Council move in-camera to discuss a personnel issue in accordance with Section 23(3)(c) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Council move out of in-camera.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on May 7<sup>th</sup>, 2019.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 8:55 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING March 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34777	Bank of Montreal	Jim Hood Statement Cell Phone Bill \$1231.42	\$ 1,231.42	AD
34778	Cancelled			
34779	Cancelled			
34780	Bank of Montreal	Paul Kaeser Statement NTPC - Christmas Lights Removal \$2335.20 Aurora College - Training \$650.00	\$ 2,985.20	AD
34781	Bank of Montreal	Cynthia White Statement Annual Fee \$30.00 Big Fun Supplies \$304.40 U of Calgary Course \$395.00 Calendar Mail Drop \$100.74	\$ 830.14	RCC
34782	Mss Ltd	Supplies	\$ 50.56	AMB
34783	Wally's Drugs	Cards and Supplies	\$ 255.46	AD/ RCC
34784	Freund Building Supplies	Door Replacement	\$ 5,177.41	FM
34785	Xerox Canada	Photo Copier lease	\$ 741.02	AD
34786	Receiver General	Payroll Deductions [R]	\$ 59,616.23	AD
34787	Thyssenkrupp Elevator	Elevator Repairs	\$ 1,253.20	RCC
34788	Solid Waste Association	Membership Renewal	\$ 289.90	FM
34789	Customer	Refund Property Tax	\$ 1,282.56	AD
34790	Northwestern Air Lease	Freight	\$ 96.96	WTP
34791	Bank of Montreal	Keith's Statement ABC Lunch Jan 28, 2019 \$60.85 Special Committee Meeting Feb 1, 2019 \$26.25 RAB Lunch Feb 4, 2019 \$60.85 SDAB Lunch Feb 7, 2019 \$69.20 Council Honorarium Committee Lunch \$26.25 TTAB Lunch Feb 21, 2019 \$60.85	\$ 304.25	
34792	Mercury Sign Art & Design	Town Crest	\$ 26.25	PW
34793	TDC Contracting	Heating and Gas	\$ 14,561.96	Multiple
34794	See Accounts Paid List Part II			
34795	Cleartech	Chlorine and Flouride Order	\$ 4,283.16	WTP
34796	Safecom Training Services INC	Safety Training	\$ 4,462.50	Multiple
34797	AECOM Canada Limited	Material/Supplies	\$ 969.26	WTP
34798	Arctic Alarm	Fire Alarm Monitoring	\$ 119.60	RCC
34799	Office Solutions	Supplies	\$ 348.09	RCC/AD
34800	Hach Sales & Service Canada	Turbidimeter	\$ 9,297.44	WTP
34801	Hay River Heavy Truck Sales	Material/Supplies	\$ 201.60	AMB
34802	Aurora Ford	Replacement Keys	\$ 408.48	PW
34803	Employee	Reimbursement Medical Drivers class 4	\$ 133.00	AMB
34804	Customer	Refund Property Tax	\$ 1,852.58	AD
34805	Precision Industries	Big Fun Event	\$ 2,352.00	RCC
34806	Stak Fitness	Treadmill	\$ 6,741.00	RCC
34807	Customer	Refund Property Tax	\$ 750.00	AD
34808	Customer	Refund Property Tax	\$ 1,808.74	AD
34809	Customer	Refund Property Tax	\$ 2,940.94	AD
34810	Employee	Reimbursement Medical Drivers class 4	\$ 100.00	AD
34811	NWT Tourism	Membership Renewal	\$ 183.75	AD
34812	Cimco Refridgeration	Service and maintenance	\$ 6,929.33	FAC
34813	GNWT	Annual Elevator Inspection	\$ 429.00	RCC
34814	Paul Keaser's Stores	Supplies	\$ 240.99	Multiple
34815	Town of Fort Smith	Water Bills	\$ 1,126.55	Multiple
34816	Xerox Canada	Copier Lease	\$ 724.27	AD

34817	Lifesaving Society	Annual Fee and Supplies	\$	462.02	RCC
34818	Northern News Service	Subscription Renewal	\$	70.00	AD
34819	GNWT - Taxation Division	School Tax [R]	\$	14,453.46	AD
34820	TDC Contracting	Heating Oil and Supplies	\$	19,300.63	WTP/AMB
34821	Wesclean Northern Services	Courier Service	\$	24.06	RCC
34822	506830 NWT LTD Chase's Pit Stop	Gas	\$	298.30	Bylaw
34823	See Accounts Paid List Part II				
34824	Infosat Communications	Sat Phone Bill	\$	169.22	AMB
34825	Archtech Computers	License and Services	\$	904.26	AD
34826	Arctic Response	Safety Training	\$	5,939.99	Multiple
34827	Office Solutions	Supplies	\$	871.98	RCC
34828	See Accounts Paid List Part II				
34829	Cimco Refridgeration	Equipment Supplies and Training	\$	3,206.12	Multiple
34830	Paul Keaser's Stores	Supplies	\$	2,754.43	RCC/WTP
34831	Lou's Small Engines	Propane	\$	966.04	FAC
34832	Link Hardware	Supplies	\$	2,795.19	Multiple
34833	Northwestel Inc	Phone Bill	\$	1,046.44	Multiple
34834	Pitney Bowes	Postage Meter Lease	\$	863.48	AD
34835	Yuhas, Denise	2019 Board of Revision	\$	100.00	AD
34836	Wally's Drugs	Supplies	\$	67.08	RCC
34837	Fruends Building Supplies	Supplies	\$	1,427.35	PW/FAC
34838	Xerox Canada	Copier Lease	\$	1,286.11	AD
34839	Receiver General	Payroll Deductions [R]	\$	46,165.20	AD
34840	Worker's Safety and Compensation Com	2019 Employer Payroll Premiums	\$	93,676.00	AD
34841	Northwestern Air Lease	Freight	\$	66.33	WTP
34842	NTHSSA - Fort Smith Region	Reimbursement Vaccine	\$	35.00	WTP
34843	Customer	2019 Board of Revision	\$	100.00	AD
34844	See Accounts Paid List Part II				
34845	TDC Contracting	Heating Oil and Supplies	\$	2,985.97	Multiple
34846	Customer	2019 Board of Revision	\$	100.00	AD
34847	Okanagan College	Tuition Fees for Course	\$	600.00	Multiple
34848	Customer	2019 Board of Revision	\$	100.00	AD
34849	RDV Mechancial	Material and Repairs	\$	2,210.10	Multiple
34850	Fields	Supplies	\$	110.36	RCC
34851	Customer	Meter Deposit Refund	\$	350.00	WTP
34852	Customer	Meter Deposit Refund	\$	350.00	WTP
34853	Receiver General	Payroll Deductions [R]	\$	32,960.61	AD
34854	Public Service Alliance of Canada	2018 Union dues	\$	23.37	AD
34855	GNWT Taxation Division	2018 Annual Payroll Tax Return	\$	1,048.26	AD
34856	Employee	Refund Union Dues	\$	1,890.48	AD
34857	Hathorn Corporation	Camera and Locator	\$	9,846.19	WTP
34858	Customer	Refund Meter Deposit	\$	350.00	AD
34859	Mss Ltd	Supplies and Equipment R/M	\$	2,356.77	AMB
34860	Paul Keaser's Stores	Materials and Supplies	\$	2,263.41	Multiple
34861	Lou's Small Engines	Equipment and Maintenance	\$	2,372.12	Multiple
34862	NWT Power Corporation	Power Bills	\$	53,539.24	Multiple
34863	NWT Fire Chief Association	Membership Renewal	\$	750.00	FD
34864	Lifesaving Society	Staff Training	\$	160.00	RCC
34865	Winnipeg Outfitter's	Materials and Supplies	\$	210.00	RCC
34866	Petty Cash	Petty Cash RCC	\$	40.95	RCC
34867	NEBS Pension Fund	March Premiums	\$	28,371.40	AD
34868	Taxation Division	Feb 2019 Adjustment	\$	534.60	AD
34869	BZT General Contracting	Building Repairs and Maintenance	\$	3,596.04	RCC
34870	TDC Contracting	Gas and Heating Oil	\$	13,587.94	Multiple
34871	Wesclean Northern Services	Janitoring Costs	\$	58.64	RCC
34872	NEBS Group Insurance Fund	March Premiums	\$	12,133.37	RCC
34873	Dynamic Online Marketing	PPE Supplies	\$	399.00	FD
34874	506830 NWT LTD Chase's Pit Stop	Gas	\$	32.23	Bylaw
34875	Firefighter	Travel Expense Claim - Hay River Fire	\$	257.95	FD
34876	RDV Mechancial	Vehicle Maintenance	\$	362.78	FM



34877	Power Surge Technologies Ltd	Supplies	\$	209.99	RCC
34878	Fields	Supplies	\$	19.09	RCC
34879	Office Solutions	Supplies	\$	1,766.68	RCC/AD
34880	Palmer, Robert	Circus Camp	\$	6,051.00	RCC
34881	Firefighter	Travel Expense Claim - Hay River Fire	\$	220.08	FD
34882	Firefighter	Travel Expense Claim - Hay River Fire	\$	170.05	FD
34883	Firefighter	Travel Expense Claim - Hay River Fire	\$	170.05	FD
34884	Rapid Media	Advertising	\$	1,044.75	AD
	Payroll	Pay period March 1, 2019	\$	111,979.29	
	Payroll	Pay period March 15, 2019	\$	100,575.41	
	Payroll	Pay period March 29, 2019	\$	120,141.14	
		<b>Total</b>	<b>\$</b>	<b>848,452.80</b>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING March 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34794	Aurora TPI Travel	Mayor Travel NWTAC	\$ 454.65	AD
34823	Westwell, Christian	Travel Expense Claim NWTAC	\$ 398.30	AD
34828	Napier-Buckley, R.A Lynn	Travel Expense Claim NWTAC	\$ 1,058.19	AD
34844	Couvrette, Michael	Travel Expense Claim NWTAC	\$ 399.30	AD
		TOTAL	<u>\$ 2,310.44</u>	

















# Town of Fort Smith Community Services Committee

Tuesday, April 9, 2019 at 7 pm

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions and Values
  - d. Community Services Master Plan
  - e. Economic Development Plan
5. Directors Report
  - a. Trade Show
  - b. 2019 Citizen Satisfaction Survey
  - c. Recreation – March 2019 Statistics
  - d. Pool – March 2019 Statistics
  - e. Arena – March 2019 Statistics
  - f. Mary Kaeser Library– March 2019 Statistics
6. Economic Development Report
  - a. Economic Development – March 2019 Statistics
7. Advisory Boards
  - a. Recreation Advisory Board
  - b. Advisory Board on Culture
    - i. ABC Minutes March 25, 2019
  - c. Tourism and Trade Advisory Board
    - i. TTAB Minutes February 21, 2019
    - ii. TTAB Minutes March 21, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
  - a. Religious Symbols Proclamation
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes March 12, 2	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 2019 Citizen Satisfaction Survey	 RCC Statistics March 2019
 Pool Statistics March 2019	 Arena Statistics March 2019
 Library Statistics March 2019	 Econ Dev Report March 2019
 ABC Minutes March 25, 2019	
 TTAB Minutes February 21, 2019	 TTAB Minutes March 21, 2019



Town of Fort Smith  
Community Services Committee  
Tuesday, April 9, 2019, at 7:00 pm

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

1. Call to Order  
Mayor Napier-Buckley called the meeting to order at 7:00 pm.
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest – There were no declarations of financial interest.
3. 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 March 12<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of March 19<sup>th</sup>, 2019.
  - c. Vision and Values – The Vision and Values were reviewed.
  - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
  - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report
  - a. Trade Show – The Director of Community Services advised that Trade Show organizing is progressing nicely and that there will be a Business Appreciation Meet and Greet the evening of Friday, April 26<sup>th</sup> before the Trade Show. She noted that the Town had partnered with the Chamber of Commerce and Thebacha Business Development Services for the Trade Show event. She requested Councillors contact her about working the Town of Fort Smith booth.

Cr. Beaulieu entered the meeting.

The Director advised that she would be working with the David Nairne and Associates Ltd. to create a one-page summary information sheet on the Strategic Plan document. She indicated that there would be hard copies available and a sign-up sheet for anyone requesting an electronic copy.

- b. 2019 Citizen Satisfaction Survey – The 2019 Citizen Satisfaction Survey was reviewed. The Director advised that the citizen satisfaction survey would be administered during the Trade Show. She requested feedback from Councillors on the survey. She indicated that hard copies would be available to promote public engagement with the Mayor and Councillors. She is hoping to have a few iPads available for the survey as well. She noted that the survey was created through Survey Monkey and that there is the option to keep it posted for a few months. She indicated that they would provide a handout of the URL of where the survey can be accessed along with the electronic location of the Strategic Plan. The Director advised that they would also be promoting the post-secondary education survey. Additionally, there will be a wall-board for people to write what they love about Fort Smith which will be later transformed into video. She indicated that the Town is using sentiments as marketing for the community. She advised that there would be a Joint Advisory Board meeting on Thursday, April 25<sup>th</sup> which will be an important opportunity for advisory board members. The Director suggested that Councillors separate into two teams for a morning and afternoon shift to run the Trade Show booth.
- c. Recreation Statistics – The March 2019 statistics report was reviewed. The Director advised that Youth Night has been well attended and that there were seventy-one youth in attendance last Friday. She noted that one of the Recreation Assistants held a gaming tournament in theatre in which approximately twenty kids participated. She also indicated that the Parents and Tots program has been well received and that there has been above average use of the gymnasium. The Director advised that they would be separating drop-in hours for different age groups and monitor turn-outs over the next couple months. She noted that the intent is to give different age groups equal access. She indicated that youth squash and junior NBA have concluded and were organized by community volunteers. Additionally, bootcamp has come to an end and elders in motion has finished for a couple months as the instructor is travelling. She also noted that the facility was very busy during the Wood Buffalo Frolics with almost eight-hundred visitors.
- d. Pool Statistics – The March 2019 statistics report was reviewed. The Director indicated that the Pool was closed for a week the beginning of March. She advised that unexpected funding was received from the Mackenzie Recreation Association which allowed for free pool times, games and prizes. She noted that there were four pool rentals and one Seniors pool event in March. The Director advised that swimming lessons are concluding and that another set of lessons will commence after spring break.
- e. Arena Statistics – The March 2019 statistics report was reviewed. The Director advised that March was a very busy month for the Arena and noted that the department is working to prepare the facility for indoor programming throughout the summer.
- f. Mary Kaeser Library Statistics – The March 2019 statistics report was reviewed. The Director noted that the Elders and Technology program is well attended with seventeen attendees that regularly attend with questions. She also noted that there is family literacy programming ongoing and that Story Time has been slow since Christmas. She noted that Story Time had been moved to Tuesdays for consistency with the statutory holidays that fall on Mondays. The Director has received correspondence from Counselling Services and advised that will be screening the Grizzlies movie early May. She also indicated that the Director/Actor of the film would be in attendance at the screening.

The Director advised that there would be a number of staff training opportunities upcoming in May. She indicated that Recreation North would be coming to Fort Smith to facilitate workshops. She noted that the workshops would be open to frontline staff and the public. She also indicated that there would be a Dance Play instruction course. Additionally, the Mackenzie Recreation Association would be coming to Fort Smith for their AGM and representatives from the South Slave would be attending. The Director advised that Aurora College graduation was scheduled in the Recreation facility gymnasium on April 26<sup>th</sup>, although their venue has changed to the new SRFN Business and Conference Centre. She noted that spring break is upcoming, and that the Day Camp program is scheduled during that time. Additionally, there would be drop-in activities occurring throughout the day.

Cr. Cox suggested that if iPads can be accessed for the citizen satisfaction survey it would lessen the workload in compiling information. Cr. Cox asked if the gaming tournament during Youth Night was online. The Director advised that it was not. Cr. Cox asked if Circus Camp would be occurring this year. The Director confirmed this and advised that it would be happening near the end of August. She indicated that there would be an areal component to the camp with silk and scarves. Cr. Cox was pleased with the updates and with the growing interest in the Elders and Technology program.

D/M Smith was also pleased with the report and suggested that the Town may need a second gymnasium. He thinks the survey is great but possibly overarching. He suggested the survey may be an opportunity to engage the public on a political level. He suggested adding a question asking why the Department of Lands would not give the Town the Snowboard Park land. He also asked if the Town tracks the usage of the Senior's Room and Curling Lounge. Administration indicated that the intent of the survey question is to be light the first round and ask different questions during the next survey. He noted that the Town has purchased the license for Survey Monkey for the year. Additionally, he advised that the Town does not track usage of the Senior's Room or the Curling Lounge although the TAG Municipal Buildings Report suggests considering doing so in the future.

5. Economic Development Report

- a. Economic Development Statistics – The March 2019 statistics report was reviewed. The Director advised that the EDO has been very busy since the last report, organizing the Trade Show Business Appreciation Meet and Greet, developing the citizen satisfaction survey, and working on a resident ambassador welcome program. She is also working with an informal tourism group that meets regularly. The Director indicated that the EDO is working with NWAL, Parks Canada, and local businesses to create packages for night flight viewing of the aurora borealis. The EDO has also been continuing to partner with the Aurora College to host webinars. She indicated that the last webinar was on volunteers and that twenty-four people were in attendance and that there was interest from Hay River's Community Learning Center to link into the webinars. She noted that the next webinar is on May 15<sup>th</sup> and a topic has not yet been chosen. The Director advised that the EDO has set up a website for the post-secondary education survey and the website is called Advancing Our Education. Upcoming initiatives include the EDO meeting with Dominion Diamond Mines to determine how to attract mine workers to live in Fort Smith.

Cr. Cox was pleased that the Town purchased a domain surrounding advancing education in the NWT to promote the GNWT survey and wished the GNWT would do the same. Administration had determined that the GNWT were not advertising the survey and making it hard to access. He noted that the website allows the Town to provide messaging along with the URL for the survey. He also noted that most of the background data on the foundational review are also linked through the Town's website and that the Town will be seen as the leader of message. He noted that the survey expires in a week and that the Town will continue to promote the website and get messaging out on the issue.

Cr. Couvrette noted that the survey expires on April 23<sup>rd</sup> and suggested the Town ask the GNWT how many surveys were completed and from which communities. He felt that if there are less than two-hundred surveys completed, the survey would not be credible as it requires adequate response from GNWT residents. He also noted that the GNWT site crashed multiple times while he tried to complete the survey. Cr. Couvrette advised of Cr. Westwell's comments from a previous meeting, that the Town needs to be proactive in responding to the polytechnic strategy and suggested the Town look to undertake something similar.

Cr. Cox doesn't think the Town should wait for the survey to expire to request an extension. She noted that Yellowknife developed a "why here" document which cost \$50,000, to argue why a university should be built in Yellowknife. She felt that it has been the Town's position that the GNWT should perform a cost analysis if they are looking to build. She indicated that the Town's focus has mainly been on the education portion of the foundational review and the importance of facilities already in place. She noted that the responses received from the President of the Aurora College has been to the effect of the future education of students. She felt that the cost analysis should be the responsibility of the department.

Cr. Couvrette noted that Cr. Westwell's point was to ensure the Town is prepared and planning in advance. He felt that the Town has been more reactive than proactive and supports the idea of a subcommittee of Council and community representatives to prepare information for response immediately.

Cr. Couvrette requested an update on social media statistics in the report. Administration advised that they are working to deemphasize social media statistics as it is difficult to determine useful information.

6. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox advised that the board had met on April 8<sup>th</sup> and made a recommendation approving the Safe Community Facilities Policy and the Unattended Child and Access to Facilities Policy. She noted that the board also reviewed a new policy, the Municipal Alcohol Policy, which will govern the serving of alcohol on municipal properties and noted that there was lengthy discussion. Cr. Cox also indicated that the board has tasked her with bringing discussion to Council on Advisory Board recognition. She noted that RAB had discussed receiving discounts at the Recreation Centre or receiving a turkey at Christmas but felt that there was conflict of interest. They requested that Council have discussions on how to recognize advisory board members. She noted that there were a variety of opinions on the issue. Mayor Napier-Buckley answered that advisory boards are recognized with a joint advisory board dinner and that there is one upcoming at the end of the month. She hoped that RAB members would attend. Mayor Napier-Buckley will look into other forms of recognition beyond the dinner.

- b. Advisory Board on Culture Minutes March 25<sup>th</sup>, 2019 – The ABC minutes were reviewed. Cr. Beaulieu advised that all members were in attendance. She indicated that the board reviewed the Safe Communities Policy, Asset Mapping, the Strategic Plan and upcoming programs and events. She indicated that the Metis Nation Language Program Coordinator would be starting-up a local radio station in the Hunters and Trappers building and advised that radio access would be available to the Town for announcements and advertising. She also noted that the board discussed implementing a wall of recognition at the Recreation facility.
- c. Tourism and Trade Advisory Board
  - i. TTAB Minutes February 21<sup>st</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette indicated that there was discussion on the business report and developing a website for the community profile. He noted that the board also discussed facilitating a tourist survey through the Visitor Information Centre to compile additional information from their visit for marketing purposes. He indicated that there was a recommendation that the Business Visit Report be brought to Council for review and approval. He noted that it was also suggested during the meeting that the report be published and circulated to businesses. The board was also pleased with the idea of a community profile and felt that it was a great initiative. They indicated that they would review the links of other community's profiles and provide feedback.
  - ii. TTAB Minutes March 21<sup>st</sup>, 2019 – The TTAB minutes were reviewed. Cr. Couvrette indicated that the community profiles were reviewed again although there wasn't much feedback. The board agreed to review them and provide recommendation for the next meeting. Cr. Couvrette advised that the Economic Development Report would be revamped and presented at the next TTAB meeting. Additionally, he advised that he brought forward new business, as discussed at the March Council meeting, with regard to determining forms of recognition for Alex Hall and Jaque Van Pelt for their community contributions. He noted that multiple ideas were discussed, and the board agreed to bring a recommendation forward for the next meeting. Cr. Couvrette advised that there was also discussion about NWAL looking to get a new aircraft, a Jetstream 41, for reconfiguration into a nineteen-seat aircraft with additional cargo space for transport. He noted that Jim Heidema was looking for a support letter from the board although the board agreed that the request should go to Mayor and Council. Additionally, the Strategic Plan was reviewed, and marketing was discussed. He noted that the board was encouraged to look at previous documents, including the 2014 Marketing Strategy and the seven recommendations included in the document, for discussion at a later date.

Cr. Cox suggested that a letter be written to the MLA conveying concern and displeasure with the decision to reduce the airport runway. Administration clarified that the runway is being narrowed and advised that other airports have had the work done and are pleased with the work. He added that the revised runway would still be able to accommodate large planes. Cr. Cox was pleased with the update.



Mayor Napier-Buckley asked if there have been any discussions with Parks Canada about using the Wood Buffalo National Park for night flight aurora viewing during the winter season. The Director of Community Services confirmed this. She advised that there is an overload of aurora tourism in Yellowknife, and NWAL is moving forward with discussions with local business owners to provide the service in the region and that Parks Canada is on board. Cr. Couvrette added that Parks Canada have been discussing aurora viewing and advised that they are replacing the Salt River day-use cabin with a configured cabin for aurora viewing. Cr. Couvrette indicated that he is the Chair of the Astronomical Society.

7. Other Business

- a. Proclamation Denouncing the Infringement of Fundamental Rights and Freedoms – The proclamation was reviewed. Cr. Couvrette advised that he had circulated two emails to Council prior to the meeting and the proposed proclamation for review. He noted that Canada has a Charter of Rights and Freedoms and that the country is experiencing an erosion of fundamental rights that are guaranteed to citizens. He noted that “Clause 33” is a free pass for Federal, Provincial or Territorial Governments to pass infringements of the Charter of Rights and Freedoms. He indicated that the Charter of Rights and Freedoms has been in place for the past twenty-five years. He added that the “Notwithstanding Clause” gives a five-year free-pass to infringements while going through the courts which may eventually be deemed unconstitutional. He noted that with the passing of Bill 21 public servants in Quebec are unable to wear head scarfs or any religious symbols. Cr. Cox supports the intent of the proclamation and requested a few changes. D/M Smith noted that is rare for the Town to move a proclamation for other provinces but felt that the issue is universal to support and foresees erosion of the fundamental freedoms across the country, including segregation and separation. Cr. Campbell asked why religious symbols are being forbidden in the workplace and asked if it is for safety reasons. Cr. Couvrette answered that it is not related to safety, but that the Quebec Francophones feel to be a minority of Canada and that their rights are being infringed upon by immigrants coming to Canada. He also noted that the Catholic religion is closely tied to Quebec and the Bill is a way to prevent authority figures from displaying religion that isn’t Catholic.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**WHEREAS the Town of Fort Smith is committed to respecting the principles, values and ideologies of the Canadian Charter of Rights and Freedoms;**

**AND WHEREAS the Town of Fort Smith is committed to creating an inclusive and accepting multicultural community;**

**AND WHEREAS the Charter of Rights and Freedoms provides for; a) the freedom expression of conscience and religion; and b) the freedom of thought, belief, opinion and expression, including the freedom of the press and other media of communications; and c) freedom of peaceful assembly; and d) freedom of association;**

**AND WHEREAS provincial legislation is being introduced, in the Province of Quebec specifically Bill-21 entitled "An Act respecting the laicity of the State" evoking a ban on public workers wearing religious symbols at their place of work;**

**NOW THEREFORE** the Town of Fort Smith wishes to publicly express its opposition to, and its disapproval of the intent of Bill 21 as a discerning infringement of the constitutional freedoms guaranteed under the Canadian Charter of Rights and Freedoms;

**AND NOW THEREFORE** call upon the Parliament of Canada to address the context of and uses of the “Not Withstanding Clause” (Section 33) allowing federal, provincial and territorial governments to revoke fundamental freedoms and legal rights of Canadian citizens.

**IN FAVOUR – CR. COUVRETTE, CR. COX, D/M SMITH, CR. BEAULIEU, CR. PISCHINGER  
OPPOSED – CR. CAMPBELL  
CARRIED**

8. Excusing of Councillors  
**RECOMMENDATION**  
Moved by: Cr. Cox  
Seconded by: Cr. Campbell  
That Cr. McArthur and Cr. Westwell be excused from the Community Services Meeting on April 9, 2019.  
**CARRIED UNANIMOUSLY**
  
9. Date of Next Meeting  
The next meeting of the Community Services Standing Committee will be held on May 14, 2019.
  
10. Adjournment  
**RECOMMENDATION**  
Moved by: Cr. Couvrette  
Seconded by: Cr. Cox  
That the meeting be adjourned at 8:25 p.m.  
**CARRIED UNANIMOUSLY**












# Town of Fort Smith Municipal Services Committee

Tuesday, April 9, 2019, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
  - a. Statement of Disclosure of Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision and Values
  - d. 2018 Capital Plan
5. Directors Report
6. Protective Services Report
  - a. Fire Dept – March 2019 Statistics and Training Report
  - b. Ambulance – March 2019 Statistics
  - c. Bylaw – March 2019 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes March 7, 2019
    - ii. SDAB Reappointment John Gray
8. Bylaw/Policy Review and Development
9. Administration
  - a. 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
<div style="display: flex; justify-content: space-around;">    </div> Municipal Services Vision and Values 2018 Capital Plan Minutes March 12, 2
<div style="display: flex; justify-content: space-around;">    </div> Fire Department Ambulance Bylaw Statistics Statistics March, 201 Department March 2 March, 2019
<div style="display: flex; justify-content: space-around;">   </div> SDAB Minutes SDAB March 7, 2019 Reappointment John Gray



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, April 9<sup>th</sup>, 2019 at 8:15 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,  
Cr. Beaulieu  
Regrets: Cr. McArthur, Cr. Westwell  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,  
Director of Municipal Services; Cynthia White, Director of  
Community Services; Katie Reid, Executive Secretary  
Guest: Brenda Tuckey

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:30 pm.

2. Declaration of Financial Interest

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

3. 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 March 12<sup>th</sup>, 2019, were reviewed and adopted at the Council meeting of March 19<sup>th</sup>, 2019.

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

d. 2018 Capital Plan – The Capital Plan was reviewed.

4. Directors Report

The Director of Municipal Services indicated that due to the early snow melt, water management has been moved three weeks ahead of schedule. He noted that there was a melt in March while Public Works was performing snow removal. He added that snow removal initiatives have been completed but water management is still underway. Additionally, Public Works has been clearing culverts that usually get dammed with ice as part of the water management process. He noted that a steamer is used to melt the ice in the culverts for clearing and that pump trucks remove the excess water in shallow ditches.

The Director advised that himself and a few employees attended a two-day waste recycling and composting course in Hay River in March. He noted that the course was more about composting which was very interesting and informative.

He indicated that the Water Treatment Plant is preparing for the season change and will be using ponds depending on the turbidity of the river water. He noted that the turbidity of the water tends to increase when the ice releases.

Administration advised that the Director also attended the Salt River Delta Partnership (SRDP) workshop that occurred at the end of the March. He indicated that the drinking water is drawn from the Slave River which is covered by a variety of jurisdictions including the Alberta Government, Federal Government and GNWT Department of Environment and Natural Resources (ENR). He indicated that making of drinking water is legislated by GNWT Municipal and Community Affairs (MACA) and monitored by GNWT Health and Social Services. He noted the Department of ENR facilitated the SRDP working group in which the Director attended a governance workshop. He advised that the Town works with a number of jurisdictions to produce the best quality drinking water in the NT.

The Director advised on behalf of the Municipal Services department, that he looks forward to showing Mayor and Council operations during the Infrastructure Tour and would answer any questions they may have.

D/M Smith advised that the SRDP working group was founded in 2010 and that he was a founding member on behalf of the Aurora College. He noted that the group does not exist through legislation but through a partnership of Indigenous governments linked to the Slave River. He felt that SRDP is only group where multiple organizations work cooperatively without much politics. He noted that the water effects everyone equally and the Town has an interesting role with the partnership as it is the only license holder on the Slave River. He advised that the partnership had not met in a couple years and the past meeting in March was an opportunity to discuss governance and to determine if he can revive the working group as part of his role working with ENR and give it direction. He indicated that there was also a large body fish monitoring program which is part of the transboundary agreement between the Northwest Territories and Alberta which is being coordinated by Kelly McKindrick out of the Wilfred Laurier University who is a world leading expert. He noted that there would be a fish camp held in the fall as part of the program in which schools will be engaged and there will be opportunity to build a network and compile further data. D/M Smith further advised that Dr. Paul Jones from the University of Saskatchewan seemed clear in his work that the contaminants in fish at Peace Point had decreased in 2013 to 2016 from 2010 to 2012. He noted that there are contaminants in fish but not of human concern.

Mayor Napier-Buckley thanked the Director and the department for their hard work and is looking forward to the infrastructure tour.

#### 5. Protective Services Report

- a. Fire Department – The March 2019 statistics and training report was reviewed. Administration indicated that the report is different due to new tracking software. He noted that nine firefighters have received training and were presented an award by the Mayor to congratulate them. He was pleased with the Protective Services Supervisor's update that emergency services volunteer groups are full. He noted that the Town wasn't always in such a positive position and that a large percentage of ambulance volunteers are firefighters. He was pleased with the crossover and noted that it is the first step to the integration of the two departments.
- b. Ambulance Department – The March 2019 statistics report was reviewed. Administration advised that seven calls to the Ambulance department were to assist a resident who was falling at home and couldn't get up. They assisted in helping the person up but they refused to seek further service. He noted that the Town has the ability to speak with the Health Centre to ensure the resident is receiving appropriate care. He advised that March was another busy month for the Ambulance department.

- c. Bylaw Department – The March 2019 statistics report was reviewed. Cr. Cox asked if the number of speeding tickets issued in March is standard for a month. Administration noted that with the changeover to better tracking software there is better accounting for infractions. He noted that there tends to be more animal control than speeding and noted that the excess in speeding may be a result of the warm weather. He indicated that mostly warnings are given although there are a number of fines issued in March.

6. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes March 7, 2019 – The SDAB minutes were reviewed. The Director of Municipal Services advised that the board is in the final stages of finishing their affordable housing summary report. He noted that there was discussion on agricultural and industrial land, as well as why developers do not want to move forward with housing developments. He thinks that the board may schedule an evening meeting to finalize the draft for submission to Council. D/M Smith was pleased to see that an advisory board member had conference called in for the meeting.
- ii. SDAB Reappointment John Gray – The expression of interest was reviewed. Administration was pleased with Mr. Gray's membership as he represents the private sector. He noted that the majority of board members consist of government employees. He also noted that Jim Heidema sits on the Tourism and Trade Advisory Board which is a valuable asset to the Town.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That John Gray be reappointed to the Sustainable Development Advisory Board for a term ending December 31<sup>st</sup>, 2020.**

**CARRIED UNANIMOUSLY**

7. Administration

- a. Briefing Note Capital Planning; 2019 Capital Projects; 20 Year Asset Replacement Schedule 2019-2038; Mid-life Retrofit Spreadsheet; Municipal Services Space Use Analysis Report March 2019; Municipal Building Tech Report March 2019; Bylaw 972 The Financial Administration Bylaw - The briefing note, and accompanying documents were reviewed. Administration started with the review of the 20-year Long-term Capital Plan. He indicated that a draft version had been reviewed by previous Councils in the past and the document before Council is the final version. He was confident that no other community has a 20-year Capital Plan and suggested that Fort Smith has the best planning information. He indicated that the Town currently has an infrastructure inventory of \$170 million including buildings, fleet and linear infrastructure. The Town has limited ability to borrow money with a \$10 million borrowing cap and \$4 million already committed to the Arena renovations. In knowing this, all funds for the renovation and replacement of current infrastructure should be made available through annual contributions to Town reserves or through conditional Territorial and Federal grants. As a result, the Town requires a long-term plan to determine revenue requirements throughout the lifetime of infrastructure. He indicated that the plan includes all Town infrastructure, their lifetimes, construction and replacement values, and mid-life retrofits which determines accurate annual revenue requirements into reserves. He added that most values are determined by GNWT insurance appraisals and that the lifetimes used in the Plan are industry standard.

Administration indicated that multiple assets are coming to end of life in the next few years. He noted that this is an issue across North America. Given that most assets are aged with no commensurate reserve allocations, annual contributions are equal to replacement value or the remaining value which is a considerably larger amount.

Administration clarified that linear infrastructure includes roads, ditches, sidewalks, trails, and water and sewer lines which are measured by the meter. He noted that mid-life retrofits acknowledge renovations half-way through life expectancy. Additionally, the most expensive assets are buildings.

Administration advised that the 20-year Capital Plan identifies \$23.5 million revenue requirement for 2019. Revenues for 2019 are expected to be \$10.5 million; \$8.35 million in reserve and \$2.16 million in Gas Tax and CPI contributions. He noted that this results in a significant shortfall of \$12.9 million in 2019. As a result, the Town is required to risk manage asset replacement by not replacing some infrastructure right away at end of life and that some assets are considered surplus and will not be replaced at all at end of life. He indicated that this shortfall continues with a total infrastructure debt of \$28 million by 2038. Administration noted the hazards of risk managing infrastructure at end of life; operation and maintenance costs significant increase impacting the O&M Budget, decreasing quality of service to residents, unplanned failures of assets have direct consequence on residents, and reactive repair of unplanned failures is much more expensive than preventative replacement.

D/M Smith asked if the amounts calculated for replacement are appraised value or replacement value. Administration advised that they are appraised values. He noted that for the fire truck, the actual replacement value is nearly double the appraised value. He indicated that the appraised value may not reflect the replacement value and that he is attempting to reconcile this. Additionally, the cost of steel has increased 50% in value.

Administration advised that Town revenues consist of annual GNWT Community Public Infrastructure (CPI) funding of \$1.251 million; annual Federal Gas Tax funding of \$913,000; and any contributions to reserves that occur. He noted that the Financial Administration Bylaw 972 requires a \$100,000 contribution to each the General, Utility, and Environmental reserves annually. Further, the bylaw requires that any unused surplus in the O&M fund be transferred to reserves after one year. He noted that the Town's ability is limited to respond to crisis if operating funds are committed to capital expenses.

Administration advised that review of the Plan indicates the following objectives, information and findings. An additional \$1.5 million annual revenue to allow for "as and when" Federal and GNWT capital funding that occasionally becomes available. A \$6 million debenture is indicated which would result in a 20% tax increase for all residents and once the debenture expires, the debt payments would be converted to reserve contributions. By 2036 expenses and revenues will have reached equilibrium, expenses are at \$4.9 million annually, which does not allow for new assets or replacement of assets. The Plan uses insurance replacement costs to establish asset values whereas replacement costs are proven to be significantly higher as a result of rising steel costs, the devalued Canadian dollar, and other pressures. The Auditor has valued the depreciation of Town assets at \$1.5 million annually, which does not allow for mid-life retrofits, resulting in the Town's annual depreciation value of \$4.9 million. Further, the Auditor does not use the same definition of capital assets as the Town, however the Town has leeway with reserve funds from the O&M Budget. Lastly, the actual infrastructure funding shortfall identified by the GNWT when they

performed the Funding Formula review in 2014 which determined that Fort Smith is underfunded by \$3.5 million annually and can be attributed to Operating Budget underfunding.

D/M Smith asked how much money is outstanding on the Arena debenture. Administration is unsure if MACA is aware and advised that he is in an informal working group with other Senior Administrative Officers in the NT. He noted that Hay River specifically is struggling with their debt limit for their Arena and MACA is unable to advise. D/M Smith thinks it seems responsible to borrow funds to build a new emergency services building and possibly rent a building for Town Hall in the future to eliminate the capital cost. Administration indicated that if the lease is a capital cost it would still be identified in the Plan.

Administration noted that as the GNWT guarantees funding of \$1.2 million annually, it could be requested that they advance five years of funding rather than forcing the municipality to go to debenture or sign a letter guaranteeing the borrowing of money for ten additional years.

D/M Smith was pleased that the Federal Government is doubling Gas Tax funding for 2019 with an additional \$913,000 and suggested the additional funds could be used for the upcoming water and sewer project this year.

Administration proceeded to review the 2019 Capital Plan. He indicated that there are multiple projects from 2018 carrying over, new projects identified for 2019 that are identified in the 20-year Capital Plan, work identified by the current Council as indicated in the Strategic Plan, and smaller capital items not captured in the 20-year Capital Plan.

Administration advised that two major capital projects were initiated in 2018; the \$5.5 million CWWF downtown water and sewer rebuild, and the \$1.5 million Landfill expansion. He indicated that downtown water and sewer rebuild project is underway with approximately \$500,000 expended and the remainder of the work to be completed in 2019. He indicated that the Landfill expansion project has been delayed as design costs came in double the budget at \$3 million. He added that additional Federal funding programs have come available, the ICIP program, which is designated specifically for landfills and the intent is to apply for these funds for the Landfill expansion and waste management/composting initiatives in 2020. He added that there is a final intake for the ICIP Program in 2021, and the intent is to access the fund for a combined energy efficiency/electrification initiative and incorporate the findings of the Town's recent Arctic Energy Alliance facility audit, as well as energy efficient heating for facilities identified in the TAG report and the pending 7-bay Garage retrofit. He indicated that there is also consideration of transforming Town lands located adjacent to the NTPC substation on the highway into an industrial zone with access to inexpensive interruptible electric power.

Administration advised that a review of the 2019 Capital Plan indicates planning for IT, Asset Management, Climate Change Adaptation, Community Services, Performance Reviews, Engineering, Standards, and Engineering Design. Additionally, it includes the replacement of equipment, computers and fleet where identified or legislated. The Plan includes linear infrastructure replacement of street lighting, hydrants, drainage, and sidewalks. It includes risk managed mid-life retrofits to the Animal Shelter, Landfill, Water and Sewer System Upgrades, and the Water Truck Fill Station to ensure facility functionality. Also, the completion of 2018 projects including the Arena, Park equipment installation, Track Development, Downtown Development and Riverside Utility Extension, as well as the two major projects.



Administration noted that the CWWF downtown water and sewer rebuild is valued at \$5.5 million and that \$500,000 was expended in 2018. He noted that the budget in the Plan remains at \$5.5 million to allow for additional work, that hasn't been estimated, including additional paving to address asphalt cuts throughout town, potential storm sewer and curb/gutter installation, and a district heating initiative.

Mayor Napier-Buckley advised that it was 10:00 pm and a unanimous motion of Council would be required to continue the meeting. Cr. Couvrette indicated that he would not be prepared to make a recommendation on the both Plans at this meeting.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the Municipal Services Standing Committee meeting on April 9<sup>th</sup>, 2019, be extended past 10:00 pm.**

**CARRIED UNANIMOUSLY**

Administration advised that the second major project is the implementation of the TAG Report. He noted that the document reviews the current condition of the Recreation and Community Centre, which is due for midlife retrofit and funded \$2.5 million by the Federal Small Communities Fund (SCF), as well as the Library and Town Hall, which are both due for replacement, and the Fire Hall and Ambulance Bay. He noted that the Fire Hall is also due for mid-life retrofit and the Town is lacking an Ambulance Bay. He indicated that the report recommends relocating the Library to the Recreation and Community Centre and expanding Town Hall to the Library for a barrier-free Council Chambers. TAG estimates the cost for the work at \$3.4 million for Town Hall, \$2 million for the Library and \$2 million for the Recreation and Community Centre. He noted that the 2019 Capital Plan indicates \$7.5 million, which includes an allowance for work at the Pool, including liner replacement.

Administration advised that given that the scope of work for the Library, Town Hall, and Recreation and Community Centre are interrelated and that proponents may have other solutions to address the needs of the Town, the intent is to issue the entire TAG scope of work as one project, with the exception of the Fire Hall and Ambulance Bay. He noted that timing is dictated by the fact that SCF funds expire in 2022, and that the Recreation facility renovations should occur in the summer to allow for temporary relocation of services to the Arena. He anticipates awarding of the work to be scheduled to occur in 2019, although most funds would not be expended until 2020.

Administration indicated that the \$6 million Fire Hall/Ambulance Bay is currently unfunded, with no opportunity for funds to be available in the foreseeable future. It is recommended that a debenture that utilizes the remaining borrowing capacity of the Town be the mechanism to fund this project. He added that additional funds would come available from the potential sale of the current Fire Hall property, as well as the approximate \$35,000 annual Ambulance Bay rent payments. He noted that borrowing money requires a plebiscite and resident approval, however the expectation is that a new Fire Hall would be acceptable to the community.

Administration advised that an analysis of available funds is provided which mirrors that of the 20-year Long-term Capital Plan. He noted that incorporating the entire value of the TAG Report work in 2019 results in CPI deficit and that the majority of these funds would actually be expended in 2020 once funding for that fiscal year had been received. He indicated that even with the 2020 capital funding considered, reserves and conditional capital funds would be depleted. Additionally, third-party funds may be available to support projects identified in the 2019 Capital Plan for climate change, energy efficiency, renewable, etc. but have not be considered until confirmed.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

**That Cr. McArthur and Cr. Westwell be excused from the Municipal Services Standing Committee Meeting on April 9<sup>th</sup>, 2019.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 14<sup>th</sup>, 2019.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That the meeting be adjourned at 10:20 pm.**

**CARRIED UNANIMOUSLY**