













Town of Fort Smith Corporate Services Committee

Tuesday, March 5, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Priorities
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
 - i. Property Tax Issues
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
 - vii. Road to Garden River
 - viii. Youth Crime
 - ix. Daycare
6. Directors Report
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
 - c. Correspondence
 - d. License Report
 - e. Briefing Note 2018 Fourth Quarter Variance Report
7. Bylaw/Policy Review and Development
 - a. Establishment of Bylaw Review Committee
8. Administration
 - a. Development Appeal Board Councillor Appointment
9. Other Business
 - a. Briefing Note DPA-004-19 John McKinnon
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
 Statement of Disclosure of Interest
   Corporate Services Minutes February 5, Vision, Values, and Priorities Strategic Plan
  Accounts Paid Part I Accounts Paid Part II
  Correspondence February 2019 License Report February 2019
 2018 Fourth Quarter Variance Re
 BN DPA-004-19 John McKinnon



Town of Fort Smith
Corporate Services Committee
Tuesday, March 5, 2019, at 7:00 pm

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

1. Call to Order

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

2. Declarations of Financial Interest

- a. Statement of Disclosure of Interest – Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II.

3. Review

- a. Agenda –The agenda was reviewed. Administration advised that a donation request was received from the Thebacha Dog Musers late Friday afternoon for a cash contribution towards their annual races occurring during the Wood Buffalo Frolics.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That the agenda be adopted as amended to include discussion on the donation request from the Thebacha Dog Musers.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of February 5, 2019, were reviewed and have been adopted at the Council meeting of February 19, 2019.
- c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Couvrette asked if the packages would be updated with the completed Strategic Plan. Administration replied that edits have been incorporated and that the document would be included in the next package. He advised that the Council Priorities would be replaced by the schedule of governance priorities in the Strategic Plan and that the Vision, Values and Priorities would be reduced to the Vision and Values. Mayor Napier-Buckley advised that she would provide updates on the Council Priorities at each meeting.

4. Governance

a. Council Priorities

- i. Property Tax Issues – Administration advised of the disagreement between SRFN, the GNWT, and the Federal Government over ownership of land within reserve boundaries resulting in delayed billing of property taxes. He informed Council that the parties have come to a resolution, and although there is still an outstanding revenue amount for the property taxes in the Fourth Quarter Variance Report, the Town is working to recover the funds.

- ii. Commissioner's Land within Municipal Boundaries – Administration is encountering difficulties in acquiring the Commissioner's land where the Snowboard Park is located. The GNWT is being hesitant in transferring the land and haven't defined the reason why.
- iii. Aurora College Program Review – Mayor Napier-Buckley advised that the Associate Deputy Minister position has been filled and that the position started March 4th. She noted that discussion on post-secondary renewal was a high-interest topic among members in attendance at the NWTAC. It was indicated during discussion among members that many communities had not seen the Foundational Review document or the GNWT's response to the Review. Mayor Napier-Buckley will also be developing a letter identifying work the community has done to date, in conjunction with the Foundation Review document and GNWT's response, to be circulated to communities. Cr. Couvrette asked if an invitation has been sent to the new Associate Deputy Minister to visit Fort Smith. Mayor Napier-Buckley replied that an invitation has not yet been sent.
- iv. Daycare – Administration advised that the Aurora College had previously offered multiple buildings to house the daycare and that none of the buildings offered were in suitable shape. The buildings were in various states of disrepair and requiring work to bring them to standard. In an effort to resolve the issue, a letter from the Mayor was sent to multiple Ministers requesting the repair of one of the buildings offered to house the daycare. The Minister of ECE responded offering no repairs and advising that the buildings were no longer available to the Town until declared surplus and that they were not planning to surplus them at this time. Administration noted that the Town is now in a worse position than before with potential housing opportunities for the daycare being revoked. He advised that immediate next steps are to implement a rental agreement with the daycare for rental space in the Recreation Centre to commence the program when ready. He would hope the GNWT would support the valid initiative and noted that they are doing the opposite. Mayor Napier-Buckley indicated that it was discussed at the NWTAC AGM that other communities are also having daycare issues. She noted that it was not brought up that GNWT declined the Town's request for suitable space and suggested continuing to follow up with various GNWT departments. Cr. Couvrette suggested a response back to the Minister of ECE is in order as they have indicated that they do support the development of daycares.

5. Director's Report

The Director of Corporate Services informed Council that the department is preparing for the auditors. With changes in staff and operations, extra casual staff have been hired on a temporary basis in preparation for the audit and to help with human resources. He advised that the Board of Revision would be meeting at 9:00 am on March 13th to hear the appeals of assessment to finalize the assessment roll and calculate the Mill Rate for property tax billings. Additionally, the Town is waiting for the School Tax Mill Rate before the Mill Rate Bylaw can be finalized. He expects tax notices to be delayed until April.

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. Westwell requested that the Accounts Paid List come before Council as a report that would not require approval by motion. He felt that a motion is unnecessary as the cheques have already been processed. Administration requested time to research why the current process was initiated and suggested it may be in place to make reporting more transparent. He suggested that if a motion was made to implement the process, a motion would be required to revert the process. Administration will provide a briefing note for the Corporate Services meeting on the issue.

Cr. Cox noted that \$21,000 was paid to the computer management group for annual maintenance and asked if the amount is normal. The Director advised that the amount is an annual fee for regular updates to the software and support services. Cr. Cox requested an update on the repair made to the arena ice plant. Administration advised that a censor failed and was replaced by a local contractor.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That the Accounts Paid Part I for the period February 28, 2019, totaling \$596,562.27 be approved.

CARRIED UNANIMOUSLY

Cr. McArthur declared a financial interest and left the meeting.

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That that Accounts Paid Part II for the period ending February 28, 2019, totaling \$4,145.40 be approved.

CARRIED UNANIMOUSLY

Cr. McArthur returned to the meeting.

- c. Correspondence – The Correspondence list for February 2019 was reviewed. Cr. McArthur requested an update on the correspondence received from Trevor Tordiff. Administration advised that Mr. Tordiff argued that the Town piled snow onto his property, blocking the sightline, and causing his tenants to move out. It was determined that the Town did not pile the snow there and advised that the snow dumps are available to contractors when clearing snow. He noted that the Town intends to update policy and bylaw in regard to the issue. Also, it is a criminal offence to pile snow on another person's property and not a municipal issue. Cr. Westwell noted that the front portion of property is Town easement.

Cr. Campbell requested an update on the invitation for the Mayor to attend the Arctic Development Expo. Administration believes that the expo is Inuvik's annual oil and gas conference. He noted that the conference invitations are unfunded and lean heavily toward oil and gas in the Delta Region. Cr. Couvrette advised that the expo is a major revenue generator in the community and felt that the Town should host a similar event. He noted that there are multiple funding opportunities available to sponsor events of this nature. Administration replied that the Town does see conferences as a viable revenue generator, although it has been identified that there is a lack of rooms/beds available in the community which is a requirement to host.

Additionally, he advised of the roof or bed tax mechanism which allows municipalities to add 3-5% tax on room charges. He noted that the tax implementation was championed by MACA at the behest of Yellowknife and that Yellowknife has stated that they also have interest in the small/medium size conference market. He noted that any conferences the Town may have wished to host are now predated upon by Yellowknife and that they are able to subsidize from the money generated from taxing hotel rooms. In addition to this, Fort Smith cannot compete with the scale of tax revenue generated in comparison to the number of rooms that are available in Yellowknife.

- d. Licensing Report – The February 2019, Licensing Report was reviewed. Administration reported that to date there are currently 151 businesses licensed in the community and that on average there is 200-250 by year end. Cr. Westwell acknowledged the Town's expediency in processing business licenses.
- e. Briefing Note 2018 Fourth Quarter Variance Report – The briefing note and 2018 Fourth Quarter Variance Report was reviewed. Administration apologized for the late briefing note. Initial review shows all budgets are within budget, although not all labour allocations and amortizations are included and will be implemented as part of the audit.

SRFN Payment in Lieu of Taxes (PILT) has yet to be invoiced given discrepancies in the assessment roll. The issue has recently been resolved and the Town is in the process of invoicing for the outstanding amount.

Interest income is carried over from the Third Quarter Variance Report. Interest on accounts receivable is an indicator of unpaid taxes and the accrual of interest on these accounts make it more difficult for residents to pay their debt. Current efforts to resolve unpaid property taxes has resulted in approximately \$100,000 in past-due accounts collected, and approximately fifteen residents agreeing to payment plans with the Town. Outstanding property tax accounts will go to auction late 2019. Additionally, interest on reserve balances indicates unspent capital funds and work undone.

Recreation revenues continue to be below that of previous years and further review shows that revenues have been decreasing since 2016. Administration advised that this may be due to how rate scales are structured and how the facility is being used.

Administration advised that water revenue is \$100,000 below the budgeted amount and that he is determining why through a thorough investigation.

Revenues from tipping fees is lower than the budgeted amount but has improved from the past two years due to returning to the process of only allowing residential households to qualify for spring and fall clean-up. He anticipates revenues will meet expectations in 2019.

Administration advised that arena revenues have increased, and development permit revenues are down from 2018. He noted that there were multiple large buildings constructed in 2018 which is likely the cause of the reduced development permit revenue.

The Town received a mid-year contribution increase to the GNWT General O&M and Utility funds from MACA. He noted that the Town budgets based on the previous years budget.

Administration advised that election expenses were unbudgeted which exceeded \$10,000.

Ambulance salaries and wages are overspent due to additional scheduling of attendants and payment of honouraria in the absence of the Protective Services Supervisor.

Telecommunication costs continue to increase with the implementation of cell phones and associated technologies in the workplace. The Town is preparing for an organization-wide review of communication strategies.

Arctic Winter Games has resulted in overages in several areas including salaries & wages, advertising, marketing, facility operations, and the public relations budget.

Vehicle repairs and maintenance expenditures continue to increase as fleet ages. Administration advised that the new trucks purchased are saving the Town money already.

Utility costs are overspent as heating oil has increased in price along with a cold winter season. Street lighting costs are reduced due to the implementation of LED lighting. Arena electric heating costs have increased although is partially offset by a reduction in heating fuel expenses and the 2019 budget has been revised to reflect this.

Administration advised that the Senior Citizens Tax Relief Program is over budget at \$168,000. The amount was increased for the 2019 budget, however final 2018 expenses are looking to exceed the 2019 allocation due to an increase in disabled registrations for the program.

Water Treatment Plant heating costs have decreased and is being reviewed. The decrease in cost is most likely due to the new boiler burners installed in 2018 resulting in greater savings than anticipated.

Administration advised that some salary and wages appear to be over spent but are often offset by additional revenue. The Town is working to better track offset salary and wages.

Cr. McArthur noted that insurance appears to be overspent by \$7,500 and requested an update. Administration advised that insurance is billed under the O&M budget but needs to be reallocated to appropriate budgets. He noted that when the allocations are performed the amount will be accurate to the budget.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the 2018 Fourth Quarter Variance Report be adopted as presented.

CARRIED UNANIMOUSLY

6. Bylaw/Policy Review and Development

- a. Establishment of the Bylaw Review Committee – Administration advised that the purpose of the Bylaw Review Committee is to provide direction to Administration for the development of policies and bylaws. Administration requested that a maximum of three Councillors be appointed to the Committee and noted that the Mayor is an ex-officio member at all meetings. Administration advised that D/M Smith has expressed interest in sitting on the committee. Cr. Couvrette and Cr. Cox are also interested in sitting on the committee.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. McArthur

That D/M Smith, Cr. Cox, and Cr. Couvrette be appointed to the Bylaw Review Committee.

CARRIED UNANIMOUSLY

7. Administration

- a. Development Appeal Board Councillor Appointment – Administration requested that a Councillor be appointed the Development Appeal Board for the period of their term on Council. He noted that Development Appeal Board meets to hear appeals of the decision of the Development Officer. Cr. Westwell expressed interest in sitting on the Development Appeal Board.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That Cr. Westwell be appointed to the Development Appeal Board for a term ending November 2021.

CARRIED UNANIMOUSLY

8. Other Business

- a. Briefing Note DPA-004-19 John McKinnon – The briefing note was reviewed. Administration advised that there is no impact to neighbours with the implementation of Mr. McKinnon's business and that the Development Officer has no concerns with the application.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That DPA-004-19, submitted by John David McKinnon, to operate a mapping and photography services home occupation business from Lot 674, Plan 358, 50 Pelican Street, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. Thebacha Dog Musers Donation Request – The letter from the Thebacha Dog Musers was reviewed by Council. Administration advised that the letter was received late Friday and that there wasn't opportunity to provide a briefing note with the timeliness of the request. Administration advised that the Thebacha Dog Musers is a long-standing part of the Wood Buffalo Frolics and were feeling left out of events this year and did not have access to WBF funding or put on the agenda, etc. As a result, they felt the need to carry on tradition and continue the event on their own. Administration had met with Robert (Sholto) Douglas and heard his concerns and advised to him that the Town does not run the WBF and that the event is organized by the not-for-profit Wood Buffalo Frolics Society. Administration advised that the Town does receive financial statements from the WBF Society prior to issuing the annual contribution. He noted that the request is before Council to determine if they would like to donate.

Cr. Westwell felt that issuing cash donations for cash prizes isn't good practice. He also noted that the \$8,000 donation request is more than what the Town provides for contribution agreements. He doesn't think Council can support the request for more than \$1,000 unless more funds are allocated to the donations budget.

Cr. Campbell requested an update on the remaining funds left in the donations budget. Administration answered that there is \$2,000 left in the donations budget.

Cr. Campbell felt that Council should donate to the organization as they bring people and money to the community. Cr. Cox doesn't think spending the whole donations budget within two meetings is prudent of Council and advised that there would be no leeway for future donation requests this year. She doesn't object to supporting the organization but would suggest a \$500 donation. Cr. Westwell would like to support the organization but does not support cash prizes and noted that the majority of donation requests are received in November and December. He suggested that the Bylaw Review Committee reopen the donations policy to set guidelines and to help Council with governing objectives. Cr. Couvrette also has concerns with funding cash prizes and suggested that the Town support the organization with the cost for trail development or the banquet and incidental costs.

Cr. Beaulieu advised that she sits on the WBF Society and that they had offered the Thebacha Dog Musers funding in which they refused. She noted that they did not want anything to do with the WBF Society and wanted to run a separate event.

Administration suggested that there may be more at play than funding and suggested that the organizations may not be getting along. He asked how Council would address this and noted that perhaps the long-standing event doesn't occur. Cr. Campbell noted that the dog mushing races are a great event for the community. Cr. Cox doesn't think Council can accept responsibility if the races do not occur and noted that the donation request was received only one week prior to the races.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. McArthur

That the Town of Fort Smith donate \$2,000 to the Thebacha Dog Musers for their dog sled races during the Wood Buffalo Frolics.

IN FAVOUR – CR. CAMPBELL, CR. MCARTHUR

OPPOSED – CR. WESTWELL, CR. COUVRETTE, CR. COX

ABSTAINED – CR. PISCHINGER, CR. BEAULIEU

MOTION DEFEATED

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That D/M Smith be excused from the Corporate Services Standing Committee meeting of March 5, 2019.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on April 2, 2019.

Cr. Couvrette advised that he would be submitting a letter to request a motion be included in the next meeting.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 8:20 pm.

CARRIED UNANIMOUSLY














Town of Fort Smith Community Services Committee

Tuesday, March 12, 2019 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – February 2019 Statistics
 - b. Pool – February 2019 Statistics
 - c. Arena – February 2019 Statistics
 - d. Mary Kaeser Library– February 2019 Statistics
6. Economic Development Report
 - a. Economic Development Statistics – February 2019
7. Advisory Boards
 - a. Recreation Advisory Board
 - b. Advisory Board on Culture
ABC Minutes March 4, 2019
 - c. Tourism and Trade Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Appointment of A/SAO Cynthia White
April 12, 2019 at 5:00 pm to
April 23, 2019 at 8:30 am
10. Other Business
 - a. Establishment of Human Resources Committee
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes February 12	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 Recreation Statistics February 2	 Pool Statistics February 2019
 Arena Statistics February 2019	 Library Statistics February 2019
 EDR February 2019	
 ABC Minutes March 4, 2019	



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

Chairperson: Cr. McArthur
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,
Cr. Westwell, Cr. Beaulieu
Regrets: Mayor Napier-Buckley
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Paul Kaeser, Director of
Municipal Services; Katie Reid, Executive Secretary
Guests: The Honourable Dawn Anderson, NWT Senator
Melanie Donoghue, Executive Assistant to the NWT Senator

1. Call to Order
Cr. McArthur called the meeting to order at 7:00 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Financial Interest
3. Delegations
 - a. NWT Senator Dawn Anderson – Senator Dawn Anderson thanked Council for the opportunity to speak with them. Senator Anderson advised that she was born and raised in Tuktoyuktuk and is Inuvialuit. She was appointed December 12th and sworn in February 19th. She introduced her Executive Assistant Melanie Donoghue as her first point of contact. She wanted to touch base with Council about bills that are up and coming in the Senate and to see if any are of issue to Council coming from the Senate or from the House of Commons to the Senate. She also wanted to provide the opportunity to bring forward any issues of concern for the community. Senator Anderson advised that she has spoken with the communities of Inuvik and Tuktoyuktuk, and is now in Fort Smith to speak with the community. She is hoping to gather information and find out if there are common issues across the NWT to address collectively.

Senator Anderson advised that there are four key Bills coming forward in the Senate. One of the Bills coming forward is Bill C-71 which is to amend acts and regulations in relations to firearms. She indicated that she would be arranging a meeting Senator Pratt, who is a sponsor of the bill, to obtain further information to determine the potential impacts in the northern communities and to hunters.

Senator Anderson advised that another bill coming forward from the House of Commons to the Senate in the next couple weeks is Bill C-91 which is an act respecting Indigenous languages. Senator Anderson has received feedback from some of the Inuit organizations specifically, in regard to wording they would like to see amended. She advised that the Inuit in the Arctic have an 88% speaking rate and are losing that at a 1% rate, whereas Inuvialuit in the Tuktoyuktuk Region have only 22% fluent speakers. She noted that they would like the disparities addressed in the bill. She would like to know how the disparities pertain to Fort Smith as well when addressing the bill.

Another new bill coming forward is Bill C-92 which is an act respecting First Nations, Inuit, and Metis children, youth and families.

The last bill coming forward is Bill C-262 which is the United Nations Declaration on the Rights of Indigenous People. Senator Anderson believes that the Senate is in second reading of the bill and advised that they are hoping to have the bill passed by June.

Senator Anderson would be pleased to receive feedback on any of the bills and advised that she would forward the bills to Council and further information upon request.

D/M Smith advised that the Town has partnered with the Metis Language Program to replace stop signs with multilingual stop signs in the community in the languages of English, French, Cree, and Chipewyan. He also noted that the Headquarters for the Aurora College is located in Fort Smith and that students attend from across the Northwest Territories.

Cr. Cox thanked Senator Anderson for travelling south across the territory to Fort Smith to meet with Council for feedback on the bills.

Administration thanked Senator Anderson for coming to the community and noted that the Town also has a large multilingual electronic sign at the Recreation and Community Centre also done in partnership with the Metis Language Program. He noted that Fort Smith is home to three first nations groups, Salt River, Smith Landing, and the Metis Nation, along with the headquarters for the largest national park in Canada.

Administration asked if the extent of the acts is in recognizing, or if they will result in programming and funding. Senator Anderson answered that she can't confirm if funding will be linked to them but that they will state where funding sources are assigned to. She advised that the bills coming from the House of Commons are to change legislation. She advised that the bills go to Senates for review and research and that committees of up to fifteen people are formed for each bill. She noted that guest speakers come before the committees from a variety of sources including Indigenous groups and peoples and other interested parties. She noted that the bills are discussed at length and information is assimilated and amended. The bills then go before the Governor General and become law.

Senator Anderson indicated that she has received multiple emails in regard to Bill C-71 and that the bill is not popular among hunters. She noted that the bill is seen to criminalize hunters and doesn't do enough to address criminality. She noted that they do not believe the bill addresses the crime factor enough around the use of guns.

Senator Anderson advised that the most contentious bills around the senate are Bill C-69 which is linked to Alberta, and Bill C-48 which is the tanker bill that draws clear boundaries on the side of British Columbia where tankers are not allowed to pass for fear of environmental damage. She noted that the two bills are closely linked within the Senate Chambers and within discussions.

D/M Smith addressed a few areas of concern within the municipality that have relevance to Federal Government. He advised multiyear funding, such as Gas Tax, Small Building Communities Funds, Can Nor, etc., from the municipality's standpoint, is hard for long-term planning when many of the Federal Funding programs being run through the Territorial Government are short term. He noted that it is difficult for municipalities to plan effectively when the Federal Government holds stringent parameters on how the money flows and what it can be used for.

D/M Smith indicated another issue in the community being the instability and lack of funding for Friendship Centers which has impacts on youth in the community.

D/M Smith is unsure if there will be a bill coming from the House of Commons with regard to the UNESCO review of Wood Buffalo National Park but would consider this a red flag for the Senate in consideration of how effective the Federal Government is in interjurisdictional environmental problems.

D/M Smith also had concerns with the upcoming Arctic Policy Framework. He noted that the community was fortunate to receive funding to improve the road between Fort Smith and Hay River. He noted that the Territorial Government doesn't have the ability to make the same investment in infrastructure as the Federal Government. He hopes that if the Arctic Policy Frameworks comes as a bill to the Senate, that it will be considered that the Federal Government needs to invest more in northern infrastructure.

Cr. Westwell noted that Bill C-69 Impact Assessment Act is relevant as it would affect Fort Smith as a downstream community from any major resource development and would affect Wood Buffalo National Park and suggested the UNESCO review would impact this.

Senator Anderson confirmed that multiyear funding is a concern across the NWT and is a flagged issue. She is unsure if Council has presented to Committee before and advised that they can put forward a request to Senate Committees addressing specific bills.

D/M Smith thanked Senator Anderson for meeting with Council.

Senator Andersson asked Council for suggestions of people and organizations to meet with while in the community. Administration suggested she meet with the Indigenous governments in the community.

Cr. Westwell invited the Senator to attend the Speaker Series at the Aurora College foyer tomorrow at lunch.

Senator Anderson was pleased with the opportunity to meet with Council and thanked them for the opportunity.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of February 12th, 2019, were reviewed and have been adopted at the Council meeting of February 19th, 2019.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed.
- e. Economic Development Plan – The Economic Development Plan was reviewed.

5. Directors Report

- a. Recreation Statistics – The February 2019 statistics report was reviewed. The Director of Community Services advised that there were Tai Chi lessons offered by a guest instructor in February and that Seniors typically look forward to the program. Additionally, the Elders in Motion instructor attended the Tai Chi lessons and has discussed incorporating what she had learned into the Elders in Motion program.

The Director advised that there was Confined Space Training in the building in which Town staff, GNWT employees, and local contractors attended.

She indicated that there is active work being done in the daycare rooms and that the organization is starting to set up for the program and is ready to start purchasing equipment.

The Director advised that the NWT Soccer Association held a futsal soccer camp for youth becoming AWG age group. She noted the importance of this as Fort Smith struggles to get Territorial Sports Organizations (TSO) to hold camps in Fort Smith. The Director advised that they struggle with the cost of travel to Fort Smith and that the Town tries to avoid charging facility rentals in return. She indicated that other communities charge for outdoor soccer field rentals whereas Fort Smith does not, and that Fort Smith also avoids charging for indoor facility use as well. The Town will continue to try and draw sports groups to the Community.

The Director advised that Territorials for snowboarding will alternate between Fort Smith and Yellowknife and noted that the Snowboarding TSO needs to support Fort Smith's snowboard park and that the Town will continue to push for this. Additionally, she indicated that a group of athletes and chaperones has a larger economic impact on Fort Smith than it does on Yellowknife.

Other programming included an intergenerational activity with a Seniors Tea in conjunction with youth activities in the gymnasium. The Director needs to determine alternative methods to reach out to seniors to advise of programming. She noted that mail drops are performed and announcements are made at Lunch with the Bunch.

She noted that pickle ball is using both courts now in the gymnasium and anticipates it to grow further. She advised that PWK students are playing pickle ball also and that she plans to invite them to play together.

The Director indicated that there was an introduction to Seniors Aquafit and intro to walking and running with snacks afterwards. She noted that Recreation and Community Centre and the Arena were both incredibly busy during the Wood Buffalo Frolics and that there was a free swim and sliding party that were well attended. She also indicated that the Ice and Snow Event was well done.

- b. Pool Statistics – The February 2019 statistics report was reviewed. The Director indicated that the pool was closed for the end of February for over a week to make repairs to the pool liner. She was happy the closure occurred during JBT's PD days as it did not interrupt their swimming lessons.

The Director advised that the Swim to Survive Beach Party was well attended with twenty participants and that funding was received through the Get Active Program for the initiative.

- c. Arena Statistics – The February 2019 statistics report was reviewed. The Director was pleased with the high usage of the facility. In February, there was Skating Club test days and an Initiation/Novice and an Atom/Peewee hockey tournament. She noted that multiple communities were invited and that only Hay River attended.
- d. Mary Kaeser Library Statistics – The February 2019 statistics report was reviewed. The Director advised that Story Time attendance has increased which she believes is due to the mild weather.

There were eight participants on the last Wellness Wednesday compared to three in the February sessions. Additionally, board game night was cancelled this month.

The Director advised that there are regularly eleven participants once a week for the Elder's Tech and Tea. Library staff have advised that regular attenders come to the program with many questions.

Upcoming community events include the fishing derby this weekend and the skating carnival next weekend. The Director advised that the Arena would be closing the weekend after.

Cr. Couvrette commented that the cost to travel from Fort Smith to tournaments is the same as for other teams to travel here. He felt that the cost of travel should not be overriding for organizations delivering programming on a territorial level. Cr. Couvrette advised that he would bring up the issue with TTAB to review ways to promote intercommunity travel but for people to come to Fort Smith.

Cr. Cox advised that the only team that attended the Peewee/Atom tournament in February was Hay River. She noted that Yellowknife attended past hockey tournaments and that feedback was that they enjoyed their experience in Fort Smith. Cr. Cox indicated that hockey teams need to be convinced that there are other draws to the community besides hockey to make the trip. She agreed with Cr. Couvrette's comments to discuss the topic with TTAB.

Cr. Smith suggested that a targeted distribution list for Seniors be developed through a signup list for email or mail, or compiled from the tax rebate forms. He agreed with Cr. Couvrette and thinks TSO have an impact on where events and territorials happen. He noted that NWT Hockey doesn't have interest in most regional centers outside of Yellowknife. Administration advised that the Town does have access to Seniors information but felt that accessing their information through the tax rebate program would be a breach of their privacy.

Administration indicated that the difficulty in bringing sports teams to Fort Smith is not a new issue. He advised that he wrote the Town's Tourism Plan in 2005. He noted that the Town would not see a lot of support from the NWT on the issue as most tourism dollars are used to promote tourists from out of the territory to visit. He noted that Fort Smith would rather see a team of athletes come from within the territory as it is a larger economic driver. He indicated that the Economic Development Plan incorporates what the Town can do to convince teams and TSO to come to Fort Smith and bring their families. He also noted that the EDO is available to work with sports teams in the community to help bring out-of-town teams in through hockey packages or pre-negotiated deals.

6. Economic Development Report

- a. Economic Development Statistics – The February 2019 statistics report was reviewed. The Director of Community Services advised that the website and Facebook usage is consistent with January usage. The Director provided an update on activities ongoing with the EDO. She updated on the last Lunch and Learn event held in conjunction with the Aurora College. She indicated that the topic of the event was Small Towns and that twenty people attended from Fort Smith, and an additional five people teleconferenced for the webinar from Yellowknife. She noted that the next Lunch and Learn event would be held on March 26th and that the topic will either be volunteers or attracting and retaining youth. She indicated that if the EDO and AC Student Service chose the topic volunteers, invitations for the event will be sent to all local societies and advisory boards. Alternatively, she noted that attracting and retaining youth is identified in the Town's Economic Development Plan as an important component in keeping the community revitalized.

The Director advised that Dominion Mine was to be in Fort Smith next week for meetings but have rescheduled for April. She felt that this would be a great opportunity to attract new residents and young families to the community. She suggested it be determined what attracts people that work in the mine to the community and what resources will be required.

Cr. Westwell was pleased with the EDO's attendance at the last SDAB meeting and noted the cross over in work between SDAB and TTAB.

7. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox advised that RAB met on March 11th but quorum wasn't met. She noted that the board had some unofficial discussion on the new drop in sports schedule and advised that there are a couple policies on the agenda in which recommendations will be made.
- b. Advisory Board on Culture Minutes March 4th, 2019 – The ABC minutes were reviewed. Cr. Beaulieu advised that she was not notified of the meeting. The Director was at the meeting and indicated that an update was provided on the street renaming request and that the recommendation went to Council. Additionally, she advised that the board made a recommendation to bring the Unattended Child and Access to Facilities Policy to Council and that it would be brought with a suite of recreation policies for Council's review.
- c. Tourism and Trade Advisory Board – Cr. Couvrette advised that he had missed the last meeting as he was attending the NWTAC AGM.

8. Administration

- a. Appointment of Acting SAO Cynthia White
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Campbell
That Cynthia White, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of April 12th, 2019 at 5:00 pm to April 23rd, 2019 at 8:30 am.
CARRIED UNANIMOUSLY

9. Other Business

- a. Establishment of Human Resources Committee – Cr. McArthur asked if there were any Councillors interested in letting their names stand for the Human Resources Committee. Administration is requesting a committee of no more than three Councillors. Cr. McArthur was interested in letting his name stand. D/M Smith, Cr. Campbell and Cr. Westwell were also interested in sitting on the board. Cr. McArthur withdrew his name due to the amount of interested Councillors. Cr. Westwell felt that the board should consist of no more than two Councillors, as the Mayor sits as an ex-officio, and withdrew his name. Cr. Couvrette made a recommendation appointing D/M Smith and Cr. Campbell to the Human Resources Committee. Administration requested an in-camera session with respect to a personnel issue. The recommendation was tabled.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That D/M Smith and Cr. Campbell be appointed to the Human Resources Committee.

RECOMMENDATION TABLED

The Directors of Community and Municipal Services and the Recording Secretary left the meeting.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

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. Westwell

Seconded by: Cr. Cox

That Council move out of in-camera.

CARRIED UNANIMOUSLY

The Directors of Community and Municipal Services and the Recording Secretary returned to the meeting.

Council reintroduced the tabled recommendation and amended it.

TABLED RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That D/M Smith and Cr. Westwell be appointed to the Human Resources Committee.

CARRIED UNANIMOUSLY

10. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That Mayor Napier-Buckley be excused from the Community Services Standing Committee Meeting on March 12th, 2019.

CARRIED UNANIMOUSLY

11. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on April 9th, 2019.

12. Adjournment
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Westwell
That the meeting be adjourned at 8:26 p.m.
CARRIED UNANIMOUSLY










Town of Fort Smith Municipal Services Committee

Tuesday, March 12, 2019, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. 2018 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire – February 2019 Statistics & Training Report
 - b. Ambulance – February 2019 Statistics
 - c. Bylaw – February 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
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 1:	 Vision and Values	 2018 Capital Plan
 Fire Stats and Training Report Feb	 Ambulance Statistics February 2	 Bylaw Statistics February, 2019



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, March 12th, 2019 at 8:34 pm.

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

1. Call to Order
Cr. Westwell called the meeting to order at 8:34 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of 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 February 12th, 2019, were reviewed and were adopted at the Council meeting of February 19th, 2019.
 - c. Vision and Values – The Vision and Values were reviewed.
 - d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the 2019 Capital Plan is underway. He recently reviewed the report on renovation costs for Recreation and Community Centre retrofit which ties to Library and Town Hall renovations and Fire Hall renovations. He noted that there will be a few major projects underway in the summer with a \$5 million dollar project for water and sewer awarded last year and for two-thirds of work on the landfill project.

Administration indicated that transfer stations would be constructed at the landfill so that residents will not have to enter waste pits and that the existing landfill will be capped. The work was scheduled to occur in 2018 although the cost received was double the budget at \$3 million. Administration advised that the cells needs to be covered with an engineered layer with a base and engineered membrane then covered. The intent is to prevent leachate flow from dumping in the river. The cap needs to be an impermeable membrane with a grade to prevent water from pooling and that the grade on the cap is constructed with fill. He noted that there is at least a year of life left which is why capping wasn't done right away. Additionally, the cap cost is \$1.5 million on the existing fill and \$1.5 million is budgeted to build the transfer station. Administration advised that there is new Federal funding available specifically for landfills and that the Town will apply for funding to do the portion of the work in capping the existing landfill and that the cap will most likely be implemented in 2020.

Administration advised that new holes also require a special impermeable membrane to prevent leaking. Any water in the landfill is caught and treated and sprayed back until evaporation. He noted that the size of the landfill needs to be managed in order to manage water. He also noted that the holes dug need to be appropriately sized as they are costly to developed as each cell has an engineered layer to prevent leachate.

Another large project underway is the recycling project as the previous Council approved implementation of waste management through the Sustainable Development Advisory Board. To implement a successful program, buy-in from the public is required. With this, ENR has funded \$40,000 to hire Ecology North to run an education campaign and to help design the program. Administration noted that Ecology North has recommended that the Town not perform recycling as China has stopped buying recyclables from North America. The only direction received was to keep cardboard as it can be used to compost, and that the Town should not start compost collection until a composting pad is completed. Administration doesn't foresee implementation of the program until late 2020. Additionally, the Town will perform procurement for special vehicles to handle the recycling and that the Town is looking for local groups to accept the compost.

Administration indicated that he would most likely not have the completed analysis for the Recreation facility renovations for the 2019 Capital Plan which includes renovations for the Recreation and Community Centre, Town Hall, Library and Fire Hall. He noted that the intent is to move the Library to the upstairs of the Recreation and Community Centre and that the fitness rooms would be relocated to the basement of the building. Town Hall and the Library would be repurposed so that Council Chambers would be moved to the Library. The Fire Hall would be a standalone facility with combined protective services including the Ambulance Department. He noted that there is no room in the current Fire Hall to relocate ambulance services to the building. Administration advised that cost estimates for the work to the Recreation facility, Town Hall and Library is approximately \$2.5 million dollars and that \$2 million in Federal funding has been approved for the project. He noted that the Fire Hall project is expected to be \$5 million and is currently unfunded. Council must discuss potentially borrowing the money and going to plebiscite or waiting until the arena debenture is complete to borrow the money. He noted that there is currently not enough in reserves or Federal funding to support the \$5 million project. As the decision to borrow would impact resident's property tax after Council's term there would be the need for plebiscite or advised that additional Federal funding may come available.

Administration advised that the water and sewer project and landfill project, will be included in the Capital Plan and noted that he would like to have the Recreation facility work included as there is a deadline for the Federal funding of 2021. He noted that a temporary location will need to be found for recreation services and that the arena would be the ideal solution although work would need to commence in the summer. He noted that most contractors would prefer to do inside work on the facility during the winter.

Administration advised that there will be more fleet procurements to replace aging vehicles as maintenance costs increases.

Administration noted that the Town continues to struggle without a dedicated IT person. The Town currently utilizes Arch Tech on an as and when basis for approximately \$35,000 per year for an IT person located in Hay River. He suggested the HR Committee be tasked with determining if Council would support a part-time IT position and noted that there is IT funds available.

Administration advised that there would be a paving project occurring in the summer in conjunction with the water and sewer project. He noted that the intent is to pave the cuts made to the pavement but will most likely not be bringing further paving work forward.

Administration advised that there would be a valve replacement and repair program to be tendered and that he expects competitive bidding with a large contractor in town performing the water and sewer work.

Administration anticipates that the 2019 Capital Plan will be brought to Council for the Municipal Services meeting in April and that there will be \$7 million in Capital Projects for 2019.

Additionally, Administration noted that there is funding available for the development of a Climate Change Adaptation Plan.

4. Directors Report

Administration advised that the Director of Municipal Services had been attending Verbal Judo training this week.

The Director of Municipal Services indicated that staff will be attending a composting course and undergoing training for the landfill. Additionally, four employees are taking an ozone protection course which will lead to removal of refrigerants out of household appliances along with practical training taken last month. He noted that white metals are being bailed and recycled.

The Director advised that Public Works is working diligently with snow removal and that they have just completed snow removal initiatives on King Street. Notifications of location of snow removal are posted on social media.

Additionally, the Pool was closed for a week to make repairs to the liner. He noted that the repair itself didn't take as long as filling and heating the water.

He noted that CIMCO would be coming to Fort Smith soon to shut down the ice plants for both the Arena and Curling Rink, and that the Arena would be prepared for the Trade Show.

Cr. McArthur asked when the intersection of Calder Avenue and Field Street would become a four-way stop. The Director replied that the Town ran out of multilingual stop signs and four-way notices, and that more have been ordered through a local contractor. He noted that the contractor was away due to illness and the order was lost but it has been reordered. Cr. Pischinger asked who decides where four-way stops are placed. It was noted that the last Council decided to implement a four-way stop at that location.

5. Protective Services Report

Cr. Cox approved of the new format and the detail involved in the reports. Administration advised that new software was purchased to better track and report bylaw infractions.

Cr. Westwell asked if including the addresses on the Fire Department report is a privacy concern. Administration doesn't believe it is a privacy concern.

Administration advised that there is an underground fire at the Hay River landfill that has come to the surface. He noted that typically a hole is dug and when full the hole is capped. He indicated that the Hay River landfill is full, with no new areas to dig holes, and as a result have been mounding garbage on the existing hole rather than capping. He noted that crews had to dig twenty-five feet and tier the garbage to expose the fire. He noted that the wind began blowing to Town causing breathing issues. Administration advised that after seven to eight days crews are timed out and indicated that they will be fighting the fire for the next month. As a result, the Protective Services Supervisor and crew members have been sent to Hay River to provide night shift support, along with two Town vehicles. He advised that Hay River has declared a state of emergency and that they are able to access Territorial emergency funds. He also noted that GNWT employees are seconded to assist in extinguishing the fire and will receive their salary. The Town of Hay River has enough volunteers to support the response and a replacement crew has been developed. In addition to this a group of volunteers from Yellowknife would be going to assist and the Town of Hay River would be reaching out to Saskatchewan.

- a. Fire Department – The February 2019 statistics and training report was reviewed.
- b. Ambulance Department – The February 2019 statistics reports were reviewed.
- c. Bylaw Department – The February 2019 statistics report was reviewed.

6. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Westwell advised that there was an SDAB meeting last week and that there was quorum. He noted that there was good discussion and that they are trying to complete the affordable housing summary and that the board reviewed the second version of the draft. He noted that the board would be calling a special evening meeting in April to further review the document. Additionally, there would be a board member resigning his seat and there would be vacancies for new members. He indicated that the board would move on to make recommendations for agricultural land and high-density housing. The EDO provided valuable discussion on economic development.

7. Administration

Administration informed Council that the Federation of Canadian Municipalities AGM is upcoming in May and that the Town sees great value in sending Councillors. He will review the Council travel budget and requested Councillors determine if they are interested in attending. Additionally, he noted that the Director of Corporate Services is on the National Asset Management Board.

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on March 12th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on April 9th, 2019.

Cr. McArthur advised that he would be away for both the Community Services and Municipal Services meetings on April 9th and for the Council meeting on April 16th, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 9:23 pm.

CARRIED UNANIMOUSLY