













Town of Fort Smith Corporate Services Committee

Tuesday, April 7, 2020, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
6. Directors Report
 - a. Accounts Paid List March 2020
 - b. Correspondence March 2020
 - c. Licence Report March 2020
7. Bylaw/Policy Review and Development
8. Administration
 - a. Briefing Note – MACA O&M Funding Contribution Agreement 2020-2021
 - b. Briefing Note – MACA W&S Funding Contribution Agreement 2020 -2021
 - c. Briefing Note – Potable Water Truck Tender
 - d. Hay River Videoconference
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
 Statement of Disclosure of Interest
  Vision and Values Strategic Plan
 Council Priorities
   Accounts Paid List March, 2020 Correspondence List March 2020 Licence Report March 2020
   MACA O&M MACA W&S BN - Potable Water Truck



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

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

1. Call to Order

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

2. Delegation

3. Declarations of Financial Interest

- a. Statement of Disclosure of Financial Interest

4. Review

- a. Agenda –The agenda was reviewed. Administration noted that they can provide a Covid-19 update to Council. He noted that this can be done under 8.e. Administration.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of March 3, 2020, were reviewed and adopted at the Council meeting of March 31, 2020.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

Cr. McArthur inquired if there was an update regarding the two proposed business license applications. Administration noted that they are reviewing how to approach them, and will either get the applications to qualify their applications or list all the relevant Bylaws and territorial legislation. He noted that they have not been issued as yet as they are conducting research.

Cr. Couvrette noted that the strategic plan was approved more recently, and inquired if this should be noted as the 2020 Strategic Plan. Cr. Couvrette noted that he has made progress on gathering information regarding the key priorities on Council. He noted that he has forwarded some information to Cr. Westwell.

5. Governance

- a. Council Priorities – The Council Priorities were reviewed. Administration noted that they have not had specific direction regarding priorities but had distilled from conversations Council has had on the subject matter. He noted that the Post-Secondary Education has not met recently. He noted that Council has noted highlighted a need for improved communications,

but highlighted that the communications committee has been meeting with a Covid focus. Administration noted that there are no Bylaw Review Committee minutes to bring forward, but inquired when they Committee could meet next. Administration noted that they are working on a briefing note for Council regarding daycare, and noted that they are moving forward on the Community and Recreation Center renovation. Administration noted that if Council chooses to refine the priorities the list may be changed.

Cr. Cox noted that the Communications Committee has been meeting daily and may reduce the frequency of meetings. She noted that they will be asking Council what they wish to see in the May newsletter, and that the April newsletter is ready for distribution. Cr. McArthur inquired if the water and sewage project will still be underway this May. Administration noted that they've put contractual changes in place that allow work to proceed. He noted that they will be bringing a briefing note to Council regarding this project. Mayor Napier inquired if Administration anticipated any impacts to the Recreation Centre renovations. Administration noted that he is unsure what the summer will look like, and they will require more clarity regarding essential service workers and bringing them to the community. Mayor Napier noted that it may be beneficial to review the Council priorities in light of the current situation, and noted that this is something Council could review prior to future meetings. Cr. Couvrette noted that the Town should consider extending an invite to the IT industry that may be leaving Alberta. He highlighted the importance of considering economic diversification as a priority. Administration noted that they may not have the same third party funding they are used to for supporting initiatives. Mayor Napier agreed and noted that they must review where they receive their third party funding from, and what may be upcoming.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. Administration noted that the department has been doing a fantastic job, and that all employees within that department can be identified as essential. He noted that they have been evolving to the change as they actively move positions that are challenging to do from home. He noted that having IT support gives the Town the ability to move IT software to the cloud. He noted that with this new cloud based system all facilities are able to access the accounting software through internet. Administration noted that this makes them a more robust organization and reduces costs. He added that this allows the Town to focus on other connectivity aspects. He stated that the Corporate Services department has been leading the way on this.

The Director of Corporate Services noted that their staff continues to work from home, and noted that billing was recently completed. He noted that payroll also went out as staff continue to be paid. He noted that they are also ensuring payment to vendors. He thanked Mr. Westwell for providing IT support and highlighted his assistance with remote work. The Director of Corporate Services noted that they are moving forward with the payroll modernization. He noted that the auditors are working with the Town remotely.

- a. Accounts Paid List – The Accounts Paid List from March 2020 was reviewed. Cr. Couvrette inquired regarding the progress of moving certain donations to annual contributions. Administration noted that policy or procedure has not been put into place as yet. He noted that one trigger to begin this is intended to be the Community Services Master Plan, and to use this document to view which demographics need to be addressed. He noted that this information would then be presented to groups and inquired how they could impact those demographics.

Cr. Cox referred to item number 36204, and inquired if these were the books Ms. Dewolf had presented to Council a few months ago. Mayor Napier confirmed this.

Cr. Campbell noted that there are purchases from Hay River regarding water plant material, and inquired why these are not purchased locally. He noted that they should purchase locally and support local business. Administration noted that typically they do. He added that he does not have information regarding the specific item, but noted that all efforts are made to purchase locally before pursuing other options.

- b. Correspondence – The Correspondence from March 2020 was reviewed.
- c. License Report – The License Report from March 2020 was reviewed.

7. Bylaw/Policy Review and Development

8. Administration

- a. MACA O&M Funding Contribution Agreement 2020-2021 – The briefing note was reviewed. Administration noted that MACA required a motion of Council to transfer of funds. He noted that Council approved this last year. He noted that there was no increase in funding from previous years. Cr. Couvrette noted that he is significantly disappointed that there has been no serious effort made to address the funding gap even though the GNWT identified it as one of their significant key priorities, and had earmarked funds for this.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for fiscal year 2020-2021 in the amount of \$2,123,000.

CARRIED UNANIMOUSLY

- b. MACA W&S Funding Contribution Agreement 2020 -2021 – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for fiscal year 2020-2021 in the amount of \$576,000.

- c. Potable Water Truck Tender – The briefing note was reviewed. Cr. Westwell inquired if the difference is due to a calculation of depreciation. Administration confirmed this.

Cr. Beaulieu joined the meeting.

Cr. McArthur inquired how much the insurance company is covering. Administration noted that they are paying \$146,768.75 less the \$2,000 deductible. He noted that there was \$1,200 recovered from scrap metal from the sale of the vehicle. Cr. Campbell inquired what the delivery date is on this vehicle. Administration noted that he will look into this and forward information.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That tender # 2020-010 for the manufacture and supply of one Potable Water Delivery Truck be awarded to Aurora Hay River Heavy Truck Sales for the bid price of \$228,875.00 plus GST of which the Towns contribution will be \$82,106. 25.

CARRIED UNANIMOUSLY

- d. Hay River Videoconference – Administration noted that Council had planned a trip to Hay River for a joint meeting, and noted that if Council wishes they could arrange a video conference. Mayor Napier noted that she may contact the Mayor of Hay River to inquire regarding a date. Cr. McArthur noted that Hay River has hired a new Bylaw officer, and inquired if this is something Fort Smith may consider doing. Mayor Napier noted that this had not been discussed at yet, and noted that the declaration of emergency is meant to create more enforcement. Administration noted that Hay River did not have a Bylaw Officer since the strike and had recently just closed the competition. Administration noted that it is not technically illegal to gather currently, and the only law is that you must follow self-quarantine plan if you are returning to the territories.
- e. COVID-19 Update – Administration noted that there has been a demand for increased enforcement across the territories in all communities, reduced travel between communities and no operation of non-essential business. Administration noted that the Town declared a local state of emergency they would still not be able to control travel in and out of the community. He noted that they would be able to control businesses, and may gathering sizes. He stated that the SAO's lobbied MACA to declare a territorial state of emergency as the GNWT can marshal more resources and it would be territory wide. Administration noted that the SAO's were disheartened to see that there has been no further action with the territorial state of emergency. Administration noted that the MLA spoke at length and stated that she anticipates an increase in enforcement by the GNWT. Administration noted that EMO is now meeting weekly. He noted that there are now five cases in the territories, two of which have since recovered. He noted that there is one case of COVID in a small community and public health was unaware regarding how this individual went to their small community. He stated that this highlights the need for increased enforcement. Administration noted that the Rangers are now part of the EMO, and noted that the Joint Task Force North has made rangers in the community available where required. Administration informed that the Town has offered childcare services for essential service providers, and noted that there is no current intent to shut down day homes. Administration highlighted that the communication work continues, and that they are looking to source more PPE for their protective service department. Administration noted that there are concerns regarding impacts to the economy at EMO. He noted that most financial concerns are being addressed, but the private sector has concerns. He noted that they are considering having a separate leadership group for EMO. Adminstrant noted that Parks and ENR are on track to mobilize their fire crews. Administration noted that they are not currently seeing an increase in mental health calls as yet, but that they are preparing for an increase in these. Administration referred to Cr. Campbell's concerns regarding churches meeting, and noted that they did not receive information regarding any recent congregations. Administration noted that there were questions from MLA at the EMO group regarding alcohol rationing. Administration noted that operationally they do not see concerns around this, and noted that the intent would be to curb bulk practices and discourage large gatherings. Administration noted that funds used for economic development may get diverted to economic support for private enterprise at risk, and subsidised for businesses. He noted that there is

rumour of this. Administration noted that the Town of Fort Smith could make a request to ITI to delegate and present information.

Mayor Napier noted that the MLA was looking for input from Indigenous governments but also the community at large regarding the alcohol rationing controls. She noted that part of the measure is to avoid bootlegging. Mayor Napier inquired if Council would be opposed to having limits on alcohol. Cr. Westwell noted that it would depend on the kind of limitations. He noted that if they are similar to what are enforced at the border then perhaps, but noted that it is a slippery slope when discussing this. He noted that he would agree with reasonable capacity limits to prohibit bootlegging, but he is unsure what is being proposed. Cr. Cox agreed with Cr. Westwell and noted that it is difficult to discuss without parameters. She noted that a limit to prohibit bootleggers should not impact regular buyers. Cr. McArthur noted that if the government begins to limit to one bottle or a twelve pack, then he fears there will be bootlegging activity. Cr. Beaulieu noted that if restrictions are placed on alcohol they will begin to see large gatherings within the community so that individuals may access alcohol. Cr. Campbell inquired if the crime rate would increase if limits are put on alcohol, as people may begin to start stealing. Cr. Westwell stated that prohibition will not work. He noted that enforcement on bootlegging may be more effective than enforcement.

Mayor Napier noted that they are looking to have meetings with the leadership which would include the Indigenous governments and the MLA. She noted that the RCMP sergeant has completed his quarantine. She noted that they are still conducting their daily radio broadcasts. Mayor Napier noted that Premier Cochrane has taken over the portfolio of Minister of MACA, and the Chief Public Health Officer has recommended that all wear masks. Mayor Napier noted that online church services are being conducted online. Cr. Westwell noted that he was disappointed with the announcement today, and noted that this is a concerning step regarding shuffle that has taken place. He noted that he has ill feelings towards this decision. Mayor Napier noted that communities have highlighted a need for enforcement at a community level. She noted that there have been requests for having RCMP conduct the enforcement. She noted that they are also looking to restrict movement between the communities. She noted that she would provide more information regarding the discussions that are happening.

9. Other Business

10. Excusing of Councillors

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on May 5th, 2020.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:24 p.m.



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING March 31, 2020

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36129	Investors Group	February 2020 Contribution's	\$ 200.00	Multi
36130	Lou's Small Engines	Propane for Zamboni Feb 2020	\$ 477.75	FM
36131	Link Hardware	Supplies	\$ 5,600.33	Multi
36132	NWT Power Corporation	Power Bill	\$ 60,293.21	Multi
36133	Wally's Drugs	Program supplies - Library	\$ 26.15	CS
36134	Town of Fort Smith	Payroll Deductions February 2020	\$ 964.74	Multi
36135	Freund Building Supplies	supplies monthly PO	\$ 1,175.78	Multi
36136	Xerox Canada Ltd	Xerox Lease	\$ 674.83	AD
36137	Receiver General	Payroll Tax Feb 28 Pay Period	\$ 48,829.58	Multi
36138	Public Service Alliance of Canada	Union Dues	\$ 4,304.28	Multi
36139	Receiver General	Clear Account #873149017RT001	\$ 291.90	PW
36140	GNWT-Taxation Division	Payroll Tax February 2020/2019 Annual Return	\$ 7,311.05	Multi
36141	Northern Stores Inc	Curtains for Town Hall	\$ 41.98	AD
36142	Northwestern Air Lease	Freight for water samples	\$ 144.40	WP
36143	Fort Smith Paddling Club	Donation Slave River Paddiefest 2020	\$ 2,500.00	AD
36144	DB Perks & Associates Ltd	Pool Supplies/Parts	\$ 10,863.10	FM
36145	BZT General Contracting	Repairs/Maintenance	\$ 620.55	Multi
36146	TDC Contracting Ltd	Supplies/Gas/Diesel	\$ 5,282.09	PW
36147	RDV Mechanical	Repairs/Maintenance	\$ 2,360.41	Multi
36148	Town of Fort Smith Employee Assoc	Staff Contribution for February 2020	\$ 320.00	Multi
36149	Hayze Electric	Service/Labor	\$ 299.25	WP
36150	McLennan Ross	Legal Fees	\$ 1,606.50	AD
36151	Office Solutions	Office Supplies	\$ 568.73	Multi
36152	Hay River Heavy Truck Sales Ltd	Packing Rope	\$ 71.82	WP
36153	Wood Buffalo Frolics Society	2020 Annual Donation	\$ 5,000.00	AD
36154	Globalstar Canada Satellite Co	Sat Phone Bill	\$ 95.64	CS
36155	Grimshaw Trucking	Blade sharpening	\$ 231.70	FM
36156	Paul Kaesers Store	Snacks for ASCP/ Prizes	\$ 560.71	Multi
36157	Lou's Small Engines	Boiler Checks from Feb 9-25	\$ 2,184.00	Multi
36158	Town of Fort Smith	February Water Bill	\$ 921.30	Multi
36159	Xerox Canada Ltd	Copier Usage	\$ 1,191.53	AD
36160	Receiver General	Payroll Deductions (Tax, CPP, UIC)	\$ 49,330.77	Multi
36161	Lifesaving Society	Annual Affiliation Fees	\$ 235.00	RCC
36162	Thyssenkrupp Elevator	RCC Elevator Maintenance	\$ 1,284.54	RCC
36163	NEBS Pension Fund	March Premiums	\$ 38,498.16	AD
36164	Bank of Montreal	O. Kydd Statement Jan/Feb 2020	\$ 3,052.11	Multi
		Bell phone bill Jan/Feb 2020		
36165	Accu-Flo Meter Service Ltd	Training Expenses	\$ 4,462.50	WP
36166	Globalstar Canada Satellite Co	Sat Phone Bill	\$ 100.24	CS
36167	Terry's Carpentry Service	Ambulance Bay Lease	\$ 2,520.00	CS
36168	TDC Contracting Ltd	Heating Oil	\$ 12,826.43	Multi
36169	Customer	Refund - Payment made to wrong account	\$ 312.40	AD
36170	NEBS Group Insurance Fund	March Premiums	\$ 12,965.97	Multi
36171	Pitney Works	Postage Meter Refill	\$ 1,575.00	AD
36172	Employee	Travel Expense - Physical Literacy Summit	\$ 584.50	RCC
36173	Arcitech Computers Inc	Offsite Backup Service	\$ 961.38	AD
36174	Office Solutions	Supplies	\$ 501.31	RCC
36175	NWT Tourism	Advertising/Membership fees 2020/2021	\$ 483.75	ED
36176	Cascade Publishing Ltd	March Newsletter Design	\$ 115.50	CS
36177	Paul Kaesers Store	Supplies/ Misc.	\$ 776.06	Multi
36178	Northwestel Inc	Internet/Phone bill	\$ 5,319.60	Multi
36179	NWT Power Corporation	March Power Bill	\$ 57,631.47	Multi
36180	Lifesaving Society	National Lifeguard Pool Exam	\$ 30.60	RCC

36181	Northern News Service	Subscription Renewal	\$	70.00	CS
36182	Big Hill Services Ltd	Parts for Olympia ice resurfacers	\$	1,830.43	FM
36183	Bank of Montreal	P. Kaeser statement Jan 2020	\$	1,000.00	Multi
		Activation of Satellite Communication Device for water			
36184	Brownlee LLP	Legal Fees	\$	2,220.28	CS
36185	Fire Prevention Services Ltd	Tags for fire extinguishers	\$	15.75	CS
36186	Pelican Restaurant	Special meeting Dinner Feb 24/20	\$	201.44	AD
36187	Employee	Travel Claim - Training	\$	522.80	CS
36188	TDC Contracting Ltd	Heating Oil/Gas/ Light Rentals	\$	15,892.59	Multi
36189	Wesclean Northern Sales Ltd	Supplies	\$	999.24	Multi
36190	Cleartech	Clearpac 182 WTP	\$	4,082.66	WP
36191	Customer	March 2020 Newsletter	\$	595.00	AD
36192	Nu Mechanical	Replacement of hot water tank at WTP	\$	1,312.50	WP
36193	Aecom Canada Ltd	Water and Sewer	\$	5,457.82	WP
36194	Infosat Communications	Sat Phone Bill	\$	169.22	CS
36195	RDV Mechanical	Repairs/Maintenance	\$	1,390.20	Multi
36196	Rusty Raven Gallery & Gift	Auction item for NWTAC	\$	341.25	AD
36197	McLennan Ross	Legal Fees	\$	267.75	AD
36198	Hay River Heavy Truck Sales Ltd	Packing for water plant	\$	472.50	WP
36199	Employee	Travel Claim - Training	\$	817.64	CS
36200	Standard Bronze Company	Pool inlets	\$	726.14	RCC
36201	Employee	Travel Claim - Training	\$	522.80	CS
36202	Cpow Productions Ltd	Snowboard video	\$	535.50	WP
36203	Bank of Montreal	K. Morrison statement Jan/Feb 2020	\$	794.55	Multi
		Lunches/Fee TIPP			
36204	Customer	Promotional Material Books	\$	3,000.00	CS
36205	Bank of Montreal	C. White statement Jan/Feb 2020	\$	2,422.79	Multi
		Supplies/Lunches/postage/Misc.			
36206	Aurora TPI Travel	Travel/Accommodation cost EDO travel-Calgary	\$	1,940.64	ED
36207	Ernie's Sports Experts	RCC Equipment	\$	2,096.63	RCC
36208	Investors Group	March Contributions	\$	200.00	Multi
36209	Town of Fort Smith	March Payroll Deductions	\$	964.74	Multi
36210	Receiver General	Payroll Deductions (Tax, CPP, UIC)	\$	50,748.16	Multi
36211	Public Service Alliance of Canada	March Union Dues	\$	4,305.03	Multi
36212	GNWT-Taxation Division	March Payroll Deductions	\$	6,532.62	Multi
36213	Northern Stores Inc	Office Supplies	\$	376.85	Multi
36214	Yellowknife Book Cellar	Prizes for community survey	\$	155.38	CS
36215	TDC Contracting Ltd	Heating oil	\$	4,669.39	Multi
36216	Town of Fort Smith Employee Assoc	March staff contributions	\$	324.00	Multi
36217	Anna's Home Cooking	Dinner NWT Conference	\$	63.00	CS
36218	Korn Ferry Hay Group	Professional Fees	\$	2,646.00	AD
36219	JDH Enterprises Ltd	Professional Fees	\$	7,350.00	AD
36220	Globalstar Canada Satellite Co	Sat Phone Bill	\$	94.40	CS
36221	MSS Ltd	supplies	\$	1,276.49	CS
36222	GNWT	Annual Boiler Inspection	\$	1,545.00	Multi
36223	Petty Cash	Replenish petty cash	\$	184.75	AD
36224	NWTAC	2020 NWTAC AGM Sponsorship	\$	3,742.50	CS
36225	Northern News Service	Advertisement Water Truck Tender	\$	845.88	WP
36226	Globalstar Canada Satellite Co	Sat Phone Bill	\$	99.74	CS
36227	TDC Contracting Ltd	Heating oil/Misc.	\$	7,749.43	Multi
36228	Wesclean Northern Sales Ltd	Courier Service	\$	48.11	PW
36229	RDV Mechanical	Repairs/Maintenance	\$	10,054.77	PW
36230	Hay River Heavy Truck Sales Ltd	Cylinder Rentals	\$	289.80	WP
36231	Employee	Travel Claim - NWTAC	\$	735.53	AD
36232	United Library Services Inc	Subscription/books	\$	2,317.45	CS
36233	Teranet	Refund - tax certificate fee	\$	43.31	AD
36234	851791 NWT O/A Rowe's Construction	Contract	\$	243,432.00	WP
	Caterpillar Financial Services Ltd.	March 2020 lease payment	\$	3,312.35	
	Payroll	Pay period March 13, 2019	\$	102,788.55	
	Payroll	Pay period March 27, 2019	\$	113,441.52	

Total

\$ 978,615.47














Town of Fort Smith Community Services Committee

Tuesday, April 14, 2020 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – March 2020 Statistics
 - b. Pool – March 2020 Statistics
 - c. Arena – March 2020 Statistics
 - d. Mary Kaeser Library– March 2020 Statistics
6. Economic Development
 - a. Economic Development Report – March 2020 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note - Fort Smith Daycare Society
 - b. COVID-19 Update
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 RCC March 2020 Statistics	 Pool March 2020 Statistics
 Arena March 2020 Statistics	 Library March 2020 Statistics
 Economic Development Report	
 BN - Daycare Society	



Town of Fort Smith
Community Services Committee
Tuesday, April 14, 2020 at 7:00 pm

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

1. Call to Order
Mayor Napier called the meeting to order at 7:03 p.m.

2. Declaration of Financial Interest
a. Statement of Disclosure of Financial Interest

3. Delegations

4. Review
a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Campbell
Seconded by: Cr. Pischinger
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 10th, 2020, were reviewed and adopted at the Council meeting of March 31st, 2020. Cr. Couvrette inquired if there are updates regarding the Community Services Master Plan, and inquired regarding next steps.

Cr. Couvrette inquired if a letter had been written to the Minister of Education regarding the Early Childhood Education program being offered in Fort Smith.

Administration noted that a draft version of the Community Services Master Plan has been received from the consultant and shared with RAB, which met earlier today. He noted that another iteration of the document would be back before Council shortly. Administration noted that there is further information regarding the Early Childhood Education program in the briefing note regarding Daycare.

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. Cr. Couvrette inquired if it would be appropriate to ask TTAB to review the Economic Development Plan. He noted that the current pandemic may be another turning point regarding how communities view economic development. Administration noted that TTAB is scheduled to meet next week, and they were to be presented with a draft RFP to hire a consultant for a strategic marketing plan. He noted that there may be opportunity there for repositioning based on recent changes.

5. Directors Report

The Director provided a report on the operations of the Community Services Department. The Director of Community Services noted that they were on track to meet the usual numbers for programming. She noted that they continue to support community wellness and staff are working remotely. She added that they are looking at offering online fitness classes. She noted that the Tech n'Tea program is being offered remotely, and are looking to increase participation for this. She added that the story time program is also being posted online to YouTube, and that they are reaching out to solicit more individuals for this program. The Director of Community Services noted that the Town will be starting their book delivery service, and that they have received five requests this far. She added that the Town has launched a separate facebook page for recreation only as the main facebook page has been dedicated to Covid-19 updates. The Director of Community Services noted that they are supporting the foodbank and have offered the 878-8228 number if they need support of the foodbank. She noted that they will be doing food pick up from individual's door steps for the food bank.

The Director of Community Services noted that they had a RAB meeting today where RAB reviewed the initial draft. She noted that the next steps will be developing action items and success frameworks before it is back before Council. The Director of Community Services noted that she and the Director of Municipal Services had a meeting with staff from the Hospital regarding use of the Arena as an overflow space. She noted that the childcare program is operational and there is one child who has utilized the service. D/M Smith commended the Community Services Staff. He suggested that interest will increase. Cr. McArthur noted that there may be food available for donation at Kaeser's.

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

6. Economic Development

- a. Economic Development Report – The March 2020 statistics report was reviewed. The Director of Community Services noted that the EDO was heavily involved with the Town's communications strategy. She noted that prior to that she had a meeting with an individual from Spectacular NWT regarding the facilities available in the community. She noted that they have done the competition for the visitor information staff, but noted that they are unsure if they will be able to employ this staff at the moment. She noted that they have been working on CANNOR and ITI applications that need to be completed. She advised that the Trade Show is currently on hold. The Director of Community Services noted that they are looking to have the monthly discussion move to an online format. She noted that they will be taking the draft of the strategic marketing plan RFP to TTAB. Cr. Cox inquired regarding the social media statistics for the month of March. She noted that it would be interesting to see if there was more traffic on the Town's facebook and other social media.

7. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox noted that RAB did not meet in March. She noted that they met today to discuss the draft Community Services Master Plan.

- b. Advisory Board on Culture
- c. Tourism and Trade Advisory Board

8. Bylaw/Policy Review and Development

9. Administration

- a. Fort Smith Daycare Society – The Briefing Note was reviewed. The Director of Community Services clarified that the cost of wages including benefits would be \$390,892 which means expenses would be \$440,532. Cr. Couvrette noted that he appreciates the hard work regarding the daycare. Cr. Couvrette referred to the surplus indicated in the briefing note, and expressed his concern regarding whether this will be enough for ongoing expenses. The Director of Community Services noted that since this is a shared facility, some of the expense costs may be covered from external funding or other revenue sources. He highlighted that a daycare advisory board would be beneficial for accessing these. D/M Smith noted that he hopes for the project to be up and running as soon as possible. He agreed that there is external funding available to cover expenses. He referred to the Early Childhood Education program being offered online with an eighteen month completion date, and noted that it may take full-time employees longer than eighteen months to complete this program online. Administration noted that one reason the Town may be more successful than the private sector in this venture is because they have the ability to absorb more overhead costs and benefit from the existing organizational structure. He noted that the intent is to run a cost neutral program. Administration noted that there are a number of variables such as how many are enrolled in program, and these will determine whether this can operate at the current proposed cost. Cr. Couvrette expressed concern regarding the implications and impacts on the private sector, and noted that the municipality cannot provide a facility or service which is market disruptive, and noted that the Town must keep their prices higher than what is offered in the private sector. Cr. Westwell stated that he appreciated the hard work conducted regarding this.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That the Town of Fort Smith move forward with Daycare plans as presented in the briefing note.

CARRIED UNANIMOUSLY

- b. COVID-19 Update – Administration noted that they are looking to have the leadership meet separately from EMO to discuss higher level concerns, and to maintain the EMO group as operationally focused. Administration noted that the GNWT has begun acting on the state of emergency, but that an enforcement group has not been formed as yet. He noted that they have passed an order restricting and limiting gatherings, and highlighted that this is a broad order that covers business operations as well. He noted that there has been another recommendation that encourages the use of masks. He noted that the Fort Smith Metis Council has been making masks and noted that those in need of masks could contact President Herron.

Administration noted that they have been in discussion with groups that are tasked with enforcement. He highlighted that things that were not deemed essential initially may become essential as time progresses. He noted that there was discussion regarding how to provide essential

services while maintaining social distancing requirements, and noted that the Town has placed dividers in vehicles where two individuals must travel together. He noted that this has been deemed acceptable by the Environmental Health Officer. Administration highlighted how hard the Town and the Mayor has worked to highlight the community's concerns to the higher levels of government. He noted that they passed the message to the EMO to ensure the correct information is shared to the public to discourage misinformation. He noted that they highlighted at EMO to note those that are spreading misinformation and to communicate with them regarding this if they are in your employ.

Administration noted that the initial childcare response was built around immediate response but noted that they may need to consider what it would mean to provide childcare for essential service providers on a longer timeline, including whether this should have a charge. Administration recommended not charging for this service.

Administration noted that they initially completed a business continuity exercise internally and externally. He noted that this work was done with the expectation of a six week response. He noted that some messaging coming from the Federal Government highlights a longer response, and noted that the Town will be conducting a business continuity exercise again within a larger timeframe. Administration noted that the Federal Government is launching more funding to protect the private sector. Administration noted that non-essential staff are currently still on payroll, but highlighted concerns if the response extends to six months or longer. Cr. Westwell thanked Town staff for their diligent work.

10. Other Business

11. Excusing of Councillors

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on May 12, 2020.

13. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur.

That the meeting be adjourned at 8:24 p.m.











Town of Fort Smith Municipal Services Committee

Tuesday, April 14, 2020, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. 2020 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire Department – April 2020 Statistics and Training Report
 - b. Ambulance Department – 2020 Statistics
 - c. Bylaw Department – 2020 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes March 12, 2020
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	 Vision and Values	 2020 Capital Plan
 Fire Statistics March 2020	 Ambulance Statistics March 2020	 Bylaw Statistics March 2020
 SDAB Minutes March 12, 2020		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, April 14th, 2020 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:24 p.m.

2. Declaration of Financial Interest

a. Statement of Disclosure of Financial Interest

3. Delegations

4. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 10th, 2020, were reviewed and adopted at the Council meeting of March 31st, 2020. Cr. Cox inquired if they had inquired with the Minister of Lands as per the minutes. Mayor Napier noted that they are beginning to return to regular business of Council, and can contact the Minister of Lands to discuss issues. She noted that she can bring information to Council at the next meeting. D/M Smith noted that the follow up was in relation to streamlining a process for fire abatement in the municipality with the government departments.

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

d. 2020 Capital Plan – The Capital Plan was reviewed. Administration noted that focus has been on completing the RFP for the Community and Recreation Center. Administration noted that they have to complete final updates to the infrastructure proposal, and must submit an application by tomorrow for the economic development zone which has been approved in principal. Administration noted that the strategic marketing plan document will be before TTAB next week as well.

5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. Administration noted that Municipal Services department has been very busy since the pandemic began. He noted that new procedures have been implemented so the crews can continue to work safely. The Director of Municipal Services commended the staff for their diligence and hard work, and noted that they have a full complement of employees within the Municipal Services department. The Director of Municipal Services noted that they will be moving into the actioning stage of spring freshet. He noted that they will have full crews watching and managing the spring melt.

He noted that they have hired contractors to assist with snow removal and it will be very busy for the department for the next few weeks. The Director noted that they have had engine troubles with their loader which will be out of commission for the next few weeks, and noted that they have contractors lined up and loaders available if needed. Cr. Cox inquired if this was covered by warranty. Administration noted that it is under warranty, and that they are looking into whether the rental cost will be covered.

6. Protective Services Report

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

The Director of Community Services noted that the Fire Department had a number of big calls around the 13th and 14th to March. She noted that they had reduced their practice from four times a month to three times a month. She noted that the Ambulance Department had a busier month, and they had code Zulu in March. She noted that there have been more transfers of non-life threatening instances than in previous months, and are receiving more activity in this area. She noted that they had been doing online practices to stay engaged. She noted that there was a gap from the 10th to the 30th for Bylaw as the Bylaw Officer was advised to no longer conduct stops until a process was put into place to manage this. She noted that they have reengaged the vehicle stops, and he is now monitoring high-risk activities. She noted that the Bylaw Officer is maintaining the two meter requirement for physical distancing. She noted that they had planned to send the Deputy Fire Chief to inspect the new fire truck, and are instead planning on a virtual inspection and then will determine how the truck will come up. The Director of Community Services noted that Fire Chief and Captains are concerned regarding receiving the truck too early as there is training that must be conducted and training may be challenging with current social distancing requirements. The Director of Community Services noted that they are working through the everbridge system and working to have that operational. The Director of Community Services noted that they are expecting an update from ENR about their plans for fire smarting. She noted that they are anticipating this to encompass online community education as well as actual fire smarting. She noted that the Town has funds set aside for fire smarting as well. She noted that the Protective Service Supervisor is looking into what training will look like with new order for gatherings. D/M Smith noted that it is great to see the Bylaw Officer in the community. He noted that they should consider regarding fire preparedness, and how current circumstances may change or impact what they have to do. The Director of Community Services noted that they have a surplus bylaw truck that Enterprise may wish to purchase.

7. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes March 12, 2020 – The SDAB minutes were reviewed. Cr. Cox noted that on the bottom of page one it states Emergency Plan, which should state Energy Plan.

8. Bylaw/Policy Review and Development

9. Administration

Administration noted that they had been speaking with Wood Buffalo National Park and ENR regarding things becoming essential as time goes on. He noted that Parks is expecting their fire crews in the third week of April, and ENR in early May. He noted that as per their information on the snow survey results they are not expecting an early fire season. He noted that there are fire abatement projects planned as well, and noted that they will be mobilizing these.

10. Other Business

11. Excusing of Councillors

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 12th, 2020.

13. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier

That the meeting be adjourned at 8:54 pm.