












## Town of Fort Smith Corporate Services Committee

Tuesday, May 5, 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
    - i. Bylaw Review Committee
    - ii. Communications Committee
    - iii. Post-Secondary Education Committee
    - iv. Fire Abatement
    - v. Daycare
    - vi. Community Recreation Center
6. Directors Report
  - a. Accounts Paid List April 2020
  - b. Licence Report April 2020
7. Bylaw/Policy Review and Development
  - a. Briefing Note - Bylaw 1006 2020 Mill Rate Bylaw
8. Administration
  - a. Briefing Note – 2020 First Quarter Variance Report
  - b. COVID-19 Update
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Statement of Disclosure of Interest         </div> <div style="text-align: center;">             Corporate Services Minutes April 7, 202         </div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Vision and Values         </div> <div style="text-align: center;">             Strategic Plan         </div> </div>
<div style="text-align: center;">             Council Priorities         </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Accounts Paid List April 2020         </div> <div style="text-align: center;">             Licence Report April 2020         </div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             BN - 2020 Mill Rate Bylaw         </div> <div style="text-align: center;">             BN - 2020 First Quarter Variance         </div> </div>



Town of Fort Smith  
Corporate Services Committee  
Tuesday, May 5<sup>th</sup>, 2020, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. Couvrette, Cr. Campbell, Cr. McArthur

Regrets:  
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White, Director of Community Services; Obrian Kydd, Director of Corporate Services; Rohma Nawaz, Executive Secretary

Guests:

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm.

2. Delegation

3. Declarations of Financial Interest

- a. Statement of Disclosure of Financial Interest

4. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of April 7<sup>th</sup>, 2020, were reviewed and adopted at the Council meeting of April 21<sup>st</sup>, 2020.

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

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

5. Governance

- a. Council Priorities – The Council Priorities were reviewed.

- i. Bylaw Review Committee – Cr. Couvrette noted that the Committee reviewed which Bylaws they will address. These include Council Procedure, Council Code of Conduct, Bylaw for Childcare Advisory Board, and the Livery Bylaw.

- ii. Communications Committee – Cr. Cox noted that the Communications Committee met and discussed the May and June newsletters and logistics of setting up the Mayor and Council social media account. She added that there was some discussion with administration regarding the consultation process for the community and recreation center renovations. She noted that the May newsletter is expected in the next few of weeks. She added that they discussed topics for the June newsletter. Cr. Cox noted that the Committee has been meeting weekly for the last three to four weeks to discuss the Town's COVID-19 response. D/M commended work of Communications Committee and their covid response. Administration noted that the Council Honourarium Bylaw is now advertised for consultation.

increase productivity and allow remote access to the system. Cr. Couvrette noted that he has been approached by two businesses last week regarding interest on their delayed water payment. He noted that there was a documentation on the moratorium in interest that was accumulating on accounts. He inquired for more information regarding this. Administration noted that the intent is to have a moratorium on interest. He noted that if Council has specific concerns about specific individuals it may be answered administratively. Cr. Westwell commended the work conducted by Corporate Services. Cr. Cox inquired regarding item 36331 and inquired regarding the amount. Administration that the amount includes the annual \$5,000 donation in addition to the portion of AWG surplus.

- a. Accounts Paid List – The Accounts Paid List from April 2020 was reviewed.
- b. License Report – The License Report from April 2020 was reviewed.

7. Bylaw/Policy Review and Development

- a. Briefing Note Bylaw 1006 2020 Mill Rate Bylaw – The briefing note was reviewed. D/M Smith inquired if they know if the 2.8% increase will be predominantly on new buildings constructed in 2019. Administration confirmed this. Cr. Couvrette noted that he circulated a motion regarding undeveloped properties, and one idea put forward in that position was to provide some incentive to people to start developing those properties. D/M Smith noted that Council in the past has tried to include a timeline around development of undeveloped properties. Administration noted that the Bylaw differentiates between residential developed and residential non-developed properties. He noted that they assess the lands and improvement and differentiate between the two. He added that this is a technique that is used in other jurisdictions and Council may use this if they wish. He stated that ultimately a political decision. Cr. Westwell noted that this was discussed extensively at SDAB as well, and one of their recommendations has included addressing vacant land. Cr. Couvrette noted that this may be something they could ask SDAB to address. Cr. Campbell noted that they should add more taxes to people who buy properties and use them for storage. He noted that they should be cleaned up.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Campbell**

**That the Bylaw 1006 2020 Mill Rate Bylaw be approved as per the Briefing Note provided.**

**CARRIED UNANIMOUSLY**

8. Administration

- a. Briefing Note 2020 First Quarter Variance – The briefing note was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Cox**  
**That the 2020 First Quarter Variance report be accepted as presented.**  
**CARRIED UNANIMOUSLY**
- b. COVID-19 Update – Administration noted that the enforcement team reported that they had 55 open files, mostly regarding get togethers and those violating territorial orders. He advised that there may be talk of a check point at the border to Fitzgerald. Administration noted that they discussed Town preparations regarding Childcare and the aspects they are trying to incorporate in response. He noted that public spaces will have signs with information regarding the order. He advised that they are continuing data collection for auto dialer system, and that the Rangers are assisting with this. Administration noted that the essential services childcare programming has five children. He noted that there is messaging coming from the GNWT regarding how to bring in workers into the NWT.



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING APRIL 30, 2020

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36235	Cacade Publishing Ltd	AD-New Tipping Forms	\$ 551.51	AD
36236	Grimshaw Trucling	Freight	\$ 2,560.84	Mult
36237	Link Hardware	Supplies	\$ 2,421.34	Mult
36238	Accu-Flow Meter Service Ltd	Water Meter Reading	\$ 703.08	WP
36239	TDC Contracting	Supplies/Heating oil/Diesel	\$ 2,264.32	Mult
36240	ClearTech	Water Treatment Chemicals	\$ 1,997.52	WP
36241	Nu Mechanical	Service Burners for WTP Boilers	\$ 619.50	WP
36242	RDV Mechanical	Service unit 21	\$ 274.05	WP
36243	Idexx Laboratories Canada	DPD Solution/Colilert	\$ 1,208.05	WP
36244	CIMO Refrigeration	Pump for ice plant	\$ 2,289.00	FM
36245	MSS Ltd	Supplies	\$ 327.26	Fire
36246	Kaesers	Fire hall janitorial supplies	\$ 294.85	Fire
36247	Lous Small Engines	Zamboni propane March 2020	\$ 546.00	FM
36248	Link Hardware	Supplies March 2020	\$ 180.85	Mult
36249	Northwestel	Internet	\$ 1,049.59	Mult
36250	Wallys Drugs	Art supplies	\$ 46.94	Lib
36251	Town of Fort Smith	Utility bill March 2020	\$ 990.29	Mult
36252	Freund Buliding Supplies	Supplies	\$ 894.88	Mult
36253	Xerox Canada Ltd	Xerox lease Feb 25-March 25/20	\$ 1,076.75	AD
36254	Receiver General	Payroll tax March 27, 2020	\$ 47,952.52	Mult
36255	Thyssenkrupp	Maintenance - arena	\$ 1,284.54	FM
36256	CANCELLED	CANCELLED		
36257	Bank of Montreal	C. White - Statement March 2020	\$ 537.51	Mult
		C-1 Wix.com- \$177.97		
		C-2 Callbridge services- \$13.62		
		C-3 Callbridge services- \$13.62		
		C-4 Callbridge service- \$10.57		
		C-5 Zoom.cad- \$20.00		
		C-6 Foosball RCC- \$33.50		
		C-7 Maildrop March council newsletter- \$92.93		
		C-8 SDAB lunch March 12- \$72.40		
		K. Morrison - Statement March 2020		AD
		K-1 The royal acrchitctural- \$102.90		
36258	Brownlee LLP	Professional fees	\$ 2,928.49	AD
36259	Fort Smith Construction Ltd	Equipment rental	\$ 10,353.00	PW
36260	Northern Communities Insurance	Insurance coverage	\$ 191,508.00	AD
36261	CANCELLED	CANCELLED		
36262	Terry's Carpentry Service	Rent ambulance bay	\$ 2,520.00	Amb
36263	Customer	Purchase food and coffee-fire response	\$ 270.35	AD
36264	TDC Contracting	Heating oil/rental	\$ 11,756.12	Mult
36265	Westclean Northern Sales	Janitorial supplies	\$ 122.54	RC
36266	Customer	Professional fees	\$ 1,402.50	AD
36267	Infosat Communicationss	Monthly cell bill	\$ 169.22	Amb
36268	RDV Mechanical	Maintenance	\$ 1,450.72	PW
36269	David Nairne & Associates Ltd	Professional fees	\$ 9,073.14	AD
36270	Fort Smith Ice and Snow	Donation	\$ 1,250.00	AD
36271	Fort Smith Snowboard Club	Donation	\$ 6,974.78	AD
36272	Yellowpages	Fire emergency phone	\$ 56.22	Fire
36273	KC Plumbing and Heating	Repair glycol pump	\$ 1,980.30	FM
36274	Thebacha Dog Musers	Donation	\$ 1,000.00	AD
36275	CPA NWT/Nunavut	Membership fees	\$ 1,023.75	AD
36276	CANCELLED	CANCELLED		

36335	Mclennan Ross	Legal Fees	\$	10,521.84	AD
36336	Hay River Heavy Truck Sales	Cylinder rental	\$	289.80	WP
36337	KC Plumbing and Heating	Steam/clear culverts	\$	4,200.00	PW
36338	EZ Facility Inc	Computer upgrade	\$	4,707.41	AD
	Caterpillar Financial Services Ltd.	April 2020 lease payment	\$	3,312.35	
	Payroll	Pay period April 10, 2020	\$	101,201.56	
	Payroll	Pay period April 24, 2020	\$	95,992.42	
		<b>Total</b>	<b>\$</b>	<b>766,596.43</b>	













## Town of Fort Smith Community Services Committee

Tuesday, May 12, 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 – April 2020 Statistics
  - b. Mary Kaeser Library– April 2020 Statistics
6. Economic Development
  - a. Economic Development Report – May 2020 Statistics
7. Advisory Boards
  - a. Recreation Advisory Board
    - i. RAB Minutes April 14, 2020
  - b. Advisory Board on Culture
  - c. Tourism and Trade Advisory Board
    - i. TTAB Minutes April 23, 2020
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note – Truth and Reconciliation Commission Call to Action Response
  - b. HR Committee Update
  - c. COVID-19 Update
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Community Services            Minutes April 14, 20         </div> <div style="text-align: center;">             Vision and Values         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">             Community Services            Master Plan         </div> <div style="text-align: center;">             Economic            Development Plan         </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             RCC Stats April            2020         </div> <div style="text-align: center;">             Library Stats April            2020         </div> </div> <div style="text-align: center; margin-top: 10px;">             Economic            Development Report         </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             RAB Minutes April            14, 2020         </div> <div style="text-align: center;">             BN - TRC         </div> </div>



Town of Fort Smith  
Community Services Committee  
Tuesday, May 12, 2020 at 7:00 pm

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

1. Call to Order  
Mayor Napier called the meeting to order at 7:00 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: Cr. Cox**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of April 14, 2020, were reviewed and adopted at the Council meeting of April 21, 2020.
  - c. Vision and Values – The Vision and Values were reviewed.
  - d. Community Services Master Plan – The Community Services Master Plan was reviewed. Administration noted that he has had a chance to view the Community Services Master Plan document and noted that he is impressed with it. He added that all information they provided to the consultant was presented to a recreation programming and consulting specialist who have reaffirmed that our direction is on par with national standards. He added that it captures the concept that the programming we provide is not focused on physical recreation only, and the importance of community groups working together to provide enhanced quality of life for residents.
  - e. Economic Development Plan – The Economic Development Plan was reviewed.
5. Directors Report

The Director provided a report on the operations of the Community Services Department. The Director of Community Services noted that they have provided statistics regarding what has been happening in the department. She noted that there is great uptake of online programming and different challenges. She noted that the program for book delivery is also operational and receiving requests. The Director of Community Services noted that the online story time initiative is also going well. She noted that the Elder's Tech and Tea did not have much uptake, so they are looking for alternatives. She noted that the competition for

primary care workers is now advertised and they have received a good response. The Director of Community Services noted that there are five children in the childcare program for essential service workers, and they are anticipating more as people return to work with the “Emerging Wisely” plan. She noted that they are looking for funding from ECE to support the program. The Director of Community Services noted that they will be running the community garden at Mission Park and will be receiving a \$10,000 contribution from ITI to support this. She added that RAB has viewed the Community Services Master Plan draft. She noted that the consultant is hoping to meet with Council via videoconference in the last week of May and inquired if leaders of Indigenous Governments could be invited to provide feedback as well. Mayor Napier noted that they can contact the Indigenous Leaders to check for availability. The Director of Community Services noted that the pool is closed, but that they are conducting their annual work on the pool now, so it is ready for use once they are able to open it. She noted that they are working on getting signage on playgrounds and trails regarding safe usage.

- a. Recreation Statistics – The April 2020 statistics report was reviewed.
- b. Mary Kaeser Library Statistics – The April 2020 statistics report was reviewed.

6. Economic Development

- a. Economic Development Report – The May 2020 statistics report was reviewed. The Director of Community Services noted that they have been reaching out to community businesses to support them in the recovery phase of the pandemic. She noted that every business will receive a letter offering support from the Town. She noted that they have completed their application for work at Conibear and are still waiting to hear from ITI. She added that usage of the website is down, and Facebook is about the same. She noted that the Wifi at the library is being used. The Director of Community Services noted that the draft of the Strategic Marketing Plan is prepared and are currently reviewing it. She noted that they are completing this in tandem with the recovery plan for businesses. Administration noted that they will be talking to TTAB regarding how they will go about their economic recovery plan and working with economic strategic work. He noted that they have taken Community Service workers that would not be currently working and have moved them to Municipal Services Department. He noted that they have been provided with appropriate PPE and construction safety training. He stated that they have kept some resources in Community Services to support online programming. He added that they are providing childcare for essential service workers who have school aged children. He noted that they will continue to provide this program. Mr. Morrison noted that they continue to look at a slow opening of the recreation facilities, and don't expect a normal reopening until September.

Mayor Napier inquired if the annual pool work is being completed currently that would typically be conducted at the end of the summer is happening now. The Director of Community Services confirmed this. Mayor Napier noted that the GNWT has released the “Emerging Wisely” document today, and noted that there were some items on there that she is not sure she agrees with such as opening up gyms and fitness centers in phase one. She noted that there was discussion earlier regarding what they will be looking at for the recreation center and inquired if there is something that they may share regarding this. She noted that the Municipal Leaders are meeting with the Premier tomorrow. Administration noted that the Town does not need to reopen



recreational center to ensure economic survivability. He noted that if it is not necessary to open, they see no need to provide opportunity for people to break social distancing. Mayor Napier noted that libraries were on the list as well and inquired regarding them. Administration noted that they must follow need in this situation, and perhaps discussion with community services master plan may inform decisions. He noted that it is easier to enforce social distancing in a library. He noted that they may be able to consider an earlier opening of the library. Mayor Napier noted having PPE for staff. Administration noted that they have templates now as they are working with the public in the childcare program. Cr. Cox commended the EDO's work with the Communications Committee and their pandemic response. Cr. Couvrette inquired if there is a timeline for the Strategic Marketing Plan. Administration noted that this should be advertised in the next few weeks. He added that ITI approached the Town to run the community garden in recognition of capacity. He noted that they were strong in response to state that they would like to run the community garden every year. He noted that this is a first step in the Town operating the entire Mission Park and having the arts center going. Cr. Westwell commended the work the Town has been doing to provide online programming.

7. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox noted that RAB had their second review of the Community Services Master Plan and have requested more time to provide feedback and added that it was generally well received. She noted that they touched on the use of track today and will be continuing this discussion via email.
- b. Advisory Board on Culture
- c. Tourism and Trade Advisory Board – Cr. Couvrette noted that TTAB is working on a business survivability planning strategy.

8. Bylaw/Policy Review and Development

9. Administration

- a. Briefing Note – Truth and Reconciliation Commission Call to Action Response. The briefing note was reviewed. Administration noted that ABC was not able to engage in this, so they have brought this directly to Council. He noted that there are specific directives that are related to municipalities, but others that are for higher levels of government. Cr. Couvrette noted that contribution agreements that Town signs with groups should recognize these opportunities to support TRC findings, and request examples. Cr. Westwell thanked the Director of Community Services for her work in preparing the briefing note. He noted that he supports how they as a municipality may adopt initiatives in a way that is meaningful. D/M Smith thanked the Director for work on the briefing note. He stated that there are number of things that may be addressed and inquired how they may engage the community on some of the next steps. He noted that the Metis Nation has brought forward the issue of street naming, and parks and playgrounds that could be renamed to honour community builders from the past. He added that there are territorial and national initiatives as well that can be supported. He noted that they should consider what the next steps are in identifying what the next things are that may be actioned. Mayor Napier inquired if a recommendation is required. The Director noted that they could make a proclamation regarding this if they wished. Administration noted that there are only four or five calls to actions pertaining to municipalities. He noted that two of these are

proclamations by Council, and one is for administration to being sensitivity and education training for staff. He noted that a lot of it pertains to providing support to other initiatives, and to not be an obstruction. He noted that a letter may be written to MACA to include more training in their School of Community Government pertaining to items discussed. He noted that they can bring a list of immediate motions and proclamations that Council can make. Cr. Couvrette requested that Administration and Director work on draft of a proclamation for Council to review as soon as possible. Administration noted that once there is a motion approving the briefing note, their next step will be to distill the briefing note into proclamations and motions to be brought to the June cycle. Mayor Napier noted that she will work with Administration and the Director on this matter. Cr. Westwell noted that his interest is that they are drafting the proclamation in regarding to the adoption of the United Nations Declaration on the Rights of Indigenous Peoples(UNDRIP). Mayor Napier confirmed that this will occur after the motion is adopted. D/M Smith noted that he supports the intent of the recommendation and the Town adopting the UNDRIP. He noted that the Director of Community Services laid out a number of potential actions, but that there are many more and reconciliation is not something that happens in a vacuum. He added that a municipal government engages in the context surrounding and noted that the role of the Town of Fort Smith governance body is different from most municipal governments in Canada based on their locations and the fact that they are a predominantly Indigenous community. He acknowledged that some are already being actioned such as the regular leadership meetings. He noted that proclamations are important but noted that a true adoption of the recommendations is more nuanced and integrated process that can't happen within a few weeks. He added that there may be a framework regarding how the Town wishes to meaningfully engage in reconciliation may be developed and presented to the public for opportunity for feedback. Cr. Cox noted that she believes this is a good start and supports the motion to adopt recommendations, understanding that it is a beginning and a foundation on which to build.

**RECOMMENDATION**

**Moved by: Cr. Westwell**

**Seconded by: Cr. Couvrette**

**That the Town of Fort Smith adopt the actions as laid out in the "Truth and Reconciliation Commission Call to Action Response" Briefing Note.**

**CARRIED UNANIMOUSLY**

- b. HR Committee Update – Administration noted that the HR Committee met last week to discuss advancing the roll out of the reorganization that was discussed as part of the budget cycle. He noted that they the Director of Community Services has been acting in that role since the Pandemic response began, and noted that it aided in the Town in providing a robust response to the pandemic. He noted that this position is currently being advertised. He added that this position was predicated on having ALGAP funding from GNWT to receive \$80,000 over the course of two years. He noted that funding is to develop a support position. He noted that they have been trying to access this funding for over a year and have not receive a response from the GNWT MACA. He noted that they submitted an application in December and have not received response regarding it or regarding inquiries. Administration noted that a recommendation from Council to inquire regarding the status of the ALGAP funding would support the funding. Mayor Napier noted that she will bring this to the Minister of MACA.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Westwell**

**That Mayor and Administration write a letter to the Minister to request a formal response to the ALGAP funding application.  
CARRIED UNANIMOUSLY**

- c. COVID-19 Update – Administration advised that there is a new GNWT website and that there is a national trend in the reduction of the number of cases. He stated that this drop is informing the Emerging Wisely document. He noted that the enforcement group advised that they are bringing on a new crew, and they did not have any files over the weekend. He stated that there was discussion around new border control around Fitzgerald and noted that it will be similar to the winter with a local check point. Administration noted that Mr. Glenn Bourke is the new CEO of Smith’s Landing First Nation. Administration advised that the Metis Nation was discussing opening Thebacha cabins but noted that they may decide not to open them. Administration advised that ENR and Parks have reported that fire crews are at full strength and helicopter and maintenance crews are in place. He noted that their training may exceed fifteen people in some cases and have received permission from the Chief Public Health Officer to do this. Administration regarding the Emerging Wisely plan that the general take is they are relaxing regulation within GNWT, but travel, border control and self-quarantine is remaining the same. He noted that in the territory businesses may be able to open. Administration advised that they are not beholden to these rules. D/M Smith noted that a border checkpoint will be established, and the Department of Lands is compiling a list of individuals who have reason to move back and forth across the border. He noted that what is unclear is those who travel south of the border of recreational purpose. He noted that he hopes the Town advocates for the ability of Fort Smith residents to access area south of the border for recreational use. Mayor Napier noted that they had lengthy discussion with the Chief Medical Health Officer regarding travel south of the border and noted that this is something they can bring forward to them before changes are implemented. Administration noted that the Department of Lands has made a commitment to EMO to share information as they receive it as the last implementation was problematic.

10. Other Business

It was decided that the joint meeting with Hay River may take place on Tuesday, May 26<sup>th</sup>, 2020.

11. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Cox**  
**That Cr. McArthur be excused from the Community Services Standing Committee meeting of May 12<sup>th</sup>, 2020.**  
**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on June 9, 2020.

13. Adjournment

**RECOMMENDATION**  
**Moved by: Cr. Couvrette**  
**Seconded by: Cr. Cox**  
**That the meeting be adjourned at 8:36 p.m.**  
**CARRIED UNANIMOUSLY**











# Town of Fort Smith Municipal Services Committee

Tuesday, May 12, 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 – April 2020 Statistics
  - c. Bylaw Department – April 2020 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note DPA 006-20 – Kennedy Webber
  - b. Briefing Note DPA 009-20 Lance Roberts
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
  Municipal Services Minutes April      Vision and Values April	
   Fire Dept. Stats April      Ambulance Stats April      Bylaw Stats April	
  BN - DPA 006-20      BN - DPA 009-20	



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, May 12<sup>th</sup>, 2020 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:37 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: Cr. Cox**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of April 12<sup>th</sup>, 2020, were reviewed and adopted at the Council meeting of April 21<sup>st</sup>, 2020.

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

d. 2020 Capital Plan – The Capital Plan was reviewed. Administration noted that they have advanced several items on the 2020 Capital Plan. He noted that the tentative start date for the water and sewer projects is June 1<sup>st</sup>. He noted that the RFP for the Community and Recreation Center is almost complete. He noted that they hope to begin work on this by mid-June. Administration noted that there was great discussion on advancing composting intuitive which is parceled with the landfill expansion. He noted that they are working with Ecology North on this who are submitting a funding application to FCM to develop guidelines for municipalities to initiate composting programs. He noted that the intent is to access this money and have a pilot project in Fort Smith. Administration noted that he may be looking for an external consultant to solicit funding for studies on the Capital Plan. He noted that they are advancing their water license annual reports.

Cr. Cox inquired when they may receive the fire truck. Administration noted that they must wait to bring it until they have storage for it as it cannot be stored outside, and added that their old fire truck will be going to Tuktoyaktuk. The Director of Community Services noted that they do not have concrete dates regarding the truck as yet. She noted that they will be conducting a video inspection of the truck.

## 5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director of Municipal Services noted that they are looking forward to having the summer water line set up. He noted that they expect to do this next week. He added that the water treatment plan has moved into the ponds for summer operations, and are able to produce more water and treat turbid water. He stated that Spring Clean Up is scheduled from May 19<sup>th</sup> to May 30<sup>th</sup> and the landfill will be remain open on the 25<sup>th</sup> and 25<sup>th</sup>. He added that there will be no disruption in municipal services over the holiday. He stated that they have additional workers in Municipal Services, and have projects they can work on such as painting the boardwalk that will require man hours. The Director of Municipal Services noted that they had a sewer line freeze on Rupert and Breynat Streets. He noted that this is the first time they have seen this happen, and noted that all warm water from the Arena stopped since the beginning of March and also losing flows from a local business that is on the street as well. The Director of Municipal Services noted that they had a grass fire along the burn pit this afternoon. Cr. Cox noted that it has been good to see Town staff out and about in the community helping in the clean-up. Administration noted that the burn pit causes them concerns every year. He noted that they will likely not be using this in the future, and are one of the only communities that still burns their garbage.

## 6. Protective Services Report

- a. Fire Department – The April 2020 statistics and training report was reviewed. The Director of Community Services noted that the fire crew has reinitiated practices with physical distancing as they are an essential service. She noted that the ambulance department is also practicing again. She noted that ambulance was busy in April, and had twelve medivacs in the last month. She noted that this is more than in any month last year. The Director of Community Services noted that they are doing the inspection and training of the fire truck virtually. She noted that this will be trucked up as they are not allowing someone to drive it here. The Director of Community Services noted that they sold their old breathing apparatus that no longer meets standards of fire department back to the vendor. She noted that they are looking at Fire Smart training, and advised that Fire Chief Adam McNab is working with ENR to receive fire smart training for Town staff and the Fire Department. She noted that they are also working with them on a \$5,000 contribution agreement to support fire smart activities in community. She noted that they are waiting for advertising roll out on a fire smarting app. The Director of Community Services noted that more training for EMR is needed, but this cannot be done with social distancing due to the nature of it. She advised that they are still restricting Bylaw work to necessary stops. She noted that they have received concerns about dogs at large and ATV licensing. The Director of Community Services noted that they are purchasing a number of kid's bike helmets, and the Bylaw Officer will be heading out with some helmets and literature to do work with kids in the community. She noted that this is sponsored by the Mackenzie Recreation Association, and supported by Northern with the costs of the helmets. D/M Smith commended all the Town volunteers for their work during these exceptional times. He highlighted that they need to be vigilant regarding fires.
- b. Ambulance Department – The April 2020 statistics report was reviewed.
- c. Bylaw Department – The April 2020 statistics report was reviewed.

## 7. Advisory Boards

Sustainable Development Advisory Board- Cr. Cox noted that she imagines SDAB is looking forward to composting program starting. Cr. Westwell noted that the waste management plan was a long project and are happy to see any progress. DM noted that the town could look at using some of the carbon based stuff that can burn and turn into energy.

8. Bylaw/Policy Review and Development

9. Administration

- a. Briefing Note DPA 006-20 Kennedy Webber – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Pischinger**

**That DPA-006-20 submitted by Kennedy Webber to operate a home business Day Home from Lot 1713, Plan 4097-D, 86B McDougal Road in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note DPA 009-20 Lance Roberts – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Beaulieu**

**That DPA-009-20 submitted by Lance Roberts to operate a home business Equipment Training and Consulting Services from Lot 1620, Plan 2895, 31 Wandering Spirit Street in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

10. Other Business

Cr. Pischinger wished all the nurses in Fort Smith a happy nurses week and thanked them for services they give every day throughout the year.

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Cr. McArthur be excused from the Municipal Services Standing Committee meeting on May 12<sup>th</sup>, 2020**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 9<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Mayor Napier**

**That the meeting be adjourned at 9:10 pm.**

**CARRIED UNANIMOUSLY**