















Town of Fort Smith Corporate Services Committee

Tuesday, May 7, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
6. Directors Report
 - a. Accounts Paid List
 - b. Correspondence
 - c. License Report
7. Bylaw/Policy Review and Development
8. Administration
 - a. A/SAO Cynthia White
May 24, 2019 at 5:00 pm to
June 4, 2019 at 8:30 am
 - b. Appointment of A/Mayor
May 26, 2019 at 10:00 am to
June 5, 2019 at 4:00 pm
9. Other Business
 - a. Briefing Note 2019 First Quarter
Variance and Variance Report
 - b. Briefing Note Seniors Tax Relief
Program Analysis
 - c. Briefing Note Property Tax
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Intere:		
 Corporate Services Minutes April 2, 201	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List April 2019	 Correspondence April 2019	 License Report April 2019
 BN 2019 1st Quarter Variance Re		 2019 1st Quarter Variance Report
 BN Seniors Tax Relief Program	 BN Property Tax	



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

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

1. Call to Order

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

2. Declarations of Financial Interest

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

3. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 2, 2019, were reviewed and have been adopted at the Council meeting of April 16, 2019. Cr. Couvrette commended Mayor and Council, and Administration for their work supporting the Strategic Plan at the Trade Show. He noted that there was a nice flow-chart banner at the Trade Show as part of the display and requested it be displayed in Council Chambers. D/M Smith was pleased to see Council embracing the Strategic Plan. Cr. Cox asked when the FSDEA would be delegating to Council. Mayor Napier-Buckley advised that she had contacted the Chair about delegating at the Community Services meeting on May 14th, however she is currently sick and cannot commit to the date. Cr. McArthur requested an update on the Mayor's meeting with the Premier. Mayor Napier-Buckley advised that the meeting went well and that all issues identified by Council were discussed. She is waiting for a report back on the actual number of GNWT staff employed in Fort Smith as there appeared to be a discrepancy when it came to the potential strike.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Westwell was pleased with the Trade Show and Joint Advisory Board meeting. He commended Administration for the Joint Advisory Board meeting as it was well received. Cr. Cox agreed and looks forward to hearing back from the advisory boards on how they will engage and carry out goals in the Strategic Plan.

4. Governance

- a. Council Priorities – The Council priorities were reviewed. D/M Smith suggested Council develop a work plan to implement goals. He noted that the infrastructure tour is an important aspect in developing the workplan and that it was cancelled due to the inability to coordinate schedules. Administration agreed and advised that two briefing notes would be presented later in the meeting on the Seniors and Disabled Tax Relief Program and another on Property Tax as they complete the suite of financial educational notes for Council to be informed on Capital Planning, O&M, budgeting and conflicting discussion items encountered. Administration advised that his schedule is open to Council's availability for the Infrastructure Tour. He asked how many Councillors should be available before the tour is cancelled or rescheduled. Council suggested that a minimum of five Councillors be present to proceed with the tour. He suggested that a weekday would be best to observe regular operations. Additionally, he advised that a Special Meeting could be declared to have Councillors excused from the workplace. D/M Smith requested a date be determined prior to the Standing Committee meetings on May 14th. D/M Smith noted that conditions are dry, and that wildfire season begins in May many places.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List was reviewed. Cr. Cox asked if the amount of cancelled cheques for the months was usual. The Director of Corporate Services advised that cheques aren't usually cancelled. He added that they are printed through the main Xerox machine and that other print jobs can disrupt the printing of cheques. Cr. Couvrette requested an update on cheque 34898 to the GNWT for School Tax and noted that he assumed the Town paid more annually than \$167.65. The Director confirmed and replied that School Tax is paid as it is collected.
- b. Correspondence – The Correspondence List for April 2019 was reviewed. Mayor Napier-Buckley noted that there was a letter received from Shari Olsen on April 5th, requesting Council's assistance with the Relay for Life barbeque. She requested that Council confirm their availability with Ms. Olsen if they have not already. D/M Smith added that the barbeque is on June 8th.
- c. Licensing Report – The Licensing Report for April 2019 was reviewed.

The Director of Corporate Services provided an update on Corporate Services operations for April. The Director advised that at the Special Meeting of April 29th Council approved the 2018 Audited Financial Statements and report that the Department is happy to have completed the audit. He noted that the 2018 audit was more challenging than previous years considering staff turn-over. He added that the results of the audit is that the Department was able to manage the financial affairs of the Town with the challenges faced.

The Director noted that the 2019 Mill Rate Bylaw was also approved at the Special Meeting of Council. He advised that 2019 property tax bills were mailed on April 30th and that the due date for payment without interest is June 30th.

The Director provided an update on property tax collections action and indicated that Administration would be providing a briefing note regarding property taxes later in the meeting. The Director advised that there was \$2.4 million owing to the Town in property taxes from 2017 and prior years. He added that \$357,000 in outstanding arrears was added to the \$2.4 million for 2018. He indicated that in order to collect, and instruction from the previous Council, the Town is using the legal services of McLennan and Ross law firm to collect the outstanding property taxes.

The Director advised that on April 30th McLellan and Ross sent out 165 registered letters related to 125 property tax accounts with delinquent and arrears balances. He is hoping as a result, the initiative will spark collection actions and noted that the Town has already received a number of calls with concerns of receiving the letters. Additionally he advised that properties would be brought forward that meet eligibility for tax sale and that a date would be set for the sale as well as minimum sale prices. He noted that dependent on how much notice is required to be provided, the sale would most likely occur in the fall. He is looking to bring further information forward next month.

The Director advised that as a result of the concerns and comments from the memorandum of accounting systems and internal controls of the 2018 audit, the Department will be reviewing issues and looking for recommendations from Council regarding the billing of utilities and other accounting issues identified.

In regard to staffing, the Department will begin screening for the Director of Corporate Services position followed by the Corporate Services Officer position in the near future. He noted that the screening of the Director of Corporate Services Position will require the involvement of the Human Resources Committee.

Cr. McArthur asked if the McLellan and Ross are keeping up to date with collections and following procedure. The Director confirmed this and advised that they perform collections for a number of other communities. He is confident that they are keeping up with the requirements of the Property Assessment and Taxation Act.

Cr. Westwell asked if the increase in property taxes by \$357,000 in 2018 is due to non-payment of new accounts or substantial interest on accounts. Administration replied that it is a combination of people not paying for multiple years and an accumulation of interest. He added that direction from the previous Council was to be aggressive with collections as the amounts are increasing and there is no incentive to pay.

6. Administration

- a. Appointment of A/SAO Cynthia White – Administration advised that he would be attending the CAMA Conference in Quebec City, QC which is before the FCM Annual General Meeting.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That Cynthia White, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of Friday, May 24th, 2019 at 5:00 pm to Tuesday, June 4th, 2019 at 8:30 am.

CARRIED UNANIMOUSLY

- b. Appointment of A/Mayor – Administration advised that the Mayor and Deputy Mayor would be attending the FCM Annual General Meeting in Quebec and requested that Cr. Westwell be appointed Acting Mayor in their absence as he has signing authority. Cr. Westwell was accepted the appointment.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Cr. Christian Westwell be appointed Acting Mayor for the period of Wednesday, May 29th, 2019 at 5:00 pm to Monday, June 3rd, 2019 at 5:00 pm.

CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note 2019 First Quarter Variance Report – The briefing note and 2019 First Quarter Variance Report were reviewed. Administration advised the first quarter variance report shows the first three months of spending for 2019 and that all indications are that the Town is on track with the budget. He noted that from the review of the fourth quarter variance, finances become more restricted and that items have become more expensive. As a result, there is the need to be cautious of spending and focus on revenues.

Administration advised that most revenues are currently below that of previous years and are being reviewed for shortfalls. He noted that recreation revenues and lottery revenues have increased.

Administration indicated that salaries and wages are within budget, as well as legislative and utility costs. Municipal Services vehicle, equipment, and facility repair and maintenance costs have increased, and efforts to address aging infrastructure are noted in the 2019 Capital Plan. He noted that aged infrastructure takes pressure off the Capital Budget but increases pressure on the O&M Budget. Administration advised that Protective Services expenses are within budget but overspent year-to-date. The Protective Services Officer is aware of this and has been performing proactive anticipatory purchases in advance and in bulk at cheaper rates. Administration advised that Fire Hall heating costs are high given the increased use of the facility as the Department works towards a combined fire and ambulance service. He added that the Arena's electricity heating costs are slightly high, however heating oil costs are significantly lower. He noted that the 2020 Budget could be adjusted to reflect this, and that the Town is still rationalizing the cost of heating oil vs electricity. Additionally, he advised that the Town is starting to monitor the sales of water to Town facilities as part of reconciling municipal water usage. He noted that there isn't currently a water meter on the pool which is required to understand the cost to operate the facility. Also, the Bylaw Review Committee needs to know what is charged for water as the Town cannot profit from water sales.

Cr. Couvrette asked if Administration is taking a proactive role in determining alternative revenue sources for the Town and suggested that creative methods besides taxation of residents be determined. Administration indicated that the Town has three sources of revenue: user fees for recreation, and basic services; resident property tax revenue; and GNWT/Federal grants. He added that the GNWT is aware that they annually underfund municipalities and Council is encouraged to lobby the GNWT. Additionally, he noted that the Economic Development Officer and Sustainable Development Advisory Board are making efforts to bring people to the community. He noted from an economic development perspective, the Town is not a business but creates an environment for businesses and benefits from the side effects. He added that Rec Hockey revenues are increased due to a deficit carried over from the previous year.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Mayor Napier-Buckley

That the 2019 First Quarter Variance Report be adopted as presented.

CARRIED UNANIMOUSLY

- b. Briefing Note Seniors Tax Relief Program Analysis – The briefing note was reviewed. Administration advised that both briefing notes presented are from 2017 and are being brought back as financial issues that Council will need to address the tenure of multiple items.

Administration advised that the Seniors and Disabled Tax Relief Program is a joint program with the GNWT in which Seniors and Disabled persons apply for the program on an annual basis and do not have to pay property taxes. The GNWT has rolled out different variations of the program in may tax based community in which some chose not to implement the program, and some capped the amount of forgiven taxes. He noted that Seniors and Disabled persons do not pay any amount of property tax in Fort Smith. The program was initiated by the GNWT in partnership with municipalities as the GNWT did not have suitable housing for an aging population. The purpose of the program is to keep them in their homes as long as possible and the GNWT also has a fuel subsidy program in place. He noted that municipalities participated in the program as it is a good service to offer.

Administration advised of the unquantifiable burden with the aging population remaining in family homes, leaving limited options for families. He noted the downfall being that larger homes are unavailable to tax-paying families that contribute to the work force. Additionally, affordable homes aren't available and effecting quality of life. Administration is looking for mechanisms to improve this and noted that SDAB is looking for options to make accessible housing available.

Administration indicated that the briefing note was written to a specific concern that Seniors were running home occupations at an advantage without having to pay property taxes. He added that home occupation businesses are not popular among commercial businesses due to the lower entry barriers and lower costs associated with residential zoning rather than commercial. He noted that the Seniors and Disabled Tax Relief Program does not differentiate between applicants running home occupations or not and that the GNWT has not set those rules on the program. Additionally, the program does not differentiate between zoning or assessment.

Administration noted that the cost for the Town to provide the program in 2007 was \$49,818.37 and had increased to \$127,553.48 in 2018. He noted that the Town does not collect the taxes, and the GNWT pays half of what would have been collected; the other half is lost revenue. He noted that the tax amount for the program continues to increase with no indication that the trend is stopping. On average the value of houses receiving tax relief are of lower value than those paying taxes and that this may be a result of the homes being older. Administration advised that the average assessment value of homes under the program had increased from \$64,513.79 to \$136,389.47 which is slightly less than the average assessment for other residential properties for the same period. The total number of residential properties had increased from 658 in 2007 to 736 in 2016 and the number of claims under the program had also increased from 87 in 2007 to 153 in 2016. The percentage of properties claimed under this program was 13% in 2007 and 21% in 2016. He noted that in 2017 the total number of claims decreased from 153 to 148 in 2016 and that it was mostly likely due to people not realizing that they are required to register for the program annually. He stated that average assessments stayed the same in 2017 and increased to approximately \$156,000 in 2018. He added that in 2017 there was a loss in revenue to the Town of \$127,500 and increased in 2018 to \$165,000 as a result of being charged school tax. Administration advised that in addition to the Town collecting property tax, the Town collects School Tax on behalf of the GNWT and historically the GNWT paid all the school tax on the properties in the program. In 2017 the GNWT advised the Town that they paid the School Tax in error and that the Town

was now required to pay half which resulted in an additional \$48,000 cost to the Town in 2017 and \$50,000 in 2018.

Administration suggested leaving the program as is and indicated that he is unsure of the GNWT's response to revise the program. He noted that Seniors' are on a fixed income and that decision making on the fundamental financial impact of Seniors would impact their quality of life. In addition to this there are no options for Seniors housing in the community.

Cr. Westwell would like to see an updated graph of the average property tax assessment value to reflect the general assessment for 2015 to 2018. He noted that his property's assessed value increased by approximately 50% which was adjusted to 3% property taxes through the Mill Rate. Additionally, he was pleased with the update on the tax relief program and noted that it will probably trend the same annually which will require monitoring. He suggested that work could be done in other areas to improve the property tax deficit before revising the program.

Administration confirmed that with the General Assessment the Town seen residential improvements increase drastically and minimal increases to Commercial, Industrial and Institutional properties. He noted that the General Assessment occurred in 2015 and believes that they are included in the graphs presented. The Director of Corporate Services confirmed this.

Cr. Couvrette noted that Council approved \$25,000 to offset School Taxes during the budgeting process and suggested the Town write a letter to the Minister responsible to assist in covering the amount. D/M Smith noted that there isn't a formal agreement in place for the program. Administration advised that the program is a Territorial program and is represented in legislation with conditions left up to the community. He suggested that there may be opportunity to pursue the School Tax portion through the Department of Finance. However, he indicated that there may be difficulties as the program is through MACA. Additionally, he advised that the Town receives the Mill Rate for School Tax late each year which results in the delay of property tax billing and that the Department of Finance tries to collect the estimated value of School Tax prior to it being collected by the Town. The Mayor advised that she would review the Seniors and Disabled Tax Relief Act prior to the next meeting to determine if there is legislation on School Tax to make an informed decision moving forward.

Cr. Westwell indicated that the Chamber of Commerce has questioned if the Seniors or Disabled persons should lose their program relief if running a home occupation. He added that there is a perception of fairness of business start-up growth to the next phase of commercial properties. He appreciated the review of the briefing note. Administration replied that less than two-dozen home occupations are operated by Seniors in the program and that there are multiple reasons why they may want to continue business from home in addition to a supplemental income.

- c. Briefing Note Property Tax – The briefing note was reviewed. Administration indicated that arrears are one year overdue; delinquent is more than a year overdue; and bad debt is most likely not collectable. He noted that there are a variety of reasons for unpaid accounts and if they are deemed uncollectable, they should be forgiven. He advised that there are accounts that the Town is unable to unilaterally resolve an issue and requires GNWT or Federal Government assistance, others can be addressed by the Town and some sold through a tax sale. He added that bad debts are logged as revenue in the Town's balance sheets as expected to be received, and to write off the bad debts they must be recorded as an expense. Administration anticipates bad debt each year and as a result budgets \$15,000 annually which is sometimes augmented by the auditor. He indicated that when the briefing note was written in 2017 the Town had \$615,000 banked to write-off bad debt and has increased to \$862,000 in 2019.

Administration advised that in 2017 there were arrears and delinquent accounts valued at \$1.743 million which has increased in May 2019 to \$2.7 million as a result of accumulating interest and an accumulation of annually unpaid property taxes.

Bad debts still to be forgiven include a property taxes incorrectly levied on a quarry that was never executed; incorrect levies on a home that had burnt down, and the assessment was never modified; and bad debt for an abandoned trailer located on a leased lot. Additionally, Administration advised that any bad debt to be forgiven would require forgiveness of School Tax from the GNWT.

In regard to past-due accounts, the GNWT holds interests in land and improvements that make the collection of property tax difficult. He advised of two large past-due accounts associated with failed businesses; another for improvements made on leased Commissioner's land within municipal boundaries; a property that was moved from IAB land, as a result of the landslide, to land not designated as IAB land mistakenly within the municipality; and arrears from SRFN Development Corporation on land that had been transferred from the Federal Government that they stated hadn't been transferred including the private assessment cost of the SRFN lands which was assumed by the Town. He noted that the SRFN issue is being resolved.

Administration advised that he was given direction from the last Council to proceed with hiring legal services to address collections. As a result, the Town was able to obtain a law firm at no cost to the Town but with added costs to the outstanding property taxes being collected. He advised that the next step would be to go to tax sale on properties whose owners have not responded to multiple legal letters and that the Town is waiting for the lawyers to provide a list of the properties for sale. He advised that Council would be requested to determine the values dependent on the appraised value or outstanding taxes.

Cr. Couvrette noted that the Town collects School Taxes on behalf of the GNWT and diligently sends them as collected. Additionally, he noted the annual funding shortfall in infrastructure development and that he would like the Town to lobby this as it is a GNWT election year. He suggested that Hay River and Yellowknife be convinced to take a similar stance. He noted that there was a motion unanimously passed at the NWTAC AGM in regard to the shortfall to be addressed and that there has been no indication of action taken. He noted the Town's need for additional funds to address the long-term infrastructure deficit. He indicated that he would bring forward a motion to the next Council meeting and would send a respective email prior.

Cr. McArthur thinks unpaid property tax account owners should be published. The Director of Corporate Services advised that the property tax arrears list is published on the bulletin board at Town Hall and that anyone who received registered letter that doesn't enter into a payment agreement will have their names published locally and in the newspaper. Cr. Westwell is supportive in encouraging residents to pay their taxes. D/M Smith thinks taking on a law firm to handle collections is an excellent approach.

8. Excusing of Councillors

Mayor Napier-Buckley indicated that Cr. Beaulieu and Cr. Pischinger advised they were unable to attend the meeting and that she hadn't received notification from Cr. Campbell.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. McArthur

That Cr. Beaulieu, Cr. Pischinger and Cr. Campbell be excused from the Corporate Services Standing Committee meeting on May 7, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on June 4, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 9:04 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith Community Services Committee

Tuesday, May 14, 2019 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
 - a. Fort Smith District Education Authority
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 2019 Statistics
 - b. Pool – April 2019 Statistics
 - c. Mary Kaeser Library – April 2019 Statistics
6. Economic Development Report
 - a. Economic Development – April 2019 Statistics
 - b. Briefing Note – Business Visit Report
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes April 8, 2019
 - ii. Appointment Allie McDonald
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes April 18, 2019
 - ii. TTAB Reappointment Linda Martin
8. Bylaw/Policy Review and Development
9. Administration
 - a. Relay for Life
 - b. Staff and Volunteer Appreciation BBQ
10. Other Business
 - a. Briefing Note – Canada Day 2019
 - b. Victims and Survivors of Crime Week Proclamation
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest:	
  Community Services Vision and Values Minutes April 9, 201	
  Community Services Master Plan Economic Development Plan	
   RCC Statistics April 2019 Pool Statistics April, 2019 Library Statistics April 2019	
  Economic Dev Report April 2019 BN Business Visit Report	
  RAB Minutes April 8, 2019 RAB Allie McDonald	
  TTAB Minutes April 18, 2019 TTAB Linda Martin	
  BN Canada Day 2019 Victims and Survivors of Crime W	



Town of Fort Smith
Community Services Committee
Tuesday, May 14, 2019, at 7:00 pm

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

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 Interest – There were no statements of disclosure of financial interest.
3. Delegations
 - a. Fort Smith District Education Authority – The delegation was cancelled and postponed until a later date.
4. Review
 - a. Agenda – The agenda was reviewed. Cr. Couvrette requested that the relocation of the Department of Industry, Tourism and Investment Regional Centre from Fort Smith to Hay River be added to the agenda.
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Pischinger
That the agenda be adopted as amended.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of April 9th, 2019, were reviewed and adopted at the Council meeting of April 16th, 2019. Cr. Couvrette noted that the minutes discussed requested that it be determined how many Post-Secondary Education surveys were completed and asked if there was an update. Mayor Napier-Buckley will request this information.

Cr. Cox noted that there was discussion in the minutes about Council determining forms of recognition for Advisory Board members and if recognition is required. She asked if Council had any feedback. Administration replied that the upcoming Canada Day briefing note invites Council to discuss awards and suggested that new categories of awards could be added. He added that Council may wish to include dialogue on board recognition or service group recognition.

Cr. Couvrette advised that Cr. Westwell spoke previously at a meeting about creating a strategy for the upcoming discussion on the future of the polytechnic university and how it may impact the community. He thinks this should stay on the agenda as an active item. Cr. Westwell thinks it would be relevant to develop a “why here” document with the college being the main target although it would be fitting for all development and would be relevant across numerous initiatives.
 - c. Vision and Values – The Vision and Values were reviewed.

- d. Community Services Master Plan – The Community Services Master Plan was reviewed. Administration advised that he is looking to begin the process of releasing the RFP for the new Community Services Master Plan document. He anticipates a great deal of community consultation with the development of the document. He noted that the current document is very infrastructure orientated with financial sources not outlined. He advised that the Town will approach the development of the new plan as implementable and affordable. D/M Smith was pleased with the update. He noted that the RFP for the current document wasn't a collaborative process and that a survey was mailed to residents to outline wish lists for Town infrastructure. He noted that with the excellent work of the Recreation Advisory Board, they made the document meaningful for the community.

Cr. McArthur asked if new playground equipment was purchased in 2018. Administration replied that new replacement parks were purchased for the existing playgrounds and the funds for the installation work is included in the 2019 Capital Plan. He added that the next step would be to engage the community through the Sponsorship Policy and the renaming of the parks as all the parks are currently unnamed. He noted that RAB would be included with the initiative. D/M Smith advised that MACA offered a training course in the past on the installation of playgrounds and shared the cost. The Director of Community Services indicated that the Town is working with Parks Canada and JBT Elementary School as they also have structures for installation. She anticipates the work to begin August.

- 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 advised that April was a busy month and that Junior NBA, Yoga, Boot Camp and the Elders in Motion programs have concluded for the summer. She noted that the Department has begun planning for Day Camp and alternative programming for older youth over the summer. The Director added that Youth T-ball is starting this week and will go until mid-July, and that Youth Soccer would begin after T-ball finishes.

- a. Recreation Statistics – The April 2019 statistics report was reviewed. The Director advised that Pete's Gym usage will start decreasing as College concludes for the summer and as students are the main users of the facility. Additionally, the Squash Court will also decrease in usage as it is mainly used during the winter. The Director advised that there was fantastic programming in the theatre over the past weekend for screening of "The Grizzlies" movie which was done in collaboration with Community Counselling Services and that there was a great turn out. She indicated that the movie was about youth in Kugluktuk that developed a Lacrosse Team that played at a National and International Level. She noted that the movie is the number one in the box office in Canada right now. Additionally, there was counselling services on hand as there were a number of triggers in the movie. The Director added that Youth Night continues to be a well-received program amongst youth.

The Director advised that the Arena statistics have been added to the Recreation Statistics Report for the summer months. She noted that the Trade Show had over seven-hundred people in attendance.

The Director advised that the Community Services Department is working with Municipal Services to making safety improvements to the Track facility Jumping Pit. She is also starting to see people out at the Soccer Field.

She advised that the Department is working with Relay for Life Organizers to coordinate the events and usage of Town facilities, and that PWK Grad Convocation would be held in the Recreation Centre gymnasium this year.

The Department is also working with the new Archery Club to help get them up and running. They have been coordinating with the Curling Club to use the space over the summer months and the Ski Club for outdoor shooting.

- b. Pool Statistics – The April 2019 statistics report was reviewed. The Director advised that JBT swimming lessons are ongoing, and that Track and Field is scheduled in less than a month. She reminded Council that JBT has sponsored swims after school for remainder of the school year and that they have sponsored the swimming times with funding received from MACA for Active After Schools. She added that this is the second year they have sponsored swims through that funding. Additionally, the Director advised that swimming lessons are wrapping up and the next set will be in the summer.
- c. Mary Kaeser Library Statistics – The April 2019 statistics report was reviewed. The Director advised that there is an increase in Story Time attendance in April, but numbers are still down from last year. She noted that the Elders Tech and Tea continues to be a popular program. Additionally, there is regular attendance during after school time. The Director advised that Library staff have been coordinating programming with the Aurora Research Institute on robotics and hydraulics. She added that Wellness Wednesdays did not occur in April but have restarted in May.

The Director advised that she is working hard with the Recreation Programmer on advanced planning, baseline programming for sport, recreation, arts, culture and literacy programming to produce a seasonal guide twice a year that can be accessed on the Town's website.

Cr. Cox noted a significant increase in usage of the Recreation facility gymnasium in March and April compared to previous years and requested an update. The Director replied that the increase is due to a change in programming. She noted that staff were reluctant to let people use the gymnasium unless during scheduled time which has changed and that there is a group of youth using the gymnasium regularly after programming has concluded. Cr. Cox noted on the Pool report that noon-hour weekend swim usage has decreased, and Seniors usage has increased. The Director replied that usage generally decreases with nicer weather and that the Department is seeing more Seniors use the facility. She added that the Pool is also used for physical rehabilitation for hip and knee conditions.

6. Economic Development Report

- a. Economic Development – The April 2019 statistics report was reviewed. The Director advised that the Meet and Greet prior to the Trade Show was well received with forty people in attendance. She felt that this was successful for a first-time event. She indicated that the 2019 Citizen Satisfaction Survey was distributed at the Trade Show and that there was a board displayed for people to post what they love about Fort Smith. The comments received will be used as themes to market Fort Smith on social media.

The Director advised that the EDO and Aurora College would be hosting the next webinar at the College on May 15th and that the topic is “Stories that Sell”. She thinks the theme is great and ties collaboratively into the work TTAB has been doing on the development of a community profile for Fort Smith. She added that TTAB has expressed that they would like to see stories and personalization incorporated into the profile. The Director advised that the EDO had interviewed mine workers to determine what they seek in a community to commute from and noted that they could be a target audience in the profile.

The Director indicated that Town staff working at the Library, VIC and Recreation facility would be receiving Northern Most Host training which is upcoming quickly.

Additionally, the EDO continues to work with interested tourism providers to deliver aurora night viewing tours that will be marketed for a two-week period next fall and that she is working with Top of the World Travel to coordinate the program along with NWAL, hotels and catering companies as they move forward. Cr. Cox was pleased with the new layout of the Economic Development Report.

- b. Briefing Note Business Visit Report – The briefing note was reviewed. Administration noted that the report is interesting as businesses were engaged for strengths and weaknesses to create a more vibrant economy. He noted that Fort Smith is fighting to keep its Government regional offices and positions and will need to look at other opportunities for economy and how to support current businesses.

The Director of Community Services advised that the Economic Development Strategy includes engaging local business owners regularly on the climate for business in Fort Smith. She would like to know what barriers are encountered and how the Town can support local businesses and consumers.

The Director advised that approximately a third of businesses were interviewed and that she would like to engage with more businesses during the next round of interviews. She added that many businesses in the community are home occupations as side businesses, with less time to engage, although the EDO was able to encourage participation from some.

The Director indicated that the majority of businesses feel they are doing well and that the Town hopes to see how this compares to trends to a regional and national level. She would like to determine what averages are on business turnover each year and internal management structure. She noted that larger commercial businesses are thriving and homebased businesses wanting to grow need commercial buildings available.

It was identified that GNWT contracts help business grow and maintain, including contracts such as the Arena Rebuild and the construction of the new Corrections facility. Additionally, the company brought in employees from outside of the community to make construction happen. The support of family, friends and the community also were identified to help with the start-up of new businesses. Additionally, the Chamber of Commerce assists businesses, specifically through their Shop Local Campaign.

She advised that the Town would like to help connect business services together whether it be for shipping, purchasing or other forms of support to help community growth. She noted that challenges exist include having a small market with a small customer base. She asked if there is enough of a customer base for additional retail stores and that finding qualified dependable staff has been identified as a challenge. Additional challenges include marketing, advertising, high shipping costs and high travel costs. She noted that there were comments received about property taxes and about businesses not paying taxes, which may be a perception issue due to the tax relief program.

Initiatives identified that can potentially help businesses include a road through Garden River and developing an alternative industry. She noted that it was discussed starting a tech industry, services for mining or services that support other industries in the NT, and which markets are potentially viable to develop. She added that the EDO is exploring options through an asset map of what the town has already and could potentially support and how to grow that market base to be successful. Additionally, the Town could work to promote tourism, sports tourism and other tourism industries through improving communications and community guides. The Director advised that the EDO is working on many of these items and identifying which residents to attract to the community. Additionally, the EDO is working on fun marketing around services in the community and unique items available as well as specific issues identified by business owners and ways the Town can foster growth and success. Initiatives are being launched based on information businesses provided in conjunction with the Economic Development Strategy and Strategic Plan.

The Director indicated that the EDO would be moving on to the next set of business visits to focus on what is success and what is growth. Also, how it is measured and if the Town will see businesses grow. She added that there would be discussion on employee retention, hiring qualified employees and recruitment. She noted that over the next three years the Town would perform bi-annual business visits to collect baseline data begin initiatives and target actions and determine if the town effected change. Moving forward she would like to monitor and assess the business climate and which initiatives may have affected change.

The Director is looking for a recommendation of Council to approve and publicly distribute the document. She would like to share the information collected with local business owners to address areas of concern.

Cr. Westwell was appreciative of the ongoing work of the Department. He noted that the information is valuable, and he hopes it encourages participation from more business owners.

Cr. Cox commended the Director and EDO on the work done. She noted that it is important and good to see.

Cr. Couvrette spoke on behalf of TTAB as the Councillor representative and advised that the board was involved with the development of the report. He commended the work and added that businesses and the public need to see the work the EDO and Town have done to promote business in the community.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That the Business Visit Report from Fall 2018 be accepted and approved for public distribution.

CARRIED UNANIMOUSLY

7. Advisory Boards

a. Recreation Advisory Board

i. RAB Minutes April 8th, 2019 – The RAB minutes were reviewed. Cr. Cox indicated that the board has had a hard time achieving quorum. She indicated that she had discussed the April 8th RAB meeting at the April 9th Community Services meeting. She noted that the Municipal Alcohol Policy was discussed at length and will be the subject of discussion when brought to Council. Administration advised that RAB made a recommendation to bring two policies to Council and requested the recommendation be tabled until the policies can be brought as a suite of facility use policies as they interconnect.

ii. RAB Appointment Allie McDonald – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Allie McDonald be appointed to the Recreation Advisory Board for a term ending December 31st, 2020.

CARRIED UNANIMOUSLY

b. Advisory Board on Culture – Cr. Beaulieu advised that there hasn't been quorum and a meeting hasn't been scheduled.

c. Tourism and Trade Advisory Board

i. TTAB Minutes April 18, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that there was excellent discussion on the community profile for the Town website. He noted there was also discussion on recognizing recently deceased citizens for their tourism contributions to the community and that guidelines for recognition should be determined. He added that another item discussed that was of great interest was the opening of the new Terry Harrold Aviation School through Northwestern Air Lease. He noted that they are battling with the Department of ECE about supporting the school with student financial assistance. Mayor Napier-Buckley noted from the minutes that it was mentioned that Leslie Paulette should receive an award for her work developing a birthing center in Fort Smith. She noted that she received a Community Builder's Award at the Town of Fort Smith's 50th Anniversary Celebration. She agreed that there should be record of award recipients on the website.

ii. TTAB Reappointment Linda Martin – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Linda Martin be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2020.

CARRIED UNANIMOUSLY

8. Administration

- a. Relay for Life – Administration advised that a donation request was received from the Relay for Life organizer and that most items are being provided in-kind. He added that another donation request was received later requesting financial support for food for their barbeque as they are not receiving the anticipated funding from a local sponsor. He is waiting to find out the amount of financial support required. Administration indicated that the Relay for Life event begins at 6:00 pm and the barbeque Council is requested to host would follow shortly after. Mayor Napier-Buckley understands that there will be a few conflicting events at the time of Relay for Life. Cr. Westwell noted that the Gala for the Aurora Open Golf Tournament has been cancelled.
- b. Staff and Volunteer Appreciation Barbeque – Administration advised that the Staff and Volunteer Appreciation Barbeque is an annual event where Council cooks for staff and volunteers. He indicated that the date for the event this year is June 11th and held at the Skate Park. Council's presence would be required at 11:00 am to begin cooking for the lunch-hour barbeque.

Additionally, Administration advised that the Infrastructure Tour is scheduled to occur on June 10th and that an in-camera Special Meeting of Council could be called in consideration that the organizational chart would be discussed. He noted that the last Infrastructure Tour started at 9:00 am and ended at 7:00 pm. He added that two-days' notice is required to schedule a Special Meeting. Cr. Westwell is unsure if a nine-hour in-camera meeting would qualify as a Special Meeting. Mayor Napier-Buckley advised that she would review policy and procedure.

9. Other Business

- a. Briefing Note Canada Day 2019 – The briefing note was reviewed. Administration suggested volunteer recognition be discussed. The Director advised that the Canada Day Celebration is a big event and requires support from the Municipal Services Department. She advised of the road closure location for the Canada Parade Route from the Post Office Parking Lot to Riverside Park and encouraged Councillors to participate in the parade. Additionally, she is working on posting the award nominations for the annual Canada Day awards. She is requesting a sub-committee of Council be formed to select recipients of the awards. The Director noted that the theme for Canada Day has changed from Canada 150 and that she would be placing a public call for parade and float participation. She noted that the main event is the Canada Day Fish Fry hosted by Mayor and Council and to prepare and serve food and they would be required on sight around 11:00am. She noted that the community feast usually services between 500-700 people. She added that the Mayor will be requesting the SRFN tent in-kind as the Town provides multiple in-kind services for their Treaty Land Entitlement Days. The Director has discussed with TTAB extending the awards ceremony to include further recognition which could be included in the call for nominations. Cr. Cox and Mayor Napier-Buckley volunteered to be on the Canada Day Awards selection committee.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council form a sub-committee to review award nominations; and

That Council approve the following road closures for the Canada Day Celebrations 2019; and

That Marine Drive adjacent to Riverside Park be closed to traffic on July 1st, 2019 from 11:30 am to 6:00 pm for the Canada Day Celebrations; and

Furthermore, that the following road closures occur for the Canada Day Parade; from Portage Avenue in front of the RCMP compound to the corner of McDougal Road, along McDougal Road from Portage Avenue to Mills Street, and Mills Street from 11:45 am to 1:00 pm.

CARRIED UNANIMOUSLY

- b. **Victims and Survivors of Crime Week Proclamation – Mayor Napier-Buckley advised that she received a request for Council to pass a proclamation on the Victims and Survivors of Crime Week from the Status of the Women Council of the NWT. Cr. Westwell asked if the Town currently mandates the statements in the proclamation. Mayor Napier-Buckley indicated that the Town does participate in events throughout the year such as Take Back the Night and different days of recognition. Administration advised that emergency responders work with victims of crimes.**

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Cox

WHEREAS, when a crime occurs, it doesn't affect just one person, but their family members and the entire community; and

WHEREAS, victims and survivors of crime and their families deserve support from their community; and

WHEREAS, many victim service providers, police officers, and professionals working in the criminal justice system provide assistance to victims and survivors of crime and their families; and

WHEREAS, victims and survivors of crime need to know that they have a voice in our criminal justice system and that there are laws in place to help them; and

WHEREAS, Victims and Survivors of Crime Week, May 26 to June 1, 2019 offers an opportunity to raise awareness about victim issues, and about the services and laws in place to help victims, survivors and their families; and

WHEREAS, the theme for Victims and Survivors of Crime Week - the Power of Collaboration - will help to promote greater understanding of victim issues; and

WHEREAS, an increased awareness of issues faced by victims and survivors of crime will encourage citizens to discuss the impact of crime; and

WHEREAS, public demonstrations of support for victims and survivors of crime help to build a community's capacity for compassion to assist them and their families and the community as a whole; and

WHEREAS, addressing victim and survivor issues requires the support and dedication of the whole community; and

WHEREAS, the support of the Town of Fort Smith will encourage a greater number of citizens to participate in Victims and Survivors of Crime Week;

THEREFORE BE IT RESOLVED THAT I, Lynn Napier-Buckley, Mayor of the Town of Fort Smith, do hereby proclaim May 26 to June 1, 2019 as Victims and Survivors of Crime Week in the Town of Fort Smith; and

THEREFORE BE IT RESOLVED THAT during Victims and Survivors of Crime Week and throughout the year, the Town of Fort Smith will recognize victims and survivors of crime and those who assist them and be it further; and

**THEREFORE BE IT RESOLVED THAT the Town of Fort Smith will remain committed to addressing and advancing the issues faced by victims and survivors of crime.
CARRIED UNANIMOUSLY**

- c. Relocation of the GNWT Department of Industry, Tourism and Investment (ITI) Regional Office – Cr. Couvrette indicated that he was on the GNWT Contract Registry website reviewing a call for proposal for the development of the 2025 NWT Tourism Strategy that drives a significant portion of ITI’s mandate and the requirements for consultations that the contractor would have to undertake. He noted that within the requirements the location for group consultations was listed as the Regional Centre in Hay River and that Fort Smith was listed as a tourism engaged community. Cr. Couvrette advised that Fort Smith has always been considered the Regional Centre for ITI and suggested that perception is that the Regional Centre has relocated to Hay River. He felt that this should be addressed through an invitation for a meeting with the Premier, Minister of ITI and the Thebacha MLA and that he would like this brought forward as a motion.

Cr. Westwell commended Cr. Couvrette for catching the demotion of the Regional Centre through an RFP document. He noted that Council has not been successful in requesting the Premier’s presence for meetings in the past and asked if meeting with the Minister and MLA would suffice. He also noted that this year is a GNWT election year.

D/M Smith thanked Cr. Couvrette and supports his intent. He noted that different GNWT departments view the interpretation of Regional Centres differently as their website recognizes six communities being Regional Centres and is unsure how this mechanism was determined. He added that the Mayor and himself had met with the Premier, Minister of ECE and the MLA in September 2018 and concern was expressed about the disappearance of the Aurora College Head Office within the greater context of the loss of decision-making ability in Fort Smith. He also noted that there was discussion about the Departments of Infrastructure and Finance and that Superintendent positions had been affected. The location of hire for the Superintendent position for ITI was also discussed as the position was to be located in Fort Smith, not Hay River. D/M Smith is very supportive of the initiative.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Mayor Napier-Buckley issue an immediate invitation to the Premier, Minister of ITI, and Thebacha MLA to meet at the earliest date to confirm the status of the ITI Regional Centre status and when Fort Smith will be re-instated as the primary place of work for the Regional Superintendent position.

CARRIED UNANIMOUSLY

10. Excusing of Councillors
Mayor Napier-Buckley advised that Cr. Campbell did advised that he was on holiday.
RECOMMENDATION
Moved by: Mayor Napier-Buckley
Seconded by: Cr. Couvrette
That Cr. Campbell be excused from the Community Services Standing Committee Meeting on May 14th, 2019.
CARRIED UNANIMOUSLY

11. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on June 11, 2019.

12. Adjournment
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That the meeting be adjourned at 8:35 p.m.
CARRIED UNANIMOUSLY













Town of Fort Smith Municipal Services Committee

Tuesday, May 14, 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. 2019 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire Department – April 2019 Statistics and Training Report
 - b. Ambulance Department – 2019 Statistics
 - c. Bylaw Department – 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes April 4, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
 - a. DPA-007-19 Fort Smith Metis Council
 - b. DPA-008-19 Gordon Rothnie
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Municipal Services Minutes April 9, 2019 </div> <div style="text-align: center;">  Vision and Values </div> <div style="text-align: center;">  2019 Capital Plan </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Fire Statistics and Training Report Apr </div> <div style="text-align: center;">  Ambulance Statistics Report Apr </div> <div style="text-align: center;">  Bylaw Statistics April 2019 </div> </div>
 SDAB Minutes April 4, 2019
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  DPA-007-19 FS Metis Council </div> <div style="text-align: center;">  DPA-008-19 Gordon Rothnie </div> </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, May 14, 2019 at 8:15 pm.

Chairperson: Cr. Westwell
Members Present: Mayor Napier-Buckley, D/M Smith, Cr. Couvrette, Cr. Cox, Cr. Pischinger, Cr. Beaulieu, Cr. McArthur
Regrets: Cr. Campbell
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 8:41 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 9th, 2019, were reviewed and adopted at the Council meeting of April 16th, 2019.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. Westwell indicated that the 2019 Capital Plan was approved at the Special Meeting of April 29th.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. He indicated that over the past month the Water Treatment Plant has been using the ponds to settle sediments out of the water due to the spring break-up and high turbidity of the water. He noted that the ponds are filled then pretreated prior to switchover.

The Director advised that Maintenance Crews are wrapping up for the summer and that seasonal workers have started. He noted that Spring Clean-up started today for next twelve days and that the Landfill will be open over the long weekend. Additionally, there would be no changes to Municipal Services operations over the long weekend. He added that Public Works has been busy working at the Landfill as Contractors would be working to spread and compact the refuse, then cover with sand, after Spring Clean-up. He noted that this occurs twice per year.

Cr. McArthur asked if the Town would be expecting a new fire truck this year. Administration confirmed that the fire truck is currently being built and is scheduled to be delivered in the fall.

Cr. McArthur requested an update on the request for a 4-Way Stop at Calder Avenue and Field Street. The Director advised that Stop signs were ordered through a local contractor who is getting them made through a company down south. He noted that they should be arriving soon. Administration advised that historically the Town has purchased signage through an Alberta company but is now trying to procure the work locally to support businesses within the community. Cr. McArthur suggested that the maximum speed on Calder Avenue should be reduced as a result of multiple complaints. Cr. Westwell noted that previous Councils and Administrations started to develop a Speed Plan that identified 40km/h as the common speed zone although it was never completed or implemented. Administration indicated that it was discussed with the last Council that traffic flow should be considered in conjunction with a larger traffic study before making decisions to place Stop signs. He suggested that this would go before the Bylaw Review Committee once they have completed the suite of bylaws they are currently reviewing. He noted that there are currently more pertinent bylaws for review and if Council wanted to perform a traffic study a consultant would need to be hired. He suggested considering incorporating this with funding into the 2020 Capital Plan. D/M Smith indicated that passing motions to implement the signage gets the work done rather than putting it off and agreed that a community wide study should be performed. He noted that the community's road surfacing is in good shape which increases speeding and has required additional Stop signs to be placed. He added that this is also an enforcement issue.

Cr. Westwell was pleased with the amount of recycling work done at the Landfill facility.

5. Protective Services Report

- a. Fire Department – The April 2019 Fire Department incident and training report was reviewed. Administration advised that the Protective Services Officer has a new truck which he takes home at night unlike other Town vehicles. He noted that this is the first step for first responder 24-hour coverage.

Administration advised that the Fireman's Ball was the first combined gala with the Ambulance Department. He noted that both departments have new uniforms purchased with Ground Ambulance Highway Rescue funding. He has heard the gala was a great success.

Administration indicated that the new protective services tracking software is being used to develop the statistics although Ambulance stats have not yet been incorporated. He noted that there were minimal fire calls in April.

- b. Ambulance Department – The April 2019 Ambulance report was reviewed. Administration advised that the number of Ambulance calls has decreased from the regular amount. He noted that the airport will be shut down at night while new LED lighting is installed. He added that with one-hour notice the runway can be cleared for medivacs. Additionally, ENR has been working with the airport to accommodate late operating hours of water-bombers. He clarified that these conversations are happening so that the airport work does not impact public safety. D/M Smith requested the date of the airport closure. Administration replied that the work will commence May 20th and is expected to be finished in August or September and that work is only to occur during the night.

D/M Smith noted that the river is exceptionally low and that the radio spoke to dry conditions in the South Slave. He asked if the Town is taking any further wildfire preparedness or public education. Administration replied that notification was published that a fire permit is required for burning outside a firepit. He advised that there was a prescribed burn around the schools and that they may do a prescribed burn by the riverbank although with dry conditions it may be risky. Administration is in the process of reviewing the new GNWT Emergency Measures Act and the Protective Services Officer is working on the roll-out of the mass emergency notification system. Administration is also determining how to spend fire abatement money and indicated that a brusher was purchased last year for the Bobcat and that the 2019 funds could be used to hire additional staff to perform fire abatement and brushing. He identified the area around Tamarac Crescent requiring additional fire abatement treatment. He is also working with ENR to obtain additional fire abatement funding. He anticipates leaving the majority of funding for a fire smart roll-out and training session with the fire abatement instructor who authored the Community Protection Plan. Administration added that there is already a fire out of control by Meander River. D/M Smith was confident initiatives were underway.

Cr. Westwell has heard positive comments about the number of Ambulance members and their response to calls.

- c. Bylaw Department – The April 2019 Bylaw report was reviewed. Administration advised that the bylaw report has been developed with the new reporting software. Cr. Westwell was happy to see speed warnings being issues and reported on the report. Administration advised that most speed enforcement is around the schools as they are high risk areas. Mayor Napier-Buckley would like to know the cost to implement photo radar.

6. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes April 4th, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that SDAB has been diligently working on zoning and housing initiatives and will transition to the Strategic Plan and next phase of zoning recommendations.

Cr. Couvrette asked if SDAB has reviewed the NWT Agricultural Strategy. Cr. Westwell confirmed and indicated that reviews from the board weren't good from people involved with agriculture. He added that what the plan commits and what the GNWT come forward with differentiate. D/M Smith noted the lack of agricultural land unless on Crown land which is not accessible. Administration added that MACA has not advanced the request to extend municipal boundaries.

Cr. Westwell noted that a few board members have resigned.

7. Other Business

- a. DPA-007-19 Fort Smith Metis Council – The development permit application was reviewed. Administration advised that the Fort Smith Metis Council wish to build a house in RMH zoning. He noted that this is permitted although overall size requirements are different. He noted that they originally planned to replace the current structure with a trailer but were unable to transport one with the bridge work ongoing by Hay River. Administration advised that the development permit application meets the conditions but requires conditional approval. Administration added that the side-yard requirements are being met for the development.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That DPA-007-19 submitted by the Fort Smith Metis Council to demolish an existing trailer and construct on site a similar unit on Lot 1358, Plan 1788, 64 Caribou Crescent, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. DPA-008-19 Gordon Rothnie – The development permit application was reviewed. Administration advised that Mr. Rothnie owns the property and that a home occupation permit requires conditional approval from Council. He recommended the development permit be approved.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Mayor Napier-Buckley

That DPA-008-19 submitted by Gordon Rothnie to operate a lawn care/landscaping home occupation business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

Mayor Napier-Buckley noted that Cr. Campbell advised that he was on holiday.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on May 14th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 11th, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:22 pm.

CARRIED UNANIMOUSLY