

















Town of Fort Smith  
Corporate Services Committee

Tuesday, June 2, 2020, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
  - a. Community Services Program Review
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 May 2020
  - b. License Report May 2020
  - c. Correspondence May 2020
7. Bylaw/Policy Review and Development
8. Administration
  - a. Briefing Note – MACA Funding Agreement - Community Public Infrastructure Funding
  - b. COVID-19 Update
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Delegation Presentation	 Statement of Disclosure of Interest	
 Corporate Services Minutes	 Vision and Values	
 Strategic Plan		
 Bylaw Review Committee Minutes	 Bylaw Review Committee Minutes	 Communications Committee Minutes
 Communications Committee Minutes		 Council Priorities
 Accounts Paid List April 2020	 Licence Report	 Correspondence List May 2020
 Briefing Note - MACA Funding Agreement		



Town of Fort Smith  
Corporate Services Committee  
Tuesday, June 2<sup>nd</sup>, 2020, at 7:00 pm

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

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm. D/M Smith stated that he hopes Cr. Beaulieu has a speedy recovery and sent his thoughts.

2. Delegation

- a. Community Services Program Review –Ms. Eager reviewed the delegation presentation. Cr. Couvrette noted that he would like more information regarding how to address the at-risk community and innovative ways regarding how to do so. He also inquired regarding being the healthiest community in Canada and not just NWT. Ms. Eager noted that perhaps she needs to fill this language better for concern regarding at-risk youth. She noted in regards to being the healthiest community in the NWT that this is a strategic priority and that is why they have used this line. Cr. Cox noted that there are some strong recommendations in the plan that will provide strong guidance for decision regarding community services. Cr. Westwell noted that the plan looks good, and noted that it was an enjoyable process to see it come together. He noted that he appreciates the short and long term objectives, and noted that the plan results in a more focused and usable direction than the last one. Cr. McArthur noted that the document is well done and well presented. He noted that he is reading comments regarding Pete's gym and noted that when it is moved they hope they can get new equipment as many have complained regarding the equipment. He noted that if they want to attract people to Fort Smith they should consider a new sign. Administration inquired if Council would like to present the document to the community leadership for consideration. D/M Smith noted that this is the intent of Council.

3. Declarations of Financial Interest

- a. Statement of Disclosure of Financial Interest

4. Review

- a. Agenda –The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Cox**  
**Seconded by: Cr. Westwell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
- b. Minutes – The minutes of May 5<sup>th</sup>, 2020, were reviewed and adopted at the Council meeting of May 19<sup>th</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 – The minutes from the April 30<sup>th</sup> and May 14<sup>th</sup> meetings were reviewed. Cr. Couvrette reviewed the minutes and discussion from the Committee. Cr. Westwell noted that he does not agree with the change in term. He noted that if the issue is surrounding the lack of consistency that this may have to do with the lack of interest or re-elections. He noted that this could be an impediment to have councilors have a fear of four year commitment versus three years. Administration noted that CTV reads that Council must have public consultation between three readings. He noted that there was dialogue surrounding 3-4 years or staggered terms. He added that there was also discussion regarding changing number of Councilors from eight to six. He noted that as per discussion it was decided that there would be less time learning and more time doing if terms were four years long. Cr. Couvrette noted that process is simple for returning councilors regarding how Council business is conducted. He noted that it may take up to six months to learn all processes and become comfortable in role. He noted that the extension was predicated on Councilors being able to work on the mandate that they feel public that will elect them to office over they have a change to implement.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Westwell**

**That Council request Administration to draft a Bylaw to extend the term of Council from three years to four years.**

**IN FAVOUR – CR. COUVRETTE, CR. COX, CR. PISCHINGER**

**OPPOSED – CR. CAMPBELL, CR. WESTWELL, CR. MCARTHUR AND MAYOR NAPIER**

**MOTION DEFEATED**

- ii. Communications Committee – The minutes from the April 28<sup>th</sup> and May 22<sup>nd</sup> meetings were reviewed. Cr. Cox noted that the Mayor and Council social media presence is beginning to be built. She noted that Council and residents can expect to see this in the coming days. Cr. Cox noted that prior to Covid there was discussion surrounding Mayor's schedule for posting. She noted that this is being incorporate into the Council Procedures Bylaw process at Bylaw Review Committee. She noted that they are also discussing how to engage the community in deliberate and spontaneous engagement session. She noted that the public engagement sessions specific to Community Recreation Centre (CRC) will be informed by the expertise of the successful proponent for the RFP. She noted that the content for the June newsletter includes Town's plans for Canada Day; supporting local business; congratulations to PWK Grad; Water and Sewer project; CRC renovation. She requested Council to note if they have any questions or comments regarding topics. Cr. Westwell noted that the cross platform handle is forsmithgov, including for use as a hashtag.
- iii. Post-Secondary Education Committee
- iv. Fire Abatement – Administration noted that ENR has done most of the fitness testing. He noted that there is work happening on fire smart initiatives and training is being prepared. Cr. Campbell inquired if they will put fire abatement projects to community. Administration confirmed that they will.

- v. Daycare – Administration noted that inspections have happened by environmental health officer and ECE and that they are hoping for a July 1<sup>st</sup> opening. He noted that the supervisor for the program has been hired, and are completing interviews for the primary care personnel. He noted that they are trying to understand their childcare programming with day camp program and school age children care program. He noted that they may be potentially extended their afterschool care license or receive permission from Chief Public Health Officer to run a day camp in phase one. He added that they are beginning to hear that the funding daycare had applied for may be coming from the GNWT. He noted that they are unsure if funds will be available and what requirements may be attached.
- vi. Community Recreation Centre – Administration noted that the RFP is out and the deadline extended to June 12<sup>th</sup>. He noted the extension of 1 week, there is wording in there to support the Town in public engagement initiatives as the design is finalized. He noted that the project cannot wait for the pandemic to end, and that they will need to find a way to collaborate with the public remotely.

#### 6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director of Corporate Services noted that the corporate services staff has been busier and have requested more access to Town Hall. He noted that there have been more development permit applications in May. He noted that this is an indicator of upcoming activities. He stated that the staff is in the process of getting tax notices ready for distribution and the main impetus is mostly payments in lieu to governments and government agencies. He noted that they have been working with auditors remotely but that it has been tedious and time consuming. He noted that the auditors are planning to be here sometime at the end of June to complete the audit. He noted that the Board of Revision is planning on meeting remotely this month. Cr. McArthur inquired if people are keeping up with payments for those who owed taxes. Administration noted that the 2018 tax sale is upcoming. He added that this is for those whose taxes were due in 2018, and were provided notice in 2019. He noted that this sale is preparing for 2020 and they are preparing this information for Council. He noted that some of the names on the list will include that defaulted on their payment plans. Mayor Napier inquired if there is discussion about relief for any tax payments due to the pandemic. Administration noted that currently there is a moratorium on interest for utility billing, and noted that eventually they will have to decide when to step away from the position and whether to do it in coordination with issuance of property tax. He noted that they want to have property taxes to governmental accounts soon.

- a. Accounts Paid List – The Accounts Paid List from May 2020 was reviewed.
- b. License Report – The License Report from May 2020 was reviewed.
- c. Correspondence – The Correspondence from May 2020 was reviewed.

#### 7. Bylaw/Policy Review and Development

#### 8. Administration

- a. Briefing Note – MACA Funding Agreement Community Public Infrastructure Funding. The Director of Community Services noted that this is funding they receive yearly. He noted that there is no difference from last year. He noted that administration is asking that council support in receiving the amount this year. Cr. Couvrette inquired if there is any

indication from GNWT or MACA that they would look at increasing this. He noted that the GNWT priorities indicate that one of the top priorities is to address the funding shortfall. He noted that this year they are not getting cost of inflation increase. He noted that they should be pushing to get more funding. Administration noted that they receive an updated document sporadically from MACA which would state what funding they would receive for the next year. He noted that all large communities are on a calendar year, but GNWT is on a fiscal year. He noted that it benefits the Town to know what block funding they will receive. He highlighted that the GNWT is on a fiscal year. He noted that they have not been forewarned in recent year, and so it is a surprise.

**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Cr. Couvrette**

**That Council approves the CPI Funding Contribution Agreement with MACA for fiscal year 2020-2021 in the amount of \$1,251,000.00.**

**CARRIED UNANIMOUSLY**

- b. COVID-19 Update – Administration noted that there is still no word regarding border closure. He noted that they are unsure what the process will look like regarding what lets you stop. He noted that there was process for communications regarding this, and that there was initial communication, and this is no longer occurring. Administration noted that there is no timeline regarding the implementation of phase two. He noted that they have removed the ice from the curling rink. He noted that they are seeing no concerns regarding food, shelter or availability of resources. He noted that they continue to send the EDO to business sector to work with business to ensure we can help them in any means possible. He noted that they hope to bring a note to council to talk about when they want to return to collection of penalties.

9. Other Business

10. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That Cr. Beaulieu be excused from the Corporate Services Standing Committee meeting of June 2<sup>nd</sup>, 2020.**

**CARRIED UNANIMOUSLY**

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on July 7<sup>th</sup>, 2020.

12. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Campbell**

**That the meeting be adjourned at 9:04 p.m.**

**CARRIED UNANIMOUSLY**



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36339	MSS	Medical Supplies	\$ 241.20	Amb
36340	GNWT	Water Sampling	\$ 627.90	WP
36341	Kaesers	Cleaning Supplies	\$ 441.94	WP
36342	Link Hardware	Misc Parts	\$ 492.73	WP
36343	Freund Building Supplies	Parts for Caustic Line	\$ 195.68	WP
36344	Xerox	Xerox Lease	\$ 61.05	Mult
36345	Northern Stores Inc	Supplies for Home Delivery Program	\$ 24.10	Lib
36346	Brodart Canada Company	Supplies	\$ 232.49	Lib
36347	Cab Construction LTD	Repair overhead doors	\$ 315.00	FM
36348	Fort Smith Construction	Landfill Loader work	\$ 1,045.17	PW
36349	Globalstar Canada Satellite Co	Sat phone bill	\$ 99.74	Amb
36350	TDC Contracting Ltd	Heating oil/Service	\$ 7,666.57	Mult
36351	Wesclean Northern Sales Ltd	Cleaning Supplies/Courier	\$ 130.84	Mult
36352	Clartech	Water Treatment Chemicals	\$ 32,265.34	WP
36353	Flaman Fitness	RCC Equipment	\$ 9,821.70	RCC
36354	RDV Mechanical	Maintenance/Repairs	\$ 3,655.82	PW
36355	Customer	NWTAC Conference Feb 2020	\$ 453.60	AD
36356	Office Solutions	Office Supplies	\$ 154.07	AD
36357	Evoqua Water Technologies Ltd	Material/Supplies	\$ 2,192.13	WP
36358	David Nairne & Associates Ltd	Professional fees	\$ 11,785.00	AD
36359	Debbie's Sewing	Masks	\$ 546.00	Mult
36360	KC Plumbing and Heating	Drain repair	\$ 639.60	FM
36361	LGANT	Membership fees	\$ 750.00	AD
36362	Centralsquare Technologies	Computer Upgrade	\$ 903.00	AD
36363	MSS Ltd	Supplies	\$ 1,152.19	PS
36364	Kaesers Store Ltd	ASCP Snacks	\$ 236.23	RCC
36365	Lous Small Engines	Propane	\$ 325.52	FM
36366	Link Hardware	Supplies	\$ 1,961.99	Mult
36367	Northwestel	Telephone Bill May 2020	\$ 6,087.71	Mult
36368	Piteney Bowes	Late fees	\$ 12.00	AD
36369	Freund Building Supplies	Supplies	\$ 1,001.71	Mult
36370	Xerox	Photocopier lease	\$ 434.07	AD
36371	Receiver General	Payroll Taxes May 8, 2020	\$ 46,318.12	Mult
36372	Cancelled			
36373	Northern Stores Inc	Supplies	\$ 78.80	PS
36374	Northwestern Air Lease	Freight	\$ 72.20	AD
36375	Bank of Montreal	K. Morrison - April statement	\$ 3,094.54	Mult
		Annual fees - \$25.00		
		O. Kydd - March statement		
		O-1 Bell mobility phone bill - \$1374.82		
		O-2 Bell mobility phone bill - 1697.72		
36376	Fire Prevetion Services Ltd	Annual fire inspection	\$ 355.26	FM
36377	Yellowknife Book Cellar	Books	\$ 157.04	Lib
36378	Dewolf Artworks	Shipping cost for books	\$ 140.00	Lib
36379	TDC Contracting Ltd	Supplies/Heating oil	\$ 4,177.30	Mult
36380	Outcrop Communications LTD	Everbridge registration form	\$ 845.25	ED
36381	Wesclean Northern Sales Ltd	Supplies	\$ 72.70	PW
36382	Customer	ASCP Closure	\$ 532.00	RCC
36383	Bobcat of the Peace	Bobcat sweeper	\$ 1,407.64	PW
36384	Nu Mechanical	Maintenance/Repairs	\$ 1,921.50	FM
36385	Flaman Fitness	Skipping ropes	\$ 420.00	RCC
36386	Employee	Internet	\$ 144.27	AD
36387	Infosat Communications	Sat phone bill	\$ 169.22	PS
36388	Arctech Computers Inc	Computer Upgrade	\$ 1,922.76	AD
36389	McLennan Ross	Legal fees	\$ 946.05	AD
36390	Fields	Supplies	\$ 178.69	RCC
36391	Office Solutions	Supplies	\$ 428.34	RCC

36392	Avery Cooper & Co	Audit Services	\$ 16,800.00	AD
36393	Hay River Heavy Truck Sales Ltd	Cylinder	\$ 289.80	PS
36394	United Library Services Inc	Books	\$ 1,413.39	Lib
36395	Debbie's Sewing	Face Masks	\$ 100.80	CS
36396	Levitt Safey Yellowknife	Training	\$ 840.00	PS
	Caterpillar Financial Services Ltd.	May 2020 lease payment	\$ 3,312.35	
	Payroll	Pay period May 8, 2020	\$ 93,037.26	
	Payroll	Pay period May 22, 2020	\$ 102,834.56	
		Total	<u>\$ 232,446.18</u>	

Total

\$ 431,630.35

















## Town of Fort Smith Community Services Committee

Tuesday, June 9, 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 – May 2020 Statistics
  - b. Mary Kaeser Library– May 2020 Statistics
6. Economic Development
  - a. Economic Development Report – June 2020 Statistics
7. Advisory Boards
  - a. Recreation Advisory Board
    - i. RAB Minutes May 12, 2020
  - b. Advisory Board on Culture
  - c. Tourism and Trade Advisory Board
    - i. TTAB Minutes May 21, 2020
8. Bylaw/Policy Review and Development
9. Administration
  - a. Briefing Note – Truth and Reconciliation – Next Steps
  - b. Briefing Note – Penalties in Pandemic
  - 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 Meeting May         </div> <div style="text-align: center;">             Vision and Values         </div> </div>	
<div style="display: flex; justify-content: space-around;"> <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;">             Recreation Statistics May 2020         </div> <div style="text-align: center;">             Library Statistics May 2020         </div> </div>	
<div style="text-align: center;">             Economic Development Report         </div>	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             RAB Minutes         </div> <div style="text-align: center;">             TTAB Minutes         </div> </div>	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             BN - TRC Next Steps         </div> <div style="text-align: center;">             BN - Penalties in Pandemic         </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 Meeting  
Tuesday, June 9<sup>th</sup>, 2020 at 8:15 pm.

Chairperson: Cr. Westwell









Town of Fort Smith  
Municipal Services Committee

Tuesday, June 9, 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 – May 2020 Statistics and Training Report
  - b. Ambulance Department – May 2020 Statistics
  - c. Bylaw Department – May 2020 Statistics
7. Advisory Boards
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes May 7, 2020
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents
 Statement of Disclosure of Interest
  Municipal Services Minutes May      Vision and Values
  Fire Department Statistics      Ambulance Statistics
 SDAB Minutes

part which has not been done yet. He noted that they have put a contract to local consultant to write specifications for the tendering for a number of their fleet which include the dump truck, sand spreader, flatbed truck, tool van, sewage truck and Hotsi. Administration noted that they are in the process of determining how to spend the fire smart funding. He noted that the fire smart initiative around Tamarac trailer court is going out. He noted that they will be seeing it go back out to tender again. Administration noted that they had a setback in getting items such as refrigerators out from landfill, and have to recertify staff to remove these items. Administration noted that there is one fire hydrant in town that needs to be replaced. He noted that the water truck should be ready in September. Administration noted that they received a work schedule from the contractor regarding the water and sewer replacement project. Administration noted that the water and sewer system upgrade is for multiple smaller projects. Administration noted that the water truck fill station design has been awarded to a local consultant. He noted they have issued their ground water monitoring plan report for 2018. He noted that they are compiling a 2019 report and annual report as part of the water license usage. Administration noted that the tender for the Community Art Initiative has closed. Administration noted that they still have to scope out downtown development. He noted that within that is funding from ITI for demolition of the theater funding and creation of parking lot. He stated that funding has been denied by ITI. Administration noted that the utility extension to bring water to landslide for snowmaking and this project has been awarded. He noted that track development is money for work on the track which has also been scoped out. He added that parks and playgrounds is for the purchase of playground equipment and it is being inspected currently. Administration noted that CRC renovations closes on the 12<sup>th</sup> and after this they will be releasing the RFP for Town Hall. Administration noted that Arena addition is for smaller initiatives, and they have the equipment in for a water fountain at the Arena. He noted that recreation program equipment is to fix recreation equipment.

D/M Smith noted that there are no GNWT projects in the community for this year. He noted that this is a major concern that they should be speaking with the MLA and GNWT about. He noted that the Town is ensuring that there are construction and road works happening. D/M Smith noted a Bell Rock residents' concerns regarding road grading. Administration noted that they were mindful of ensuring there was work in Town over the summer. Administration noted that the rain makes it difficult to maintain the roads. He noted that it is harder to have Calcium Chloride in the territories since the GNWT has reduced its use of it. Cr. Campbell inquired paving trail on Calder Avenue. He noted that it is narrow and people walk on the road instead. D/M Smith noted that there was discussion at TTAB around this. He inquired if the Town may receive a quote for paving that section of Calder. Administration noted that this will take away a primary ATV corridor. He noted that this was discussed at RAB, and noted that it is a route people use for ATV's to move outside of Town. He noted that if they pave this without considering ATV movement in the community they will create potential for conflict. Administration highlighted that enforcement of ATV law is virtually impossible, and this is why RCMP do not enforce either. Cr. Campbell noted that all ATV's are to be insured and licensed and they can be on the road. He noted that the Town should not be creating corridors for them. He noted that this is a dangerous corridor on Calder. Cr. Couvrette suggested they should first determine the cost before they discuss further. Mayor Napier noted that she understands this is an ATV trail, but for the amount of time that trail is used a large number of people end up walking on the road instead on the trail. She noted that there is more chance of a pedestrian being hit due to this rather than form an ATV being on the road. Administration noted that this cost was brought to Council in the past, and this could be brought back to Council.



**RECOMMENDATION**

**Moved by: Cr. Campbell**

**Seconded by: Mayor Napier**

**That the Town obtain a quote from the local paving company to upgrade and pave the trail on Calder from King Street to Portage Avenue.**

**CARRIED UNANIMOUSLY**

5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director of Municipal Services noted that spring clean-up is complete and that it was utilized well by residents. He noted that after the Spring clean-up they have an earth works contract where a local contractor spreads and flattens material and the landfill, and covers with sand. He noted that Mr. Morrison suggested that they move the construction waste over to the household waste for a number of excellent reasons. He noted that for closure of existing cells they have to build up the gradient and slope to receive proper slope for closure. He noted that the construction area is beginning to mound, and hopefully by doing this they can prevent a situation where a fire would be difficult to put out. He noted that by covering house hold waste would also deter wildlife. He noted that ENR has been notified of the changes. The Director of Municipal Services noted that Public works has started a flushing program east side of the Town from Portage Avenue and would like this to be flushed right away as part of the water and sewer upgrades there will be temporary diversion of sewer. He noted that less debris in the main will help prevent plugs and hardships for contractors. He noted that the summer water line is essentially turned on, but some lines are still frozen. The Director of Municipal Services noted that Water Works ran another line from mission residence to the community garden while the water service for this was still frozen. He noted that once it is thawed they will be running the service again. D/M Smith noted that he appreciated the work done by the Town staff. He inquired if the electric fence is still active at the landfill a there have been bear sightings. Administration noted that blowing garbage on the electric wire shorts the fence. He noted that once cover goes on the fence will be recommissioned. Cr. Campbell inquired if water erosion can be filled in before more damaged is caused at the landslide. Administration noted that this is water erosion from snow pile eroding. He noted that when they designed they had specific erosion paths and placed a harder material to prevent erosion. He noted that they have begun seeing erosion further up and will have to add more gravel. He noted that the goal is to divert the water, and address the area where the water flows.

6. Protective Services Report

- a. Fire Department – The May 2020 statistics and training report was reviewed. The Director of Community Services noted that the Fire Crew has assisted ambulance on calls. She noted that part of training includes fire smart work around burning grass. She noted that they had fire smart training with ENR and are looking to do more. She noted that ambulance has been incredibly busy with a significantly higher number of calls. She noted that great work has been happening regarding amalgamation for fire and ambulance crews. She noted that they are working on having the fire fighters trained in EMR or obtaining their class four license to drive the ambulance. She noted that they will be having emergency responders training in July. She noted that they are looking at doing work with municipal services regarding responding to urban wildland interfaces and places where they do not have ready access to water. She noted that they contacted the DMV for people to take their test for class four license, but that there is still a 2 month wait regarding this.

- b. Ambulance Department – The May 2020 statistics report was reviewed.
- c. Bylaw Department – The May 2020 statistics report was reviewed. The Director of Community Services noted that the Bylaw officer is waiting for the delivery of a hundred bike helmets what they had funding for. She noted that he will then be handing these out to children in the community and promoting bike safety. She noted that he is doing monitoring work around ATV use in the community. She noted that they are waiting to hear from Tuktoyuktuk regarding the purchase of their fire truck that will be going out of commission, as the new fire truck arrives to Fort Smith tomorrow afternoon. Administration highlighted that this new fire truck has a foam system on it which will be useful especially with spaced without hydrant access.

7. Advisory Boards

- a. Sustainable Development Advisory Board
  - i. SDAB Minutes May 7<sup>th</sup>, 2020 – The SDAB minutes were reviewed. Administration noted that the June meeting of SDAB did not obtain quorum, but that they had an unofficial meeting where the consultants were introduced to SDAB.

8. Bylaw/Policy Review and Development

9. Administration

10. Other Business

11. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Couvrette**

**That Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on June 9<sup>th</sup>, 2020.**

**CARRIED UNANIMOUSLY**

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on July 14<sup>th</sup>, 2020.

13. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 9:30 p.m.**

**CARRIED UNANIMOUSLY**