



Town of Fort Smith Corporate Services Committee

Tuesday, June 4, 2019 at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. DEA 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
 - a. CP 317 Employee Assistance Program Policy
 - b. Briefing Note – Council Honourarium Bylaw
8. Administration
 - a. A/SAO Cynthia White
June 12th at 5:00pm to June 24th at 8:30am
9. Other Business
 - a. In-Camera Session *CTV Act S.23(3)(e)*
Contract Review
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Interest:		
 Corporate Services Minutes May 7, 2019	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List May 2019	 Correspondence May 2019	 License Report May 2019
 CP317 Employee Assistance Program		 BN Council Honourarium Bylaw



Town of Fort Smith
Corporate Services Committee
Tuesday, June 4th, 2019, at 7:00 pm

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

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm. He thanked Town Staff, Acting Mayor Christian Westwell and Residents that assisted post-tornado.

2. Delegation

- a. FSDEA Delegation – Laura Aubrey delegated on behalf of the Crystal Villebrun, Chair of the Fort Smith District Education Authority. She provided an overview of the DEA structure. She advised that the Executive Board consists of Crystal Villebrun, Chair; Julie Lys, Vice Chair; and Ann Pischinger, SSDEC Representative. She advised that the DEA member consist of appointed representatives for the Town of Fort Smith, Fort Smith Metis Council and Salt River First Nation and that the Town Representatives consist of Rebecca Cabell, Ann Pischinger and herself. She added that the Secretary and Treasurer is Ingrid St-Cyr, the JBT Principal is Cora America, and the PWK Principal is Al Karasiuk. Ms. Aubrey advised that the DEA holds meetings every third Thursday of the month at JBT Elementary School. She requested that any concerns be brought forth through the Town Representatives, Chair, or Treasurer/Secretary.

Ms. Aubrey advised of current and ongoing initiatives including fundraising for new playground equipment for the “Big Side”; the PWK Elder’s Wall Project; PWK Academic and Incentive Awards; the JBT Snack Program; PWK becoming a Trauma Sensitive School through a “Trauma Informed Practice” group for teachers; JBT Junior Kindergarten enclosed playground; and the JBT Indigenous Cultural Learning Space located in the back area of the older children’s playground.

The DEA is also working with community partners including the Town of Fort Smith to implement a year-round swimming program; Culture Camps with ENR and local elders; SSDEC/PWK Gold Card Program for students exhibiting positive behavior and work habits to receive discounts at local partnering businesses; and Aurora College Teacher Education Program Practicums.

She advised of policy updates and other ongoing discussions including PWK Cold Weather Travel Policy; the Student Expectations Policy (replacing the Code of Conduct); the Restorative Practices Framework Policy (replacing the Progressive Discipline Policy); and the implementation of JBT afternoon recess.

She advised of major infrastructure updates planned for the PWK Home Economic Space with renovations to be completed 2019-2020; the installation of a camera system at JBT Elementary School; the replacement of window at JBT Elementary School; and the installation of a new phone system at JBT Elementary School scheduled for 2019-2020.

She added that 2019-2020 School Year Calendars have been approved and can be emailed upon request.

Ms. Aubrey advised that the DEA monitors local enrollment numbers closely as well and provided an enrollment overview for PWK and JBT Schools as of April 2019.

Cr. Couvrette asked how far in advance Aurora College enrollment numbers are determined. Ms. Aubrey advised that determining College enrollment numbers is challenging as it changes throughout the year. She noted that the funding formula is based off the previous year's enrollment numbers. She added that the College is unique with large fluctuations. Cr. Pischinger added that the official enrollment count is from September 30th which is used to calculate funding for the next year. She advised that on few occasions have they met requirements for extra funding for additional teachers.

Cr. Cox was pleased with the update and thanked Ms. Aubrey for the DEA Overview package she provided. She asked if there have been any discussions with regard to matching the school schedules. Ms. Aubrey replied that days off for both Spring Break and Christmas Holidays match for both schools. She noted that proposed schedules are submitted by Administrators and that there are different needs for the two schools. She clarified that PWK has used stipend time to start their school day at 9:05am whereas JBT takes a half-day off on Fridays. She added that there has been a big response in dealing with childcare issues and that it is important for the community to provide feedback. She advised that they had discussed collaborating the calendar with the community in hopes that dialogue would be received before the new school year.

Cr. Cox asked if the Town can provide support to the DEA with any projects. Ms. Aubrey replied that JBT is fundraising for new equipment on the "Big Side" due to safety standards and that funding is limited. She advised that the estimated value for the new equipment is \$50,000 and that \$20,000 has been raised. She noted that the FSDEA would be pleased if the Town could provide a donation. She added that the Town has been helpful as the DEA was able to combine their equipment order with the Town's playground equipment to reduce shipping costs. Ms. Aubrey advised that outdoor play is fundamental to school systems and that the playgrounds are utilized by children on evenings and weekends as well.

Ms. Aubrey provided a copy of the JBT Snack Program budget for Council's review to show the high expense in operating the program and advised of its importance.

D/M Smith advised that the Town has been offering additional afternoon programming to meet the needs of the community as there are no babysitters available. Administration confirmed that the Town has been filling in the programming gaps on Friday afternoons and has picked up Saturday night youth programming that Uncle Gabe's Friendship Centre used to provide. He added that there would be a briefing note presented at the Community Services Standing Committee meeting on June 11th advising that MACA is limiting their youth funding to one group in the community which will result in Uncle Gabe's Friendship Centre's funding being reduced by \$13,000 which will impact the Lunch Program. Administration advised that as GNWT funding is cut and programming is impacted, the Town is forced to find ways to fill the gaps. He noted that it was acknowledged at the NWTAC meetings that it is common for provincial and territorial governments to fail to deliver funding and programming, and that municipalities are looking to the Federal Government. Ms. Aubrey thinks the loss of the Lunch Program would be a significant loss to the community as many youths utilize the program.

Ms. Aubrey advised that the DEA was not pleased with the implementation of the Junior Kindergarten Program and had difficulty in receiving a response from the GNWT. She noted that the PWK Breakfast Program is an incredible program as it creates a healthy community and builds relationships.

Mayor Napier-Buckley noted that 2020 is the last year of the Teacher Education Program and asked how many students and family members are associated with the program. Ms. Aubrey replied that they are not accepting new applicants into the program and that there are approximately 6 students. She advised that unless ECE decides to redevelop the program or open intake and do a program review, it will no longer continue within the community. She noted that this is a huge concern as the program mentored teachers, offered outreach and practicums for teachers across the north.

Cr. Westwell advised that he spoke at the PWK Graduation and that there were nineteen Graduates. He added that everyone was proud and pleased to see the results.

Cr. Cox asked if enrollment statistics include the Phoenix Program. Ms. Aubrey confirmed this. Cr. Cox asked how often the DEA meets with the Minister of ECE. Cr. Pischinger replied that they met once during Junior Kindergarten discussions. Ms. Aubrey advised that it was challenging to get a response from the Department of ECE or the Minister. Cr. Westwell asked if the implementation of Junior Kindergarten was four-years ago. Ms. Aubrey confirmed and advised that the DEA did not support the Junior Kindergarten program. She added that the only gain from the implementation of the program was extra funding.

Administration indicated that direction he received from the current and previous Councils is that they would like to switch to an election process for the three Town Representatives. He added that Council views the Town Representatives as representatives of the community and not of the Town of Fort Smith specifically. Administration plans to implement the process for the next election. He advised that Council requested updates from various boards and asked if they would like to determine the frequency of the delegation. He noted that Council doesn't currently have a representative on the Health and Social Services Board and is unsure of there undertaking.

Ms. Aubrey encouraged Council to connect with the board on items, suggestions, idea and requested feedback for collaboration. Mayor and Council thanked Ms. Aubrey for her delegation on behalf of the DEA.

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of May 7th, 2019, were reviewed and adopted at the Council meeting of May 21st, 2019.

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

- d. Strategic Plan – The Strategic Plan was reviewed. D/M Smith advised that one of the main messages at the FCM Conference was that they were looking for pledges from each of the Federal parties to form a direct relationship with municipalities due to broad-based dissatisfaction with how territorial/provincial governments are administering funds and interfering with program development.

5. Governance

- a. Council Priorities – The Council priorities were reviewed. D/M Smith suggested Council review and prioritize one to two year goals.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director advised that the department works on a monthly basis and has been reviewing areas to make the department more efficient. He advised that the department continues to action property tax collections through legal counsel. He noted that letters from the legal firm were sent to approximately 130 property owners and in response eighteen properties entered into payment agreements for a thirty-month period which accounts for \$142,000. Additionally, twenty-five property owners paid their taxes due to receiving the letter accounting for \$40,000. He added that 2019 property taxes are due by June 30th and the penalty will be administered July 1st.

The Director advised that the department is also reviewing outstanding utility bills and that disconnection notices were sent for forty accounts owing three months and that approximately thirty paid their accounts or made agreements to pay by the end of the month. He added that less than ten accounts were disconnected.

Cr. Westwell has heard from residents that they were embarrassed and shocked to have received the legal letters and indicated they hadn't received reminders for past due accounts. He asked if past due reminder letters are sent out. Administration replied that account balances are sent out on a quarterly basis and that letters were sent only to residents who hadn't paid in over a year. He added that most organizations would take collections actions if accounts weren't paid for over a year. D/M Smith added that MACA sent property tax assessments and the Town sent property tax bills prior. He understands there may be the circumstance were a mortgage pays the property tax and then the mortgage is paid and the taxes are left to be paid by the resident. Cr. Couvrette acknowledges that cost is involved to administer and send out notices and asked if the Town can use email. Administration replied that there are mechanisms to reduce costs.

Cr. Westwell asked how estate bills are handled. Administration advised that addresses are sent to the Town's legal firm and they use protocols the same as for any other unpaid taxes. The Director advised that tax notices are required to be sent to the property address registered on the assessment role. He advised that a note is placed in the property file that the Town acknowledges the estate and it must be acknowledged through Land Titles and the Assessment Role. He added that monthly reminder letters were not sent since 2016 and that land files are thick with reminder letters with no action taken by the owners. He added that reminder letters would be sent once interest starts to compound although they have not provided results in the past.

- a. Accounts Paid List – The Accounts Paid List from May 2019 was reviewed.
- b. Correspondence – The Correspondence from May 2019 was reviewed. Cr. Couvrette requested that the Mayor's outgoing correspondence be included on the correspondence list. Administration confirmed that it is.
- c. License Report – The License Report from May 2019 was reviewed.

7. Bylaw/Policy Review and Development

- a. CP 317 Employee Assistance Program Policy – The policy was reviewed. Administration advised that the implementation of the Employee Assistance Policy was a requirement of the last bargaining agreement with the Union. He noted that the policy was drafted initially by the legal team. The intent of the document is to acknowledge that substance abuse and mental disorders are medical disabilities and that any support of medical issues will be made available to a person with substance abuse or mental disorders.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Campbell

That CP 317 Employee Assistance Program Policy be adopted as presented.

CARRIED UNANIMOUSLY

- b. Briefing Note Council Honourarium Bylaw – The briefing note was reviewed. Administration advised of the need to review the hours worked and rate of pay for the Mayor and Councillors. He advised that Council formed a Council Honourarium Bylaw Review Committee in which members of the public were appointed to engage dialogue. He indicated that their recommendation is to keep the Mayor position as a half-time position with an increased wage with the request that expenses not be taxed and included as a line item in the budget. He noted that recent changes to income tax regulations are that expenses be taxed which would result in a reduction of the Mayor's income. He felt that moving a portion of the Mayor's income to the operating budget is questionable and he is uncertain how the funds would be administered. He added that this may be in violation of various Federal regulations to stop employers from avoiding income tax and other deduction and reducing employee benefits. He added that the proposed change would also reduce pensionable income. He suggested if Council wishes to address the tax change, the Mayor's salary should be increased to compensate for the loss. He recommended that this information be brought back to the Committee reconsideration.

Administration advised that it was also recommended that Mayor receive similar leave to that outlined in the Collective Agreement to ensure the Mayor receives Special, Sick and Casual leave. He advised that the Mayor's position currently earns four-weeks of annual leave and suggested as a part-time position that would equvalate to eight-weeks. He noted that the Mayor's position currently earns more leave than employee leave combined. He added that employees working for the Town for three years receive an increased rate of leave and asked if this would be applicable to the Mayor if re-elected. He requested that this information be sent back to the Committee to review their recommendation.

Administration advised that the Committee recommended that Council receive a \$600 flat rate and \$150 for Council Meetings and other daily meetings in addition to Council meetings. He noted that the Committee did not choose to add a childcare stipend. He advised that a large increase in the monthly flat rate, coupled with a relatively smaller increase in the per meeting rate, may impact Councillor attendance. He recommended that the Committee review their recommendation considering this information.

Administration advised that the Bylaw Review Committee is currently reviewing the Council Procedures Bylaw and Policy, and the Council Code of Conduct Bylaw, and will be reviewing aspects of the Council Honourarium Bylaw not related to Mayor and Council pay.

Cr. Cox is in agreement to send the information back to the Committee for the reasons identified including to increase the Mayor's pay rate to cover the additional taxes so the salary isn't decreased as a result of new tax laws and to not include a line item in the budget for the Mayor's expenses to avoid taxation. She agreed that the Mayor's amount of leave shouldn't be decreased. Additionally, she felt that a 30% increase to Council's honourarium is too much.

Cr. Couvrette advised that as the Council Representative on the Committee, he made a point of not putting forward suggestions for Councillor pay. He acknowledged that an 8% increase to the Mayor's salary does not cover the cost of living. He agreed that second thought will need to be applied to the recommendations brought forward.

D/M Smith advised that the one-third tax free expense also applies to Councillors which will be taxable based on the tax rate.

Cr. Westwell supports sending the recommendations back for rethought and agreed that the Town shouldn't avoid taxes. He agreed that the Mayors salary should be increased. He added that annual leave and approval of extra leave creates more onuses on Administration rather than providing equivalent plus leave with no questions asked for simplicity and fairness. Cr. Westwell is supportive of paying Councillors for their work and noted that under the past bylaw Councillors received nearly \$1,000 per month and received honourarium for attending additional committee meetings. Cr. Westwell was disappointed with the request for only an 8% increase for the Mayor's salary as the cost of living and Collective Agreement increase is approximately 12% and would suggest this be the minimum. He asked if the suggested 8% increase is meant to cover the taxation change or cost of living. Cr. Westwell was also disappointed with seeing lack of dialogue in regard to the hours of the position. He would also like dialogue if the Committee feels the hours are sufficient. He noted the overall rate of pay increase requested for Councillors is 30% which is still less than other communities. He thought it was strange that the requested pay increase for Mayor was 8% while a 30% increase is requested for Councillors.

Administration replied that there were additional Committee meetings that weren't minuted as there were no recommendations made. He added that there was dialogue on the Mayor's hours at these meetings. Cr. Couvrette agreed that the Committee met approximately seven times and that the Mayor's hours were discussed at each meeting. He added that the Committee asked the current and previous Mayors about various aspects of their work, hours and expenses. He advised that three replies were received and they were polar opposite. He indicated that it was the desire of the Committee to address this but could not come to a unanimous decision. He suggested having the current and previous Mayors speak to the committee to rationalize the work. Cr. Couvrette felt confident that the half-time position wasn't adequate for the workload. He added that the Committee reviewed background information including an extensive review the City of Yellowknife performed in 2018 which indicated that many jurisdictions under pay their Mayor and Councillors.

Mayor Napier-Buckley noted that the Council Honourarium Bylaw states the Mayor earns four-weeks and requested clarification to equalling eight-weeks due to the part-time position. Administration suggested that four-weeks annual leave would equal would double to eight-weeks as the position is part-time. The Director of Corporate Services considers four-weeks annual leave for the Mayor to equal twenty-days. D/M Smith suggested this be clarified in the revision of the bylaw.

Cr. Campbell agreed that the Mayoral pay is not sufficient and should be increased.

D/M Smith thinks a recommendation would be necessary to send the information back to the Committee for review and reconsideration. Administration thinks Council should only vote on the final document and not on specific aspects. Cr. Couvrette noted that the terms of reference by the Committee could be considered incomplete as a childcare stipend was not addressed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That Council ask the Committee to review the Terms of Reference and consider meeting the targets within; and

That the Committee provide a complete recommendation to Council of all the matters within the Terms of Reference.

CARRIED UNANIMOUSLY

8. Administration

- a. Appointment of A/SAO Cynthia White

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That Cynthia White be appointed Acting Senior Administrative Officer for the period of Wednesday, June 12th at 5:00pm to Monday, June 24th at 8:30am.

CARRIED UNANIMOUSLY

9. Other Business

- a. In-Camera Session – *CTV Act S.23(3)(e) Contract Review*

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council move in-camera to discuss contract review in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That Council move out of in-camera.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Mayor Napier-Buckley be appointed as Council Representative for the Collective Bargaining.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

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

11. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That the meeting be adjourned at 9:30 pm.

CARRIED UNANIMOUSLY















Town of Fort Smith Community Services Committee

Tuesday, June 11, 2019 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – May 2019 Statistics
 - b. Pool – May 2019 Statistics
 - c. Mary Kaeser Library– May 2019 Statistics
6. Economic Development Report
 - a. Economic Development – May 2019 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes May 23, 2019
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes May 16, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
 - a. Briefing Note UGFC Food for Thought Program Donation Request
 - b. Briefing Note Communications Committee
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes May 14, 201	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 Recreation Statistics May, 2019	 Pool Statistics May, 2019
 Library Statistics May, 2019	 Economic Development Report
 RAB Minutes May 23, 2019	 TTAB Minutes May 16, 2019
 BN UGFC Food for Thought Program D	



Town of Fort Smith
Community Services Committee
Tuesday, June 11th, 2019, at 7:00 pm

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

1. Call to Order
D/M Smith called the meeting to order at 7:01 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest – There were no statements of disclosure of financial interest.
3. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That the agenda be adopted as amended to include Fort Smith Metis Council Donation Request, and acknowledgement and appreciation for Staff and Volunteer Appreciation Barbeque.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of May 14th, 2019, were reviewed and adopted at the Council meeting of May 21st, 2019. Cr. Couvrette noted that there was a motion passed for the Mayor to write a letter inviting the Premier, Minister of ITI, and MLA to meet regarding relocation of the ITI Regional Centre and asked if there is an update. D/M Smith hasn't had a chance to follow up with the Mayor on this.
 - c. Vision and Values – The Vision and Values were reviewed. D/M Smith suggested that Council may want to review governance priorities.
 - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
 - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report

The Director provided a report on the operations of the Community Services Department. The Director advised that May was a busy month as usual. She indicated that staff participated in training hosted by Rec North and that Mackenzie Valley Recreation Association held their spring AGM in which the mezzanine in the Arena was provided. She advised that when the AGM concluded Dance Play Training occurred and two teacher, a community member and three people from other communities participated in the training.

The Director advised that the department is shifting to summer outdoor activities and Arena programming throughout June and July. Additionally the Afterschool Care Program is concluding transitioning to Summer Day Camp. She added JBT swim lessons are wrapping up their last week of swimming; the Town is working with Aurora Research Institute to implement Science Camp; and the Town has Circus Camp planned. She noted that there will be more special events and family activities planned. Additionally, the department is preparing for Canada Day and requested Councillors be at Riverside Park to barbeque is at 11:00am. The Director advised that there were two requests to borrow the stage; the request from the Music Society for their Spring Fever event which was cancelled due to the weather and another request for a fundraiser for Paddle Prairie. The Town also supported Relay for Life. The Director advised that normally the department would be assisting in preparations for Treaty Land Entitlement Days although Salt River First Nation is not planning a large event this year. She added that Aboriginal Day is upcoming, and the department will provide support as required.

- a. Recreation Statistics – The May 2019 statistics report was reviewed. The Director advised that gymnasium use is down. She noted that youths are using the outdoor soccer pitch and the Town continues to work to improve them. She indicated that Pete’s Gym usage will start to decrease now that College is out and due to summer weather. She added that Fitness Room programming has concluded for the summer season. She noted that there is a resident interest in running a Dance Play program and is working to become certified. She noted that Squash Court usage will also decrease in the summer. The Afterschool Care program continues to be busy and the Theatre was busy in the month of May due to the Grizzlies movie screening. Additionally, the Parents ‘n’ Tots program and Youth Night continue to be well received. The Director added that PWK High School uses the Recreation facility for fire drills. She noted that there have been two incidents at Youth Night and the department is looking to get additional training for staff to handles the incidents.
- b. Pool Statistics – The May 2019 statistics report was reviewed. The Director advised that morning Lane Swim increased from last month but is similar to last year. The Parents ‘n’ Tots free program uses the pool and is well received. She noted that weekday Public Swim is significantly higher than the previous year. The Director advised that JBT Elementary School has sponsored free swims weekdays from 3:45pm to 5:00pm though MACA Active Afterschool funding. She noted that Kayak Clinic was planned for last Sunday although didn’t occur due to the power outage as a result of the tornado. She added that swimming lessons will commence after Canada Day.
- c. Mary Kaeser Library Statistics – The May 2019 statistics report was reviewed. The Director advised that Story Time is well-received and that they are reviewing programming to determine if it’s being held at the best time of day. Additionally, outside Story Time with Parks Canada is being implemented. The Library will also be utilizing the park beside Town Hall to run additional programming. She noted that there is free drop-in afterschool programming at the Library in coordination with the Aurora Research Institute. She added that Wellness Wednesday continues at the Library and wellness walks are upcoming. Additionally, the Elders Tech and Tea continues to be a well-received program. She noted that there was good attendance for the Writer’s Workshop.

The Director advised that British Soccer is scheduled for the first week of July. She added that Mackenzie Valley Recreation Association will also be holding a five-day long camp with a variety of sports activities and that Fort Smith has been asked to host the camp this year. She noted that a skateboarding program would be implemented as well. The Director advised that the Town is partnering with the Health Centre's Healthy Families and with Northern Lights Special Care Home to bring forward intergenerational activities such as a water day, crib tournaments and horseshoe tournaments. The Town is also partnering with the Northern Life Museum on their summer activities and will be providing youth activities at the Farmers Market. She added that the Farmers Market will start up June 22nd. D/M Smith requested the date for the Mackenzie Valley Recreation Association sports camp. The Director replied July 15-19th.

5. Economic Development Report

- a. Economic Development – The May 2019 statistics report was reviewed. The Director advised that the Economic Development Officer has been busy developing the asset map and community profile which will be accessible to people in the community or people wishing relocate or start a business in Fort Smith. She indicated that the community profile is a big project that will be tied to website development as the Town works towards implementing a new website in the next year.

The Director advised that the EDO would begin business visits again and that she has sent emails to businesses inviting them to participate. She was pleased that the business visits have engaged more information discussion with businesses and the EDO. She added that she has received feedback from a business owner who left commercial operations to run a home occupation business due to costs in operating commercially.

The Director advised that the EDO has partnered with the Aurora College to host webinars and the last webinar was "Stories that Sell". She felt this webinar was a great marketing strategy. She added that the EDO is working with Thebacha Business Development Services on course planning and business breaks.

The Director advised that the Citizen Satisfaction Survey will be open through June and then data will be analyzed and next steps will be determined.

For tourism, the EDO is working on the implementation of a trial period for the midnight aurora tours and is gathering partners to make it happen. She noted that a one-time package will be launched in October.

Cr. Couvrette was pleased with the report and asked if the EDO has met with Dominion Diamond mines. The Director confirmed this and advised that there were stakeholder meetings at the Recreation facility.

The Director added that two Visitor Information Staff are working on town tours in partnership with the Fort Smith Metis Council and Salt River First Nation. She noted that stories of Fort Smith are told during the tours.

Cr. Cox asked if October is too late of a start date to launch the aurora viewing package. The Director advised that October is the prime season and that Yellowknife is booked to capacity at that time as well. She added that the one tour package will be offered to determine the level of attraction. Cr. Cox asked how many guests would accommodate the trial. The Director replied ten.

D/M Smith noted that Canoe Arctic tourism business owner Alex Hall passed away and was pleased that his business was taken over by Jackpine Padde which has launched with the support of the Town and ITI.

6. Advisory Boards

- a. Recreation Advisory Board
 - i. RAB Minutes May 23rd, 2019 – The RAB minutes were reviewed. Cr. Cox didn't have anything to add that wasn't already in the minutes. Cr. Cox advised that the board met at 12pm today for their last meeting until September.
- b. Advisory Board on Culture – Cr. Beaulieu advised that there wasn't quorum at the last meeting. She added that there would be music fundraiser for Paddle Prairie, AB being organized by Pat Burke at Conibear Park on June 15th.
- c. Tourism and Trade Advisory Board
 - i. TTAB Minutes May 16th, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that the board supports the goals in the Economic Development Report. He noted that there has been discussion about the aurora tours packaging and potential opportunities that may arise if it becomes a successful venture. He noted that there was discussion on how to promote local attendance at the Trade Show. He advised that the Tourism and Trade Advisory Board would be meeting next Thursday, June 20th.

7. Other Business

- a. Briefing Note UGFC Food for Thought Donation Request – The briefing note was reviewed. Administration advised that Uncle Gabe's Friendship Centre is looking for \$2,000 to assist with their Lunch Program which provides free lunches to youth in need from PWK High School and JBT Elementary School. Administration advised that the donations budget was \$6,500 although a \$2,500 donation was given to Snow and Ice, and a \$1,000 donation was approved for Relay for Life. He indicated that Relay for Life has advised that they only require a \$138 donation to cover the food expenses for their barbeque although the Town is covering the credit card fees for their silent auction and another briefing note would be brought forward with more information on this.

Administration advised that MACA has made a policy, in which the Town was not informed that they would now only fund one youth center initiative in the community, and as the Town runs a youth night and other youth programs would get preference. As a result, the Town will now receive the youth center funding from MACA and the UGFC would not which will impact their Lunch Program. He advised that the pressure falls on the Town and is unsure how this will affect their other programming and if there will be additional requests made to the Town.

Administration wasn't pleased with the GNWT's lack of communications to the Town about program changes impacting residents and the municipal corporation. He noted that Council brought forward resolutions to the NWTAC including a resolution for better communications from the GNWT. He added that Council was advised that NWTAC was working on implementing an agreement with the GNWT and the GNWT is aware of the lack of communications as he informed the Deputy Minister at the last LGANT conference he attended.

Cr. Westwell asked if funding cut would be for next year's budget and advised that Council discussed budgeting through line items incorporated in the Town's budget. D/M Smith clarified that Council funds the JBT Snack Program through a budget line item and has not provided funding in the past to UGFC for their Lunch Program. He added that the Town is offering youth center programs which make UGFC ineligible for funding which is used for their Lunch Program. The Director advised that MACA Youth Center Initiative funding is a long standing program in which a number of youth centers apply and receive equal shares of funding. She indicated that last year the Town was informed that there would be a change to the MACA Sport and Recreation funding and it would be enacted this year.

The Director advised that the cost to UGFC is \$18,000 to operate the Lunch Program and that there funding will be cut in the amount of \$13,000.

Cr. Westwell advised that amount of donation requests received are becoming unaffordable to maintain and suggested if the Town receives their share of the funding if it could be redirected to them. Administration clarified that the Town is using its share of the funding to operate a youth center and that MACA is releasing less funding. He added that the Town's application for the funding was sent early May and that the Town is unsure of the amount to be received. Cr. Westwell supports the intent of the donation request but doesn't feel the Town can support the multiple thousand dollar donation requests that are being received.

D/M Smith suggested that Council consider other political actions to address the funding shortfall. Cr. Cox noted that the Town annually supports JBT Snack Program with a \$500 contribution and would support UGFC with a \$500 contribution in addition to lobbying MACA to reinstate the funding in full or at least partially as the program is essential to youth in the community.

Cr. Couvrette agreed that the program is worthwhile and suggested that a reasonable level of budget be provided as there is not much detail on how the money is expended and used in the request. He suggested that a more intensive method of evaluating requests be formed. He agreed that Council should provide support as the issue needs to be addressed in a more formal way through lobbying. He felt that the GNWT should provide notice of funding cuts a year in advance for organizations to plan.

D/M Smith suggested that the Minister of ECE should be included in the discussion as well. He noted that the DEA contributes a considerable amount of funding to the JBT Snack Program and asked how much the DEA spends on healthy snacks and programming. Cr. Pischinger replied that the JBT Snack Program costs approximately \$30,000 per year and consists completely of donations. She is unsure of the cost to operate the PWK Breakfast Program but noted it is considerably less. Cr. Pischinger asked if the youth center funding to the Town would be higher as the sole receiver. The Director replied that the policy stated a maximum of \$25,000 in funding is contributed and that the Town generally receives \$13,000. She is unsure of the contribution amount for this year as the agreements have not yet been received.

Cr. Beaulieu advised that the majority of students from JBT and PWK are aboriginal and asked if the Fort Smith Metis Council or First Nations bands have been asked to contribute. She felt that the Fort Smith Metis Council would support the program as they have freezers of aboriginal food that could be donated.

D/M Smith recommended that the Mayor follow-up with the DEA, UGFC and the Town for more information and opportunities. He felt that the Town should be proactive and not reactive.

Administration advised that there appears to be the need for more financial information and the need for community governments to work together to lobby. He suggested the note be tabled as the municipality is not prepared to address the issue. He also felt the donations policy would not address the issue and the immediate need to feed youth.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

**That the Mayor work with the Fort Smith Metis Council, Salt River First Nation and Smith Landing First Nation to problem solve the issue in regard to MACA Youth Center Funding; and
That the Mayor work with Uncle Gabes Friendship Centre to liase with MACA and ECE to get funding reinstated.**

CARRIED UNANIMOUSLY

- b. Briefing Note Communications Committee – The briefing note was reviewed. Administration has struggled with how to address municipal communication needs without a local newspaper. He noted that communications is a separate concept from advertising and felt that the Town does a respectable job in advertising. He advised that communications is a higher and political level of messaging from Mayor and Council. Administration advised that the Director wrote the briefing note which speaks to the Strategic Plan and that the current Council has spoken to the need for better communications with residents. He felt that to be informative and consistent requires significant time and resources which require additional help and funding. He advised that the solution brought forward is to form a communications committee and that a consultant be hired to write the information provided and be approved by the Committee. He added that the purpose, timeline, budget, membership and scope of the Committee will need to be determined and that the first requirement of the Committee would be draft an RFP Scope of Work for the consultant. The RFP would then be issued and the procurement aspect would be managed by Administration. He noted that direction of the consultant would be performed by the Committee. Administration suggested the communications could be publicly distributed through mail drops. He noted that the Committee would be ongoing and not ad hoc. Administration advised that the Advertising Budget is fully committed and suggested the funding could be distributed through the Public Relations Budget. Cr. Cox and Cr. Westwell were interested in sitting on the Communications Committee. Cr. Couvrette advised that he would provide support to the Committee.

RECOMMENDATIONn

Moved by:

Seconded by:

**That Mayor and Council establish a Communications Committee;
and**

That the Communications Committee consist of Cr. Cox and Cr. Westwell.

CARRIED UNANIMOUSLY

- c. Briefing Note Fort Smith Metis Council Donation Request – The briefing note was reviewed. The Director advised that a donation request was received late in the afternoon from the Fort Smith Metis Council to support Aboriginal Day on June 21st. They are requesting a \$1,000 donation and similar support in the donation of youth swim passes as last year. Cr. Westwell would support the donation with a \$500 monetary donation and discounted swim passes as in previous years.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Campbell

That Council donate \$500 and that pool passes be donated at a reduced cost of \$1.00 per pass as in previous years.

CARRIED UNANIMOUSLY

- d. Staff and Volunteer Appreciation Lunch Appreciation – Cr. Couvrette formally acknowledged the hard work of the Executive Secretary in running an excellent event. Cr. Westwell was pleased with the steaks and received multiple comments on the food. He was pleased that all the food was eaten and noted that staff and volunteers were very appreciative.

8. Excusing of Councillors

Mayor Napier-Buckley and Cr. McArthur advised that they were unavailable for the meeting.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Campbell

That Mayor Napier-Buckley and Cr. McArthur be excused from the Community Services Standing Committee Meeting on June 11th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

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

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

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

CARRIED UNANIMOUSLY











Town of Fort Smith Municipal Services Committee

Tuesday, June 11, 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 – May 2019 Statistics and Training Report
 - b. Ambulance Department – May 2019 Statistics
 - c. Bylaw Department – May 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes May 9, 2019
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 14, 2019	 Vision and Values	 2019 Capital Plan
 Fire Department Statistics May, 2019	 Ambulance Department Statistic	 Bylaw Department Statistics May, 2019
 SDAB Minutes May 9, 2019		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, June 11, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:29 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of May 14th, 2019, were reviewed and adopted at the Council meeting of May 21st, 2019.
- c. Vision and Values – The Vision and Values were reviewed.
- d. 2019 Capital Plan – The Capital Plan was reviewed.

4. Directors Report

Administration provided a report on the operations of the Municipal Services Department and indicated that the Director is on vacation. Administration advised that the Public Works Department is finishing street sweeping and is working with a contractor to place cover at the Landfill. They are still working on Spring Clean-up initiatives as well as line painting, crack sealing, and initiating the waterline flushing program with the Water Treatment Plant.

He advised that the Water Treatment Plant has transferred to summer operations; the ponds have been cleaned and exterior clarifiers are being used. Additionally the summer water line has been implemented. He noted that Water Treatment Plant staff work seven days per week and work longer hours in the summer to keep up with consumption due to lawn watering.

Administration advised that Facilities Maintenance has started mowing as well as performing field, ball diamond and Track facility maintenance. He noted that the garbage truck driver is from the Public Works crew and the garbage pickers are Facilities Maintenance.

Administration advised that new WSCC regulations no longer allow pickers to ride on the back of the garbage truck which will drastically affect garbage pick-up. The Town is currently reviewing the impact of the change and considering options. He noted the possibility of having one day for each dumpster pick-up and residential pick-up twice per week. He suggested the Town may purchase a new garbage truck with seats/seatbelts on the back for the pickers. Administration will advise Council as information comes forward.

Cr. Westwell felt that the change will impact the implementation of the recycling and composting program as well. Administration advised that the change will affect the level of services and will require an informed decision from Council. He agreed that the change will also impact the proposed recycling and composting program as the program was to replace one day of garbage pick-up. Administration advised that there may be an opportunity to purchase a garbage truck with WSCC requirements. He indicated that garbage pick-up is at the limit of operations as overtime is used to pick-up all garbage in one day. He indicated that a solution will have to be determined such as switching crews half way through and using pick-up trucks to support. Cr. Westwell advised that some communities have garbage trucks with an arm that picks up garbage bins although there would be the need for a uniform style of garbage bins.

5. Protective Services Report

- a. Fire Department – The May 2019 statistics and training report was reviewed. Administration advised that the report has been updated and the training report has been added. He noted that there was a tornado in the community over the past weekend which was the fourth recorded tornado in the NWT. He indicated that the Town is not experienced in responding to tornados but had good mechanisms in place. Additionally, they are using the experience to make changes and are addressing areas for improvement in responding.

Administration advised that there were issues with people burning fires during the fire ban over the past weekend. In one incident a person burnt grass which lost control in which the Fire Department responded promptly and the second was during graduation and the Town is still determining what happened. Cr. Westwell noted that he made a comment during his grad speech to remind students not to have fires.

Administration advised that in May there was also a fire that started at the Landfill as a result of high winds and embers in the burn pit. He noted that a water truck is kept on site although it wasn't filled due to freezing conditions three nights prior. The Fire Department quickly responded and was passed by ENR on the way which resulting in them assisting as well. As a result, the Landfill fire was picked up on ENR incident report posted on their website.

Administration advised that the Fireman's Ball was a well-received formal event. He noted that this year's Fireman's Ball was the first ball to combine awards for both the Fire and Ambulance Departments. He noted that it was discussed inviting the RCMP to join the ceremony in the future.

- b. Ambulance Department – The May 2019 statistics report was reviewed.
- c. Bylaw Department – The May 2019 statistics report was reviewed.

6. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes May 9th, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that SDAB has their next meeting on June 13th and the intention is to close discussions on the Housing Affordability Summary and bring forth recommendations. He noted that SDAB would be breaking over the summer after the June meeting and will start again in September. Additionally, he was pleased with Cam Zimmer as Chair of SDAB.

Administration advised that recycling initiatives were discussed at the last LGANT conference he attended. He indicated that China is no longer buying recyclables and big cities are not able to unload them. As a result, municipalities are finding other ways to intercept the ways of which plastics are introduced to the consumer and returned to waste. He advised that Vancouver, BC had implemented a return price on cigarette butts and that municipalities can increase littering fines. He added that municipalities have the abilities to put controls on packaging. He suggested that SDAB be tasked with determining methods and how the Town can lobby local businesses to change their packaging. Cr. Westwell advised that former Chair Bart Hartop was an advocate for the removal of styrofoam packaging. Cr. Couvrette advised that there are articles on the proposal to ban single use plastics by 2021 including styrofoam. He suggested the board be tasked with researching and providing additional information on this.

7. Excusing of Councillors

Both Mayor Napier-Buckley and Cr. McArthur advised that there were unavailable to attend the meeting.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischiner

That Mayor Napier-Buckley and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on June 11th, 2019.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

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

9. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:54 pm.

CARRIED UNANIMOUSLY