














Town of Fort Smith Corporate Services Committee

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

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
 - i. Bylaw Review Committee
 - ii. Communications Committee
 - iii. Post-Secondary Education Committee
 - iv. Fire Abatement
 - v. Daycare
 - vi. Community Recreation Center
 - vii. Truth and Reconciliation Commission
6. Directors Report
 - a. Accounts Paid List June 2020
 - b. Correspondence June 2020
 - c. License Report June 2020
7. Bylaw/Policy Review and Development
 - i. Bylaw 1008 Land Disposal NTHC
8. Administration
 - i. Acting SAO
 - ii. COVID-19 Update
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Statement of Disclosure of Interest </div> <div style="text-align: center;">  Corporate Services Minutes June </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  Vision and Values </div> <div style="text-align: center;">  Strategic Plan </div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Council Priorities </div> <div style="text-align: center;">  Bylaw Review Committee Minutes </div> </div> <div style="text-align: center; margin-top: 10px;">  Communications Committee Minutes </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Accounts Paid June </div> <div style="text-align: center;">  Correspondence List June 2020 </div> <div style="text-align: center;">  Licencing Report </div> </div> <div style="text-align: center; margin-top: 10px;">  Bylaw 1008 Land Disposal NTHC </div>



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

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

1. Call to Order
D/M Smith called the meeting to order at 7:00 pm.
2. Delegation
3. Declarations of Financial Interest
 - a. Statement of Disclosure of Financial Interest
4. Review
 - a. Agenda –The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Cox
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of June 2nd, 2020, were reviewed and adopted at the Council meeting of June 16th, 2020. Cr. McArthur noted that he had stated at the last Corporate Services meeting that they should consider a new welcome to Fort Smith sign on the highway as you enter the Town of Fort Smith.
 - 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 Bylaw Review Committee Minutes were reviewed. Cr. Couvrette noted that at the meeting Administration presented a draft Council Governance Bylaw which is a document that pulls together the Council Procedures and the policy document. He noted that in discussions it was decided that the two documents didn't serve any purpose, and it was suggested that both documents be combined into one bylaw. He advised that some of the items addressed include role of council members and defining meeting procedures. Cr. Couvrette noted that there was note on standing committee action plans, and clarification was requested regarding what an action plan was. He noted that in discussion it was referenced that the Motion Registry being presented fairly regularly provides a mean of following up on actions of standing committee meetings. He noted that there was discussion regarding reports, such as the Mayor presenting a formal report on a regular basis of activities that they are involved in so the community has a better grasp of the Mayor duties during

their role. Cr. Couvrette noted that other items in the draft bylaw include addressing attendance. He noted that there was a suggestion that one paragraph read that if people are missing meetings there be a \$100 deduction in stipend. He noted that it will be suggested that this be put forth to the Council Honoraria Bylaw Review Committee which will likely begin to meet again this year. He added that attendance of meeting by teleconference was discussed. He noted that the CTV act allows for attendance via teleconference, and he noted that they suggested adding that prior approval be required for attendance via teleconference. Cr. Couvrette noted that the bylaw also addresses duties of Mayor and Council, delegations, communications on behalf of municipality, and organizational relationships. He noted that the document also discusses the breaching of the code of ethics. D/M Smith noted that the two bylaws and the policy document are being amalgamated into one document to clarify how Council functions, and what the roles of Mayor, Council and Administration are. Administration noted that they will advance this in the next Bylaw Review Committee, and expects several iterations of the document. Mayor Napier inquired if it is in the bylaw to not have last minute motions be brought forward. She noted that this is something that was in policy, and should be included. D/M Smith noted that it is there in some form. He noted that the intent is for Council to make informed decisions, and to have information as far in advance as possible to make that decision. He added that this being said, things come up that are routine in nature that may be added. Cr. Westwell noted that if the intention is to prohibit a motion on the floor in the new bylaw, then he is vehemently opposed to that. Mayor Napier noted that it is not to prohibit motions on the floor but in the past some motions have been brought to Council meetings that require more background discussion and a briefing note before they are advanced. She noted that she believes there is already wording in current procedures that notice must be provided. She noted that this is something that should be addressed, not to prohibit but so informed decisions may be made. Cr. Westwell noted that this seems like saying prohibiting. He noted that Council has the ability to table a motion and it is at the behest of the elected body to decide this. He noted that he understands the Mayor's sentiment in relation to policy and procedures perspective, but the tool set is designed around allowing Council to table a motion if they are not ready to make a decision. Cr. Westwell noted that having this in the bylaw may be used as a tool long term to hinder something that may be informed. D/M Smith noted that the intent of the Bylaw Review Committee is to discourage uninformed decision making.

- ii. Communications Committee – The Communications Committee minutes were reviewed. Cr. Cox provided an update regarding the last meeting. Cr. Westwell noted that he is unable to meet time demand right now. Cr. Couvrette noted that one of the key communications tool is the Town website, and noted that they had discussed the need to update this. He noted that there is a lot of new development in communications technologies. He stated that it could use an update, and inquired if this is something that is on the horizon in the near future. D/M Smith noted that this may not be the purvey of the Communications Committee. Administration noted that they closed the RFP for the Strategic Marketing Plan and have a successful proponent. He noted that this document is not a marketing plan, but rather a strategy document regarding marketing. He advised that it takes the direction of the Economic Development Plan to attract business, residents and tourism. He noted that this plan will determine where we are currently and the status of the aforementioned. He noted that the document will also then take direction of Town regarding their vision for the future,

and provide strategies to meet the need such as target demographics and markets. He noted that with their information they will create a marketing plan. He advised that website is one component of this, and once we have completed this exercise, we will use it to create a marketing plan, social media marketing initiative, and website. He noted that this would set the timeline for a new website to early next year.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That Council accept the resignation of Cr. Westwell from the Communications Committee.

CARRIED UNANIMOUSLY

Cr. Campbell inquired why other Councillors were not asked to join the committee. Mayor Napier noted that there is no limit to the number of Councillors that can be on the Committee. She noted that if you are interested in joining the Committee to let her know. Administration noted that this serves as a notification that there is space on the Committee. He noted that the Communications Committee worked proactively to appoint a member, and added that Council is not beholden to the recommendation of the Committee, and they may chose a different person if they so wish.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier

That D/M Smith be appointed to the Communications Committee.

CARRIED UNANIMOUSLY

- iii. Post-Secondary Education Committee – D/M noted that the last meeting was at the NWTAC. He noted that the Mayor had a meeting with the Minister of Education, and added that the Committee has not met since then. He inquired if the Mayor had any information to share from the meeting. Mayor Napier noted that she has not completed a write up of her meeting as yet, and that it was from the position of Mayor and not on behalf of the NWTAC. She noted that she can have notes drawn up prior to the next meeting of the Post-Secondary Education Committee. Cr. Westwell inquired if Council had read the editorial in News North by Mr. Jaque. Cr. Couvrette noted that one of the concerns brought forward was the impact of course work being online in the fall at the College. He noted that the concern was raised regarding the loss of students, and to develop a business plan to address this. D/M Smith noted that according to the GNWT the fall semester will begin online but may not end that way. Mayor Napier noted that she was advised by Minister Simpson that while courses would be online for the first quarter of the school year, the students will still be able to enter housing at the college, especially understanding that internet access is not accessible, affordable, or good quality in small communities. Therefore, the students will be arriving in Fort Smith to do their distance learning.
- iv. Fire Abatement – Administration noted that the contract for Fire Abatement work around Tamarac Crescent Trailer Court is now out and will close in two weeks. He noted that this will be followed up with a contract for the Westgrove area. He added that they are currently doing maintenance of the existing fire treated area around Marine Drive. He noted that this is the first time this area is being maintained. Administration noted that they are still working on putting together some fire smart training for Town staff and residents. He noted that given the COVID situation this will have to be online training. He noted that they have taken their first steps towards review and update of Emergency Bylaw, and

the communication system is ready for testing. He noted that they are preparing a mail drop for emergency preparedness for residents. Cr. McArthur inquired who owns the property between Field Street and Wilderness Road where there used to be a daycare. Administration noted that the half closer to Calder is owned by the Town, and the half closer to McDougal is owned by the Bevington family. Cr. McArthur inquired if they could open it up to harvesters. Cr. Westwell noted that he believes they tried offering it for free for commercial harvest, and there was no interest. He noted that only way there may be interest is if it were opened to small harvesting, which brings liability concerns.

- v. Daycare – Administration noted that Daycare opening continues as discussed and July 13th is the opening date. He noted that they are fully staffed and continue to take enrollment. He noted that they were verbally advised by the Childcare Director from ECE that they have been identified to receive \$250,000 in infrastructure funds to go towards the Daycare portion of the CRC renovations. Cr. Westwell noted that he expected to see the GNWT contribute towards Capital expenditures, but what people need is program or operational support. Cr. Westwell noted that we hope the GNWT will turn a page and look towards funding the rate of childcare to reduce it and make it more accessible. He noted that they are leveraging their infrastructure and capacity, but what the NWTAC needs is support to make it affordable. He highlighted that they have built a cost recovery based system for the Town's Daycare. He noted that they need the GNWT to subsidize families that cannot support the price of entry. Cr. McArthur noted that people have been discussing the cost of Daycare what the Town is charging. He noted that the Town cannot reduce the price and they cannot compete with local Day homes, and do not want them to go out of business. Mayor Napier noted that prior to the Town taking over the Daycare, the Daycare Society had put forth a proposal to the GNWT for funding universal daycare for Fort Smith. She noted that this was sent to the MLA who brought it forward to the Legislative Assembly. She noted that after this the GNWT has decided to give money to Fort Smith and Norman Wells. She noted that there was some hope by the GNWT that in giving funds to the Town to put forth towards Daycare portion of renovations that the Town may use some of the funds it had set aside for the renovations towards subsidizing childcare. Mayor Napier noted that in her discussion with the Minister, she was clear that Capital funding cannot be used for O&M expenditure. She noted that with COVID across the country, a lot of funding is going towards COVID relief. She noted that if subsidy funds are received by the Daycare Society, she hopes they are distributed not just to the Daycare but also to Dayhomes. Cr. Westwell noted that every community needs more Daycare and Dayhomes. He noted that they do not want to end up in a situation where they are the only recipient. He noted his disappointment and confusion at the level of misunderstanding at the Ministerial level that money can be moved from Capital to O&M budget. Administration noted that they are having a soft opening of the Daycare, and will have a more official opening in September where they will have an opportunity to recognize all the hard work completed to make this happen. He noted that it was a series of small stems that made this happen, especially by the Daycare Society.
- vi. Community Recreation Center – Administration noted that the contract has been awarded and they are awaiting a construction schedule. He highlighted that construction will be phased. He noted that they are also waiting for the engagement schedule from the architect, and are looking at the week of the 20th of July. He noted that it will be an in-person consultation, and meetings will be

arranged with specific user groups. He noted that the developer is taking this very seriously and they are seeing 100% understanding of what they are trying to accomplish. Cr. McArthur noted that the grass near the Daycamp could be mowed as the grass is very tall. Administration noted that they will address this and that one of the Towns mower was not in service. Cr. Campbell noted that TDC has a few lawn mowers they could rent and support the local business.

- vii. Truth and Reconciliation Commission – Cr. Westwell noted that there was positive feedback on Facebook regarding this. He noted that he is unsure what next steps are regarding this.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. Administration noted that the department has been busy and the property tax notifications are out. He noted that they are preparing for the audit to commence in July and preparing the property tax sale list to bring to Council for review and approval so they can schedule the property tax sale of 2018 properties.

- a. Accounts Paid List – The Accounts Paid List from June 2020 was reviewed. Cr. McArthur inquired why there were forty cancelled cheques in a row. Cr. McArthur inquired why water bills cannot be emailed instead of mailed. Cr. Campbell noted that on the account paid list that the Town is purchasing items from South that they could purchase locally. He noted that Council always emphasizes shopping local but this showcases differently. He noted that they must start supporting the local economy. Cr. Cox referred to item 36506 and noted that she is pleased that the water fountain is being set up at the arena.
- b. Correspondence – The Correspondence from June 2020 was reviewed.
- c. License Report – The License Report from June 2020 was reviewed.

7. Bylaw/Policy Review and Development

- a. Bylaw 1008 Land Disposal NTHC – Administration noted that this is for transfer of a parcel of property to the Housing Corporation for the construction of housing. He noted that it previously received three readings, but when the document was used to facilitate the transfer, the Department of Lands Title had concern regarding the descriptor used. He noted that they had simply used Block E as descriptor which was taken off the plan, and they wish to use the descriptor from the transfer documents. He noted that they have repealed the previous Bylaw and have included description instead of terms of Block E.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Campbell

That the Bylaw be forwarded to Council for approval.

CARRIED UNANIMOUSLY

8. Administration

- a. Acting SAO – Administration noted that he will be away from the office Monday, Tuesday and Wednesday next week and will not be available. He added that Mr. Kaeser will be acting as SAO.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier

That Director Kaeser be appointed as acting SAO for period of July 13th, 14th 15th

CARRIED UNANIMOUSLY

- b. COVID-19 Update – Administration noted that there has been no significant change from the last meeting. He added that the GNWT is not extending the territorial state of emergency, but the public health emergency has stayed in place. He noted that from the Towns point of view this does not bring any change.

9. Other Business

Cr. Pischinger inquired if we had ever received timeline for work on the Water and Sewer project. Administration noted that they have received a schedule, and that they get one a few days before they start work. He noted that they have a schedule for the work happening at the intersection, and anticipate getting a schedule shortly for work happening next. He noted that he believes this will be along McDougal. He noted that he anticipates that it will be this way and a few weeks on each section, and this will continue into September. He noted that it will be more impactful on residents as they move into the downtown core. Cr. Pischinger noted that as SAO mentioned the impact of residents of Fort Smith, she inquired regarding Marin Drive being graded as it makes it easier for residents to use. Cr. Campbell inquired if they will have paving done this year as the paving plant is gone. Administration noted that paving will happen, but the plant is away conducting work elsewhere.

10. Excusing of Councillors

11. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on August 4th, 2020.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier

That the meeting be adjourned at 8:14 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING June 30, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
36397	Bank of Montreal	O Kydd - May Statement	\$ 2,035.48	
		Bell phone bill - \$2035.48		Multiple
36398	Cancelled			
36399	Cancelled			
36400	Cancelled			
36401	Bank of Montreal	K Morrison - March Statement		
		Contract guide - \$102.90	\$ 102.90	AD
36402	Bank of Montreal	P Kaeser - May Statement	\$ 2,459.46	Multiple
		Skid roller for sewer camera - \$882.46		
		CCOHS training for OSH members - \$245.00		
		Renew vehicle registration - \$1332.00		Multiple
36403	Cascade Publishing Ltd.	Posters/Newsletter	\$ 245.70	AD
36404	Paul Kaesers Stores	Work boots for staff/snacks	\$ 2,017.28	RCC
36405	Northwestel Inc.	Internet bills	\$ 379.22	PW/FD
36406	Fort Garry Fire Trucks Ltd.	New fire truck	\$ 360,664.92	FD
36407	Town of Fort Smith	Utility bills for April	\$ 1,825.00	Multiple
36408	Customer	Refund - spring clean up fee (took to landfill themselves)	\$ 40.00	AD
36409	Northwestern Air Lease Ltd.	Shipping - SCBA gear	\$ 100.17	PS
36410	Bank of Montreal	C White March and May statements	\$ 2,277.56	Multiple
		Foos balls - \$33.50		
		Mail drop for newsletter \$92.93		
		SDAB lunch - \$72.40		
		Wix.com - \$177.97		
		Callbridge - \$13.62		
		Callbridge - \$13.62		
		Callbridge - \$10.57		
		Zoom video services - \$20.00		
		Zoom video services - \$20.00		
		Callbridge - \$45.54		
		Pellican Restaurant gift cards - \$100.00		
		Berro's gift cards - \$100.00		
		Fitbit Ace 2 - \$1206.93		
		Fitbit Inspire HR - \$188.90		
		Franklin Planner for Mayor - \$88.65		
		Mail drop for newsletter \$92.93		
36411	Fort Smith Construction NT Ltd.	Snow removal/loader rental	\$ 7,457.31	PW
36412	Dewolf Artworks	Name tags for Mayor and Councillors	\$ 501.06	Legislative
36413	Globalstar Canada Satellite Co.	Sat phone bill - May	\$ 94.40	FD
36414	GNWT - Health & Social Services	May marrigae license fee	\$ 32.50	AD
36415	Mercury Sign Art & Design	Name plates for fire department	\$ 31.50	FD
36416	TDC Contracting Ltd.	Gas/heating oil/batteries	\$ 6,740.30	Multiple
36417	AECOM Cananda Limited	Professional fees	\$ 3,997.52	AD
36418	RDV Mechanical	Service tandem dump truck and sander	\$ 2,118.13	PW
36419	Customer	Refund - recreation centre fee due to closure	\$ 73.50	RCC
36420	David Nairne & Associates Ltd.	Community services master plan	\$ 3,358.10	AD
36421	Debbie's sewing	Coveralls	\$ 120.75	AMB
36422	Customer	Refund - recreation centre fee due to closure	\$ 112.00	RCC
36423	Westwell Industries	IT support services	\$ 5,538.75	AD
36424	Customer	Refund - recreation centre fee due to closure	\$ 110.50	RCC
36425	Bank of Montreal	C White April statment	\$ 2,702.42	Multiple
		Unisex deck shorts - \$486.32		
		Callbridge - \$368.83		
		Swimsuites and rash guards - \$423.78		
		Callbridge - \$46.04		
		Crocs sandles for lifeguards - \$566.88		
		Survey Monkey renewal - \$378.00		
		Callbridge - \$339.64		

	Mail drop for newsletter \$92.93		
36426 Cancelled	April/May/June premiuma [R]		
36427 Cancelled			
36428 Cancelled			
36429 Cancelled			
36430 Cancelled			
36431 NEBS Pension Fund	April/May/June premiuma [R]	\$ 116,678.56	AD
36432 NEBS Group Insurance Fund	April/May/June premiuma [R]	\$ 38,822.72	AD
36433 Customer	Refund 2019 property tax payment (Senior)	\$ 3,592.40	AD
36434 Customer	Refund 2019 property tax payment (Senior)	\$ 2,261.42	AD
36435 Customer	Refund 2019 property tax payment (Senior)	\$ 2,799.19	AD
36436 TDC Contracting Ltd.	Battery/gas/heating oil/fabricate hose	\$ 14,714.16	Multiple
36437 Customer	Refund meter deposit	\$ 125.00	AD
36438 Customer	Refund spring clean up fee (did not get items to curb)	\$ 40.00	AD
36439 Customer	Refund meter deposit	\$ 350.00	AD
36440 Cancelled			
36441 NEBS Group Insurance Fund	July premiums [R]	\$ 13,216.51	AD
36442 NEBS Group Insurance Fund	Interest	\$ 269.85	AD
36443 Globalstar Canada Satellite Co.	Sat phone bill - May	\$ 99.74	AMB
36444 Cancelled			
36445 Cancelled			
36446 Cancelled			
36447 Cancelled			
36448 Cancelled			
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36451 Cancelled			
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36480 Cancelled			
36481 Cancelled			
36482 Cancelled			
36483 Cancelled			
36484 Cancelled			
36485 MSS Ltd.	Medical supplies	\$ 438.84	AMB
36486 GNWT	Heat provided to PWK April 2019 - March 2020	\$ 97,252.17	RCC
36487 Investors Group	June contributions [R]	\$ 200.00	AD
36488 Paul Kaesers Stores	Materials and supplies	\$ 510.68	Multiple

36489	Lou's Small Engines	Chains for chainsaw	\$	353.98	PS
36490	Link Hardware	Materials and supplies	\$	103.91	Multiple
36491	Fort Garry Fire Trucks Ltd.	Fire truck nozzle package	\$	7,817.25	FD
36492	NWT Fire Chiefs Association	Membership fees	\$	500.00	PS
36493	Wally's Drugs	Materials and supplies	\$	177.85	RCC
36494	Town of Fort Smith	June payroll deductions [R]	\$	964.74	AD
36495	Xerox	Copier usage	\$	751.44	AD
36496	Receiver General	Payroll deductions June 5 [R]	\$	48,410.06	AD
36497	Receiver General	Payroll deductions June 19 [R]	\$	42,594.13	AD
36498	PSAC	June union dues	\$	3,927.83	AD
36499	Northern News Service	Logo campaign Christmas 2019	\$	89.25	Public Relations
36500	Thyssenkrupp Elevator	Elevator maintenance	\$	1,284.54	RCC
36501	GNWT - Taxation Division	June payroll deductions [R]	\$	6,030.30	AD
36502	Rocky Mountain Phoenix	SCBA bottles	\$	12,912.90	FD
36503	Northern Stores Inc.	Gift card	\$	100.00	RCC
36504	NEBS Pension Fund	July premiums/ interest [R]	\$	40,063.54	AD
36505	Employee	Reimbursement for drivers medical fee	\$	100.00	PW
36506	CAB Construction Ltd.	Sauna repairs/intall lexan divider/fountain	\$	10,773.00	Multiple
36507	Fort Smith Construction NT Ltd.	Repair tire	\$	241.50	PW
36508	DB Perks & Associates Ltd.	Dolphin seats	\$	643.24	RCC
36509	Globalstar Canada Satellite Co.	Sat phon bill - June	\$	94.40	FD
36510	Outcrop Communications Ltd.	Computer services	\$	1,050.00	AD
36511	Helena Katz	May newsletter	\$	382.50	Public Relations
36512	TOFS Employees Association	June staff contributions	\$	268.00	AD
36513	Arctic Alarm/Diamondtel	Alarm monitoring	\$	59.80	RCC
36514	Archtech Computer Inc.	Computer back up service	\$	961.38	AD
36515	McLennan Ross	Legal fees	\$	2,557.28	AD
36516	Fields	Materials and supplies	\$	299.52	RCC
36517	Idexx Laboratories Canada LP	Sampling soultions	\$	285.31	WTP
36518	Hay River Heavy Truck	Oxygen cylinders	\$	289.80	AMB
36519	Mainroad Maintenance Products Ltd.	EZ street road repair	\$	2,303.70	PW
36520	Cleanflow Utility Supply Company	Parts for water plant	\$	3,876.32	WTP
36521	Levitt Safety Yellowknife	Fit test adapter	\$	400.47	PS
36522	Patric Carroll	Purchase two books	\$	34.00	Library
36523	Big Hoof Creations	Patches for jackets	\$	353.00	PW
36524	Customer	Refund spring clean up fee (took to landfill site himself)	\$	40.00	AD
36525	MSS Ltd.	Medical supplies	\$	509.77	AMB
	Payroll	Pay period June 5, 2020	\$	104,389.81	
	Payroll	Pay period June 19, 2020	\$	100,925.40	
		Total		\$ 1,093,427.59	















Town of Fort Smith Community Services Committee

Tuesday, July 14, 2020 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – June 2020 Statistics
 - b. Mary Kaeser Library– June 2020 Statistics
6. Economic Development
 - a. Economic Development Report – July 2020 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes June 9, 2020
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
 - i. TTAB Minutes June 18, 2020
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – Permitted Track Usage
 - b. Community Services Master Plan
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Vision and Values	 Community Services Minutes June 9
 Community Services Master Plan	 Economic Development Plan
 Recreation Statistics June	 Library Statistics June
 Economic Development Report	
 RAB Minutes June 9	
 TTAB Minutes June 18	
 BN - Permitted Track Usage	 Community Services Master Plan Final Dr



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

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

1. Call to Order
Cr. McArthur called the meeting to order at 7:01 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. Westwell
Seconded by: Cr. Beaulieu
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of June 9th, 2020, were reviewed and adopted at the Council meeting of June 16th, 2020. Cr. Couvrette noted that in the minutes of the June 9th meeting he made a reference asking about sending a letter to the Minister of MACA regarding ALGAP funding. He inquired if they had heard anything back from MACA on this. Administration noted that a response will be provided regarding this. Cr. Couvrette noted that under 9-Administration they approved the acceptance of a Briefing Note regarding a path forward with the TRC resolutions action plan. He noted that he wants to assure this stays an important part of their agenda. He noted that he would like to see this back on the agenda soon.
 - c. Vision and Values – The Vision and Values were reviewed.
 - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
 - e. Economic Development Plan – The Economic Development Plan was reviewed. Cr. Couvrette noted that they are approaching the mid-point of the plan, and it falls to them to consider a mid-term review to see their progress on the priorities and refocus them.
5. Directors Report

The Director provided a report on the operations of the Community Services Department. The Director of Community Services noted that their book delivery program is going well and they have begun allowing some computer usage. He noted that most are using it for printing and faxing. He added that story time online continues to increase. He noted that STEM kits were distributed to families. He noted that the online recreation program is ongoing as well, and walking challenge is well received. The Director of Community Services noted that the afterschool program had 107 attendance total in June and this has now transitioned

to the day camp program. The Director of Community Services noted that the daycare started yesterday, and that there are currently two children registered. He added that there are a few people on the waiting list that are waiting for their children to meet the age limit. He added that part of it is due to COVID and anticipates a change to this as more people return to work. The Director of Community Services noted that Canada Day went well, and posters and letters have been circulated for public consultations regarding the CRC renovations.

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

6. Economic Development

- a. Economic Development Report – The July 2020 statistics report was reviewed.

7. Advisory Boards

- a. Recreation Advisory Board
 - i. RAB Minutes June 9th, 2020 – The RAB minutes were reviewed.
RECOMMENDATION
Moved by: D/M Smith
Seconded by: Cr. Couvrette
That RAB and ABC be amalgamated into the new Community Services Advisory Board
CARRIED UNANIMOUSLY

b. Advisory Board on Culture

c. Tourism and Trade Advisory Board

- i. TTAB Minutes June 18, 2020 – The TTAB minutes were reviewed. Cr. Couvrette reviewed the TTAB minutes and items discussed. He added that last week there was announcement on CBC, Cabin Radio and other outlets regarding internet connectivity to homes in Yellowknife through Northwestel. He noted that as a community we should be approaching Northwestel to ask when Fort Smith will receive the same level of service. He noted that theoretically they said they are going by community, and that they should ask when they may receive the new and improved service in Fort Smith.

8. Bylaw/Policy Review and Development

9. Administration

- a. Briefing Note Permitted Track Usage – The briefing note was reviewed. The Director of Community Services noted that they received the information from the manufacturer fairly easily. He noted that there were no recommendations from them to keep strollers off the surface, and that this may have come across to be the case when setting the track. He noted that signage will be corrected to reflect this.
- b. Community Services Master Plan – The Community Services Master Plan was reviewed. Cr. Couvrette noted that in the meeting with the consultant they he voiced his desire to see additional information or suggested resources regarding how the community could mitigate the at risk youth, and if that is somehow going to be incorporated into the action plan moving forward. The Director of Community Services noted that some wording was changed to address at risk youth, but they changed it to vulnerable groups to encompass a wider cross section of people. Cr. Couvrette noted that when he was

reading through the document he did not notice the vulnerable wording, but that this is one way. He noted that the consultant had indicated that they had done research regarding at-risk and vulnerable youth and had indicated that some of those resources would be provided as part of the final package. He noted that he wants to ensure that this is followed up on as it would be beneficial to have this information moving forward.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That the Town of Fort Smith Community Services Master Plan be accepted as presented.

CARRIED UNANIMOUSLY

10. Other Business

11. Excusing of Councilors

Mayor Napier noted that we received email from Cr. Campbell that he was not able to attend, but he did not give a reason.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That Cr. Cox and Cr. Campbell be excused from the Community Services Standing Committee Meeting on July 14th, 2020.

CARRIED UNANIMOUSLY

12. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 11th, 2020.

13. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That the meeting be adjourned at 7:25 p.m.

CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

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

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. 2020 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire Department – June 2020 Statistics and Training Report
 - b. Ambulance Department – June 2020 Statistics
 - c. Bylaw Department – June 2020 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - i. COVID-19 Update
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Vision and Values	 Municipal Services Minutes June 9	
 Fire Statistics June	 Ambulance Statistics June	 Bylaw Statistics June



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

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

1. Call to Order

Cr. Westwell called the meeting to order at 7:26 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. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of June 9th, 2020, were reviewed and adopted at the Council meeting of June 16th, 2020.

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

d. 2020 Capital Plan – The Capital Plan was reviewed. Administration noted that there was a request for detailed summary of the Water and Sewer project that he is unable to provide. He noted that he can comment regarding day to day operations and noted that the project is going smoother and quicker this year. He noted that they have completed phase two of the dig which was Portage and McDougal. He noted that they are in the process of getting final topping in this and then when they remove the barricades they will be moving to the intersection of Breynat and McDougal. He noted that the barricades at Portage and McDougal will come down before those at Breynat and McDougal are set up. Administration noted that they have had difficulty receiving long term timelines, but short term timelines have been provided and have proved correct. Administration noted that the fire abatement tender is now out and it closes Friday at 3:00 p.m. He noted that they had a viewing and had interested parties at the mandatory site viewing. Administration noted that fleet purchasing is moving along well, and that they are finalizing tender documents for a part of the fleet. D/M Smith thanked the done by Town staff to minimize the effects of the Water and Sewer project on local businesses. He noted that he hopes the Town can do similar things for the future. He noted that he looks forward to the project being complete and that he hopes the paving plant will return. Cr. McArthur inquired if the contractors for the Water and Sewer project will be digging all the way down the street to Breynat, and then from Breynat to the river bank. Administration noted that they will be digging on McDougal from Portage to Breynat, and also from Rupert Street down Breynat to

McDougal. He noted that phase three of the dig is the work on the intersection. Cr. McArthur thanked Don Mclean and their work crew for mowing the Day Camp yard at the CRC, and that they were there Wednesday morning at 8:30 to do it. Cr. Couvrette inquired as a follow up to his email question, and inquired if the roads will be paved this year once the various work is completed. He inquired if there is any indication of this at this time. Administration noted that he does not have information regarding this and the question will be conveyed to Mr. Morrison. Cr. Westwell noted that the plant has a summer worth of work to do that is closer to actually having its need for pavement put down. He noted that last year it arrived later than now, and a lot of paving is done late season. Cr. McArthur noted that he heard from individuals at the yard where paving plan was, and noted that a smaller version of the plant will return. D/M Smith inquired if the Town or the Contractor has the ability to put down water at construction area if there is concern regarding dust. Administration noted that the contractor has been laying water down and has hired Fort Smith Construction.

5. Directors Report

The Director provided a report on the operations of the Municipal Services Department. Administration noted that mowers are functioning again and they are catching up on mowing. He noted that the flushing program is now complete for Public Works department and added that there were not many issues sewer mains this year. Administration noted that due to high water levels in the river they are experiencing high turbidity. He informed that the water works supervisor stated that the turbidity was 13,000 NTU's. He noted that typical NTU's for this time of year is around 300 or 400. He noted that crews have been busy trying to maintain equipment, and have used up more chemicals that separate the dirt from the water. Administration noted that they have created a road down the hill. He noted that this is an emergency road for an emergency pump, and has been on the radar. D/M Smith noted that Bennet Dam has done some controlled releases of water, and they will be doing more. He noted that they may wish to remove advertisement on Fort Smith Staycation posters as he is unsure how accessibly the river will be to recreational users anytime soon. Cr. McArthur inquired if there will be any filling of cracks this year now that the flushing is complete. Administration noted that this is on their radar and will be opening it up with crews again. Cr. McArthur noted that since there has been rain it makes it easy for the grader to work. Administration noted that Marine Drive was graded today and other gravel roads will be as well if they have not been as yet. Cr. Pischinger inquired if Marine Drive is like a washboard, and maybe it could be touched up.

6. Protective Services Report

- a. Fire Department – The June 2020 statistics and training report was reviewed. Cr. Westwell noted that he was notified by a community member that a dog concern was addressed. Administration noted that they had address an outstanding dog issue that has affected the community.
- b. Ambulance Department – The June 2020 statistics report was reviewed.
- c. Bylaw Department – The June 2020 statistics report was reviewed.

7. Advisory Boards

- a. Sustainable Development Advisory Board

8. Bylaw/Policy Review and Development

9. Administration

- a. COVID-19 Update – Administration noted that he has nothing additional to add, and noted that he is happy that the community has been emerging wisely as per the regulations.

10. Other Business

11. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Beaulieu

That Cr. Cox and Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on July 14th, 2020.

CARRIED UNANIMOUSLY

12. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 11th, 2020.

13. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Mayor Napier

That the meeting be adjourned at 7:49 p.m.

CARRIED UNANIMOUSLY