



Town of Fort Smith Corporate Services Committee

Tuesday, July 2, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. Clayton Burke
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 June 2019
 - b. Correspondence June 2019
 - c. License Report June 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
<p style="text-align: center;"> Statement of Disclosure of Interest</p> <p style="text-align: center;">   Corporate Services Minutes June 4, 2019 Vision and Values Strategic Plan</p>
<p style="text-align: center;"> Council Priorities</p>
<p style="text-align: center;">   Accounts Paid List June 2019 Correspondence June 2019 License Report June 2019</p>



Town of Fort Smith
Corporate Services Committee
Tuesday, July 2nd, 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; Obrian Kydd, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Clayton Burke, Patti Haaima, Mike Bourke

1. Call to Order

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

2. Delegation

- a. Clayton Burke Property Tax Assessment – Clayton Burke came before Council to discuss his property tax assessment for his property 60 Portage Avenue. He felt that it was important to discuss this situation his family is in as a result of a BDIC loan foreclosure due to the closure of their business Taiga Tours. He noted that he would leave a package for photocopying for all members of Council. Mr. Burke advised that he has lived in the Fort Smith since 1973 in which he married and had children.

He advised that nine-years ago he was diagnosed with cancer and when the former MLA heard about his situation, the GNWT called his loan. He indicated that he was making regular loan payments and received a letter from BDIC signed by the Premier. Mr. Burke advised that he had requested the former Mayor at the time to intervene and speak to the Premier in sympathy for a small business. He indicated that as a result the loan was called rather than negotiating or discussing how to maintain his business and BDIC took the situation to court. He suggested that the Town wouldn't like to see small business shutdown or leave the community. He noted that the situation caught him by surprise and that he didn't have enough funds due to cancer clinic visits during court. Mr. Burke advised that the Town's lawyer McLellan Ross had sent his wife a letter regarding property taxes and suggested that it may be a tactic as his name was not included and the business was owned 50/50. He noted that the former Mayor wouldn't get involved in the situation. As a result, Mr. Burke advised that the Premier and BDIC insisted they move from their home he built from the local sawmill.

Mr. Burke directed a question to the Director of Corporate Services and asked if he had received a document from the Supreme Court. D/M Smith advised that the delegation does not ask questions of Administration and that questions be submitted in writing to be answered in a meaningful way. Mr. Burke advised that the Supreme Court has a mandate to let Council or other entities know details laid out in the document. He indicated that he had never received a copy and had difficulty acquiring the document from BDIC. He noted that a summary of the document includes actions that were filed against properties.

Mr. Burke advised that he received \$90,000 from the NWT Housing Authority to upgrade his home on Portage Avenue and that he contributed \$10,000 to the upgrades for a total upgrade of \$100,000. He added that he turned sixty-five in 2007 and understood that taxes do not apply to someone sixty-five or older although the Town was sending bills. He noted that the funds he received from the NWT Housing Authority were received through a legal mortgage to his property and that they had advised that all requirements were cleared by the GNWT and through consultations with the municipality.

Mr. Burke advised that there were tax funds owing to the Town from the Supreme Court of the NWT as a result of foreclosure of a loan to 892622 NWT Ltd and if the GNWT was to proceed with seizure they should look to pay the Town the outstanding taxes. He advised that the first payout of the property is where the money should have come from.

Mr. Burke advised that on July 28th, 2010, the Court reported that they had paid the Town the outstanding property taxes of \$42,969.46. He noted that on August 13th, 2010 they reported to have paid the Town \$13,755.54 and on December 5th, 2011 they paid \$4,071.79 for a total amount of taxes paid by the Supreme Court of the NWT was \$61,496.79. Mr. Burke added that the mortgage with the NWT Housing Authority was completed at their Hay River office and that they were cognizant of the details with the Town. Mr. Burke indicated that he later found out that a letter was sent to the NWT Housing Corporation in property tax arrears plus collection costs of \$28,551.17 and noted that as per the mortgage arrangement property taxes are to be paid by the mortgage holder. As a result, he had received a letter from the NWT Housing Authority that the Town could offer the property for sale by public auction. Mr. Burke advised that he was caught by surprise, was told that everything was taken care of properly and is still undergoing cancer treatment.

Mr. Burke requested that the Town write a letter to the NWT Housing Authority and that he receives a copy. He added that if there are any questions or concerns to contact him and that he would appreciate any help that could be offered.

D/M Smith thanked Mr. Burke for his delegations and indicated that Councillors have received much feedback about the letters sent from McLellan Ross. He noted that everyone in the community with tax arrears received a letter. Mr. Burke requested confidentiality of his documents and advised that he would be open to meeting again.

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: Cr. Couvrette

Seconded by: Cr. Campbell

That the agenda be adopted as amended to include discussion on the Land Act Review and the proposed rescheduling of the Regular Meeting of Council for July.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of June 4th, 2019, were reviewed and adopted at the Council meeting of June 18th, 2019. Cr. Cox asked what steps need to be taken to ensure that Town representatives are chosen through an election process for 2021. D/M Smith advised that it was previously discussed that it needed to be determined what substantial changes would be required to the Education Act regulations and is unsure if there is an update. Administration will perform further research but is confident that the Education Act doesn't define how the Town selects its delegates. He added that switching to this process is included in the Strategic Plan.
- c. Vision and Values– The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Cox asked if a date has been determined to further prioritize one to two-year goals in the Strategic Plan. D/M Smith noted that one goal in the plan was to host a Joint Advisory Board meeting which has been accomplished.

Cr. Westwell noted that one of the goals include lobbying the GNWT to replace Breynat Hall and replace/upgrade student housing, and noted that Premier McLeod has been recorded in the media to state that there would be upgrades made to college housing in Yellowknife and Fort Smith although noted that the current government's mandate would be complete in August and due for election.

Administration suggested Council priorities be added as a new business agenda item or alternatively, a workshop or a series of lunch meetings to advance Council's governance role. D/M Smith noted the difficulty in scheduling during the summer and suggested it be planned as an agenda item for a future meeting. Cr. Cox agreed and requested it be added to the next Corporate Services meeting. She suggested if further discussion is required, a lunch meeting be scheduled to finish.

D/M Smith advised of the potential meeting with the Mikisew Cree First Nation regarding the Garden River Road south. Mayor Napier-Buckley advised that the Town is requesting the meeting to be held on July 18th and that she is working with the Executive Secretary and EDO to confirm the date. Administration advised that the Regional Municipality of Wood Buffalo was in the community to meet with the Department of Transportation and Cr. Pischinger suggested they come to the Town to meet. He noted that they had a great conversation and talked about the road south. They advised that they would be back in the community on July 17th for Treaty Land Entitlement Days and for meetings on the 18th. He noted that the intent was to invite the Mikisew Cree First Nation on July 17th to participate in Treaty Land Entitlement Days and to have a joint meeting on the 18th with Regional Municipality of Wood Buffalo. He advised that they are looking at a number of initiatives including free pool passes, a business appreciation dinner, and potentially a NWAL flight overseeing the Garden River route.

Cr. Couvrette requested a briefing note from Administration on the past history of the Garden River Road, including what roadblocks occurred from previous attempts in implementing the road. D/M Smith replied that the road passed environmental assessment, was approved by the Federal Government and then the Town ran into an issue with duty to consult which led to a precedent setting Federal court-case which is now used in every national park in the country. He agreed that it would be nice to have more detailed information on the current and past status and obstacles that occurred. Cr. Couvrette also requested the budget amounts for the road from fifteen to twenty years ago. He noted that it was approximately \$20 million to develop a winter road.

5. Governance

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

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. Administration advised that the current Director of Corporate Services, Jim Hood, would be retiring and that his replacement has been hired for training. Administration introduced Obrian Kydd, the new Director of Corporate Services. Mr. Kydd thanked Mayor and Council and advised that he was happy to be in Fort Smith. He advised that he is well-versed in municipal content and procedures and would be an excellent asset.

Administration advised the Town has met with SRFN to further their tax arrears file and is in the process of reconciling the numbers. He noted that they contest who should pay arrears and suggested the Federal Government be lobbied. Administration will continue to monitor the file.

The Director of Corporate Services welcomed Mr. Kydd and advised that he looks forward to working with him until his departure. He is confident he will do well in the position.

The Director advised that the department continues to work diligently on property tax and utility bill collections. In effort to collect outstanding utility bills, disconnection notices were issued. He noted that a strong response was received and only a few residents were disconnected.

The Director advised that property tax collections continues to be handled by legal counsel and the letters sent out gave property owners give until July 10th to either pay their property tax arrears or enter into a payment arrangement. He added that the minimum sale price will have to be set on properties which must be at least 50% assessed value or where any property taxes exceed 50%, the tax arrears amount must be the minimum sale price.

The Director thanked Mayor and Council for the opportunities that have been afforded him over the past sixteen years and that he looks forward to retirement. D/M Smith thanked Mr. Hood for his contribution to the Town.

Cr. McArthur advised that it was noted at the last meeting that when tax notices were distributed through legal counsel, approximately forty-five accounts were paid. He asked how many more accounts have been paid since and if a resident can pay before the auction. The Director replied that he is unsure of the exact amount of accounts that have been paid but indicated that least three more payment agreements made since the June Corporate Services meeting. The Director advised that that property owners have thirty-days after the auction to pay the property taxes and reclaim their property. He added that in order to proceed with the auction the Town must have auction price which information the Town wouldn't have until the August meeting, followed by being published in the Territorial Gazette, and then a forty-five-day waiting period. He anticipates the auction to be held in October.

Cr. Westwell requested an update of the property tax arrears list prior to July 10th and he requested it be circulated to Council.

- a. Accounts Paid List – The Accounts Paid List from June 2019 was reviewed.
- b. Correspondence – The Correspondence from June 2019 was reviewed.
- c. License Report – The License Report from June 2019 was reviewed.

7. Administration

- a. Lands Act Review – Administration advised that the information came late for getting information into the package. He advised that there are several lots the Town would like to acquire from the GNWT and that a briefing note would be brought forward to the Municipal Services meeting with information regarding the issue.

Administration advised that Cr. Cox had sent an email regarding two acts governing Commissioner's land that the GNWT is consolidating into one Public Lands Act which includes multiple regulations including how they are administered. He noted that the deadline for submissions is July 5th.

Administration advised that the Town has been having issues dealing with the Department of Lands, including the administration of lands, accessing lands, and the ability to address landslides, municipal boundary expansion issues and the ability to govern and manage within the community. Administration has connected with Senior Administrative Officers from other tax-based communities, including Inuvik, Yellowknife and Hay River, and was advised that they are having the same issues. He added that Yellowknife's intent was to bring forth a resolution to the next NWTAC meeting however this would be after the deadline to provide feedback to the Committee on Economic Development and Environment whom is handling the Public Lands Act. He added that all communities he connected with are having issues with how public lands are being administered within municipal boundaries. Administration advised that all tax-based communities agree that Commissioner's land within municipal boundaries should be transferred to the municipality to promote economic development, to plan and develop with certainty and to excerpt the governance within municipal boundaries that is given with the Community Planning and Development Act.

Administration advised that the intent was that each community would write separate letters with the common theme to transfer Commissioner's land within municipal boundaries to the municipalities or to address a list of issues that requiring fixing in the acts. He is requesting Council's agreement for the Mayor to send a letter requesting the GNWT transfer of all Commissioner's land to the municipality unless they are in contest for claims or under lease.

He noted another issue municipalities have been dealing with, specifically Hay River in expanding, is the GNWT's arbitrary Lease Only Policy in which resistance and zero movement has happened. He noted that the GNWT seems to not be regulating the Community Planning Act. He added that there has also been issues with property taxes on Crown leases and determining the ownership of roads for transferring of land. Other issues are that the Town does not have ownership over the Landfill or Sewage Lagoon land and has seen great resistance to transfer those properties. He noted that the resistance to transfer these lands impacts the Town's ability to plan, govern and to plan for economic development initiatives.

Cr. Westwell asked how this would affect the Metis Land Claims. D/M Smith added that the Metis Land Claims have been ongoing for years. Administration replied that the letter would be written to reflect that the Towns acknowledge the Metis Land Claims and are not looking to interfere with the process or other leases and indicated that the Town of Hay River also acknowledges this. He indicated that the Town is requesting that all other Commissioner's land be transferred to the Town's ownership. Administration advised that there is another block of land that was identified by the Town for future expansion that the Metis has also expressed interest in and that the extension timeline has expired. He noted that the timeline has been extended twice before and that they are assuming the Town is willing to extend the timeline again. He suggested that the GNWT should request the extension rather than assuming the Town is willing to extend again. Cr. Westwell suggested requesting a delegation regarding the timeline extension and noted that the Town has been waiting approximately a decade.

Cr. Couvrette asked if the request to transfer Commissioner's land would include park land as there is a large park within municipal boundaries. D/M Smith thinks this would be addressed under the Territorial Parks Act. Administration advised that the campground would have a claim on the land, and it would not be transferred.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Mayor Napier-Buckley write a letter to the GNWT Standing Committee on Economic Development and Environment for the review of the Public Lands Act on issues regarding the transfer of Commissioner's land within Municipal Boundaries.

CARRIED UNANIMOUSLY

Administration advised that in acquiring the Commissioner's land, the Town would assume the costs for the landslide area and fire abatement, and suggested there be financial compensation for receiving the lands. Cr. Couvrette suggested that the cost associated in acquisition and that funding for maintenance be provided be included in the letter. D/M Smith replied that the GNWT has always said that there is no funding for fire abatement.

- b. Rescheduling of July 16th Regular Meeting of Council – Administration advised that Collective Bargaining would be happening July 16th to 18th and requested that the Regular Meeting of Council be postponed to July 23rd.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That the Regular Meeting of Council be rescheduled from July 16th to July 23rd.

CARRIED UNANIMOUSLY

Cr. Couvrette brought to Council's attention an article on Cabin Radio of a comment made by the Associate Deputy Minister of ECE, Dr. Tom Weegar, that one of their current priorities is to push forward the mine reclamation program. He added that in his article he made reference to hundred of jobs that would be made available as a result of this. Cr. Couvrette suggested developing a strategy to have the program brought to Fort Smith and advised that he would bring forward a motion to the next meeting of Council regarding retaining college programs in Fort Smith and attracting additional programs prior to being assigned to Yellowknife. Cr. Westwell replied that mine programs were previously brought to Fort Smith but relocated to Yellowknife. He added that the Thebacha Campus has a remedial clean-up program.

Cr. Cox commended community volunteers that made Canada Day a success and specifically commended the parade marshal Murray Scott and fish fry chefs Junior Pischinger and Richard and Barb Mercredi. She noted that their involvement was much appreciated. Cr. Cox had concerns about the toys sold at the Arena during the Canada Day celebration and the amount of littering as a result. She noted that there was an alarming amount of litter in the lobby, front door and on people's vehicles. She noted that staff did their best at cleaning the mess and that she doesn't endorse the sale of items that cause more work for staff. She would like something done about this for future events.

Mayor Napier-Buckley indicated that a recommendation to appoint an Acting Mayor while she is away on leave for July 19th to 31st.

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on August 6th, 2019.

D/M Smith requested that Council Priorities be added to the next Corporate Services Standing Committee meeting agenda under new business.

D/M Smith and Cr. Cox advised that they would be away for the July 23rd Council meeting for vacation.

Cr. McArthur advised that he would be away for the Community and Municipal Services Standing Committee meetings on July 9th for medical.

Cr. Beaulieu advised that she would be away for the Community and Municipal Services meeting on July 9th for work requirements.

9. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:25 pm.

CARRIED UNANIMOUSLY



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35100	Aurora College	Training	\$ 200.00	AD
35101	Cimco Refrigeration	Building Maintenance	\$ 8,603.40	RCC
35102	Paul Keaser's Stores	Supplies	\$ 165.83	Multiple
35103	Wally's Drugs	Supplies	\$ 318.28	Multiple
35104	Yellowknife Book Cellar	Books	\$ 24.11	RCC
35105	Globalstar	Sat Phone Bill	\$ 94.40	PS
35106	TDC Contracting	Heating Oil	\$ 5,273.63	Multiple
35107	Outcrop Communications	Webhosting and Maintenance	\$ 1,050.00	AD
35108	Wesclean Northern Sales	Supplies	\$ 1,813.16	Multiple
35109	Pitney Works	Postage Meter	\$ 1,500.00	WTP/AD
35110	506830 NWT Chase's Pit Stop	Gas	\$ 441.59	PS
35111	RDV Mechanical	Repairs	\$ 726.99	PS
35112	Office Solutions	Supplies	\$ 237.38	AD
35113	IDEXX Laboratories	Materials	\$ 421.76	WTP
35114	Hay River Truck Sales	Materials	\$ 130.52	PS
35115	David Nairne & Associates	Consultant Fees	\$ 2,089.28	AD
35116	Awards Unlimited	Plaques	\$ 2,024.40	PS
35117	Bank of Montreal	Keith's Statement	\$ 464.28	
		BLR Committee Lunch May 6/19	\$34.60	Council
		SDAB Lunch May 9/19	\$60.85	Council
		TTAB Lunch May 16/19	\$62.95	Council
		Cynthia's Statement		
		Mail Drop	\$87.82	RCC
		Brochure Mail Outs	\$157.21	RCC
		RAB Lunch May 23/19	\$60.85	Council
35118	Cascade Publishing	Poster	\$ 18.90	Council
35119	Grimshaw Trucking	Freight	\$ 212.75	FAC
35120	Paul Kaeser's Stores	Supplies	\$ 98.99	Multiple
35121	NWT Power Corp	Power Bill	\$ 37,028.72	Multiple
35122	Fire Prevention Services	Inspection and Maintenance	\$ 3,193.96	RCC
35123	Global Star Canada Satellite	Sat Phone Bill	\$ 63.17	PS
35124	Mercury Sign Art	Name Plates and Signs	\$ 2,431.80	Multiple
35125	TDC Contracting	Gas	\$ 2,165.65	Multiple
35126	NU Mechanical	Repair Sewer Line	\$ 25,226.99	WTP
35127	RDV Mechanical	Repair	\$ 168.00	PW
35128	Arctech Computers	Tech Support	\$ 1,496.25	AD
35129	Office Solutions	Office Supplies	\$ 449.85	RCC
35130	Paul Kaeser's Stores	Supplies	\$ 4,753.52	RCC
35131	Link Hardware	Materials and Supplies	\$ 745.98	Multiple
35132	Lifesaving Society	Training	\$ 330.20	RCC
35133	Thyssenkrupp Elevator	Maintenance	\$ 1,253.20	RCC
35134	PWK High School	Annual Awards	\$ 25.00	Council
35135	Northwestern Air lease	Freight	\$ 66.33	WTP
35136	Bank of Montreal	Jim's Statement	\$ 59.72	
		Mail PT Notices	\$16.72	AD
		Vehicle Registration	\$43.00	PS
35137	Northern Insurance Program	Adjusted Insurance Premiums	\$ 2,060.00	AD
35138	BZT General Contracting	Inspection and Materials	\$ 4,730.04	RCC
35139	TDC Contracting	Heating	\$ 764.02	Multiple
35140	Chase's Pit Stop	Gas	\$ 168.00	PS
35141	Recipient	Grade 8 Highest Achievement Award	\$ 100.00	Council
35142	Link Hardware	Supplies	\$ 1,172.80	FAC
35143	Pitney Bowes	Office Supplies	\$ 695.05	AD
35144	Xerox Canada	Copier Lease and Usage	\$ 1,763.35	AD
35145	Receiver General	Payroll Remittance	\$ 44,370.08	AD

35146 TDC Contracting	Supplies	\$ 1,169.91	WTP
35147 Power Surge Technologies	Computers and Supplies	\$ 16,079.69	RCC
35148 Cam's Husqvarna Sales	Materials and Supplies	\$ 911.98	FAC
35149 Arctech Computers	License and Service	\$ 904.26	AD
35150 Office Solutions	Office Supplies	\$ 79.13	RCC
35151 Paul Kaeser's Stores	Relay for Life food donation	\$ 138.84	AD
35152 CANCELLED			
35153 CANCELLED			
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35166 CANCELLED			
35167 Paul Kaeser's Stores	Staff BBQ, coffee and cleaning supplies	\$ 1,301.85	Multiple
35168 Link Hardware	Supplies	\$ 281.39	PW
35169 Northern Stores	Frames and ASCP supplies	\$ 147.41	AD/RCC
35170 NEBS Pension	June billing (R)	\$ 37,172.12	
35171 Terry's Carpentry	June Ambulance bay lease	\$ 2,520.00	AMB
35172 BZT General Contracting	Fix lights in chemical room	\$ 962.91	WTP
35173 TDC Contracting	Supplies, diesel and repair garbage truck	\$ 3,507.38	Multiple
35174 NEBS Group Insurance	June billing (R)	\$ 12,566.64	
35175 Relay for Life	Auction credit card transactions	\$ 1,910.00	AD
35176 Infosat	Sat Phone Bill	\$ 169.22	FD
35177 RDV Mechanical	Gravel and dump truck repairs	\$ 1,087.28	PW
35178 Westech Fire & Safety	Responder coveralls	\$ 3,274.43	AMB
35179 Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$ 189.00	AMB
35180 Aurora Ford	Truck Canopy for Protective Services truck	\$ 4,152.75	PS
35181 Guillevin International Co.	Replacement fire helmets	\$ 17,869.69	FD
35182 CIMCO Refrigeration	Pressure relief valves	\$ 734.78	FM
35183 GNWT	Annual land leases	\$ 2,669.37	AD
35184 Link Hardware	Rainbow crosswalk paint	\$ 2,500.72	PW
35185 Northwestel	Internet and phone bills	\$ 5,175.41	Multiple
35186 Territorial Beverages Ltd.	Beverages for vending machine	\$ 567.08	RCC
35187 Town of Fort Smith	June water bills	\$ 1,556.29	Multiple
35188 Freund Building Supplies	Materials and Supplies	\$ 2,225.85	Multiple
35189 Northwestern Air lease	Freight	\$ 128.03	RCC/AMB
35190 Stokes International	Dress uniforms	\$ 1,217.53	FD/AMB
35191 NTHSSA - Fort Smith Region	Medical fee for employee	\$ 50.00	RCC
35192 Dewolf Artworks	Visitor Information uniforms	\$ 612.11	RCC
35193 TDC Contracting	Gas/Supplies/Repairs	\$ 1,639.12	Multiple
35194 Aurora TPI Travel	Fire chief training conference	\$ 2,512.52	FD
35195 Wesclean Northern Sales Ltd.	Janitorial supplies/courier fees	\$ 500.33	RCC
35196 Fields	Materials and Supplies	\$ 90.49	Library
35197 Debbie's Sewing	Last of uniform alterations	\$ 131.25	FD/AMB
35198 Hub Fire Engines & Equipment Ltd.	Replacement siren for rescue vehicle	\$ 614.53	FD
35199 Fort Smith Metis Council	Donation - National Indigenous People's Day	\$ 500.00	AD
35200 Pelican Rapids Inn	Displaced resident accommodation	\$ 175.35	AD
35201 AECOM Canada Limited	Engineering services	\$ 35,821.74	AD
35202 Canada Municipal Jobs Inc.	Director of Corporate Services ad	\$ 441.00	AD
35203 Employee	Refund - pants for work (Visitor Information Centre)	\$ 54.60	RCC
35204 Employee	Refund - pants for work (Visitor Information Centre)	\$ 54.60	RCC
EFT Caterpillar	Lease - February	\$ 3,281.79	PW
EFT Caterpillar	Lease - March	\$ 3,281.79	PW
EFT Caterpillar	Lease - April	\$ 3,281.79	PW
EFT Caterpillar	Lease - May	\$ 3,281.79	PW

35205 Seton	Safety supplies	\$ 206.17	RCC
35206 Grimshaw Trucking	Freight	\$ 161.28	FD
35207 Investors Group	June contributions	\$ 200.00	
35208 Paul Kaeser's Stores	Materials and Supplies	\$ 559.10	Multiple
35209 Town of Fort Smith	June payroll deductions	\$ 1,091.84	
35210 Xerox Canada	Copier Lease and Usage	\$ 1,286.11	AD
35211 Receiver General	Payroll deductions [R]	\$ 45,281.00	
35212 PSAC	June union dues	\$ 4,204.06	
35213 Receiver General	Employee garnishment	\$ 90.00	
35214 GNWT - Taxation Division	June payroll tax [R]	\$ 6,368.00	
35215 Taxation Division	May school tax [R]	\$ 5,951.46	
35216 Wesclean Northern Sales Ltd.	Janitorial supplies	\$ 1,405.48	RCC
35217 Maskwa Engineering Ltd.	Engineering services	\$ 4,360.44	AD
35218 Pitneyworks	Postage refill	\$ 1,575.00	AD
35219 TOFS Employees' Association	June deductions	\$ 348.00	
35220 South Slave Safety	Pool training	\$ 1,785.00	RCC
35221 Office Solutions	Materials and Supplies	\$ 848.97	Multiple
35222 Territorial Beverages Ltd.	Beverages for vending machine	\$ 796.25	RCC
35223 NWT Power Corp	June power bills	\$ 29,642.37	Multiple
35224 Locust Mowing	Landfill earthworks	\$ 9,292.50	Landfill
35225 TDC Contracting	Materials and Supplies	\$ 372.43	PW
EFT Caterpillar	Lease - June	\$ 3,281.79	PW
Payroll	Pay period June 7, 2019	\$ 101,849.12	
Payroll	Pay period June 21, 2019	\$ 111,411.04	
	Total	\$ 673,054.48	















Town of Fort Smith Community Services Committee

Tuesday, July 9, 2019 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
 - a. Slave River Delta Partnership
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 2019 Statistics
 - b. Pool – June 2019 Statistics
 - c. Mary Kaeser Library – June 2019 Statistics
6. Economic Development Report
 - a. Economic Development – June 2019 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - i. RAB Minutes June 4, 2019
 - b. Advisory Board on Culture
 - i. ABC Minutes June 24, 2019
 - c. Tourism and Trade Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Appointment of Acting Mayor
July 19, 2019 at 8:30am to
August 6, 2019 at 8:30am
10. Other Business
 - a. Briefing Note – Relay for Life
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes June 11, 20	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 RCC Stats June 2019	 Pool Stats June 2019
 Library Stats June 2019	 Economic Development Repor
 RAB Minutes June 4, 2019	 ABC Minutes June 24, 2019
 Briefing Note Relay for Life	



Town of Fort Smith
Community Services Committee
Tuesday, July 9th, 2019, at 7:00 pm

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

1. Call to Order
Mayor Napier-Buckley called the meeting to order at 7:00 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest – There were no disclosures of financial interest.
3. Delegations
 - a. Slave River Delta Partnership – Kevin Antoniak, Town of Fort Smith Representative for the Slave River Delta Partnership Working Group (SRDP) provided an update. Mr. Antoniak advised that as a result of the Transboundary Agreement between the NT and Alberta, there is a push to unify monitoring, assessment and develop reporting protocol. He noted that monitoring is in early stages although ENR is moving ahead in the fall with the start of the active monitoring system including fish sampling for heavy metal contaminants and down-stream pollution. He added that they would be sampling burbot fish under the ice in the winter and they would be sampling walleye fish upstream by Fort Resolution this fall. He noted that SRFN would be going to the Fort Chipewyan fish camp to observe monitoring there.

Mr. Antoniak advised that he does contract work for fisheries and oceans doing sampling over the past few years. He noted that he started with DNA sampling on coney fish and progressed to age and gender sampling.

Mr. Antoniak indicated that the fish in Salt River are managed by the Department of Fisheries and Oceans (DFO) although ENR manages the water creating transboundary issues. He added that Alberta also has their own sampling protocols and land claims. Mr. Antoniak noted that from attending meetings he has the understanding that the agencies are cooperative working together from an environmental viewpoint.

Mr. Antoniak added that there has been work done by the University of Saskatchewan for the SWEAP pilot project through ENR. He noted that all agencies are performing sampling to compare results and that Chris Kanada is leading the sampling by ENR.

Mr. Antoniak advised that the topic of the working group is to monitor cross boundary effects although the board members tend to discuss side-issues, such as monitoring the Slave River, and is unsure this is within the boards mandate.

Administration requested an update on what the Slave River Delta Partnership is and who constitutes membership. D/M Smith answered that the group is an informal advisory board created by ENR and Climate Change Canada and includes all community governments from Fort Resolution and Fort Smith including Deninu Kue, Fort Resolution NWT Metis Nation, the Hamlet of Fort Resolution, the Town of Fort Smith, SRFN, SLFN and the Fort Smith NWT Metis Nation. He noted that governmental partners include Environment and Climate Change Canada, Parks Canada, ENR and DFO. He noted that everyone is working towards common goals in pooling research, providing resources, and holistically answering questions. He added that each agency has a representative and that Mr. Antoniak is the Town's rep.

Mr. Antoniak advised that the group is trying to put together a standing committee to have a formal process for information to flow as there are many agencies involved.

Cr. Cox asked how frequently the group meets. Mr. Antoniak replied that they meet on an "as and when" basis, approximately every three-months.

Administration understands that SRDP is the outcome of community-based monitoring initiatives where communities were demanding more information about the quality of water in which the Territorial Governments response was to engage communities in sampling and monitoring initiatives. He added that the Slave Water Environmental Assessment Program (SWEAP) was an outcome of this.

D/M Smith advised that SRDP was created to answer two key questions when the Schindler's reports were released in 2008 and 2009 exposing that the environmental monitoring taking place in the oilsands was inadequate. He noted that it was scientifically shown to not be capturing what was actually happening in the ecosystem. He advised that the questions were if the water was safe to drink and if the fish were safe to eat. He noted that the partnership was an opportunity to bring agencies together to try and answer the questions. He noted that a series of reports including the vulnerability assessment and the state of the aquatic ecosystem report were released and from that SRDP was able to leverage \$2.5 million from the Canadian Water Network to create the SWEAP Program. The SWEAP Program was led by the University of Saskatchewan and was a two-year comprehensive research program. He clarified that the new fish monitoring program, as discussed by Mr. Antoniak, is to build on the work of the SWEAP Program, DFO fish studies, and comprehensive Slave River assessments that took place by Hydro. He confirmed that there is a commitment within the Transboundary Agreement to ensure that there are biological monitoring indicators however the issue is that different agencies monitor different components and that the intent is to implement a more comprehensive monitoring program. He was pleased that the Town has the opportunity to have Mr. Antoniak as their representative involved in the decision making with the monitoring program, is involved in performing monitoring and has firsthand knowledge and information of the results of the monitoring as he has an extensive background performing sampling with DFO.

Mr. Antoniak advised that the monitoring of the Slave River has proven the fish and water to be of good quality.

Administration advised that from a municipal perspective, the Town processes water. He noted that the transboundary issue came up when the Obed holding pond gave way and a billion litres of coal-dust contaminated water was released into the Athabasca River connecting to the Slave River. He noted that the issue was that the Town is on the NWT/Alberta border and that there was no upstream monitoring occurring. The findings were that the contaminants bind to sediments which settles out within twelve to fifteen kilometres of the source. He noted that there were concerns during ice break-up that the bottom of the river would be scoured, and the sediments would travel downstream. He noted that there is a slow rate of migration of the sediments and as a result metals are only monitored twice per year although biological contaminants are monitored daily. He added that the Town chlorinates the water to kill any biological contaminants and filters the water of metal contaminants. Administration advised that as the fish can migrate up and down the river long distances, they are more of a concern to be harbouring contaminants which is why they are monitored as well. Mr. Antoniak advised that ENR would also begin invertebrate monitoring to identify key species and early detection of problems.

Cr. Westwell noted with regard to the Obed spill, it was difficult to determine the point of contact outside of ENR. He asked if a similar incident was to occur who should concerned citizens be directed to. Administration replied that given the concerns of sediment transfers downstream, ENR continues to monitor from the Town's Water Treatment Plant, and they will flag any concerns. He added that data shows there is an increase of silver in the water by SLFN. D/M Smith replied that the Obed spill occurred in 2013 before devolution, and that ENR didn't have direct responsibility but was relied upon. He added that ENR now has direct responsibility and has improved at making information available. He noted that the GNWT collects the data, but the analysis and research is performed by outside partners. He advised that Wendy Bidwell and Chris Kanada are the local Water Resource Officers, and that by having a Town representative on the SRDP the Town can be involved in discussions.

Mayor and Council thanked Mr. Antoniak for his delegation.

4. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of June 11th, 2019, were reviewed and adopted at the Council meeting of June 18th, 2019. Cr. Couvrette made reference to the letter regarding the relocation of the Regional Centre of ITI and requested an update. Mayor Napier-Buckley will follow up with the Premier on the invitation.
- 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.

5. Directors Report

The Director provided a report on the operations of the Community Services Department. Administration advised that the Recreation Programmer Jeff Schwartzenberger is Acting Director of Community Services and would provide an update. The Director advised that with school ending for the summer, both July and August are both busy months for the department.

The Director advised that the Town partnered with healthy families to bring an intergenerational event including the bouncy castle to the Northern Lights Special Care Home (NLSCH) and that the event was the most well-attended yet. He plans to hold another event at NLSCH in August.

He advised that in June there was Bronze Medallion Lifeguard Training and that National Lifeguard Training is on now and going well.

The Director thanked Mayor and Council for assisting with the Canada Day Celebration. He advised that there were 640 people who attended the fish fry and more that attended the event. He noted that the event was moved to Arena due to the weather but was still a successful event.

The Director advised that Challenger Soccer Camp is wrapping up and continued outdoors throughout the rain. He noted that the first set of swimming lessons are ongoing and that the second set would commence at the end of July. He noted that the Mackenzie Youth Summer Games would be starting July 15th and that youth would be attending from across the NT. He noted that the Janie Hobart Trades Awareness Summer Sessions would be happening at the same time and that the people attending would be cooking for the youth at the Summer Games. The Director added that soccer programs would be starting soon, and that youth baseball would be concluding soon. He commended the volunteers who put together youth baseball and noted that the baseball diamond is being well-used. The Director advised that the Town would be partnering with the Pentecostal Church for Art Camp again and advised that the camp was successful last year. He advised that Kids Sport has funding available for skateboards, helmets and padding for skateboard clinics. Other upcoming events include the Mud Run, Science Camp, and Circus Camp which is scheduled for the end of August this year. He was pleased that Day Camp staff have been connecting with different partners for camp activities.

The Director advised that Drowning Prevention Week is upcoming, and that the Town has partnered with the Mackenzie Recreation Association and Life Saving Society. He added that water activities at the pool and a life jacket loaner station promotion would be happening at that time.

The Director advised that the Parks Canada taught bear awareness during Story Time at the Library in June. He noted that there would be a summer reading program for youth and adults starting soon. He added that Day Camp activities are being held in the Library as well. Additionally, NWT Literacy helped fund story sacks.

Cr. Westwell commended the Acting Director for his work. Mayor Napier-Buckley commended the Acting Director and staff for organizing another successful Canada Day. The Director replied that some new staff assisted with Canada Day and did great work.

- a. Recreation Statistics – The June 2019 statistics report was reviewed. The Director advised that there are increases in the statistics for June. He advised that Dance Play Training took place and that Darine Berro has been certified as an instructor. He was pleased with the program and that Ms. Berro wants to offer the program to kids for free. The Director advised that there has been an increase in Arena usage as fire crews had been performing testing in the facility. Administration added that the Town has offered free Recreation/Pool passes fire crews while in town.
- b. Pool Statistics – The June 2019 statistics report was reviewed. The Director advised that 189 people utilized the Pool for rentals during June. He indicated that usage of both the Pool and Theatre through rentals can drastically change each month. Cr. Cox asked if afterschool swims are reflected in the statistics. The Director confirmed this and advised that weekday public swim has increased to 230 users compared to 180 last year. He noted that the free afterschool swim was a successful program. Cr. Cox asked if the program would be considered again next year. The Director confirmed this and has been working with JBT Elementary School Gym Teacher, Shirley Hehn, to facilitate this and additional programming similar to Junior NBA.
- c. Mary Kaeser Library Statistics – The June 2019 statistics report was reviewed. The Director advised that an additional eighty people utilized the Library in June compared to the previous year.

6. Economic Development Report

- a. Economic Development – The June 2019 statistics report was reviewed. Administration advised that the Garden River Road meetings with Mikisew Cree First Nations (MCFN) have been rescheduled to July 29th, 30th, or 31st. He also noted that the meetings with the Regional Municipality of Wood Buffalo have been cancelled due to the lack of Councillors available to attend. He also noted that Treaty Land Entitlement Days Celebrations would not be happening either. Administration is in the process of confirming a date with the MCFN to proceed with the Garden River Road meeting. He is unsure how much government attendance the MCFN want to attend the meeting but know that the Town and Parks Canada are invited. He noted that Cr. Couvrette had requested a briefing note on the history of the Garden River Road and that he was able to locate minutes with some information. In reviewing minutes, Cr. Couvrette led some of the discussions and felt that he may be the best resource to provide historical information.

Administration advised that the Citizen Satisfaction Survey had concluded on July 1st and was pleased that approximately 10% of the community responded to the survey. He felt that this is a very representative amount.

Administration advised that the Economic Development Officer is actively running the Visitor Information Centre and he has heard positive comments about the tour and programs offered. He advised that the EDO also continues to interact with businesses on how the Town can better serve them.

Administration advised that the Mayor had met with the Associate Deputy Minister of ITI who was accompanied by the South Slave Superintendent in which they discussed South Slave Economic Development Initiatives. Cr. Westwell requested an update of the meeting. Mayor Napier-Buckley advised that several topics were discussed including the NWT Economic Development Strategic and their implementation of the Agricultural portion and opportunities that may be available. She advised that they spoke to Tourism 2020 and the Film Strategy and how regional staff can help the business community. They also spoke about the SEED Program and different funding pots that are available for businesses. She added that \$25,000 would be available for growing businesses and \$75,000 for helping entrepreneurs, and that the Daycare Society may be eligible for funding. They also spoke about tourism product funding. She noted that there is an Opportunities North Conference in October, an NWT Tourism Conference in November, and that they plan to attend the NWTAC AGM in February. Mayor Napier-Buckley advised that topics she discussed include the Road South, Business Fridays and having an ITI representative attend, and having a representative on the Tourism and Trade Advisory Board. She noted that they also spoke to annual reports, grants and contributions on their website and they had advised that the document naming the Regional Centre of ITI as Hay River was a mistake and that it was corrected once identified. Additionally, she advised that they spoke to Regional Management Committee meetings in different communities and that they are looking to develop a 20-year needs plan. They are also looking at fire ban procedures and how communications can be simplified for implementing fire bans in parks within municipal boundaries.

Cr. Westwell asked if there was discussion about the manufacturing industry or the Superintendent position being in Hay River. Mayor Napier-Buckley replied that there was not. Administration advised that the Town of Fort Smith was not interviewed as part of the development of the Manufacturing Strategy and agreed that it is a valid place to examine to diversify the economy. He added that the EDO received a phone call after the meeting requesting a copy of the Town's Economic Development Plan. Cr. Westwell was displeased that Fort Smith was left out of the Manufacturing Strategy consultation considering opportunities the community has with bulk power, affordable land, accessibility by road and air, and suggested that as one of the major communities in the north, it should not have been missed in the consultation process.

Cr. Cox wondered if ITI's 20-year Needs Plan would be parallel with the Town's 20-year Capital Plan or have shared efficiencies. Mayor Napier-Buckley will look into this.

Cr. Couvrette has noticed that ITI has advertised a new position in Hay River for the Manager of Commercial Fisheries Operations. He noted that as they are in the process of hiring a Manager for the Fish Plant, if they would allow the Superintendent position to return to Fort Smith.

7. Advisory Boards

a. Recreation Advisory Board

- i. RAB Minutes June 4th, 2019 – The RAB minutes were reviewed. Cr. Cox advised that the June 4th meeting is the last meeting until September. She advised that the board went through the Strategic Plan in detail and provided good input on where the board feels they can contribute. She added that there was discussion about the Sponsorship Policy and removing Monique Day's membership from the board. She noted that Ms. Day no longer lives in Fort Smith and did not provide resignation. Administration will determine if a formal recommendation is required by Council to remove Ms. Day from the board. D/M Smith was pleased with RAB's feedback and advice on the goals and timelines of the Strategic Plan.

b. Advisory Board on Culture

- i. ABC Minutes June 24th, 2019 – The ABC minutes were reviewed. Mayor Napier-Buckley noted there was lengthy discussion about the Strategic Plan.

c. Tourism and Trade Advisory Board

- i. TTAB Minutes June 20th, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that there was a delegation from the NLMCC as they are undertaking a project which involves the development of a tourism guided tour through the "On this Spot" phone app. He added that the guided tour is themed and provides historical information and that approximately thirty communities in Canada have participated in created themed tours. Cr. Couvrette advised that the first tour cost is \$8,500 which will be funded through a grant and fundraising. He noted that there is opportunity to create additional tours for the cost of \$3,500. He indicated that a package was left with the Director of Community Services to circulate to Council. He anticipates that there may be a delegation in the future from NLMCC for the Town to partner for additional tours. He added that Wood Buffalo National Park has given a soft commitment to purchase the second tour.

Cr. Couvrette advised of a concern brought forward by Jim Heidema, who represents Northwestern Air Lease, and is attempting to start Aviation School. He advised that NWAL is continuing to have difficulties with the GNWT Department of ECE recognizing the school which has created barriers for students participating including being eligible for Student Financial Assistance. He noted that the Aviation School was supposed to open in May but has been postponed until September and there is a concern that there is a reluctance from ECE to accept post-secondary education initiatives beyond polytechnic. He added that it was suggested to Mr. Heidema to follow up with the Town. Cr. Couvrette felt that the Aviation School would be an excellent opportunity to expand economy in Fort Smith and noted that there is an international shortage of pilots and training opportunities for pilots. He noted that the school would open up to ten new positions in Fort Smith but ECE is continuing to implement barriers. Cr. Couvrette felt that Council should be aware of this and suggested approaching the owners of NWAL to assist them in moving forward.

Cr. Couvrette advised that the board quickly reviewed the Strategic Plan but agreed to have a separate meeting in the fall to review the document in detail. The board felt that three-hours may be necessary to go through the document in detail.

Administration replied, with respect to Aviation School, that the Town was previously asked to provide a letter of support. He noted that when the Town followed up, they were advised by NWAL that they would like to manage relations with the GNWT themselves. He advised that if this has changed, the Town would provide assistance.

Cr. Cox commended TTAB for wanting to commit an additional extended meeting to provide feedback on the Strategic Plan.

D/M Smith advised of the challenges the Town is faced with during the GNWT's transition to a polytechnic university and noted that the Town is expected to do nothing until they complete their strategic plan over the next few years. He added that the Aviation School was initially to be in partnership with the Aurora College as they have the expertise to navigate SFA, college housing, etc. and noted the frustration in that there is no one local to discuss initiatives with. He noted that it was discussed staying updated with the College issues and determining an interim plan to maintain services and programs of the College to meet the needs of the labour market and added that NWAL wants to provide a program that will meet a labour shortage. Cr. Westwell was disappointed by the negative impacts of the GNWT and that they are not improving.

8. Administration

a. Appointment of Acting Mayor

July 19th, 2019 at 8:30am to August 6th, 2019 at 8:30am

D/M Smith advised that he would be away from the community from July 12th to 28th and that he would be back on July 29th.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That Cr. Christian Westwell be appointed Acting Mayor for the period of July 19th, 2019 at 8:30am to July 29th, 2019 at 8:30am.

CARRIED UNANIMOUSLY

9. Other Business

a. Briefing Note Relay for Life – The briefing note was reviewed.

Administration advised that the motion to donate was for up to \$1,000 but only \$177.04 was used. He asked if the donation should be left as is or if the remaining balance from the \$1,000 should be donated. Cr. Westwell supports paying the requested fee of \$177.04.

10. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Cr. Beaulieu and Cr. McArthur be excused from the Community Services Standing Committee Meeting on July 9th, 2019.

CARRIED UNANIMOUSLY

11. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 13th, 2019.

12. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 8:14 p.m.

CARRIED UNANIMOUSLY












Town of Fort Smith Municipal Services Committee

Tuesday, July 9, 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 – June 2019 Statistics and Training Report
 - b. Ambulance Department – June 2019 Statistics
 - c. Bylaw Department – June 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes June 13, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
 - a. Briefing Note – GNWT Land Transfers
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest:		
 Municipal Services Minutes June 11, 20	 Vision and Values	 2019 Capital Plan
 Fire Dept Stats June 2019	 Ambulance Stats June 2019	 Bylaw Stats June 2019
 SDAB Minutes June 13, 2019		
 BN GNWT Land Transfers		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, July 9th, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:24 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 June 11th, 2019, were reviewed and adopted at the Council meeting of June 18th, 2019.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Administration provided an update on projects underway including the Water and Sewer Infrastructure Replacement Project and made note that Cr. Campbell is a subcontractor but felt that as he is only providing information, a conflict of interest would not be required.

Administration advised that the RFP for the Community Services Master Plan update is complete, and procurement is underway. He noted that the RFP document for a booklet recreation calendar has been completed. Administration advised that the Town is in the process of preparing park equipment for installation and that the work would advance when the Director of Community Services returns.

Administration advised that the Bylaw SUV tender competition has completed, and new helmets were purchased for fire fighters. He noted replacement breathing apparatus were purchased in error above spending authority for the Ambulance Department and indicated a briefing note would be brought to Council to approve the purchase.

Administration advised that the Water and Sewer Infrastructure Replacement Project is a big upcoming project to complete the replacement of water and sewer mains including downtown McDougal Road, Breynat Street through Rupert Avenue, through the main four-way down Mercredi Avenue passed the Water Tower to Portage Avenue and up Portage Avenue back to McDougal Road. He noted that the project cost is \$5.5 million in which \$3.7 million is funded by the Federal Government. He advised that the work will impact traffic and that he is still waiting for a finalized traffic schedule from the contractor to inform affect residents how and when they will be impacted. Administration advised that the first portion of work would occur on Mercredi Avenue and that he is still waiting on a work schedule and traffic controls. He noted that the last schedule he received had paving starting mid-august and is unsure if that is an accurate deadline. He is hoping to have paving done by September, however if work is not complete, the paving project would potentially be moved to 2020. Administration advised that work would commence tomorrow to remove asphalt and implement temporary water lines. He added that they are making sure they can divert the sewage lines around the construction site and that water can be distributed without water tower operations.

Cr. Cox asked if pedestrians will be able access the streets that work is occurring on. Administration replied that he has not received the traffic control plans but thinks one side of the street will be open for pedestrians. She asked if the contractor would be digging sidewalks too. Administration advised that in some places the sidewalk may be required to be dug up if water/sewer lines run down the side of the road.

Cr. Westwell asked if one contractor would be doing the water and sewer work and paving. Administration replied that there was one tender award and that work is contracted through them. He added that CAB Construction would be accessing the paver to pave the cut made across from the new Corrections Facility on McDougal Road as well as the facilities parking lot. He added that SRFN would also be paving the parking lot of their new building. He noted that there are also several entities that wish to take the opportunity to change or improve their water lines.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. The Director advised that the first section of work to be completed is on Mercredi Avenue and that the Water Tower would be shut down during this portion of the work. He noted that all pressure and reservoir water is held in the Water Tower and that the Town will need to provide water pressure without the use of the Tower. He noted that it is possible, but the Water Department crew will be working 24/7 to monitor the flow while the work occurs over approximately a seven to ten-day period. The Director advised that he has been working with the contractor to implement a plan to provide water to the Town which will require running external hoses above ground from hydrant to hydrant. He added that the WTP Supervisor is on holidays and three Operators would be working the plant 24/7. He noted that an additional Facilities Maintenance employee would be transferred to the WTP to assist with day to day operations during this time which will impact the Facilities Maintenance Department operations.

The Director advised that new WSCC safety requirements no longer allow garbage pickers to ride on the back of garbage trucks. He added that the department is assisting with garbage pick-up using pick-up trucks.

The Director noted that the Facilities Maintenance Department has also been busy with grass cutting and requested patience with mowing as the department is having difficulty keeping up as result of the new garbage pick-up requirements and the ongoing water and sewer work. He added that the department had also prepared Riverside Park for Canada Day, although the weather wasn't permitting, and the event was relocated to the Arena.

The Director advised that the Public Works Department placed new stop signs on Calder Avenue at the intersection of Field Street. Additionally, he advised that the department is still assisting residents with clean-up due to the tornado. The Director advised that two employees are taking a Mobile Equipment Training Course being held by MACA School of Community Government.

Cr. Cox asked if there is a long-term plan for garbage pick-up. Administration replied that they are still gathering information on how to address the issue and are pricing aftermarket seats for the pickers to ride on the back of the garbage truck. He added that as a result of the new requirements, it takes approximately fourteen hours to pick-up the town's garbage. He noted that it is being determined if the Town should reduce the level of service through garbage pick-ups, perform a capital investment in a new garbage truck or coordinate with the composting initiatives by purchasing a truck that meets the modern needs of garbage collections.

D/M Smith noted that with the magnitude of planned work during the summer including disruptions, he suggested the need for a thorough public information document to explain the scope of the Water and Sewer Infrastructure Replacement Project and what disruptions residents and businesses could expect. Administration replied that he doesn't have the information to communicate and advised that the contractor has had the information since August 2018 but hasn't relayed a traffic plan on how businesses will be impacted or how disruptions would occur. He added that there would be no impact to water and the WTP is testing for mechanisms to ensure water pressure is maintained. He noted that residents may see a decrease in water pressure but should not be alarmed. He noted that public notices released recently are for testing so there will not be an impact to water services during the work. He advised that public notices would be released for non-local traffic and alternative routes for all businesses affected.

D/M Smith suggested signage could be placed notifying how tax dollars are spent and of projects upcoming. Cr. Couvrette advised that a business owner approached him about receiving further notification details and is assuming that Administration will provide more information once finalized. Administration replied that the EDO has spoken with all business and indicated that the message was that the work is coming and that the Town doesn't have all the information, but that directly impacted business would be contacted by the Town. Administration advised that there is opportunity for a Council to create communications but noted that Communications Committee members would not be able to address this until back from vacation. He added that the Communications Committee could revisit other initiatives including the Aurora College. Alternatively, he suggested that a contractor could be hired to develop the communications with the communications template created by Cascade Graphics.

5. Protective Services Report

- a. Fire Department – The June 2019 statistics and training report was reviewed. Administration advised that there were false alarms tied directly to the new security systems that notify the Fire Department. He noted that the department has partnered with local business TDC who has made vehicles available for extraction training. Administration was pleased with approximately nine of twenty-five fire fighters receiving certification. He added that certification training occurred in Hay River where they practice building searches in a metal simulated fire tower that is set on fire.

- b. Ambulance Department – The June 2019 statistics report was reviewed. Administration advised that the Ambulance Department responded to a standard number of monthly calls. He was pleased with the crossover between the Ambulance and Fire Departments.
- c. Bylaw Department – The June 2019 statistics report was reviewed. Administration advised that warnings and tickets have been issued for speeding in the school zone. He noted that one larger ticket was issued under the Motor Vehicle Act for failure to secure a child. Administration advised that this past weekend, a local person was caught doing illegal dumping and was issued a stop work order. Administration advised that the Town's longest serving employee, Bylaw Enforcement Officer Ronnie Schaefer, would be retiring on August 31st and are looking to hire a replacement as soon as possible to begin crossover training and that the new Enterprise Bylaw Enforcement Officer would be trained at the same time. Cr. Cox asked how long Mr. Schaefer has been working with the Town. Administration replied approximately twelve to fifteen years. Cr. Couvrette asked if revenue is generating through third party training. Administration replied that there is no financial gain although the Town will receive additional Bylaw coverage. He added that the Town is ensuring that it is indemnified and not exposed to risk. Cr. Westwell suggested revising the fines structure and noted that the fees are the same for different speeding violations.

6. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes June 13th, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that he was unable to provide the recommendations on time for the Housing Summary and noted that the intent was for the board to provide an email motion for this meeting. He noted that the meeting provided input on the Strategic Plan and how SDAB fit into the goals. Cr. Westwell advised from discussions through the NWTAC, that there is funding through the NWT Housing Authority to develop a comprehensive housing strategy. Cr. Westwell advised that bridge construction on Highway 5 was also discussed and that it has prevented bringing modular homes into the community. Cr. Campbell advised that SRFN recently brought two-piece modular homes into the community. Cr. Westwell added that the board was in favour of tax incentives for derelict or vacant lands.

7. Other Business

- a. Briefing Note GNWT Land Transfers – The briefing note was reviewed. Administration advised that in September 2012 the Community Services Master Plan was completed and that the Plan was a result of resident, Advisory Board, and Council input. Item 4.7.3 of the Plan requires the develop of a large festival/event site potentially at Riverside Park.

Subsequently, in March 2018 the Downtown Development Plan was completed and the Plan, funded by the GNWT, was a result of resident, Advisory Board, and Council input. The intent of the Plan was to incorporate a number of pressing needs including the development of Riverside Park, the development of a legacy Snowboard Park resulting from the upcoming Arctic Winter Games, the need for revitalization of the Lookout and Boardwalk, Arena renovation landscaping requirements, Cemetery expansion requirements, and Firesmart requirements.

Administration indicated that to advance these projects, the Town began work to acquire land in the area and included a number of documents including (a) NTPC approved transfer of ownership of Lot 52 to the Town where the Snowboard Park run is located, dated November 2016; (b) the GNWT granted the Town a lease for Lot 51 (Riverside Park), dated June 30th, 2016; (c) the Town's application to the GNWT for ownership of Lots 53-23/24/25 where the Snowboard Park run is located, dated August 26th, 2016; and (d) The Town's application to the GNWT for ownership of Lot 1688 which is the lot adjacent to Riverside Park, dated October 19th, 2017.

Administration advised that regarding Lots 53-23/24/25, subsequent to the Town's application for ownership of this property, the GNWT replied on February 23rd, 2017 that the applications for Lots 53-23, 53-24 and 53-25 have completed the consultation process and to prepare the necessary acquisition bylaws to proceed with transferring the titles to the Town. On December 18th, 2017, the Town passed the bylaws required and provided them to the Department of Lands. He noted that no further correspondence from the GNWT was received on the issue. He added that there are no structures on these lots and the Town has no intent to put structures on these lots.

Regarding Lot 1688, on November 3rd, 2016, the Town inquired into the temporary use of the lot for the placing of portable washrooms and changerooms during the Arctic Winter Games. This was due to an existing power pole at the location allowing the Town to reduce installation costs. The GNWT replied February 14th, 2017 that it would most likely be unable to entertain a lease in the Environmental Zone without rezoning. As a result, the Town applied for ownership of the land on October 19th, 2017. At this point the finalized Downtown Development Plan had to yet to be approved and the permanent requirements for this lot yet to be determined. No further correspondence from the GNWT was received on the issue.

Administration advised that historically, the Town has been able to acquire ownership of Commissioner's Land within municipal boundaries with minimal effort. The process experienced in the past was to (a) submit a written application from the Town using the standard GNWT form; (b) the GNWT processes the application; confirms the survey information; and consults with stakeholders; and (c) the GNWT advises the processing is complete and the Town develops Land Acquisition Bylaws for Council approval.

Administration noted that this process has been followed in the past with no problems experienced. He indicated that there is no definitive wording in the Territorial Acts or Regulations (either the Lands Act or Commissioner's Land Act) dictating requirements for transfer of ownership to municipalities and further, the block of lands around Fort Smith which were transferred from the Federal Government to the GNWT were for municipal use.

Administration advised that the Town does not typically lease lands, but rather acquires ownership once need is established. Leasing requires continued oversight by the GNWT of the usage and administration of the property, while ownership puts the most control including responsibility for management of development with the Town, as per Territorial Community Planning and Development Act (with the exception of subdivisions which remains a Territorial responsibility unless the Town requests transfer of authority). He noted that Town only holds a lease on Riverside Park because at the time need had not yet been established and the Town was being required to apply for special use permitting every Canada Day.

As stated, all communications from the GNWT regarding the acquisition of these lots ceased, and verbal inquiries were deferred. On March 15th, 2018, the GNWT issued a temporary use permit for the identified lots, presumably to allow use during the Arctic Winter Games. The assumption at that point was that this was an administrative exercise by the GNWT to allow Town use of the lots while they continued to process the transfer applications. As such, the portable washrooms and changerooms were not removed once the temporary use permit expired; the assumption was that the lot would be eventually transferred, and the Town could save the approximate \$5,000 relocation cost.

On January 19th, 2019, the Town received an order to move the portable washrooms and changerooms. At this point the status of the applications to acquire these lots was again checked and the GNWT advised that no applications were being processed. Concerned, the Town unofficially advised the MLA of the situation on February 8th, 2019 and at the beginning of May the GNWT contacted the Town and requested to delegate to Council on the issue. As per the Town Delegation Policy, a written presentation was requested; this presentation was received May 10th, 2019 and is attached to the briefing note.

The presentation presents GNWT concerns with the transfer of the lands and proposes a solution. It begins by stating concerns regarding the continued presence of the Town portable washrooms and changerooms on the lot. Administration stated previously; these portable trailers were kept in place to avoid approximate \$5,000 relocation fee pending the transfer of the land to Town ownership. Finally, the Town assumed that the presence of these trailers on the lot should have no bearing on the decision by the GNWT to transfer ownership of the lots.

Next, the presentation expresses concern over the development proposed to occur on the lots. Note that the GNWT never requested information from the Town on what development was proposed for these lots. The only information provided by the Town was contained in the application form which read “no new improvements are planned at this time” and existing buildings consisted of a “portable washcar/changeroom”. Further, the Territorial Community Planning and Development Act clearly states that the Town is responsible for the management of all development within municipal boundaries; this is not a GNWT responsibility. As previously noted, the GNWT would manage use of the property in a lease situation.

Specifically, the presentation states that no development is to occur within the Environmental Reserve. Note that this development zone is established by the Town as part of the Community Plan Bylaw and Zoning Bylaw, which are documents developed under the authority of the Territorial Community Planning and Development Act and approved by the GNWT, designed to restrict development in the slide zone. Administration provided some history on the issue: (a) in 1968 there was a landslide that resulted in one death; (b) approximately ten years later the slope in the area of the slide was stabilized by reducing the slope to a lower angle and there have been no slides in the treated area since the work was complete. He added that areas along the river where this treatment has not occurred continue to be active; and (c) the Environmental Reserve was established to limit development in this potentially hazardous area.

The Community Plan requires that “Council shall support only low impact recreation in the Environmental Reserve that does not lead to or increase erosion of the riverbank slope” and to “take advantage of the area’s scenic natural features”. Further the Community Plan states that “no structure, temporary or otherwise, involving human habitation or occupancy shall be permitted” and further acknowledges the work done to treat the area of the original landslide by stating that “recreation facilities such as walking paths and viewing platforms are acceptable in the portion of the Environmental Reserve west of Breynat Street”. The Zoning Bylaw adds picnic areas or boat ramps to that list.

Administration noted that “human habitation or occupancy” refers to living and sleeping on a site, versus temporary recreation/traversing/congregation on a site. The intent as per the Community Plan Bylaw is to “minimize the danger to people and property” where living, or regularly working for long periods on a site increases exposure to risk and limits ability to respond if asleep. The Community Plan Bylaw and Zoning Bylaw clearly allows recreation, traversing (roads, paths) and congregation (viewing platforms, picnic tables). He noted that Town proposed developments for the site only allow for recreational use (snowboarding), congregation (events; as previously approved by Lands) and traversing (paths with picnic tables). He added that the only structures proposed by the Downtown Development Plan are not for habitation or occupancy, but rather to support recreation use through washrooms, an arbour to shelter elders from the sun, and a rope tow on the snowboard/sliding hill to reduce vehicular use. From a safety perspective, an arbour and washrooms pose no more risk than a portable tent and porta-potties previously allowed by the GNWT on multiple occasions and fit well within any informed interpretation of the Community Plan Bylaw and Zoning Bylaw. Regardless, the Territorial Community Planning and Development Act gives full authority for interpretation of these Bylaws to the Town.

Finally, the presentation offers a solution whereby the GNWT would only allow a lease for both sites, only provided no structures whatsoever are erected. The GNWT was contacted on May 22nd, 2019 and advised that they could delegate to Committee on June 11th, 2019. There has been no communication from them regarding the delegation since and the status of this is unknown.

Most recently, official written correspondence from the GNWT was received on June 28th, 2019 which appears to modify the previous GNWT position on the issue. This letter commits to the transfer of Lots 53-23/24/25, requires the removal of the portable structures currently on Lot 1688, and refers to proceeding “with either a lease or sale of the lot”.

Administration is seeking direction from Council. If the GNWT does proceed with transfer of Lot 1688, the Town would have been required to remove the portable structures only to have to relocate them back to site at a considerable expense and would most likely not occur soon enough to have facilities in place for the Winter 2019/20 recreation season. If the GNWT insists on maintaining their lease-only position, and continues to insist on no structures, then the future of the Snowboard Park is uncertain; this facility cannot be operated in an effective manner without washrooms (porta-potties do not function in winter) and further, the tow rope could not be installed. He noted that the next step in the Downtown Development initiative includes acquisition of the Riverside Park lot and construction of an arbour and associated infrastructure required for festival site development. He noted that this would not occur in a lease-only, no structures situation.

Administration advised that the Town received \$165,000 from the Federal Government Climate Change Fund for slope stabilization within municipal boundaries. He noted that slope failure is due to the river-toe fluctuating water levels and ground water flow due to changes in precipitation patterns which is why the Town was able to access funding. He advised that the intent is perform an analysis to provide to an engineer to do the design work and hire a contractor to perform the work.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Couvrette

That the meeting continue past 10:00pm.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Mayor Napier-Buckley respond to the Minister of the Department of Lands with a formal letter to restate the intent to purchase the Snowboard Park lots; and

That Mayor Napier-Buckley and the SAO initiate a meeting with the Minister of the Department of Lands and necessary staff to resolve the issue in short order prior to the closure of Government Business due to upcoming elections.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Cr. McArthur and Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on July 9th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 13th, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Cox

That the meeting be adjourned at 10:07pm.

CARRIED UNANIMOUSLY