














Town of Fort Smith Corporate Services Committee

Tuesday, August 6, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities Review
 - b. Road South MOU
 - c. Fort Smith Airport Runway Modifications
 - d. Aurora College Transition to Polytechnic Institute
6. Directors Report
 - a. Accounts Paid List July 2019
 - b. Correspondence July 2019
 - c. License Report July 2019
 - d. Briefing Note 2019 Second Quarter Variance Report
7. Bylaw/Policy Review and Development
8. Administration
 - a. Appoint Standing Acting Senior Administrative Officer Cynthia White
 - b. Appoint Development Officer Obrian Kydd
9. Other Business
 - a. Briefing Note Breathing Apparatus Purchase
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Corporate Services Minutes July 2, 2019	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List July 2019	 Correspondence July 2019	 License Report July 2019
 Briefing Note 2019 Second Quarter Var	 2019 Second Quarter Variance Re	
 Briefing Note Breathing Apparatu		



Town of Fort Smith
Corporate Services Committee
Tuesday, August 6th, 2019, at 7:00 pm

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

1. Call to Order

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

2. Declarations 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. Westwell

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of July 2nd, 2019, were reviewed and adopted at the Council meeting of July 23rd, 2019. Administration indicated that concern was expressed about the new bylaw truck exceeding speed limits within municipal limits. He advised that the Town is taking a new approach to improve emergency response times by having the Protective Services Supervisor first on the scene. He added that emergency vehicles are legally permitted to not follow traffic legislation when responding to an emergency. He ensured that the Protective Services Supervisor would take safety into consideration when responding to emergency calls. Cr. Westwell requested that the Protective Services Supervisor use his sirens when responding and agreed that the response time is essential. Cr. Campbell suggested that additional decals and lights be placed on the truck. Administration confirmed that decals have been ordered.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

- a. Road South MOU – D/M Smith advised that Council attended a meeting on July 30th where community governments had a broad range of discussion and a consensus to work together on an all-season road south. He indicated that SRFN led the process of drafting an Memorandum of Understanding (MOU) which states that Mikisew Cree First Nation, Little Red River First Nation, Smith Landing First Nation, Fort Smith Metis Council, Fort Chipewyan Metis Nation, Salt River First Nation, the Town of Fort Smith and the Regional Municipality of Wood Buffalo agree to work together to connect the communities with an all-season road through Wood Buffalo National Park. He added that there were other terms and provisions within the MOU however nothing binding other than to work together.

D/M Smith suggested that Council move a recommendation as the Town of Fort Smith signed the MOU. Cr. Couvrette recommended that Mayor and Council of the Town of Fort Smith support and advocate for the development of the proposal to develop an alternate road through Wood Buffalo National Park and that possibly ties into Fort Chipewyan, Alberta. Mayor Napier-Buckley received an email from SRFN requesting assigning a committee member and proposed amending the recommendation appointing the SAO. Cr. Westwell suggested that the SAO be appointed to the committee as the technical advisor and perhaps moving a second recommendation for further discussion. D/M Smith clarified that all other appointees to the committee are staff members. Cr. Couvrette added that it was agreed that over the next ninety-days, Mayors and representatives from SRFN would work together to develop a scope and rough terms of reference and suggested determining the SAO's role as a technical advisor after that period. Cr. Couvrette had seen a news article from the meeting stating that one group was not willing to sign the MOU until receiving an apology and another group wouldn't sign but supports the MOU. Mayor Napier-Buckley advised that the email from SRFN included a list of interim members on the committee that are staff members. She suggested assigning the SAO as an interim member then reviewing his role after the ninety-day period. Cr. Westwell was pleased and acknowledged that Mikisew Cree First Nation and other Alberta groups recommended that operations to develop the road south be based out of Fort Smith. D/M Smith added that the SRFN Chief Frieda Martselos has also offered the use of office in the new SRFN Business and Conference Centre.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Mayor and Council of the Town of Fort Smith support and advocate for the development of an alternate road through Wood Buffalo National Park that possibly ties into Fort Chipewyan, Alberta; and

That the SAO be appointed to work with the Committee.

IN FAVOUR – CR. COUVRETTE, CR. COX, MAYOR NAPIER-BUCKLEY, CR. PISCHINGER, CR. WESTWELL

ABSTAINED – CR. CAMPBELL

CARRIED

- b. Fort Smith Airport Runway Modifications – Cr. Couvrette wasn't pleased with the letter received from the Minister of ITI regarding the narrowing of the Fort Smith runway to 100 ft. He noted that the runway modification puts Fort Smith in the category of smaller communities and that all other major communities' runways are 150 ft wide. He added that the reduction in width will no longer accommodate larger aircrafts due to safety standards. He also noted that the reason for the reduction was never rationalized other than being an arbitrary decision. He suggested that an ATIP request be made requesting access to information on consultations, cost implications and how the decision was made. Cr. Westwell suggested that all electronic communication be requested as well. Cr. Westwell felt that the cost would be less to keep the runway as is and install the LED lights. He also spoke with NWAL whom advised that their operations aren't being overturned by the change and that emergency measures aren't being affected. He agreed that there is a lack of communication on the issue and is supportive of requesting information on how the decision was made. He thinks that Fort Smith may be the first of many airports that will be receiving the modification. D/M Smith advised that the Department of Infrastructure have stated that they have communicated and consulted with stakeholders and partners although Mayor and Council and other partners have indicated that they were not engaged in any way.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That the Mayor have Administration prepare an ATIP request to the Department of Infrastructure to prepare information regarding the narrowing of the Fort Smith Airport Runway to 100 ft, including all written and electronic means of communication.

CARRIED UNANIMOUSLY

- a. Aurora College Transition to Polytechnic Institute – Cr. Couvrette advised that decisions have been made by the Department of ECE on post-secondary education which have not been communicated to the Town. He indicated that programs have been discontinued and that new programming has been put on hold as a result of ECE not moving forward with programming until the transition to a polytechnic university is complete. He added that the Aviation School has also been having difficulties starting as a result of this. He suggested that ECE continue to be made aware of the Town's concern and that an ATIP request be submitted to determine how decisions are being made. Cr. Couvrette advised that a functional review and parallel evaluation of program deliveries were performed which were a confusing process and led to apprehension in the community regarding the future and long-term sustainability of the Thebacha Campus. He noted that the GNWT's poor communication was discussed at the NWTAC AGM and that no changes have been made and suggested that communication may be achieved through an ATIP request.

D/M Smith advised that through the release of the Foundational Review and public meetings that occurred, the Town created an Ad Hoc Committee which included Councillors and community members to create a document outlining how the Foundational Review document was flawed. D/M Smith indicated that a subsequent document was produced which provided the community of Fort Smith as a solution to the evolution of post-secondary education in the Northwest Territories. D/M Smith thinks Cr. Couvrette is suggesting that the Town needs to revise its strategy of how the Town interacts with the Department of ECE as the issue is ongoing and still affecting the community. He added that the longer the positions are left vacant and decisions aren't made around programming there is uncertainty for the future of the community. Cr. Couvrette agreed and thinks there is also opportunity to send a message to the GNWT to communicate better and felt that the Town should be consulted on decisions that impact the community.

Cr. Cox suggested extending an invitation to the Minister of ECE to meet with Mayor and Council and agreed that an ATIP request could be submitted simultaneously. She also suggested an invitation be extended to the next sitting of the Legislative Assembly to come to Fort Smith and meet with the community in the new year. D/M Smith didn't think Mayor and Council would achieve a meeting with the Minister due to the concluding of government business. He suggested the Town host a community welcome back barbeque for Aurora College students and engage dialogue with the President, Directors and staff.

Cr. Couvrette suggested striking a small working group to discuss how the Town will address the polytechnic transition issue. He added that with upcoming territorial elections, it should be determined what politicians representing the community's stand is and to review how to address the issue post-elections.

Cr. Westwell felt that much dialogue regarding the polytechnic transition has occurred at a cabinet level but suggested a polite reminder to keep the community engaged. He added that approximately six communities were visited in developing their framework although all communities were to be interviewed.

D/M Smith agreed that the Town should make this an election issue in a strategically coordinated way. Cr. Couvrette suggested a working group be formed to determine the direction of the ATIP request. Administration advised that Council should meet transparently in a committee basis. He added that the Committee should name members, establish a term of reference and set a duration until the task has been completed, otherwise the committee becomes a standing committee. Administration agreed with the need to make this an election issue and asked if it would be an election issue for MLA or Territorial. He suggested that the Town may be a good entity to host elections and asked if Council wishes to be engaged in running an all-candidates forum. Mayor Napier-Buckley thinks the polytechnic issue is not only a Fort Smith issue but territorial and should be discussed with candidates running in all regions. Cr. Westwell is interested but will need to obtain permission from his employer.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council form an Ad Hoc Committee to revisit the issue of the transition to a Polytechnic Institute; and

That the Committee consist of Cr. Couvrette, Cr. Westwell and Mayor Napier-Buckley through the election period and following through to the forming of the following government over the next six-month period.

CARRIED UNANIMOUSLY

- b. Council Priorities Review – D/M Smith advised that some goals are being actioned. He noted that to develop a road connecting south was prioritized for six-plus years but has transitioned into a ninety-day working group. D/M Smith suggested that an hour would be required to review the Council Priorities in a meaningful way. Administration suggested reviewing the Council Priorities at the Municipal Services meeting on August 13th. Cr. Cox was in agreement to move discussions to August 13th or as a stand-alone meeting on August 27th. She felt that it is important to further discuss the prioritization of the Strategic Plan as there are many priorities to accomplish over the next one-to-two-year period.

5. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director of Corporate Services advised that the recent tax arrears list has been approved. The Director has been corresponding with legal counsel regarding the 2018 list of delinquent tax arrear and which properties are subject to tax sales. He added that legal counsel is providing information such as minimum sale prices and public notices. The Director advised that the department has been busy calculating retroactive pay to the new collective rates after the Special Meeting of August 6th in which the new Collective Agreement was approved. The Director advised that the Finance Clerk position competition for a six-month term would be closing on August 9th.

Administration advised that the tax arrears list has been advertised and that the Town is waiting on information from legal counsel on the auction date, sale prices, forgiveness of bad debt and an evaluation of properties being sold. Administration indicated that he would bring information on the Seniors and Disabled Persons Tax Relief Program, including an analysis of seniors caught in arrears, not allowing them to be eligible for the program and whom have accumulated arrears as a result. He suggested that there may be opportunity to lobby the GNWT to revise their position on this and will provide a list of residents that would benefit from the proposed changes.

- a. Accounts Paid List – The Accounts Paid List from July 2019 was reviewed. Cr. Couvrette was surprised to see that several government organizations receive payment from the Town for Canada Day float prizes and hopes that they contribute the funds to charity. He asked if organizations would consider specifying a charity to donate cash prizes to in future years. D/M Smith suggested there be no cash prize for institutional floats. Cr. Westwell suggested the winners receive a plaque or trophy in future years.
- b. Correspondence – The Correspondence from July 2019 was reviewed.
- c. License Report – The License Report from July 2019 was reviewed.
- d. Briefing Note 2019 Second Quarter Variance Report – The briefing note was reviewed. Administration advised that initial review shows that all budgets are within budget, however the Town is only halfway through the fiscal year and substantial invoicing is still underway.

Administration advised that ambulance recoveries are down and that quick analysis show that medivacs are down by 30%. He indicated that ambulance O&M costs had previously run a deficit up to \$100,000 and that other ambulance services are run by provincial entities. Administration advised that the GNWT relies on volunteers to operate ambulance services in the NWT, however the Beaufort Delta Region is run by the GNWT Health and Social Services. Administration added that there are no legislated requirements for municipalities to operate the service and when the Town asked the GNWT to assume the service, the Town was told to run the service as a business. As a result, the Town increased medivac fees to the GNWT but did not increase fees to those using the service. Administration is unsure if reduction in recoveries is due to less requirements for medivacs or a procedural change at the Health Centre. He added that medivacs are the primary source of ambulance revenue and that further research needs to be performed to determine the reason for the reduction.

Administration advised that development permit revenue is down due to fewer large construction projects in 2019 compared to 2018. Arena and Recreation Centre revenues have increased, and that part of the Arena increases is due to continued repayment of past debt by Rec Hockey. Water and Sewer revenues have recovered; Administration is determining why but thinks it is related to how water meter data is gathered by the Corporate Services Department. He added that average values are taken if water meter reading are inconsistent and that the department is reviewing this in conjunction with the auditor's notes to improve water billing. Administration advised that tipping fees are down as a result of free spring and fall clean-up initiatives in effort to clean-up the community. He indicated that the Town stopped picking up curbside garbage free of charge last year as significant improvements were made. They also ceased free commercial tipping fees during those times. Administration advised that there is a contractor salvaging metal in the landfill and that local contractors have been notified to contact him directly to dispose of their metal waste.

Administration advised that Council travel is overspent from sending Councillors to FCM and NWTAC and will have to be managed for the remainder of 2019. Administration travel is also overspent from the Director of Community Services and himself attending the Cannabis Conference but that the over expenditure doesn't reflect the reimbursement of travel costs by the GNWT. General Insurance is overspent however allocations to other GL's have yet to occur.

Ambulance Wages are overspent, and efforts are underway to manage how volunteers are scheduled to reduce the cost. Administration advised that there will be the need to reexamine payrates once the Ambulance and Fire Department services are combined. Additionally, he advised that the GNWT is looking at how they fund Ground Ambulance Highway Rescue and indicated that the amount of funding is not representative of cost. He noted that the GNWT presented a plan of governance, set a standard for the service, and want to review the amount of funding without paying additional funds. He advised that Hay River has provided the GNWT six-weeks to determine how they will provide the service as Hay River has indicated that they no longer would.

Heating budgets are overspent for most Town facilities as a result of a colder winter than previous years. He indicated that while fuel costs have been increasing annually, relatively warmer winters have offset the impact on the budget and that the cold 2019 winter has resulted in an overspent situation which will have to be addressed for 2020. He noted that the issue was made worse by GNWT billing errors for the Recreation and Pool facility heating over the past several years. He added that the GNWT had been underestimating the amount of heat utilized by Town facilities due to the shared heat meter at PWK High School being broken. As a result, the Town has been charged an average and was caught in an adjustment for 2017, 2018, and 2019.

Administration advised that street lighting expenses have decreased which is attributable to the increased use of LED lighting. Additionally, salaries and wages are within budget.

D/M Smith was pleased to see that the Town received bank interest income. D/M Smith asked how much of the tax receivable income will be realizable. Administration advised that no active effort is being taken at this time to identify bad debt. He added that with property tax interest there are efforts being made to either collect or forgive.

D/M Smith noted that the debenture interest is \$14,000 less than actual of what was committed this year and what was committed and asked if this was tied to a schedule or floating interest level. He asked if there is extra money budgeted to put against the actual principle to pay down the debt quicker. Administration is certain the Town is on a fixed rate for five-years but indicated that this may also be a cash flow difference. He will look into this.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That the 2019 Second Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

6. Administration

- a. **Appoint Standing Acting Senior Administrative Officer Cynthia White**

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Cynthia White, Director of Community Services, be appointed Standing Acting Senior Administrative Officer on an as and when required basis when the Senior Administrative Officer is away from the office effective August 6th, 2019.

CARRIED UNANIMOUSLY

- b. Appoint Development Officer Obrian Kydd
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Westwell
That Obrian Kydd, Director of Corporate Services, be appointed as a Development Officer for the Town of Fort Smith.
CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note Breathing Apparatus Purchase – The briefing note was reviewed. Administration advised that the 2019 Capital Plan identifies \$140,000 for Emergency Equipment, specifically for the replacement of all Fire Department breathing apparatus. Administration indicated that the current breathing apparatus were at the end of lifespan as per National Fire Prevention Act (NFPA) standards. He noted that NFPA standards are not legislated in the NWT but are a benchmark by manufacturers, vendors, maintainers and fire departments for the maintenance, operation, and replacement of life-safety equipment. Administration indicated that the procurement was a sole-source as MSA is the manufacturer of the current Town breathing apparatus and Rocky Mountain Phoenix is the only regional sales agent for MSA and the sole licensed service technician in the NWT. Cr. Campbell noted that Drager is compatible with MSA. Administration replied that changing the outfitter would require changing the fittings for fill stations and changing the outfitting on different racks. He added that the purchase is for the replacement of existing proprietary equipment.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That the sole-source purchase of Fire Department breathing apparatus be awarded to Rocky Mountain Phoenix in the amount of \$137,393.00 plus GST.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Cr. Beaulieu and Cr. McArthur be excused from the Corporate Services Standing Committee meeting of August 6th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on September 3rd, 2019.

10. Adjournment

RECOMMENDATION

Moved by:

Seconded by:

That the meeting be adjourned at 8:35 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING July 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35226	Globalstar	Sat phone bill	\$ 94.40	FD
35227	Globalstar	Sat phone bill	\$ 83.99	AMB
35228	Bank of Montreal	K. Morrison statement	\$ 332.13	
		\$69.20 - RAB lunch meeting		Council
		\$141.23 - Infrastructure special mtg.		AD
		\$60.85 - SDAB lunch meeting		Council
		\$60.85 - ABC lunch meeting		Council
35229	Bank of Montreal	P. Kaeser statement	\$ 680.40	
		\$680.40 - Euthanasia fee		Bylaw
35230	Paul Kaeser Stores Ltd.	Materials and supplies	\$ 486.82	Multiple
35231	Receiver General	Payroll deductions [R]	\$ 45,821.95	
35232	Bank of Montreal	J. Hood statement	\$ 2,413.44	
		\$1212.24 - Bell phone bill for May		Multiple
		\$1201.20 - Bell phone bill for June		Multiple
35233	Mercury Sign Art & Design	4 Way and advisory sign panels	\$ 1,126.44	PW
35234	TDC Contracting Ltd.	Water for Marine Drive and gas	\$ 2,413.78	Multiple
35235	Northern Arts & Cultural Centre	2019/2020 sponsorship	\$ 5,000.00	AD
35236	CIMCO Refrigeration	Freight	\$ 157.50	RCC
35237	NWT Power Corporation	June power bill	\$ 2,674.62	Arena
35238	Xerox	Copier usage	\$ 98.21	AD
35239	Northern News Service	Subscription renewal	\$ 50.00	AD
35240	NEBS Pension Fund	July premiums [R]	\$ 37,407.64	
35241	Employee	Refund - 2019 boot allowance	\$ 236.24	FM
35242	NEBS Group Insurance Fund	July premiums [R]	\$ 13,201.96	
35243	Employee	Reimbursement - travel claim	\$ 669.25	FD
35244	Liberty Security Systems Inc.	Annual monitoring fee for animal shelter	\$ 667.67	Bylaw
35245	Employee	Reimbursement - travel claim	\$ 562.20	PS
35246	Customer	Refund - cancelled opening of water account	\$ 50.00	AD
35247	Parks Canada	2nd place government institution float	\$ 125.00	Canada Day
35248	Aurora College	3rd place government institution float	\$ 100.00	Canada Day
35249	Fort Smith Senior Citizens Society	1st place commercial/organization float	\$ 150.00	Canada Day
35250	NTSSA - Fort Smith Region	1 st place government institution float	\$ 150.00	Canada Day
35251	TDC Contracting Ltd.	3rd place commercial/organization float	\$ 100.00	Canada Day
35252	Team Kaeser's Jr. Men's Curling	2nd place commercial/organization float	\$ 125.00	Canada Day
35253	Winner	1st place individual float	\$ 150.00	Canada Day
35254	Winner	2nd place individual float	\$ 125.00	Canada Day
35255	Winner	3rd place individual float	\$ 100.00	Canada Day
35256	Grimshaw Trucking	Freight - fire department equipment	\$ 307.56	FD
35257	Lou's Small Engines	Propane	\$ 189.00	PW
35258	Pitney Bowes	Postage meter lease	\$ 863.48	AD
35259	Receiver General	Vendor garnishment	\$ 9,105.50	AD
35260	Rocky Mountain Phoenix	Fire department equipment	\$ 154,374.15	FD
35261	Northern Stores Inc.	Materials and supplies	\$ 400.74	Multiple
35262	TDC Contracting Ltd.	Purchase high visibility vest	\$ 47.71	PW
35263	Artech Computers Inc.	Offsite back up service	\$ 904.26	AD
35264	Hay River Heavy Truck Sales Ltd.	Oxygen Cylinder rentals	\$ 189.00	AMB
35265	Performer	Canada Day musical performance	\$ 150.00	Canada Day
35266	Debbie's Sewing	Bags for story time snacks	\$ 346.50	RCC
35267	Zone West Ltd.	Fire/EMS uniforms	\$ 7,318.50	FD/AMB
35268	Performer	Canada Day musical performance	\$ 150.00	Canada Day
35269	Performer	Canada Day musical performance	\$ 150.00	Canada Day
35270	GNWT - HSSA	June marriage license fees	\$ 30.00	AD
35271	Brandon Kikoak	Provide sound for Canada Day	\$ 1,500.00	Canada Day
35272	Aurora College	Staff training	\$ 1,000.00	RCC
35273	Wally's Drugs	Materials and supplies	\$ 226.11	Multiple
35274	Freund Building Supplies	Materials and supplies	\$ 2,438.33	Multiple

35275 Xerox Canada Ltd.	Copier usage	\$	763.62	AD
35276 Wesclean Northern Sales Ltd.	Janitorial supplies	\$	479.69	RCC
35277 Infosat Communications	Sat phone bill	\$	169.22	FD
35278 RDV Mechanical	Install tires on gravel truck	\$	819.00	PW
35279 McLennan Ross	Legal fees	\$	4,593.44	AD
35280 Fields	Materials and supplies	\$	99.68	RCC/Canada Day
35281 Cutting Edge Contracting	Build and install cabinet	\$	651.00	RCC
35282 Hub Fire Engines & Equipment Ltd.	Replacement siren speaker	\$	507.93	FD
35283 Northwestel	Internet bills	\$	1,046.44	Multiple
35284 TDC Contracting Ltd.	Diesel, repairs and supplies	\$	4,319.32	Multiple
35285 RDV Mechanical	Repairs to water, tandem dump and garbage trucks	\$	4,677.26	Multiple
35286 Cam's Husqvarna Sales & Service	Repairs to chop saw and whippers	\$	1,622.17	PW
35287 Bank of Montreal	C. White Statement	\$	3,616.21	
	\$399.00 - Accommodation for dance instructor			RCC
	\$89.54 - June newsletter mail drop			RCC
	\$1155.00 - Skateboard equipment			RCC
	\$151.47 - Turtle supplies			Library
	\$892.00 - Daycamp supplies			RCC
	(\$22.02) - Returned turtle supplies			Library
	\$601.66 - Wireless headset and accessories			RCC
	\$288.71 - Walkie talkie			RCC
	\$ 60.85 - TTAB lunch meeting			RCC
35288 Paul Kaeser Stores Ltd.	Materials and supplies	\$	1,257.26	Multiple
35289 Link Hardware	Materials and supplies	\$	2,236.56	Multiple
35290 Northwestel	Phone bill	\$	4,304.14	Multiple
35291 Lifesaving Society	Exam fees	\$	138.72	Pool
35292 Northwestern Air Lease	Freight - water samples and frozen fish	\$	416.83	WTP/Canada Day
35293 TDC Contracting Ltd.	Gas and battery	\$	1,907.70	Multiple
35294 Maskwa Engineering Ltd.	Survey for landfill grading	\$	2,835.00	Landfill
35295 Arctic Alarm/Diamondtel	Alarm monitoring for July	\$	59.80	RCC
35296 Office Solutions	Copier paper and supplies	\$	419.29	AD/RCC
35297 Town of Fort Smith	July payroll deductions [R]	\$	1,091.84	
35298 Investors Group	July contributions [R]	\$	200.00	
35299 Wally's Drugs	Materials and supplies	\$	264.26	RCC
35300 Town of Fort Smith	June water bills	\$	1,998.98	Multiple
35301 Freund Building Supplies	Materials and supplies	\$	736.18	Multiple
35302 Receiver General	Payroll deductions [R]	\$	51,893.33	
35303 PSAC	July union dues [R]	\$	4,880.52	
35304 Receiver General	Employee garnishment	\$	53.75	
35305 GNWT - Taxation Division	July payroll tax [R]	\$	7,039.53	
35306 Northern Stores Inc.	Materials and supplies	\$	714.63	Multiple
35307 GNWT	Employee maintenance order payment [R]	\$	668.00	
35308 Yellowknife Book Cellar	Book order	\$	216.20	Library
35309 DB Perks& Assoc. O/A Commercial	Pool supplies	\$	437.43	Pool
35310 Westvac Industrial Ltd.	Sewer flusher	\$	149,625.00	PW
35311 TOFS Employees Association	July staff contributions [R]	\$	344.00	
35312 GNWT	Funds recovery and lab fees	\$	1,454.38	RCC/WTP
35313 NWT Power Corporation	July power bills	\$	30,945.87	Multiple
35314 Stokes International	Last of backordered uniform regila	\$	10.40	FD
35315 Aurora TPI Travel	Bus trips for sports camp	\$	236.25	RCC
35316 AECOM Canada Limited	Engineering services	\$	9,864.34	WTP
35317 Arctic Alarm/Diamondtel	Monthly alarm monitoring	\$	179.40	Arena/RCC
35318 Buckley, Barry	Fish for Canada Day	\$	2,500.00	Canada Day
35319 Advanced Medical Solutions	Ambulance supplies	\$	920.62	AMB
35320 Guillevin International Co.	Rescue webbing and rehab supplies	\$	653.63	FD
35321 Customer	Refund - unused pool rental	\$	65.00	RCC
35322 Cascade Publishing Ltd.	Reorder blank cheques	\$	771.75	AD
35323 Mercury Sign Art & Design	Street signs	\$	756.00	PW
35324 TDC Contracting Ltd.	Annual Cylinder rentals	\$	248.85	PW
35325 Paul Kaeser Stores Ltd.	Materials and supplies	\$	3,367.66	Multiple
35326 Dewolf Artworks	Town crest pins	\$	3,727.50	AD
35327 TDC Contracting Ltd.	Gas	\$	1,660.62	Multiple
35328 Pitnetworks	Postage meter refill	\$	1,575.00	AD/WTP

35329 McLennan Ross	Legal fees	\$ 1,194.38 AD
35330 Employee	Reimbursement - Paramedic Assoc. fee	\$ 110.00 AMB
35331 Globalstar	Sat phone bill	\$ 94.40 FD
35332 Globalstar	Sat phone bill	\$ 83.99 AMB
EFT Caterpillar Financial Services Ltd.	July lease payment	\$ 3,281.79 PW
Payroll	Pay period July 5, 2019	\$ 108,791.78
Payroll	Pay period July 19, 2019	\$ 128,617.32
	Total	<u>\$ 853,259.34</u>












Town of Fort Smith Community Services Committee

Tuesday, August 13, 2019 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – July 2019 Statistics
 - b. Pool – July 2019 Statistics
 - c. Mary Kaeser Library – July 2019 Statistics
6. Economic Development Report
 - a. Economic Development – July 2019 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Intere:	
 Community Services Minutes July 9, 2019	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 Recreation Statistics July 2019	 Pool Statistics July 2019
 Library Statistics July 2019	 Economic Development Repor



Town of Fort Smith
Community Services Committee
Tuesday, August 13th, 2019, at 7:00 pm

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

1. Call to Order
Cr. McArthur called the meeting to order at 7:00 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest – There were no disclosures of financial interest.
3. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Cr. Pischinger
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of July 9th, 2019, were reviewed and adopted at the Council meeting of July 23rd, 2019.
 - 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.
4. Directors Report

The Director provided a report on the operations of the Community Services Department.

 - a. Recreation Statistics – The July 2019 statistics report was reviewed. The Director advised that Youth Night usage is down due to the program being cancelled two Saturday evenings as a result of other events occurring and staff shortages. The Director advised that approximately 700 people ate at the Canada Day Fish Fry. She indicated that the British Soccer program usage has been decreasing in usage annually from one-hundred participants to twenty-seven in 2019. The Director advised that there were thirty participants for the Mackenzie Recreation Games and that they camped in the Recreation facility for the duration of the games. She added that youth from Wrigley, Dettah, N'dilo, Behchoko, and Fort Smith participated in the Mackenzie Games and that they utilized the pool, played golf, ultimate frisbee and beach volleyball. The Director anticipates Fort Smith being invited to host the games again next year as a result of a successful event. The Director advised that Youth Soccer occurred later than usual this year as the Town did not want to compete with Youth T-ball. The Director indicated that Squash Court use is very high this time of year. She noted that Day Camp usage is higher than last year and that the Parents 'n' Tots program has been well attended.

- b. Pool Statistics – The July 2019 statistics report was reviewed. The Director advised that Day Camp has been utilizing the pool twice per week and that a free swim was offered in July in conjunction with National Drowning Prevention Week. The Director advised that two water day activities were held at Conibear Park and that positive feedback was received from families. She added that there was to be a third water day event however it was cancelled due to rain. The Director indicated that two sets of swim lessons in July were condensed to prepare for an early pool shutdown this year for the replacement of the pool liner. She advised that the Pool was well used by the Parents ‘n’ Tots program in July. She added that there has also been good usage for the Seniors Swim which tends to decrease during the summer holidays. She noted that Public Swim starts at 1:00pm on Tuesday through Friday throughout the summer months and usage significantly increases due to being open additional hours.
- c. Mary Kaeser Library Statistics – The July 2019 statistics report was reviewed. The Director advised that Library usage has increased due to school being out for the summer. She noted that the Elder’s Technology Tea program usage has decreased, and Story Time usage has drastically decreased due to fewer Story Times being scheduled. The Director advised that there is a Summer Reading Club ongoing and that thirty-two kids have signed up for the Summer Reading Challenge. She added that eight adults also signed up for the Summer Reading Challenge.

The Director advised that the Pentecostal Church has also been hosting art programming with youth and adult sessions. She advised that Actua Science Camp sponsored by the Federal Government is running this week. She added that University Students teach kids the different sciences and the camp is offered at a low cost of \$40 per child for the week. The Director indicated that Circus Camp would be happening next week, and that Flying Bob would be bringing an aerial Instructor for the camp. She added that there would be a Circus Camp performance on Friday, August 23rd at 1:00pm and that she would invite Mayor and Council. The Director advised that the Town has partnered with Healthy Families for an intergenerational event at Northern Lights Special Care Home and that the Town would be providing the barbeque and bouncy castle. The Director advised that the pool liner replacement work would commence August 14th and the playgrounds installation would begin on August 15th. She added that the Town has also provided the bouncy castle for the RCMP barbeque on August 1st. The RCMP were appreciative and said the bouncy castle was a big draw for the event.

Administration advised that the Community Services Master Plan RFP is posted, and that the Director is also working with Tennis Club on Tennis Court improvements. Administration was pleased with the intergenerational day planned at NLSCH. Administration indicated that he hasn’t been contacted by the South Slave Friendship Festival or Music Festival about hosting a fall festival this year. He advised that the Town is planning a welcome back barbeque for Aurora College students. He also noted that the Dark Sky Festival is upcoming. Administration asked how many kids were participating in the Actua Science Camp. The Director replied that there are twenty-two kids participating and that the camp is from August 12th to 16th.

The Director advised that the NWT Literacy Council has purchased a book bus called the “Bison Bus” and that they are parked in the Recreation Centre parking lot August 8th and 9th. She is hoping they will return on a yearly basis.

Administration advised that the Town would be keeping space available in the Recreation facility for the Daycare and that they have found some potential Canadian candidates. He noted that they were looking internationally but have since had some interest nationally. He indicated that there were concerns with maintaining the Afterschool Program while the Daycare was pursuing staffing initiatives. He advised that the Town is working with an internal candidate to obtain appropriate early childcare credentials to be able to offer afterschool care this fall as it was provided in previous years.

5. Economic Development Report

- a. Economic Development – The July 2019 statistics report was reviewed. The Director advised that the EDO has been working with the summer students at the Visitor Information Centre to develop new programs. She indicated that VIC staff have been working collaboratively with Parks Canada facilitating tours to the rapids. She added that one of the summer students is a drama major and has added a flare to the community tours. The Director advised that the EDO has been working with Queen Elizabeth Campgrounds to facilitate campfire programming and other programming in conjunction with National Indigenous Peoples Day. The Director advised that there would be an open mic night at the Recreation Centre this weekend. She noted that the VIC would be wrapping up this weekend as the summer students would be going back to school. She added that the VIC staff were also able to acquire Paddlefest footage with a Google Street Cam. She felt that the VIC had a successful year.

The Director advised that the EDO is determining the best way to develop the community profile and that she is working on that project. She indicated that she is also working with the Aurora College to organize a Career Fair for the end of October that will allow high school students to see what job opportunities are available. She added that the Career Fair would also provide organizations the opportunity to recruit volunteers. The Director advised that the EDO has also been busy facilitating the next set of business visits and that more businesses participated. She is hoping to bring the Business Visit Report to Council in the fall. The Director advised that the monthly webinars and Speaker Series would be starting again at the Aurora College and that the intent is to have local business owners and knowledgeable people attend as live speakers. She noted that a number of topics have been considered. The Director advised that the EDO has also been working with Thebacha Business Development Services on new business course programs for homebased businesses and growing businesses. The Director advised that interviews with mine workers is ongoing. She indicated that the Citizen Satisfaction Survey finished July 1st and that she would bring the survey results to Council in the fall. She advised that the EDO has also developed a Town fact sheet/poster page for to promote local businesses to the participants of Paddlefest through Paddlefest Swag Bags. The Director advised that the Aurora Tourism Package has launched on Touch the Arctic Tours which is nighttime aurora viewing flights from Yellowknife to Fort Smith. She noted that the intent is to see if there is uptake and if it will become a regular package. Cr. Couvrette requested copies of the poster page for the Dark Sky Festival and indicated that are over one-hundred non-residents registered for the festival.

D/M Smith commended the Fort Smith Metis Council and President Ken Hudson for hiring Locust Mowing and TDC to grade the road down to the boat launch and advised that it was greatly appreciated.

6. Advisory Boards
 - a. Recreation Advisory Board – There were no RAB meetings in July.
 - b. Advisory Board on Culture – There were no ABC meetings in July.
 - c. Tourism and Trade Advisory Board – There were no TTAB meetings in July.

7. Excusing of Councillors

RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Mayor Napier-Buckley
That Cr. Cox be excused from the Community Services Standing Committee Meeting on August 13th, 2019.
CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 10th, 2019.

9. Adjournment

RECOMMENDATION
Moved by: Mayor Napier-Buckley
Seconded by: Cr. Couvrette
That the meeting be adjourned at 7:31 p.m.
CARRIED UNANIMOUSLY






Town of Fort Smith Municipal Services Committee

Tuesday, August 13, 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 – July 2019 Statistics and Training Report
 - b. Ambulance Department – July 2019 Statistics
 - c. Bylaw Department – July 2019 Statistics
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
 - a. Bylaw 998 Appoint Bylaw Officer Gavin Burke
9. Administration
10. Other Business
 - a. Council Priorities Review
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Minutes July 9, 2019	 Vision and Values	 2019 Capital Plan
 Fire Department Statistics July 2019	 Ambulance Statistics July 2019	 Bylaw Statistics July 2019
 Bylaw 998		
 Council Priorities Review		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, August 13th, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 7:32 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. Cr. Westwell requested adding discussion regarding the Election Forum to the agenda as the Union of Northern Workers (UNW) is looking for a partner and Council had previously expressed interest in participating. He noted that the Chamber of Commerce would not be involved this year due to the Chamber of Commerce President running in the elections.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of July 9th, 2019, were reviewed and adopted at the Council meeting of July 23rd, 2019.

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

d. 2019 Capital Plan – The Capital Plan was reviewed.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. Administration advised that the biggest project in the Capital Plan is the Water and Sewer Infrastructure Replacement Project which is ongoing now. He advised that Facilities Maintenance and Public Works has been busy supporting playground installation. Administration added that there has been some interest in sponsorship initiatives for the playgrounds and that Berro's has provided a monetary contribution. He indicated that there haven't been any requests for naming rights although the Town is seeking financial and in-kind support. Administration advised that staff are also providing support for the pool liner replacement and that Public Works is supporting multiple other initiatives.

Administration advised with regard to the Water and Sewer Infrastructure Replacement Project, that Water Treatment Plant staff have isolated the Water Tower and Water Reservoir and are using distribution pumps to pressurize the town's water. He noted that distribution pumps are not designed for this task and pumps that don't have pressure bypass are being used and require monitoring twenty-four hours per day. He added that there is less storage space for the town's water in the Water Treatment Plant and that operators are continuously treating water to keep the pumps full. Administration advised that Water Treatment Plant staff have been working twenty-four hours per day for the past sixteen days with only four staff members and that only four-days of operating twenty-four hours per day was originally planned. He advised that labour standards are being reached where staff are required to take mandatory days off. In addition to this, Administration indicated that the water truck had recently rolled coming back from Salt River and that the truck is a write-off. He advised that the driver is okay, but sore, and is expected back to work on August 19th, 2019. Administration advised that the roll-over is determined to be a major incident by WSCC and that a full investigation as to why it happened is being performed.

Administration advised that in conjunction with the ongoing Water and Sewer work, that turning the water on and off tends to send pressure surges through the water system. As a result, weak spots in the water system are found and a water line burst on St. Mary's Street. He indicated that the contractor has begun infrastructure replacement work on Mercredi Avenue and that work on Portage Avenue, McDougal Road, and Breynat Street would follow. Administration indicated that the Town is paying close attention to their schedule as they are significantly behind. He noted his concern with the work running too late in season include backfill freezing and not compacting properly. Administration advised that he is Acting Director of Municipal Services during the Director's absence and that he is actively managing the project. D/M Smith asked when the project is expected to be completed. Administration advised that the contractor's schedule that was submitted the beginning of July indicated work would conclude mid-September and that he has requested an updated schedule. He thinks with the schedule being one-month behind, that work would be finished by late October. He added that the timeline is concerning and that their overall schedule did not include a high degree of quality or detail and that the schedule is split into phases. He indicated they are currently on Phase 2 which is work on Mercredi Avenue and that there are subsequent phases. He noted that the Mercredi Avenue work plan is no longer valid as it is a month behind at this point. Administration advised that a high quality of paving is not obtained this late in the season and that paving may be rescheduled for Spring 2020.

Cr. Pischinger requested clarification on the Water Treatment Plant staff working twenty-four hours per day for a short period of time. Administration confirmed that they were originally planned to only work twenty-four-hour days for four days however they have been running for sixteen days. He added that labour standards allow workers to work for approximately twenty days straight with a mandatory four days leave. He added that they are also covering for the water truck driver as well. Cr. Pischinger asked how this impacts the budget. Administration replied that overtime costs are not tied to capital cost associated with the project but do put onus on the O&M Budget. He noted that as per the contract, the work was to be substantially complete by August 15th and that there is a penalty clause if delayed. He noted that there is frustration with rate and quality of work being done. Cr. Pischinger asked who is testing the ground compaction before paving. Administration replied that they have a surveyor measuring the compaction which is submitted to the project engineers who ensures the compaction is appropriate.

Cr. Westwell asked if the asphalt plant is already set-up along the highway. Administration confirmed that NWT Construction is mobilizing to site and will do whatever paving the community wants. He indicated that paving could be done this year to correct cuts or where existing pavement is failing. He added that other agencies also wish to have their parking lots paved. He added that there is no budget for additional paving work although if their pricing is right, he may come to Council with the request. D/M Smith advised that asphalt plant mobilization fees are expensive, and if the contractor won't be paving this year, who would pay the additional mobilization fees. Administration replied that the contractor provided a unit cost for the paving which is fixed as per the contract.

5. Protective Services Report

- a. Fire Department – The July 2019 statistics and training report were reviewed. Administration advised that the Director of Community Services would provide updates henceforth on the Protective Services reports.

The Director of Community Services advised that the Fire Department responded to a motor vehicle accident at the Cemetery and another accident on Pine Lake Road in July.

- b. Ambulance Department – The July 2019 statistics report was reviewed. The Director advised that the Ambulance Department also responded to the motor vehicle accident on Pine Lake Road. She added that medivacs are down 30% from the previous year which is impacting revenue generation for the department. She added that there are also substantially more volunteers and that they are determining how to provide the service while managing costs. Cr. Couvrette asked if the Town would be approaching the Department of Health and Social Services regarding the changes to medivacs and implementing scheduled medivac flights. He suggested that this may have detrimental impacts to residents. The Director replied that they will explore the option.
- c. Bylaw Department – The July 2019 statistics report was reviewed. The Director advised that the Bylaw Officer responded to more calls than recorded in the report and that the majority were dog complaints. She added that the Bylaw Officer did patrolling in July.

6. Advisory Boards

- a. Sustainable Development Advisory Board – There were no SDAB meetings in July.

7. Bylaw/Policy Review and Development

- a. Bylaw 998 Appoint Bylaw Officer Gavin Burke – Bylaw 998 was reviewed. The Director advised that Mr. Burke is an internal candidate with a long-standing interest in joining the RCMP.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Pischinger

That Bylaw 998 Appoint Bylaw Officer Gavin Burke be brought forward to the Council Meeting of August 20th, 2019 for First and Second Reading.

CARRIED UNANIMOUSLY

8. Other Business

- a. Election Forum – Cr. Westwell indicated that UNW representatives had discussed holding another community forum for the upcoming elections. He noted that the UNW had partnered with the Chamber of Commerce in the past, but they would not be hosting this year due to the Chamber of Commerce President running in the elections. Cr. Westwell had discussed the possibility of having the municipality involved and felt that it would be in Council's best interest considering discussions about making ongoing issues political. Cr. Westwell advised that he would be involved representing the UNW and that Cr. Cox has been the Moderator in the past. Cr. Westwell indicated that the tentative date for forum is the evening of September 9th at Roaring Rapids Hall. Cr. McArthur asked why the event is being held at Roaring Rapids Hall this year. Cr. Westwell replied that the last two forums were held at the Recreation facility although the acoustics in the building make it difficult to hear. He noted that Roaring Rapids Hall is better for sound and that the UNW has the capacity to mic the event using their sound system. Administration asked if Cr. Westwell is suggesting that Council be involved with moderating or for the Town to be involved with logistics. Cr. Westwell replied that the UNW and Federation of Labourers have requested partners to submit five questions to ask the election candidates with three top questions ordered by priority. Cr. Westwell would request help from Council to moderate and possibly help logistically. He added that he hopes Cr. Cox would moderate again this year.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Couvrette

That the Town of Fort Smith partner with the Union of Northern Workers on an all-candidates forum for the Territorial Elections in September 2019.

CARRIED UNANIMOUSLY

- b. Council Priorities Review – Mayor and Council agreed to make a recommendation to table the review of the Council Priorities.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That the Council Priorities Review be tabled.

CARRIED UNANIMOUSLY

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Mayor Napier-Buckley

That Cr. Cox be excused from the Municipal Services Standing Committee Meeting on August 13th, 2019.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 10th, 2019.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:11 pm.

CARRIED UNANIMOUSLY