











Town of Fort Smith Corporate Services Committee

Tuesday, September 3, 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
6. Directors Report
 - a. Accounts Paid List August 2019
 - b. Correspondence August 2019
 - c. License Report August 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		
 Statement of Disclosure of Interest		
 Corporate Services Minutes August 6, 2	 Vision and Values	 Strategic Plan
 Council Priorities		
 Accounts Paid List August 2019	 Correspondence August 2019	 License Report August 2019



Town of Fort Smith
Corporate Services Committee
Tuesday, September 3rd, 2019, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier, Cr. Westwell, Cr. Pischinger, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell
Regrets: Cr. Beaulieu
Staff Present: Cynthia White, A/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 7:02 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. Cox

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of August 6th, 2019, were reviewed and adopted at the Council meeting of August 20th, 2019. Cr. McArthur requested an update on the Special Meeting of August 30th with Ministers Louis Sebert and Wally Schumann. Mayor Napier advised that the Ministers indicated that there would be no expected changes with the runway modifications and several other issues, and that the advice given was to contact the next Legislative Assembly once elected to address outstanding and ongoing issues. She added that there was a letter read at the meeting from Minister Abernethy in regard to Youth Rehabilitation Centre and that it was emailed to Mayor and Council. Cr. Couvrette advised that Minister Schumann indicated that the ITI Superintendent position would remain in Hay River due to increased economic activity and that a new Associate Deputy position would be created to compensate for this. He suggested asking the Minister which community the Associate Deputy position would be assigned to.

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

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

4. Governance

- a. Council Priorities – The Council Priorities were reviewed. D/M Smith advised that Council reviewed priorities after the last Municipal Services meeting on August 13th.

5. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director advised that the implementation of the new Collective Bargaining went well with no issues. He noted that there is a new set of leave established for domestic violence. The Director is in the process of reviewing budget and capital planning for 2020. Cr. McArthur requested an update on property tax arrears. Administration advised that a briefing note regarding property tax arrears would be brought forward to the Committee meetings next week. Cr. Cox has received positive comments from the community expressing support for the Town pursuing property tax arrears and commended the Town for their work.

- a. Accounts Paid List – The Accounts Paid List from August 2019 was reviewed. Cr. Couvrette noted a payment for preparation of the Town newsletters. He requested that newsletters be pinned to the top of the Facebook page and website.
- b. Correspondence – The Correspondence from August 2019 was reviewed. Cr. Cox requested a separate column in the correspondence list to indicate the receiver and sender of mail. Cr. McArthur requested an update on prisoner escort services and Commissioner's land transfers from the Special Meeting of August 30th. Cr. Westwell advised that the Minister of Lands was unaware that the Town submitted acquisition requests for the Riverside Park lot and adjacent washcar lot. It was suggested that the Town either enter into the process again or submit requests regarding the improvements on the lots. In regard to prisoner escort services, Cr. Westwell advised that the Minister of Justice was unaware of issue. Cr. Cox clarified that it was their understanding that it is common practice for correction's officers to escort prisoners to other communities and that there was a lack of awareness of why that wasn't happening in Fort Smith.
- c. License Report – The License Report from August 2019 was reviewed.

6. Other Business

Cr. Couvrette reminded Council that additional thought needs to be put into the all-candidates forum questions.

Administration provided an update on the Water and Sewer Infrastructure Replacement Project. She advised that an updated schedule has been received and that it has been decided not to pave this year. She indicated that the contractor is moving to the next phase of work on Breynat Street between Mercredi Avenue and McDougal Road, and that they will continue to work until frost begins to form. Cr. Cox asked if additional expenses incurred by the Town due to the delay in work would be at the responsibility of the contractor. Administration replied that the Town will be working within the contract and that there are penalty clauses for time. Cr. Couvrette asked if Water Tower is still being bypassed and stress is still being put on Water Treatment Plant staff. Administration advised that the Water Tower has been operational and Water Treatment Plant staff are back to their regular schedules since over a week ago. Cr. Campbell asked if the Portage Avenue in front of Conibear Park would be leveled before starting work on Breynat Avenue. Administration is unsure of the sequence of work to be performed and noted that the priority is to maintain access to the Health Centre. Cr. Pischinger noted that there were water main breaks due to water pressure from the Water Tower being bypassed and asked who is responsible for covering the cost of the repairs. Administration will follow up with the SAO on this but thinks the repairs are covered by Water Interruption Insurance.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Pischinger

That Cr. Beaulieu be excused from the Corporate Services Standing Committee meeting of September 3rd, 2019.

CARRIED UNANIMOUSLY

Lynn advised that she would be away from the community and returning September 15th.

It was asked if Cr. Beaulieu indicated that she would not be attending the meeting. The Executive Secretary confirmed that she did not receive any notification.

Cr. Cox asked what would happen if Council did not vote in favour to excuse Councillors at Committee meetings. D/M Smith replied that the recommendation would not be brought forward to the Regular Council Meeting as a motion, but if passed it would be brought for further discussion and consideration.

8. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on October 1st, 2019.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 7:33 pm.

CARRIED UNANIMOUSLY



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35333	Rocky Mountain Phoenix	Annual SCBA testing	\$ 2,554.37	FD
35334	Northern Stores Inc.	Materials and supplies	\$ 596.51	Multiple
35335	NEBS Pension Fund	August premiums [R]	\$ 32,322.08	
35336	Fort Smith Paddling Club	2019 Paddlefest contribution	\$ 2,500.00	
35337	TDC Contracting Ltd.	parts	\$ 411.12	FM/WTP
35338	Maskwa Engineering	Asbestos testing	\$ 545.74	WTP
35339	NEBS Group Insurance Fund	August premiums [R]	\$ 11,607.66	
35340	Helena Katz	July newsletter	\$ 480.00	Council
35341	RDV Mechanical	Repairs on vehicles	\$ 560.18	WTP
35342	Rusty Raven Gallery & Gift	Gift cards for Canada Day	\$ 28.88	Canada Day
35343	Fields	Materials and supplies	\$ 438.05	Multiple
35344	Robert Palmer	Final circus camp payment	\$ 5,436.00	RCC
35345	Employee	Refund - over deduction	\$ 498.57	FM
35346	Roots & Ruminants Farm	Annual flower purchase	\$ 5,355.00	Downtown Dev.
35347	3 Star Ventures Inc.	Removal of refrigerants from appliances at landfill	\$ 9,450.00	Landfill
35348	Cascade Publishing Ltd.	July/August newsletter design	\$ 115.50	AD
35349	Grimshaw Trucking	Freight	\$ 258.16	Multiple
35350	Paul Kaesers Stores Ltd.	Materials and supplies	\$ 585.51	Multiple
35351	Fort Smith Volunteer Fire Dept.	Reimbursement - bathroom supplies	\$ 120.36	FD
35352	Receiver General	Payroll deductions [R]	\$ 47,741.27	
35353	Lifesaving Society	Exam fees	\$ 211.14	Pool
35354	Thyssenkrupp Elevator	Service contract	\$ 1,253.20	RCC
35355	CAB Construction Ltd.	Hook up new pump	\$ 151.20	FM
35356	Arctech Computers Inc.	Offsite back up service	\$ 904.26	AD
35357	Office Solutions	Materials and supplies	\$ 441.15	RCC/FM
35358	Hay River Heavy Truck Sales Ltd.	Oxygen cylinder rentals	\$ 189.00	AMB
35359	Yellowpages	Advertisement fee	\$ 299.34	AD
35360	Freund Building Supplies	Materials and supplies	\$ 1,448.02	Multiple
35361	DB Perks DBA Commercial Aquatic	Supplies	\$ 7,694.66	Pool
35362	TDC Contracting Ltd.	Garbage bin repairs and diesel	\$ 4,087.04	PW
35363	Aurora TPI Travel	Employee travel for training	\$ 1,361.01	RCC
35364	Wesclean Northern Sales Ltd.	Janitorial supplies and freight	\$ 175.36	RCC/WTP
35365	Infosat Communications	Sat phone bill	\$ 173.88	FD
35366	Guillevin International Co.	Replacement fire host for pumper 1	\$ 4,168.08	FD
35367	Ace's Restaurant & Retail	Dessert for garden river meeting	\$ 210.00	Public Relations
35368	KC Plumbing and Heating	Water and sewer line repairs	\$ 11,211.48	AD
35369	GNWT	Annual land lease	\$ 630.00	AD
35370	Lou's Small Engines	Repairs/parts/gift card	\$ 3,709.75	Multiple
35371	Link Home Hardware	Materials and supplies	\$ 3,205.50	Multiple
35372	Northwestel Inc.	Internet and phone bills	\$ 5,111.04	Multiple
35373	Xerox	Copier usage	\$ 628.17	AD
35374	Northwestern Air Lease Ltd.	Freight - water samples	\$ 132.66	WTP
35375	CAB Construction Ltd.	Repairs to various systems/electrical	\$ 9,335.50	Multiple
35376	TDC Contracting Ltd.	Gas	\$ 1,690.46	Multiple
35377	Aquam Inc.	Chemicals and supplies	\$ 2,401.33	Pool
35378	AECOM Canada Ltd.	Engineering services - water and sewer	\$ 51,951.39	
35379	RDV Mechanical	Repairs to pump and vehicles	\$ 864.68	Multiple
35380	Retailer e.mall	Supplies	\$ 962.58	Library
35381	Westech Fire and Safety	Fire gloves	\$ 919.67	FD
35382	Employee	Reimbursement - PPE boots	\$ 100.00	AMB
35383	Grimshaw Trucking	Shipping	\$ 344.10	FD/Arena
35384	Town of Fort Smith	July water bills	\$ 1,326.41	Multiple
35385	Receiver General	Payroll deductions [R]	\$ 68,386.87	
35386	Receiver General	Vendor garnishment	\$ 7,762.50	
35387	European Cutters Limited	Sharpen Zamboni blades	\$ 275.63	Arena
35388	Employee	Reimbursement - travel claim (training)	\$ 700.05	FD
35389	TDC Contracting Ltd.	Def fluid	\$ 630.00	PW

35390	Employee	Reimbursement - travel claim (training)	\$	700.05	FD
35391	McLennan Ross	Legal fees	\$	1,536.05	AD
35392	Employee	Reimbursement - travel claim (training)	\$	566.20	FD
35393	Employee	Reimbursement - travel claim (training)	\$	651.85	FD
35394	Employee	Reimbursement - travel claim (training)	\$	1,266.25	FD
35395	Employee	Reimbursement - travel claim (training)	\$	259.00	FD
35396	Employee	Reimbursement - travel claim (training)	\$	651.85	FD
35397	Employee	Reimbursement - travel claim (training)	\$	259.00	FD
35398	Employee	Reimbursement - travel claim (training)	\$	259.00	FD
35399	Employee	Reimbursement - travel claim (training)	\$	651.85	FD
35400	Wally's Drugs	Materials and supplies	\$	311.53	AD/RCC
35401	Rocky Mountain Phoenix	Annual pump testing	\$	2,914.93	FD
35402	Pelican Rapids Golf & Country Club	2019 annual contribution	\$	5,000.00	AD
35403	Pelican Restaurant	Retirement party lunch	\$	214.67	AD
35404	Elite Sportswear	Uniforms	\$	1,527.59	RCC
35405	Pitneyworks	Postage meter refill	\$	1,575.00	AD
35406	Customer	Refund water meter deposit	\$	90.00	AD
35407	AECOM Canada Ltd.	Fees - water license compliance	\$	614.25	AD
35408	Employee	Reimbursement - travel claim (FCM/AGM)	\$	821.95	AD
35409	Yellowknife Public Library	Fines	\$	11.00	Library
35410	Power Surge Technologies Ltd.	Headphones	\$	125.95	Library
35411	Cam's Husqvarna Sales & Service	Purchase of mowers	\$	30,538.20	PW
35412	Rusty Raven Gallery & Gift	Prizes for adult summer reading challenge	\$	32.54	Library
35413	Employee	Reimbursement - travel claim (FCM/AGM)	\$	866.94	AD
35414	Splashables	Supplies	\$	493.87	Pool
35415	Office Solutions	Printer Ink	\$	279.23	PW
35416	Customer	Refund water meter deposit	\$	350.00	AD
35417	Customer	Refund water meter deposit	\$	1,064.51	AD
35418	Grimshaw Trucking	Freight	\$	532.98	RCC
35419	Paul Kaesers Stores Ltd.	Materials and supplies	\$	600.45	Multiple
35420	NWT Power Corporation	August power bills	\$	35,658.06	Multiple
35421	Rocky Mountain Phoenix	Fill station part	\$	258.30	PW
35422	CAB Construction Ltd.	Light protectors for lights	\$	2,028.60	Arena
35423	TDC Contracting Ltd.	Gas/Repairs/Parts	\$	1,477.38	Multiple
35424	Westclean Northern Sales Ltd.	Janitorial supplies	\$	1,423.46	RCC
35425	Hay River Heavy Truck Sales Ltd.	Oxygen cylinder rentals	\$	63.00	AMB
EFT	Caterpillar Financial Services Ltd.	August lease payment	\$	3,281.79	PW
	Payroll	Pay period August 2, 2019	\$	116,561.19	
	Payroll	Pay period August 16, 2019	\$	154,153.93	
	Payroll	Pay period August 30, 2019	\$	143,383.69	
		Total		\$ 829,708.16	














Town of Fort Smith Community Services Committee

Tuesday, September 10, 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 – August 2019 Statistics
 - b. Pool – August 2019 Statistics
 - c. Mary Kaeser Library– August 2019 Statistics
6. Economic Development
 - a. Economic Development Report – August 2019 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board
 - b. Advisory Board on Culture
 - c. Tourism and Trade Advisory Board
 - i. Expression of Interest Natalie Melnyk
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
 - a. Briefing Note – JBT Donation Request
Playground Install Contractor Travel Costs
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Community Services Minutes August 13,	 Vision and Values
 Community Services Master Plan	 Economic Development Plan
 Recreation Statistics August 20:	 Pool Statistics August 2019
 Library Statistics August 2019	 EDR August 2019
 TTAB Natalie Melnyk	
 BN JBT Donation Request	



Town of Fort Smith
Community Services Committee
Tuesday, September 10th, 2019 at 7:00 pm

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

1. Call to Order
Cr. McArthur called the meeting to order at 7:02 pm.
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Financial Interest – There were no statements of financial interest.
3. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of August 13th, 2019, were reviewed and adopted at the Council meeting of August 20th, 2019. Cr. Cox noted that it was mentioned in the minutes that the British Soccer usage has been decreasing and wondered if the program would continue next year. Administration has discussed engaging community volunteers with the responsibility of establishing a group responsible for soccer.

Cr. Cox requested an update on the playground installation. The Director advised that the three playgrounds have been installed and that municipal services staff have been moving sand to the last playground.

D/M Smith appreciates what the Town does to utilize the soccer field and that most other sports have organizations. He suggested approaching the schools to partner with soccer as youth in Fort Smith play soccer through school rather than through an association. Administration replied that the Town would also like invest further into the Track and Field facility and the possibility of establishing a multisport volunteer group to champion track and field, soccer and other winter sports. The Director clarified that soccer in Fort Smith is purely a school sport but is a club sport in other communities. She added that British Soccer is only available in the summer and does support all age groups which wouldn't be supported by schools. She advised that Minor Baseball has also become popular in the last few years and that there has been a struggle to find coaches. She added that volleyball and basketball also don't have an association in Fort Smith and its necessary to form an association to access funding from territorial sport organizations. She advised that the Town has fantastic facilities but not enough volunteers which is why they are considering the establishment of a multisport organization. She noted that another benefit of having a multisport organization would be that sports could be scheduled in a way that they aren't overlapping making for a more efficient system. Administration added that similarly, ice users are approached together to schedule and utilize the facility.

- c. Vision and Values – The Vision and Values were reviewed.
- d. Community Services Master Plan – The Community Services Master Plan was reviewed. Administration advised that Council approved capital funds to update the Community Services Master Plan and that an RFP was released. He noted that multiple RFP packages were issued although no proposals were received due mainly to travel costs. He advised of the possibility to sole source the work to the consultant who created the Strategic Plan as the Town was pleased with the level of community of engagement, or to reissue the RFP. Administration noted that there are no local consultants available to perform the work.
- 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 August 2019 statistics report was reviewed. The Director advised that indoor use of the facility is down including use of the gymnasium and that there are not as many drop-in sports being implemented during the summer. Pete’s Gym usage is down but will increase in September. The Director advised that the Town signed a two-year contract with the Aurora College to provide students access to the Recreation facility immediately. She noted that there was no group fitness programming during the summer and that squash usage is down due to summer. Day Camp has been well utilized with often the maximum of twenty kids in attendance. The Parents ‘n’ Tots and Youth Night programs have also been well used throughout the summer. The Director advised that the Town partnered to facilitate an Art Camp, Science Camp, and Circus Camp in August. She has heard positive comments with respect to the Circus Camp performance. The Director advised that the Recreation Programmer is implementing a skateboarding clinic. She noted that there was Summer Soccer and Minor Ball in mid-July. She added that the Dark Sky Festival dinner was held in the gymnasium and that the facility was happy to host the event.
- b. Pool Statistics – The August 2019 statistics report was reviewed. The Director advised that the August was a slow month for the pool due to the facility closure to replace the pool liner and perform annual maintenance. She added that swimming lessons concluded in August.
- c. Mary Kaeser Library Statistics – The August 2019 statistics report was reviewed. The Director advised that the Library held fewer Parents ‘n’ Tots programs throughout the summer as a result of feedback from parents. She added that some Story Time programs were held in the parks and that the only other program that ran significantly throughout the summer was the Elders Technology and Tea program. Additionally, that the Library hosted a Book Club during the summer too.

The Director provided an update on the playground installation. She noted that the Municipal and Community Services staff helped the contractor with the installation and that a tree fell on one of the older playgrounds as a result of a windstorm. She noted that luckily the installer was in the community and determined that the parts could be replaced, and that the playground would be fine.

The Director advised that the Community Block Party would be held on September 28th which would include outdoor music, a welcome back barbeque for students, the bouncy castle, a free swim, and community organization registration from 11:00 am to 3:00 pm at the Recreation facility parking lot. She noted that Women's Hockey and Figure Skating have expressed interest in participating with the community registration and suggested that the Ski Club may wish to participate as well. She added that local businesses have also been invited to set up booths. The Director advised that 400 people attended the event last year and that she is excited to host the event again.

The Director advised that an Introduction to Archery program would be held on October 5-6th; the Laurie Hobart Memorial Volleyball Tournament in mid-October; Art in the Park this weekend at Mission Park; and a hockey/baseball/golf tournament in October. The Director noted that the afterschool program would only be accepting ten kids after school due to staff turnover. She has also met with ice user groups and that ice installation is starting in preparation for opening on October 1st.

Cr. Couvrette gave his appreciation and thanks as organizer of the Dark Sky Festival to Recreation staff who were extremely helpful in facilitating the event and that they would be discussing renting the facility again next year. He advised that the event was phenomenal and that participants were appreciative of the courtesy from staff.

Cr. Cox asked if the Town has had to turn people away from the Afterschool Program. The Director noted that they accepted fifteen participants into the program last year, and that they have had to turn people away due to the decrease. She advised that they are looking to see if they can adequately staff two staff members next week to allow for twenty participants. She added that their lead staff member was very ill during the first week of school.

Cr. Cox asked if there are plans to hold more swimming lessons or a Junior Swim Club. The Director replied that swimming lessons would commence in October. She advised that the Town has lost three swim instructors and the problem is that they must be sixteen years old to take the course. She noted that there are three staff members ready to take the course but special permission from the Life Safety Society is required to run the course with a small group. The Director advised that they are hoping to move forward with the Junior Lifeguarding Club and are hoping to find an instructor for competitive lifeguarding. She noted that there is a gap between when kids finish swim lessons and when they are eligible to work for the Town at fifteen. She added that the Town can run the programs but need to have qualified staff to teach the lessons.

5. Economic Development

- a. Economic Development Report – The August 2019 statistics report was reviewed. The Director advised that the EDO is continuing to work on many regular projects. She noted that the Fort Smith Career Fair is upcoming at the end of October and that the student support councilor from the college and EDO are meeting with the High School to determine how to best get them involved. She noted that the EDO has been working on business visits and has visited eighteen businesses so far. She is finding that there are different businesses interested and some that aren't participating in this session. She noted that the EDO has been working Thebacha Business Development Services on program development to encourage new businesses and is preparing a resource guide for new business owners. The Director advised that the EDO is also working on facilitating a tourism stakeholder meeting and that the EDO has already contacted some easily identifiable stakeholders. She added that she will send invitations to other people identified as potential stakeholders through tourism impacts. She hopes to host a tourism stakeholder meeting quarterly. Cr. Cox was very appreciative of the social media presence from the Town, especially on Instagram and Twitter.

6. Advisory Boards

- a. Recreation Advisory Board – Cr. Cox advised that RAB had met today at lunch and meets the second Tuesday of every month. They discussed vacancies on the board and potentially finding a youth member to fill a vacancy. She noted that there was discussion on the Healthy Foods Policy implementation which was approved by the previous Council and that the Town is looking at year one of three for implementation. She added that year one of implementation is focused on education and discussing healthier options for the 2019-2020 season. She also noted that RAB doesn't want to see the implementation of the policy affect fundraising initiatives for Minor Hockey but would like to work toward the Town's goal of being the Healthiest Community in the NWT. Additionally, the board discussed the Community Services Master Plan RFP and upcoming events. She advised that there would be a community barbeque at the Aurora College tomorrow.
- b. Advisory Board on Culture – There were no ABC meetings in August.
- c. Tourism and Trade Advisory Board – There were no TTAB meetings in August.
- i. TTAB Appointment Natalie Melnyk – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Natalie Melnyk be appointed to the Tourism and Trade Advisory Board for a term ending December 31st, 2020.

CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note JBT Donation Request – The briefing note was reviewed. Administration advised that when new playground equipment was purchased the Town made an agreement to work cooperatively with the GNWT and WBNP to split playground shipping costs and travel costs for the installer. He noted that a request was received from JBT Elementary School to pay their portion of the travel costs for the installer. He advised that due to unexpected additional expenses JBT can no longer afford to pay their portion. He added that WBNP covered the accommodations for the installer at no cost to them. Administration advised that GNWT portion of the travel costs they are requesting donated is approximately \$2,000 and suggested the funds could be distributed from the donations budget or from capital projects as there is funds left. He suggested that Council may wish to find another solution such as lobby the GNWT to pay for their playground.

Cr. Westwell felt that the request was hard to support as the project costs were shared and as JBT built a fancy playground when the Town did not. He noted that they are requesting the donation after the install and that he is not heavily supportive of the donation at this time.

D/M Smith noted that the Town receives many donation requests without much background information. He noted that the DEA has a process in supporting school and was unsure if the DEA was asked for support. He requested more information regarding the DEA impact with the request and if they have funding to help cover the cost. Administration replied that additional information can be requested for the Council meeting next week.

The Director advised that the Student Leadership Program fundraised for the equipment but didn't receive the installation costs with the quote. She added that the previous JBT Principal was hoping for more support from the GNWT for sand to meet safety standards. She is unsure if they requested funding from the DEA.

Cr. Pischinger stated that Grade Four through Six students raised the money and that GNWT Infrastructure does not cover the cost of playground equipment in any budget except Junior Kindergarten. She noted that the DEA would be meeting next week and that she would get more information. Cr. Cox confirmed that the students did all the fundraising for the past few years and that playgrounds are not funded by the GNWT. She noted that the Parent Action Committee fundraised for the primary playground side. Additionally, she noted that the equipment was installed by volunteers.

Cr. Couvrette also requested additional information and suggested that the schools and parent associates be requested to provide community services in return for the donation such as volunteering at the Recreation facility.

The Director advised that the Town maintains five playgrounds and additional green spaces. Administration replied that a donation was received from a resident to sponsor one of the Town playgrounds and suggested the funds could be redirected. The Director will follow up with JBT Principal Pam Walsh to determine if there are any other options for them.

8. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Cr. Couvrette
That Mayor Napier be excused from the Community Services Standing Committee Meeting on September 10th, 2019.
CARRIED UNANIMOUSLY

9. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on October 8th, 2019.

10. Adjournment
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Cox
That the meeting be adjourned at 7:52 p.m.
CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

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

Attached Documents
 Statement of Disclosure of Interest
<div style="display: flex; justify-content: space-around;">    </div> Municipal Services Vision and Values 2019 Capital Plan Minutes August 13,
<div style="display: flex; justify-content: space-around;">   </div> Fire Stats and Training Report Aug Bylaw Statistics August 2019



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, September 10th, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:01 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. Couvrette requested discussion on the Chip Sealing of Highway 5 and the Hay River Runway Overlay 05-23 Tender Project be added to the agenda.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of August 13th, 2019, were reviewed and adopted at the Council meeting of August 20th, 2019. Cr. Cox noted a typo in the August 13th minutes.

Cr. Couvrette expressed gratitude for the work put into the all-candidates forum and commended Cr. Cox on moderating. He was disappointed as the questions he submitted on behalf of Town Council were changed from submission. He noted that background information was left out of the questions which changed the context of what was being asked. He requested that the questions be resubmitted to candidates and a response be submitted in writing to post on the website. Cr. Westwell advised that written material wasn't provided to the candidates beforehand and that preamble questions were not accepted. He indicated that he shortened the questions by removing the preamble. Cr. Cox appreciated the time and effort put into the preamble but didn't feel it would have changed the answers to the questions. She suggested that if Cr. Couvrette felt that the answers would be different with the preamble submitted she would not object to submitting the questions in written form for submission. Cr. Couvrette advised that the questions were circulated to Council and that he assumed that they were of an acceptable format. He suggested that it be the decision of Council if they should be answered further with the background context. Cr. Campbell and Cr. Beaulieu agreed with Cr. Couvrette to resubmit the questions. Cr. Pischinger thought the questions from the Town were quite wordy and was unsure if the candidates understood the question but agreed to submit the preamble with the questions. Cr. Westwell noted that the final form of questions wasn't circulated for security reasons.

- c. Vision and Values – The Vision and Values were reviewed.
- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. McArthur requested an update on the Water and Sewer Project. Administration has received an updated schedule and felt that the schedule was not attainable given the time allotted. He noted that the contractor acknowledged that there would be no paving this year and that work would cease once frost enters the ground affecting to the temporary water lines. He advised that there is the need to rationalize the end of season with the phases of work required to be completed. Administration noted that the contractor is currently stripping asphalt on Breynat Street from Mercredi Avenue to the main four-way intersection. The work will be completed and the road reinstated with gravel for the rest of the work to continue next year. Administration is working with the GNWT to extend CWWF funding as it expires on March 31st, 2020. He advised that the options provided by MACA was to modify the scope, terminate the contract, or extend the contract. He noted that there is the option to forgo other Federal funding opportunities but suggested other opportunities would be used for the Landfill. He felt that the only viable option would be for an extension and thinks the Town meets the criteria for this. He added that the contractor is in the process of implementing temporary water services to the Health Centre and Northern Lights Special Care Home, and that the Director has been doing a good job working with the affected institutions to ensure zero interruptions while the work occurs. He added that alternate routes to the Health Centre are being established while the work continues.

D/M Smith was appreciative of the update and agreed that extending the project is the only option. He asked if Council could provide any political support to execute the extension and hopes the work won't be jeopardized by a delinquent contract. Administration has observed local employment for the work provided that the contractor is not from the community.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. Administration advised that the department has been working on multiple projects throughout the summer and performed contract management. He added that the Director of Community Services managed differed aspects of the playground installation and pool liner replacement.

The Director of Municipal Services advised that the Water Tower was reinstated on August 20th, twenty-five days after the Tower was shut down. He noted that at the last meeting, Administration had indicated that the Tower was only to be off four-days which requires 24-hour operation of the Water Treatment Plant staff and that due to legal requirements and staff burnout, different employees assisted the WTP during that time.

The Director advised that the playground installers and Facilities Maintenance staff dedicated many hours to the installation of the new playgrounds. He noted that it was decided at an administrative level and with Blue Imp playground installers, that clean sand was a more economic option for the playground facilities. He added due to heavy equipment used on the parks, the Town will need to reinstate the surface and replant grass.

The Director stated that the pool liner installation went a week longer and that Facilities Maintenance staff are now preparing for CIMCO to commission the ice plant.

The Director advised that Facilities Maintenance staff are becoming more efficient at collecting garbage without pickers riding on the back of trucks by using flatbed trucks. He stated that the Town is looking to potentially get pickers back on the garbage truck and that WSCC has advised that they would consider a fall-restraint system. He noted that anchor points would be required to be certified and engineered. He is hoping to have the system reinstated to take pressure off crews.

Cr. Cox requested an update on the water truck roll-over accident that happened in August. Administration replied that an internal investigation was performed through standard process and that information was requested from WSCC. He noted that there was no indication of a mechanical malfunction or gaps in operator training. He added that the Town is preparing a tender for the new water truck. He noted that the other water truck is down and that there are no local contractors available to provide potable water. He advised that the Town would be renting a water truck from Hay River and that the cost is covered through insurance.

Cr. McArthur asked if the changes in garbage pick-up service is costing the Town more in wages and asked how much longer the Town anticipates the service to run on extended hours. Administration replied that he doesn't have the additional costs on hand and noted that the garbage truck and one picker is collecting from dumpsters and that the flatbed is picking up household. He noted that Facilities Maintenance is usually busy with other duties and that they will be needed right away to manage the Arena. Administration advised that originally the WSCC Inspector did not support the use of clip in harnesses but that the Town researched this and determined that most other jurisdictions are using them. Administration commended WSCC for ensuring safety standards are followed however the order was issued immediately with not much time to revise operations. He is hoping to have the issue resolved quickly.

Cr. Campbell asked if the Town will be filling potholes and performing other summer maintenance. Administration replied that the Town will be performing culvert work and supporting the WTP with waterline flushing. He added that the Town has the ability to fill potholes and that a month of season is left to perform the work.

5. Protective Services Report

Administration advised that the Protective Services Supervisor is now reporting to the Director of Community Services and that she would provide updates on the reports going forward.

- a. Fire Department – The August 2019 statistics and training report was reviewed. The Director of Community Services advised that there were seven call in August including a vehicle fire and a structural fire. She noted that there was one motor vehicle accident on the highway not within municipal boundaries. She added that there were four fire training sessions in August.
- b. Ambulance Department – The August 2019 statistics report was reviewed. The Director advised that the report is missing some data due to staff on leave. She noted that there were multiple call outs and ten medivac flights in August. She added that medivacs are down from last year but that there is a similar number of calls from the previous month.
- c. Bylaw Department – The August 2019 statistics report was reviewed. The Director advised that the new Bylaw Officer is still training. She noted that he has been seizing and apprehending dogs, and enforcing speeding and other vehicle infractions. She advised that the new Bylaw Officer would be undergoing radar training in September and has been implementing the positive ticketing program at schools. She added that the new Bylaw SUV has arrived and looks great.

Cr. Westwell was pleased to see Protective Services vehicles highly marked with decals.

Cr. Campbell was pleased with the Bylaw presence in the evenings. The Director replied that the goal of Protective Services Department is to have the Bylaw Officer cross-trained with the Ambulance and Fire Departments as well.

6. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Westwell advised that SDAB met on September 5th and reviewed the Housing Affordability Summary. He relayed comments from SDAB asking if Council has any Strategic Plan initiatives for the board to focus on. He added that there are two vacancies on the board.

7. Administration

Administration has contacted SRFN regarding the Road to Garden River Committee as they authored the MOU, and they have advised that they are not prepared to move forward until after elections.

Administration has a received a summary of the updated Council Governance Priorities. He noted that Council will be rolling into 2020 and that they can expect to see their second O&M Budget, funding applications to support Capital initiatives, and the slight restructuring of Town organizations for Council review and approval. He added that the Corporate Services Department is looking for additional support and that they will be getting job descriptions evaluated.

Administration advised that the Library is now fully staffed by the Town. He noted that the GNWT originally provided the Head Librarian and Assistant Librarian, then only provided the Assistant Librarian. He advised that the Assistant Librarian has resigned and that the GNWT would contribute funding for the position through an MOU. He noted that there is the need to create Librarian job descriptions and rationalize funding from the GNWT for those positions. Administration was pleased to have a Librarian with a master's degree in library sciences filling the position. He stated that depending on if the funding provided by the GNWT will offset the staff in the building, there may be a request for Council to lobby on the Town's behalf.

Cr. McArthur asked if the Town anticipates doing any paving this year. Administration replied that a list of cut corrections, a wish list of gravel roads to be paved, and a list of deteriorated areas have been provided to the contractor for pricing.

8. Other Business

- a. Chip Sealing of Highway 5 – Cr. Couvrette felt that a terrible job was done in chip sealing Highway 5. He suggested that Mayor and Council write a letter to the Department of Infrastructure stating that the work is unacceptable and that a good portion is within municipal boundaries ultimately affecting residents. Cr. Couvrette felt that the gravel road in Bell Rock is in better condition than the chip sealed highway and that the amount of money the company received was too much for the quality of work performed.

Cr. Cox was supportive of the Mayor writing a letter to the Department of Infrastructure and agreed that the condition is unacceptable. She suggested encouraging residents to also write letters and felt that if more letters are received, they will be obliged to redo the work properly.

Cr. Campbell suggested receiving a second opinion as the work doesn't look like it was done properly compared to other roads. Cr. McArthur agreed and suggested contacting the Hay River Reserve and Fort Resolution as they had the same work performed.

D/M Smith advised that he would write the letter tonight and request an explanation and resolution to the status of the highway.

D/M Smith advised that he missed the Special Meeting with the Minister of Infrastructure but heard the meeting was less than satisfactory. He thinks it's important for Council to engage and meet with the Minister of Infrastructure as sub-quality work is being performed that is impacting the community negatively. He stated that Council does have the power to engage and lobby to fix problems. He added that the chip sealing of the K'atl'odeeche highway is of much higher quality and that different aggregate and sealing material was used. Administration added that the Department of Infrastructure also was to pay for the sand for the JBT playground.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Couvrette

**That the Mayor write a letter to the Department of Infrastructure for an immediate resolution to the substandard chip sealing of Highway 5.
CARRIED UNANIMOUSLY**

- b. Hay River Runway Overlay 05-23 – Cr. Couvrette was researching the chip sealing tender through the GNWT tender registry and discovered a tender for airport runway overlay for the Hay River Airport for a secondary runway. He noted that the runway is shown as a 4,000 ft x 150 ft wide partially asphalt and gravel runway. He advised that the Minister of Infrastructure had stated at the Special Meeting that all runways being worked on are to a new standard of 100 ft wide. He suggested that Council check with the Minister to determine if the runway is actually 100 ft wide.

D/M Smith felt that if Council was told that by the Minister, and it is not the case in Hay River, it is essentially lying. He suggested Mayor Napier follow up on this when she is back as he was not in attendance at the Special Meeting on August 30th.

Cr. Couvrette suggested the Mayor contact the Department of Infrastructure for a copy of the tender document 2358 to confirm the specifications for the runway overlay project. Cr. Westwell noted that Inuvik is also receiving a substantial upgrade to their runway.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That Mayor Napier be excused from the Municipal Services Standing Committee Meeting on September 10th, 2019.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on October 8th, 2019.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 9:08 pm.

CARRIED UNANIMOUSLY