












**Town of Fort Smith
Town Council Meeting
Agenda**

May 15, 2018, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Delegation i. Police Report – April 2018	 Police Report April 2018
D. Approval of Council Minutes a. Council Minutes b. Special Meeting SP-03-18	  Council Minutes April 17, 2018 Special Meeting Minutes SP-03-18 Apr
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Accounts Paid Part Accounts Paid Part Minutes May 1, 2018 I II   Community Services Municipal Services Minutes May 8, 2018 Minutes May 8, 2018
b. Enactment of Bylaws and Policies	
c. Appointments i. Appointment of Acting Mayor	
d. Mayor and Council	
e. Administration i. Briefing Note – Hay River Pine Point Bridge	 Briefing Note - Hay River Pine Point Brid
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

MONTHLY
POLICING REPORT
April 2018



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 187 calls for service to the town of Fort Smith during the month of April 2018.

Community Action Plan (C.A.P.) Community Priorities:

The current fiscal year priorities are identified as:

- 1) Substance abuse and trafficking; illegal substances and alcohol inclusive.
- 2) Violence in the community; including domestic violence.
- 3) Building Positive Relationships with local First Nations and the Community at Large.
- 4) Traffic Safety and Enforcement

1) This month the detachment addressed the issue of Substance abuse and trafficking; illegal substances and alcohol inclusive by:

The Fort Smith RCMP Detachment continues to deal with this priority in a proactive and reactive manner. Fort Smith Detachment members continue to conduct patrols in high risk areas. Members are continuing efforts to increase police presence in areas associated with drug trafficking and use.

Re-actively, detachment members continue to respond to calls for service from community members. Fort Smith detachment members responded to 57 complaints of either causing a disturbance, mischief, and or liquor act related calls for service. Alcohol is a casual factor in the majority of these calls.

The Community assisted the priority by: No specific support was sought during this monthly period.

2) This month the detachment addressed the issue of Violence in the community; including domestic violence by:

The Fort Smith RCMP Detachment responded to 3 complaints of Domestic Violence in the community. Criminal charges were laid as a result of these investigations. Fort Smith Detachment members also responded to 6 additional complaints of assaults in the community.

These types of complaints can be stressful and have significant repercussions on the dynamic of a family especially when young children are involved. The Fort Smith RCMP Detachment continues to work with community partners to present a multi-agency response to these types of complaints.

The Community assisted the priority by: No specific support was sought during this monthly period.

3) This month the detachment addressed the issue of Building Positive Relationships with local First Nations and the Community at Large by:

The Fort Smith RCMP Detachment and the members currently working in Fort Smith continue to make efforts to build positive relationships within the community.

April 3rd – Sgt. Gilbert did a walkthrough of PWK School.

April 6th – Sgt. Gilbert did a walkthrough of JBT School.

April 6th – Sgt. Gilbert met with Chief Frieda Martselos to discuss community issues.

April 9th – Sgt. Gilbert met with Allan Heron, the designated representative for the Metis in regards to the COP partnership. Discussed the project and proposed timelines. Discussion also had about community initiatives, RCMP participation and relationship building.

April 10th – Sgt. Gilbert met with Councillor Erika Bell to discuss progress on the COP program. Sgt Gilbert will draft media release for Town/Metis/RCMP approval prior to the tradeshow happening on the 28th.

April 17th – Sgt. Gilbert met with Julie Lys (Wellness Coordinator for the Metis). Discussed programming, how the RCMP could participate etc. Sgt. Gilbert also spoke with her about a potential training opportunity. In February Sgt. Gilbert attended Trauma and Addictions Training in Yellowknife. It was hosted by the DOJ and they brought up a facilitator from JIBC (Justice Institute of BC). The training is geared around workers who deal with clients that have trauma or addictions issues. It was excellent training. Sgt. Gilbert is currently in discussions with DOJ about bringing the training to Fort Smith as opposed to always holding it in Yellowknife. Would like to see participation from the various agencies (RCMP, Probation, Hospital, Victim Services etc). Julie Lys said that they would be happy to host the training (provide the facility) if Sgt. Gilbert can get it off the ground. Will continue liaising with DOJ and Metis to hopefully bring this beneficial training to the community.

April 17th - Sgt. Gilbert did a walkthrough of PWK School.

April 17th – Sgt. Gilbert attended the Town and Council Meeting.

April 25th – Sgt. Gilbert completed the media release for COP and forwarded on to Councillor Bell, Councillor Smith and Mayor Napier-Buckley for review.

The Community assisted the priority by: The Town and the Metis have selected a point person from each government to work with Sgt. Gilbert in launching the initiative. Meetings will continue until an executive can be selected and trained.

4) This month the detachment addressed the issue of Traffic Safety and Enforcement by:



The Fort Smith RCMP Detachment continues to conduct proactive patrols of the community in an effort to increase police presence and general deterrence. The Fort Smith Detachment also responds to calls for service from members of the community.

The Fort Smith RCMP Detachment responded to / investigated 22 complaints regarding traffic offences and or complaints in the community. 11 of these investigations involved impaired drivers in the community and 4 were related to collisions.

Sgt. Gilbert has implemented a pro-active enforcement initiative for Fort Smith Detachment moving forward. As such, a sub-heading will be created under this initiative for pro-active stops.

Pro-active Vehicle Stops: There were a total of 25 proactive traffic stops conducted by members of this detachment with a total of approximately \$3500.00 worth of fines given. Also, on April 6th, Cst. Candy and Cst. Jobin did a check-stop within the community to deter impaired drivers.

The Community assisted the priority by: No specific support was sought during this monthly period.

Notable Occurrences for the Month:

Given the issue with youth crime in the community (as it relates to a handful of individuals), Sgt. Gilbert implemented a prolific offender duty under the detachment responsibilities matrix. As such, under the guidance of Cpl. Chris MacDonald, the month of April saw the Fort Smith RCMP conduct a total of 14 curfew checks resulting in two youth being remanded out of the community. They are both still currently out of the community as of the writing of this report.

On April 11th there was a break in at the GNWT DOT office and the Public works office. Two vehicles were stolen (located later that morning). The suspects did significant damage to both vehicles. There are currently two suspects but the investigation is ongoing.

Throughout the month of April the RCMP responded to 15 calls for service involving youth from the Trailcross Facility.

Sgt. J.E. (Jesse) GILBERT NCO/IC
Fort Smith RCMP Detachment

External Distribution List:

Insp. Peter PILGRIM – OIC South District
S/SGT. Travis De COENE - District Advisory NCO
Sue CROOKEDHAND – “G” Division Criminal Operations
Sgt. Warren GAUCHIER – “G” Division Client Services

Documents Included:

Occurrence Statistics

Appendix A

Occurrence Type	April 2018	Year to Date 2018	April 2017	Year to Date 2017
Assaults (All Categories)	9	49	15	53
Break and Enter (Residence and Business)	2	10	3	9
Theft of Motor Vehicle	2	3	1	4
Theft under \$5,000.00	7	20	1	9
Theft over \$5,000.00	0	1	0	0
Drug Possession	2	5	0	3
Drug Trafficking	0	1	1	4
Liquor				

Act	15	39	11	39
Mischief / Cause Disturbance (Includes Public Intoxication)	42	116	57	194
Impaired Operation	11	31	10	31
Other Complaints	97	337	61	282
Total Violations	194	625	183	663
Total Calls for Service	187	609	160	624
Number of Patrols to Community	N/A	N/A	N/A	N/A

Appendix A

Category	April 2018	Year to Date 2018	April 2017	Year to Date 2017
Prisoners	34	75	40	109
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	34	75	40	109

Justice Report	April 2018	Year to Date 2018	Year to Date 2017
Victim Service Unit Referrals	2 Victim Declined 1 Victim Accepted 0 Proactive Referral	12 Victim Declined 1 Victim Accepted 2 Proactive Referral	24 Victim Declined 4 Victim Accepted 0 Proactive Referral
Youth Alternative:			



Measures YCJA Warnings	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0
Adult Diversion: Community Justice Referrals	0	0	0
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	0	0
ODARA Reports	3	7	7



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 04-18
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF APRIL AND THE
FOURTH FOR THE YEAR 2018**

PRESENT: Mayor L. Napier-Buckley D/M K. Smith
 Cr. R. Patel Cr. B. McArthur (Conference Call)
 Cr. A. Kikoak Cr. B. Tuckey
 Cr. A. Dumont Cr. E. Bell
 Cr. R. Holtorf

STAFF: K. Morrison, Senior Administrative Officer
 L. Pierrot, Executive Secretary

GALLERY: Sgt. Jesse Gilbert, Patti Haaima

Meeting 04-18
April 17, 2018

7:00 PM
Council Chambers

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Mayor Napier-Buckley called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present.

B. **APPROVAL OF AGENDA**

18-077 Moved by: Cr. Patel
 Seconded by: Cr. Dumont

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. **PRESENTATIONS**

a. RCMP Delegation

- i. Police Report – The RCMP Police Report for March 2018 was reviewed. Sgt. Gilbert presented the police report. He indicated that the RCMP presence through the AWG was good and that all members were advised to be out in the community. He advised that there were five calls during the week of the AWG which was better than a normal week. He advised that as a result of the proactive traffic stops initiative, there have been two charges laid for impaired driving. He indicated that the members have been completing home checks on the youth that are on curfew conditions. As a result, they were able to breach



two of the youth and send them to the Remand Centre. He indicated that progress is being made on the COP Program. He added that first steps is to provide the Town with a press release. There will also be a presence at the Thebacha Show to recruit members and depending on the review of certain bylaws he anticipates the program to start in September. Cr. McArthur was excited to learn of the low number of calls during the AWG and the RCMP's efforts to complete curfew checks. He commended Sgt. Gilbert on his efforts. Cr. Holtorf asked what does YCJA stand for in the police report. Sgt. Gilbert advised that YCJA stands for the Youth Criminal Justice Act which regulates youth justice. Cr. Holtorf asked what does ODGA stand for in the police report. Sgt. Gilbert advised that applies only in Ontario and to male offenders. Cr. Holtorf asked what is indicated in the victim declined related to victim services unit referrals. Sgt. Gilbert advised that if you are a victim of a crime you are offered victim services and can be referred to the victim services officer. Cr. Bell asked in relation to the proactive traffic initiative, what are the reasons drivers are being stopped and are there any check stops being set up. Sgt. Gilbert advised that drivers can be stopped for any reason; sobriety checks, seat belts, license plates, lights out. He added that members are not required to write a ticket and could issue a warning. Cr. Bell was happy with Sgt. Gilbert's efforts and presence in the community as a concern was brought forward regarding the presence of law enforcement when the Bylaw officer is off duty. Cr. Kikoak asked if there is an evaluation process on domestic violence cases. Sgt. Gilbert advised that based on the evidence against the accused, they will lay charges and that there is no scale, charges are not based on criminal history. He added that the NWT has a zero-tolerance policy with domestic violence and if someone is claiming they have been assaulted, the accused will receive charges. D/M Smith indicated that there was discussion on the legislation of cannabis and that the Town has a bylaw on smoking and acknowledges that enforcement will be a challenge. He added that concerns were brought forward regarding impaired driving and asked if there are any updates on impaired driving and if there are any other enforcement legislations being created. Sgt. Gilbert advised that there are no policies coming out as he doesn't know what enforcement will look like but is working on training members on the intoxicator for impaired driving. Mayor Napier-Buckley thanked the RCMP and commended Sgt. Gilbert on the young offender initiatives. She was very pleased with the RCMP presence through the AWG and is excited for the implementation of the COP Program.



D. **APPROVAL OF MINUTES**

18-078 Moved by: Cr. Patel
Seconded by: Cr. Bell

That the minutes of Regular Meeting 03-18 of March 13, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Patel requested Council's input on providing a response to Don Jaque's delegation through a meeting inviting the Minister of Education and other local organizations. Mayor Napier-Buckley advised that there is a new Minister of Education, Culture and Employment and that she sent an invitation requesting for her to meet with Council. She advised that the Aurora College report was received by the Minister of ECE and will be presented to the Legislative Assembly of the NWT's standing committee. Cr. Kikoak is in favour of a public meeting with the Minister of ECE as Fort Smith is a college-based community and thinks that the public deserves a chance to talk about it. Cr. Kikoak suggested meeting with the Minister of Education one afternoon and accommodate the public by meeting in the evening. Mayor Napier-Buckley will check with the Minister of ECE for availability for meeting with Council and schedule a public meeting. Cr. Bell would like to continue to work with Don Jaque as he can provide valuable assistance and she supports taking the position of the Aurora College petition as a territorial issue. Cr. Tuckey suggested hosting a workshop with the Minister of ECE and extending a request to arrange a public meeting. Mayor Napier-Buckley recommended that an invitation be sent to MLA Louis Sebert. Cr. Kikoak suggested that a personal invitation be extended to Don Jaque once plans are confirmed. She asked who was housed in the Mount Aven building during the AWG. Cr. Dumont advised that the bus drivers resided in the Mount Aven Building. Cr. Kikoak asked what is the status of the building if it was used as accommodations during the AWG. Mayor Napier-Buckley advised that she will request that information from the Aurora College during a meeting with the college president.

I. Trade Show – Cr. Holtorf suggested releasing a one-page newsletter including all the Towns objectives for the Thebacha Trade Show. He suggested including setting dates for the youth empowerment initiative and that each councillor can prepare an article on one subject for the newsletter. Mayor Napier-Buckley advised that she met with D/M Smith where they discussed completing a newsletter for the trade show and contemplated providing as a mail drop to the community. She would also like to include the registration for the mass notification program and advertising for a youth election in the newsletter. Cr. Tuckey supports completing a newsletter. Administration advised that the Director of Community Services and the Economic Development Officer are working with the Mayor and Councillors, which hold certain portfolios, to prepare



for the Thebacha Trade Show. He added that the agenda includes; a town video, a slideshow on AWG, a signup sheet to leverage volunteerism for the AWG legacy, the COP program, the mass notification system registration, the community newsletter, youth engagement, waste management plan handouts, summer recreation program list, fire smart, and a various of prizes, raffles and giveaways. He added that the youth engagement initiative program will be presented at the PWK High School as well. He added that the volunteer Ambulance Department will have a booth at the trade show where they will be running a membership drive. Cr. Bell suggested reminding residents about the spring cleanup and would like the Town advertisement posters to be more colorful to stand out more. Cr. Holtorf asked if ENR has a booth to promote the FireSmart Program for the trade show. Administration doesn't know if ENR has a booth for the trade show and he added that ENR does provide resources but is not involved in implementing the program. Cr. Holtorf asked for copies of the Economic Development Plan for the trade show. Administration advised that the Downtown Development Plan and Economic Development Plan have been presented at previous trade shows. He added that the public was consulted and that no changes have happened since, so there is no plan to present the plans at the 2018 trade show. He advised that there will be a final engagement information gathering on the Strategic Plan with Council scheduled for April 25, 2018, which does not provide enough time for the public presentation to be prepared for the trade show. Therefore, the consultant will be coming back on May 9, 2018 and will be planning on presenting to the public at that point. Cr. Bell suggested advertising the strategic plan public meeting at the trade show to get more community engagement. Administration agreed and advised that advertisements can also be included on the website community calendar. Mayor Napier-Buckley recommended Council take time before the meeting to review the draft strategic plan as this will be the last opportunity for input. Cr. Kikoak was concerned about the trade show as there may be too much information and suggested organizing councilors to a certain topic.

F. **DECLARATION OF FINANCIAL INTEREST**

D/M Smith, Cr. Dumont and Cr. Tuckey have declared a financial interest with respect to Accounts Paid Part II.

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. Holtorf asked for an update on the Road to Garden River. Mayor-Napier Buckley advised that she was able to meet with other aboriginal groups in and around the Wood Buffalo National Park on her trip to Edmonton. She indicated that she was able to meet with the Mikisew Cree on her trip and have been advised that they are planning to pursue but that was not the purpose of her trip



to Edmonton. Cr. Holtorf asked if there are any dates set on the Daycare plans. Administration advised that the only additional information is that the YWCA has partnered with the Fort Smith Daycare Society, and that they are working on securing a facility and paying for it with the sale of a property that is owned by the YWCA in Yellowknife. He added that the property has not yet sold, and pricing is underway so they can determine if they have enough money to pay for the facility in Fort Smith. YWCA and the Fort Smith Daycare Society are proactively seeking property in Fort Smith and are expecting to make an announcement in short order. Cr. Holtorf asked if there is anyone seeking after the new funding for Daycare services that was announced by the Territorial Government. He requested finding out if any other organizations have made inquiries on obtaining funding to provide a Daycare. He thinks that the Salt River First Nations could be a partner if they are approached and could work collaboratively with them. D/M Smith advised that reports will be released in early May and that the college is not engaged in a Daycare in Fort Smith. Mayor Napier-Buckley advised that she will bring up the dialogue regarding the Daycare and Early Childhood Program at the meeting with the College President. Cr. Kikoak supports dialogue with daycare and the Early Childhood Program. She has received comments that people like to come to Fort Smith to further their education but always have trouble with housing and childcare.

18-079 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from April 10, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid Part I

18-080 Moved By: D/M Smith
Seconded By: Cr. Holtorf

That the Accounts Paid List Part I for the period ending March 31, 2018, totaling \$610,706.25 be approved.

CARRIED UNANIMOUSLY

Cr. Dumont, D/M Smith and Cr. Tuckey left the meeting

Accounts Paid Part II

18-081 Moved By: Cr. Bell
Seconded By: Cr. Patel

That the Accounts Paid List Part II for the period ending March 31, 2018, totaling \$2,132.36 be approved.

CARRIED UNANIMOUSLY



Cr. Dumont, D/M Smith and Cr. Tuckey entered the meeting

CPI 2018-2019 Funding Agreement

18-082 Moved By: Cr. Patel
Seconded By: Cr. Holtorf

That Council approves the CPI Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$1,114,000.

CARRIED UNANIMOUSLY

O&M 2018-2019 Funding Agreement

18-083 Moved By: Cr. Holtorf
Seconded By: Cr. Tuckey

That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$2,068,000.

CARRIED UNANIMOUSLY

WSS 2018-2019 Funding Agreement

18-084 Moved By: Cr. Tuckey
Seconded By: Cr. Dumont

That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$546,000.

CARRIED UNANIMOUSLY

Community Services Standing Committee

18-085 Moved By: Cr. Tuckey
Seconded By: Cr. Dumont

That the attached Community Services Standing Committee minutes from April 10, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

Staff Recognition

18-086 Moved By: D/M Smith
Seconded By: Cr. Holtorf

That letters of commendation be written to the Town of Fort Smith staff and placed in their personnel files for those who participated in the AWG.

CARRIED UNANIMOUSLY



Saint John's Anglican Church Donation Request

18-087 Moved By: Cr. Kikoak
Seconded By: Cr. Bell

That Council donate the use of the credit card machine to Saint John's Anglican Church for the processing of auction payments; and
That the Town invoice Saint John's Anglican Church for the incurred service charges.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

18-088 Moved By: Cr. Dumont
Seconded By: Cr. Bell

That the attached Municipal Services Standing Committee minutes from April 10, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

Corwin Hann DPA-007-18 Home Occupation Permit

18-089 Moved By: Cr. Tuckey
Seconded By: Cr. Dumont

That DPA-007-18 submitted by Corwin Hann, to operate a home occupation construction business from Lot 785, Plan 490, 23 Tamarac Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY



b. Enactment of Bylaws and Policies

Briefing Note 2018 Mill Rate Bylaw – The briefing note was reviewed.

2018 Mill Rate Bylaw 989 First Reading

18-090 Moved By: D/M Smith
Seconded By: Cr. Bell

That Bylaw 989 2018 Mill Rate Bylaw be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest and is required by the provision of the Property Assessment and Taxation Act to establish Mill Rates for Municipal and School purposes; and

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That this bylaw may be cited as the “2018 Mill Rate Bylaw”;
2. That assessed property in the Town of Fort Smith, liable to taxation and in respect of which grants-in-lieu of taxes may be paid, shall be liable for taxation and grants-in-lieu of taxes as follows:

a) Residential Developed.....	13.23
b) Residential Non-Developed.....	13.23
c) Commercial Developed.....	24.26
d) Commercial Non-Developed.....	24.26
e) Industrial Developed.....	24.26
f) Industrial Non-Developed.....	24.26
g) Institutional Developed.....	29.40
h) Institutional Non-Developed.....	29.40
i) Recreational.....	13.23
j) Telecommunications.....	29.40
k) Country Residential Developed.....	11.47
l) Country Residential Non-developed.....	11.47
m) Country Residential Mixed Use.....	13.23

3. That the rate of taxation to be applied to lands and improvements liable to taxation, or in respect of which grants-in-lieu may be paid, for school purposes shall be as follows for the year 2018.

a) School Levy.....	2.43
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CARRIED UNANIMOUSLY



2018 Mill Rate Bylaw 989 Second Reading

18-091 Moved By: Cr. Tuckey
Seconded By: Cr. Bell

That the 2018 Mill Rate Bylaw 989 be given Second Reading by title only.

CARRIED UNANIMOUSLY

Unanimous consent was given for third reading of Bylaw 989 2018 Mill Rate Bylaw.

2018 Mill Rate Bylaw 989 Third Reading

18-092 Moved By: D/M Smith
Seconded By: Cr. Holtorf

That the 2018 Mill Rate Bylaw 989 be given Third Reading by title only.

CARRIED UNANIMOUSLY

c. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey was proud of the community for their contributions during the AWG. She added that students in the school are still talking about the AWG. She indicated that staff did an amazing job pulling off the games; Administration, the Community, Corporate, and Municipal Services Directors. She supports Cr. Patel on updating the Mayor's wages and that the job description should be reviewed before going into elections to prepare the next Mayor and Council. She looks forward to meeting with Minister Cochrane. She thanked the 2018 AWG host society.
- ii. Cr. Holtorf – Cr. Holtorf supports all comments on AWG. He indicated that he would like to have additions to the strategic plan. He understands that the plan is not finalized, and the public was given the opportunity to provide input. He indicated that because of the petition that was presented he would like to emphasize the Aurora College in the plan. He was also concerned with the strategy on core services; garbage, water, sewer and roads and how it will be efficiently provided to the community in regard to the budget. He thinks that Aurora College should be a complete strategy as well.



- iii. Cr. McArthur – Cr. McArthur advised that the AWG was a great week. He commended Mayor Napier-Buckley and the Town of Hay River Mayor. He extended his gratitude to D/M Smith and Cr. Patel for their contribution to the AWG's committee. He thanked the Director of Community Services, the Director of Municipal Services, and Administration for their work and efforts on the success of the AWG.
- iv. Cr. Bell – Cr. Bell commended Mayor Napier-Buckley on her efforts to get the Minister of Education to meet with Council. She advised that there will be a Museum membership pancake breakfast on April 21, 2018 and encouraged Councillors to register for membership. She looks forward to gaining interest for the COP program during the trade show.
- v. D/M Smith – D/M Smith supports Cr. Patel's suggestions on childcare and thinks that may encourage others to participate in the next election. He thanked the residence, volunteers, and Town staff for their efforts during the AWG. He was annoyed with News North's article headline 'they pulled it off' adding that he never doubted the community's ability to host an AWG. He was proud of the community's capability to host a larger event. He looks forward to working on finalizing the strategic plan and keeping the college as a strong and vital component of the community. He noted that we have a healthy town initiative and requested that healthy food policies be placed in Town facilities. He indicated that the bylaw review committee was mentioned and thinks that the smoking bylaw needs to be reviewed so that there is more enforcement on Town property's as opposed to only Town buildings. He thinks it would be nice to bring all participants, volunteer, and staff to get picture from AWG.
- vi. Cr. Patel – Cr. Patel advised that she will be unavailable from April 28 to May 28, 2018. She advised that everyone was thrilled with the turnout of the AWG and that the host society is stilling working on concluding the games. She indicated that there was a lot of positive response that came from the AWG which can be used in future events. She thanked the municipal staff on the snow removal and their proactive efforts during the AWG. She thinks that the Mayor's wages and the Council honorariums should be reviewed and would like to request that councillors with children be given an extra \$100 for those that pay for childcare. She requested that the Business License Bylaw be reviewed to accommodate people that come for a short period of time and run businesses. She supports inviting ministers, band leaders and the local metis to a meeting.



- vii. Cr. Dumont – Cr. Dumont agreed with councillors comments on the AWG. He added that the participant’s cooperation and participation was rewarding. He indicated that staff deserve to be commended. He advised that he will be away on medical on May 1, 2018.

- viii. Cr. Kikoak – Cr. Kikoak would like to break up the word community and highlight its common unity. She was happy that previous Council invested a lot in the common things that our residents show because together everyone pulled of the AWG. She couldn’t give all the credit to the host society but really to what we have built in this town. She thinks that the community shares some major concerns one is housing and the need to push forward housing initiatives. Another is to diversify the economy as there is things that aren’t really for people that just want to make money.

- ix. Mayor Napier-Buckley – Mayor Napier-Buckley was proud of the work completed by everyone in the community involved in the AWG. She highlighted the volunteers, the community, the host society, participants and staff. She highlighted that the games ran smoothly which made our community proud. She commended Administration. She advised that there is an article in Municipal World magazine regarding how other communities are dealing with the legalization of marijuana. She advised that she was in contact with Atomic Energy and that they are planning on moving the low-level waste out of town and will discuss more with them on the plan moving forward. She indicated that she will be meeting with the President of Aurora College on Monday April 23, 2018 and agenda items include; the TEP program, Daycare, Early Childhood Development. She thanked the College for their involvement in AWG. She indicated that she was in discussion with aboriginal groups regarding the road to garden river and that the Mikisew Cree is hoping to start discussions in the early fall. She advised that a newsletter will be developed to engage community involvement and to promote services and suggested including the updated mill rates. She hopes the collective agreement will be completed before elections. She highlighted that she was in contact with the Fort Smith Daycare Society and YWCA to offer space and to discuss the possibility of transferring lands. She requested Councillors to sign up for shifts for the trade show. She asked Council to review the Strategic Plan and be prepared to include changes for the meeting. She advised that she can add the Early Child Development Program discussion to the meeting with the President of Aurora College. She advised that she has extended an invitation to Salt River First Nation, Fort Smith Metis Council, Smith Landing and is waiting a response to schedule meetings. She advised that the Canadian Federation of Municipalities meeting is at end of May and is seeking interest. She indicated that she was in contact with MACA to



do a youth election workshop before the end of June. She commended Cr. Bell and the RCMP on their work done on the COP Program. She thinks the program will be beneficial to the community and hopes that will bring awareness to the youth. She advised that May 17, 2018 is the international day against trans-phobia, homophobia and bi-phobia. She added that with the meeting schedule in May there may not be enough time to accommodate a motion to support the events but since the Town has done it in the past if everyone is in support efforts will continue to provide support for the event.

d. Administration

Canadian Federation of Municipalities – Administration advised that the with the duration of the AGM Council costs will be an estimate of \$4000 per person. He suggested that Council consider the expenses when deciding delegates. Administration requested names so that travel arrangements can be made. Mayor Napier-Buckley would like to attend. D/M Smith would like to attend and supports the Mayor attending. Administration advised that the current remaining budget allows for three people to attend but future travel will require a motion to reallocate funds. Cr. Tuckey supports the Mayor and D/M Smith to attend the CFM AGM and advised that she is not available to attend.

18-093 Moved By: Cr. Holtorf
Seconded By: Cr. Kikoak

That Council approves to send Mayor Napier-Buckley and D/M Smith to the Canadian Federation of Municipalities Annual Conference and Trade Show held in Halifax, NS on May 31 to June 3, 2018.

IN FAVOUR – CR. PATEL, CR. KIKOAK, CR. DUMONT, CR. HOLTORF,
CR. MCARTHUR, CR. TUCKEY, CR. BELL
ABSTAINED – D/M SMITH
CARRIED

Staff recognition – Administration requested that in addition to staff letters that Council extended their gratitude in person. He added that sizes for jackets have been collected and sent to the host society.



ATM Briefing Note –the briefing note was reviewed. Administration advised that the cost to the Town is minimal as there would only be a power costs where the power consumption is equivalent to a computer. He advised that Council has the option of charging \$0.75 per transaction or \$50.00/month/atm. He indicated that there was no increase in crime with other businesses that have ATMs. Mayor Napier-Buckley asked for clarification on the fee request. Cr. Holtorf doesn't agree with keeping the ATMs in the buildings as the target market is youth. Cr. Kikoak indicated that the discussion could be perceived conflict of interest as she has a business in the Recreation Centre. She added that she and now has an interact machine at the Recreation Centre. Cr. Tuckey thinks that the ATM is a service for the community where other ATMs run out of money during events, so it is a convenience. She doesn't think teenagers are the only ones that frequent the Recreation Centre. D/M Smith was concerned with students spending \$3.00 to take out \$20.00 but they do have the option of using their card at the vendors in the Recreation Centre. Cr. Patel asked if there will be a separate contract for the Golf Club. Administration advised that the contract is for the space and is not sure what arrangements have been made with the Golf Club. Cr. Kikoak indicated that she was a signing authority on other ATM machines in the past and she advised that it's good that the Town has the option to get out of the contract in thirty days. Administration advised that the Yellowknife contractor will be contracting a local person to maintain the machine which will also create employment.

18-094 Moved By: Cr. Patel
Seconded By: Cr. Bell

That Council approves Administration to enter into a contract with Cold Cash for the permanent placement of ATMs in the Recreation and Community Centre and Fort Smith Centennial Arena.

IN FAVOUR – D/M SMITH, CR. PATEL, CR. KIKOAK, CR. DUMONT, CR. MCARTHUR, CR. TUCKEY, CR. BELL
OPPOSED – CR. HOLTORF
CARRIED

Spring Clean-up Briefing Note – the briefing note was reviewed. Administration indicated that typically spring clean-up consists of no tipping fees for residential customers if you bring your garbage to the landfill and if you can't get it to the landfill you pay a \$40.00 charge for your garbage to be picked up. In the past three years in an effort to clean up the community the amnesty of tipping fees has been extended to commercial customers. The Town is no longer achieving cleaning up the community if we are encouraging business to hoard their waste until amnesty is offered. He added that revenue has been lost since waiving the fees and that the tipping fees from 2014 to 2017 have gone from a high of \$64,000 to a low of \$39,000 so there is a loss of up to \$25,000. He requested direction from Mayor and Council on whether to charge tipping fees to commercial customers during the 2018 spring cleanup. Mayor Napier-Buckley asked if there is still someone picking up vehicles for free. Administration confirmed and advised that the contractor now has the equipment to handle heavy metal and can compact



vehicles to ship south. Mayor Napier Buckley asked if the tipping fees include vehicles. Administration advised that residents have vehicles received for free but that commercial businesses would have to pay vehicle tipping fees. Cr. Holtorf asked if the request would apply to only spring cleanup. Administration advised that the amnesty would be at the will of Council and that it could be extended to future tipping fees. Cr. Holtorf requested that the motion be amended to include both the fall and spring cleanup for private households. Cr. Dumont suggested compromising with businesses and continue to provide an incentive by allowing an agreed amount of waste in the landfill and charging if they go over. Administration advised that is possible. Cr. Tuckey supports Cr. Dumont and reflected on the fact that construction has increased in the community and the Town tipping fee rates are low. She thinks that residents may not want to support free tipping fees for businesses if it would reflect on the residents by increasing taxes. She supports an incentive for businesses that would keep businesses from stock piling waste. D/M Smith agrees with Cr. Holtorf and the motion to charge a commercial tipping fee. He suggested compromising with businesses and offer them one last chance to dispose of their waste for free and warn that all future tipping fees will not be waived for businesses. Cr. Holtorf asked for clarity on the garbage, waste and water funds as he doesn't think that increased taxes should cover a shortfall in those funds. Administration advised that all three funds do have separate budgets that are balanced and has been adjusted to account for the amnesty of tipping fees. He added that the water and sewer budget does not include capital and that the economic rate needs to be determined. He indicated that the landfill budget is self-sustaining at this point. Cr. Patel thinks that incenting waste disposal is hard and suggested obtaining information from other communities while attending the FCM AGM. She suggested developing some mechanism to provide an incentive program for commercial residents such as proving each business license with a voucher. Cr. Kikoak asked what happens to the original intent and if those stock piling would be able take advantage of the amnesty of tipping fees. Administration advise that would have to be a discussion with Council. He is hoping that the contractor that completes the collection of metal will be able to make a deal with these individuals and be able to mobilize directly on their property to remove a lot of the waste. D/M Smith asked if most commercial businesses rent garbage bins from the Town and have the garbage picked up. D/M Smith asked how do we determine who is residential and commercial customers when they pull up at the landfill. Cr. Bell agrees with giving commercial businesses an incentive plan and that provides them with some warning, so they are not surprised in the fall when they are charged commercial tipping fees. Mayor Napier-Buckley asked if there is a concern that the large construction business will be filling the landfill during spring cleanup. Administration advised that concerns have been brought forward regarding local contractor's stock piling metal and automotive material. Cr. Kikoak indicated that contractors do take a risk with the automotive industry, they will pick up vehicles and will get stuck with disposing as the owner has abandoned the vehicles. Cr. Bell suggested restricting to metals and they pay for everything else. D/M Smith recommended on amending the motion to include the exception of vehicle tipping fees. He indicated that originally the objective was to clean the community and there was no expense as the recycler would come for free and crush all the material which is no loss of revenue. He added that currently the recycler will no longer come for free which is now an expense to have him crush all the material causing a loss of revenue. He added that the intent to



clean the community is no longer there as businesses are now stock piling. Cr. Kikoak asked if commercial businesses bring their own vehicles to the landfill. Administration confirmed. Cr. Kikoak asked if tipping fees can be waived all year for businesses to bring passenger vehicles to the landfill. Administration indicated that is a possibility but highlighted that the charge to receive the vehicle goes towards the cost to get them off site, and to complete that request would be at the Town's expense.

18-095 Moved By: Cr. Holtorf
Seconded By: Cr. Patel

That the amnesty for spring clean be extended only to private households for both spring and fall clean-up with the exception of passenger vehicle tipping fees for the spring of 2018

CARRIED UNANIMOUSLY

Music Society Briefing Note – the briefing note was reviewed. Administration indicated that the briefing note is for informational purposes and he is not seeking a motion. The Fort Smith Music Society requested a donation of the arena as well as the portable stage for the evening of May 12, 2018 to host a license adult only live music event. An analysis of the cost includes; facility use for the ice surface area of \$1000, stage rental of \$750 which includes set up and take down by Town staff, and we must have staff on the premises during set up and for the duration of the event which will cost \$832.32. We felt the need that there be music in the community because music has always been a big part of community services and the Town has historically partnered with community music ventures through the donation of the arena, and through money identified annually in the budget. And so, we have been making these items available to the music society free of charge in a effort to promote and develop the music society with the hopes that one day they will be operating in the same way as the South Slave Friendship Festival did. We have been asking the music society to work towards providing a family friendly event. In return for the donations provided to the music society we have requested that they make music and entertainment available at town events free of charge. In building the relationship with the music society it has benefited the Town, the music society, and residents. So, the Town and Administration will be making the facility available to the music society for their event. D/M Smith has no concerns with the building of the relationship and bringing something new to the community. But he was concerned with this evolving into ongoing town donations of equipment if this becomes a profit-making venture. This is the Town supports at this point but will not always provide that level of support depending on the outcome of how the relationship evolves and what happens. If this becomes a very profitable venture and they are providing adult only licensed events he doesn't think at that point the Town should be providing facilities for free, but he has no problem supporting now in an effort to build that relationship and get something going in the community. Cr. Holtorf asked for clarification on the event and if it is a Town sponsored event. He thinks that if the event is a Town sponsored event it should be accommodated by a motion. Administration indicated that if Council wishes to move the in-kind donation and turn into a donation request, it will come out of donation budget. He



advised that it is not a Town sponsored event as the Town is only providing a venue. He added that the Town has benefited from the music society as they have provided many musical events free of cost. Cr. Kikoak declared conflict of interest as her husband gets paid to do the sound on these events. Cr. Kikoak left the meeting. Cr. Tuckey appreciates Administrations efforts on these partnerships and updating Council. Cr. Kikoak entered the meeting.

Briefing Note – Wayne Keefe DPA-008-18 Home Occupation Permit

18-096 Moved By: D/M Smith
Seconded By: Cr. Dumont

That DPA-008-18, submitted by Wayne Keefe, to operate a home occupation Artwork Business from Lot 30, Block 18, Plan 1331, 187 Primrose Lane in Fort Smith be approved.

CARRIED UNANIMOUSLY

Briefing Note – Cindy Daniels DPA-009-18 Home Occupation Permit Cr. Kikoak suggested sending invites to the home occupation businesses for community events.

18-097 Moved By: D/M Smith
Seconded By: Cr. Holtorf

That DPA-009-18, submitted by Cindy Daniels, to operate a home occupation Artwork Business from Lot 889, Plan 837, 100 Tamarac Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

Integrated Community Sustainability Plan Briefing Note – the briefing note was reviewed. Administration requested that an additional \$30,000 be allocated to the ICSP Capital Project. He added that the ICSP consists of the capital plan, a human resources plan, a community energy plan and a strategic plan. He added that most of the concentration was on the strategic plan component. He highlighted that work has been completed on human resources through reviews of job descriptions and pay equity reviews and recruitment. There has been lots of work completed on the capital plan going beyond the five-year requirement. He advised that most of the requirements in the community energy plan has been actioned. But most of the focus has been on the strategic plan. He advised that there are three pressures on the ICSP budget approved by Council; there is currently \$10,000 that was approved in the budget for ICSP with \$8,000 in work outstanding from the strategic plan. The consultants have requested a budget increase of \$5,000 to complete the work that would put us in the position of exceeding the budget by \$3,000. The next point is that the Town was successful in our application to the Arctic Energy Alliance to complete audits on nine Town facilities. He advised that the Town will received a grant of \$10,000 however Arctic Energy Alliance has provided a quote of \$21,000 to complete the work so we need an additional \$11,000 in the budget. He thinks the audit is valuable work and is requesting the additional \$11,000 to complete



the work. Finally, the current employee performance review process is difficult to apply as outlined from directors, the evaluations are not very good for the diverse nature of what we do. He added that the Town supervisors have never had any training in the application of the performance review system and as a result performance reviews are coming across from the various departments inconsistently done. We tried to bring consistently to job descriptions but we have yet to bring consistency to the evaluation process and so we are looking to hire a contractor to do the work because we feel that this is work done best by an outside specialist to review and update our performance review system. He added that once that is complete he hopes to train the supervisors in the application of the system. There is no clear scope yet for the work, yet which means there is no clear idea of the budget at this point. He requested \$15,000 to complete the update of the evaluation process. Cr. Kikoak highlighted that the consultants can ask for extra money, but we can say no so she said no to their request. Cr. Patel asked why it falls on the Town for the consultants to bring extra staff that they didn't budget for. She added that they lost staff that requires them to hire new staff at a higher rate and asked if there was a price set in the contract when it was signed. She supports providing a \$25,000 increase to the budget but not \$30,000. D/M Smith supports the efforts to work in partnership with Arctic Energy Alliance as they can be beneficial in obtaining funds, and he thinks the efforts to update the performance review process is an excellent initiative. Cr. Holtorf agrees with the human resource initiative and the energy component but he does not have a good feeling on what we have been presented for the strategic plan. He meant to request the terms of reference and what we got so far and what the gaps are. He doesn't think that there is value in the work that the consultant provided but thinks that if that shortfall has to be paid than it has to be paid. Cr. Tuckey agreed with Cr. Holtorf, Cr. Kikoak, and Cr. Patel. She noted that Administration is pretty good with our money and requested to pursue the consultants and see why the Town is responsible for their short fall. She does not want to change the motion because if Administration is successful in getting out of paying for the extra cost to the consultants that money can be used to the other two items if those estimates are too little. Administration advised the he doesn't like increasing numbers as well but how consultants work is they do an estimate of work on number of hours that they think will be completed and then they add the numbers for disbursements and travel. He advised that if the consultants can prove the extra cost and they are valid then he's hard pressed to deny them. He added that in this particular case they are eating money as well and this is the value that they think they can complete the product while not making a lot of profit. He thinks most of the additional cost is on the extra cost of travel to bring their people up and their engagement for their second visit was one more than anticipated. He thinks they have done a good job at justifying their additional costs and is concerned with not paying but if paid we would get a complete product. Mayor Napier-Buckley clarified that the additional costs for the strategic plan consultants is \$3000 as there is already \$2000 in the project budget. Administration advised that there is still opportunity to get engaged into the plan and get the product you want.



18-098 Moved By: Cr. Tuckey
Seconded By: Cr. Bell

That council approve the allocation of an additional \$30,000 to the 2018 ICSP budget.

IN FAVOUR – D/M SMITH, CR. DUMONT, CR. MCARTHUR, CR. TUCKEY, CR. BELL, CR. HOLTORF
OPPOSED – CR. KIKOAK, CR. PATEL
CARRIED

H. **PROCLAMATIONS**

Daffodil Proclamation

18-099 Moved By: D/M Smith
Seconded By: Cr. Holtorf

That Council proclaims the month of April 2018 as Daffodil Month.

CARRIED UNANIMOUSLY

I. **ABSENCE OF COUNCIL MEMBERS**

18-100 Moved By: Cr. Bell
Seconded By: Cr. Dumont

That Mayor Napier-Buckley, Cr. Kikoak and Cr. McArthur be excused from the Corporate Services Standing Committee Meeting on April 10, 2018.

IN FAVOUR – D/M SMITH, CR. DUMONT, CR. TUCKEY, CR. BELL, CR. HOLTORF, CR. PATEL
ABSTAINED – CR. KIKOAK, CR. MCARTHUR
CARRIED

18-101 Moved By: Cr. Tuckey
Seconded By: Cr. Dumont

That Mayor Napier-Buckley, Cr. Kikoak and Cr. McArthur be excused from the Community and Municipal Services Standing Committees Meeting on April 10, 2018.

IN FAVOUR – D/M SMITH, CR. DUMONT, CR. TUCKEY, CR. BELL, CR. HOLTORF, CR. PATEL
ABSTAINED – CR. KIKOAK, CR. MCARTHUR
CARRIED



J. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – May 1, 2018
Community and Municipal Services Standing Committee Meetings – May 8, 2018
Council Meeting 05-18 – May 15, 2018
Special Meeting 03-18 – April 24, 2018

K. **ADJOURNMENT**

18-102 Moved By: Cr. Tuckey
Seconded By: Cr. Patel

That the meeting be adjourned at 9:58 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of May, 2018.

Mayor Lynn Napier-Buckley

Certified Correct by the
Senior Administrative Officer Keith Morrison

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH
SPECIAL MEETING SP-03-18
THE THIRD SPECIAL MEETING OF COUNCIL FOR
THE YEAR 2018**

PRESENT: Mayor L. Napier-Buckley D/M K. Smith
 Cr. A. Kikoak Cr. R. Holtorf
 Cr. B. McArthur Cr. E. Bell

REGRETS: Cr. A. Dumont, Cr. R. Patel, Cr. B. Tuckey

STAFF: Keith Morrison, Senior Administrative Officer
 Lisa-marie Pierrot, Executive Secretary

GALLERY: Heather Gill

Special Meeting SP-03-18 7:00 PM
April 24, 2018 Council Chambers

The purpose of the Special Meeting is to present the 2017 Audited Financial Statements by Avery Cooper & Co. LTD.

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Mayor Napier-Buckley called the meeting to order at 7:04 pm and confirmed quorum of Council was present.

B. **APPROVAL OF AGENDA**

18-103 Moved by: Cr. Bell
 Seconded by: Cr. Holtorf

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **DISCUSSION**

2017 Audited Financial Statements – The 2017 Audited Financial Statements were reviewed. Heather Gill on behalf of Avery Cooper & Co. LTD. presented the audited statements. Ms. Gill indicated that on page 1 is the Town’s statement of financial position. She highlighted that there is more cash than last year as a good portion of the CPI and Gas Tax funding that was received has not been expended.

Ms. Gill indicated that the trade and other receivables have increased this year because of three properties that was sold, the money wasn't received by the end of the year.

Cr. Kikoak entered the meeting.

Ms. Gill indicated that on the liability side; the deferred revenue is \$3.7 million which is due to unspent CPI and Gas Tax funding. There is a schedule on page 31 for the gas tax showing over \$800,000 in unspent funding. On page 35 includes a schedule for CPI and shows over \$2.8 million in unspent funding.

Ms. Gill advised that on page 2 is the Town's Statement of Operations and highlighted that there was a net annual deficit of \$16,000 for last year. You will notice that the budget column is not balanced as those numbers don't show transfer to and from reserves and is used more for presentation purposes following GAAP principles. She indicated that page 21 includes a comparative budget analysis that includes the transfers to and from reserves included.

Ms. Gill advised that the schedule of revenue and expenses for Water and Sewer services includes amortization and does not include transfers between funds. Page 36 includes a schedule with the transfers between funds. She highlighted that the Town spent more than what was received in water and sewer services funding. Administration highlighted that the auditors account differently than the finance. Auditors account for expenses differently and may show a deficit which is not the same and the reason why the presented fourth quarter report was beneficial.

Cr. Holtorf asked how the cost is to cover the water and sewer services funding determined. Ms. Gill advised that MACA will use audited financial statements that includes the amortization and will show that you are not covering your cost. Administration advised that historically when the rates were set it was based on the operating cost. The requirement to put money into the bank for the infrastructure was not considered. 4 years ago, MACA changed reporting requirements and we are now required to take into consideration the amortization. He noted that the numbers are different because now we have to account for the amortization along with the past amortization that was not accounted for previous to the change in reporting requirements. He added the water and sewer bylaw needs to be updated. While updating the bylaw, the economic rate will have to be determined including the amortization which will cover the cost in water and sewer services funding.

Ms. Gill highlighted that on page 36 includes the amount in the water and sewer fund which shows a deficit of \$136,000. The schedule highlights all the transactions of transfers to and from reserves and amortization, there is a change in fund balance of \$151,000. She highlighted that the next column is the environmental fund that shows a deficit of \$4,800 and a change in fund of \$395,000. She added that there is a line item

that includes a transfer of \$358,000 from the general fund to environmental that was required in a bylaw that was passed, so that the fund is not in a deficit. She added that there is a line item of \$41,000 that is the amortization being put back into the fund. The total fund balance for environmental at the end of the year is \$37,000. The schedule shows the actual amount in each fund at the beginning and end of the year taking into consideration the transfers between funds and the amortization. Administration highlighted that the environmental fund is accounted for differently because of the landfill and the requirement to account for remediation cost as well as depreciation. With the approval of the financial management bylaw there can't be a deficit in any of the funds which required the transfer from the general fund to the environmental fund.

Cr. Holtorf asked if there is a separate line item that includes the third-party delivery contracted services. He indicated that should be separated out to make sure we are charging the right price which includes amortization. Ms. Gill advised that the economic rate when determined will ensure that the correct rate is being charged. Administration advised that the Town's can't profit from the water and sewer services fund. The next step in bylaw development is to determine the economic rate. With respect to Smith Landing First Nation we don't have to use the economic rate because they are outside municipal boundaries, but they are charged the same rate as residents. He added that corporate services in the process of calculating the usage of water to determine the economic rate which is a long process. Cr. Kikoak asked if there is an uptake pump that has a read metre. Administration advised that there is a metre that reads the amount of the water that is being pumped but there are several obstacles that needs to be considered which affects the measurement. He added that he is in the process of working out how to properly measure the water usage to determine the economic rate. Cr. Holtorf indicated that Salt River First Nation is in the process of providing water and sewer services to the Salt River Reserve. He asked if the Town would be responsible for the infrastructure including lift stations for SRFN's plans. Administration advised that SFRN has all the plans and have analyzed the Town's ability to provide the extra services. As per the zoning and building bylaw, the cost is the responsibility of SRFN. The only problem is that the lift stations will mostly likely be built on band lands which restricts the transfer of ownership to the Town.

Ms. Gill advised that on page 18 include note 17 that explains contingency funds. She indicated that the third paragraph explains that there is an AWG contingency fund. She advised that if the AWG spent over the amount in the contingency fund that the Town is responsible for a portion of the overspending. She brought attention to page 22 note 25 which explains in-kind services contribution and the Town contributed countless time and money to the AWG.

Ms. Gill indicated that on page 36 describes the reserves. She indicated that there were seven reserves at the beginning of the year and by the end of 2017 the reserves were brought down to four. She highlighted that in the reserve for general operations there is

\$963,000, the service interruption insurance reserve is \$254,000 and the reserve for utility and infrastructure replacement is \$1.9 million. She added that the reserve for environmental is included in the four reserves but not added to the schedule as there are no funds in that reserve. Cr. Holtorf asked for clarification on the amount of reserves. Ms. Gill indicated that at the beginning of 2017 there were seven reserves and throughout the year the funds in four of the reserves were brought to the general operations reserve bringing four of the reserves to zero. Cr. Holtorf asked what was the total reserves at the end of the year. Cr. Holtorf preferred to have the reserves separated with the amount of funds for those reserves indicated on the schedule. Administration advised that Council was aware of the changes to the reserve funds which was presented when the financial management bylaw was approved. Ms. Gill noted that on page 14 explains the transfer to and from the reserve funds that occurred in 2017. Cr. Kikoak understands that the idea of having the reserves in one big fund would be beneficial in the case that a big project is required to be completed the money is there instead of in separate smaller funds. She thinks it is important to concentrate on the accounting for the amortization as it is important to make up the revenue to match that expense.

Cr. Holtorf asked for more information on the \$100,000 that was transferred into reserves and if that caused a 3% tax rate increase. Administration indicated that as per the financial management bylaw we were required to transfer \$100,000 into each reserve. He added that we did get some feedback from the public for increasing the tax rate to transfer funds to reserves as it was not to balance the budget. He highlighted that the general reserve in the O&M budget is carrying a \$900,000 amortization expense and that if that total number was considered in the reserves, tax rates would be increased considerably more than 3%. Cr. Holtorf asked if other municipalities are in the same situation. Ms. Gill noted that other municipalities are in the same situation trying to recover the amortization expense as nobody had to account for it until four years ago.

Ms. Gill highlighted that comments will be provided with the financial statements that is required for reporting purposes. She has not provided a copy for Council and noted that included in the memo are concerns on; water and sewer services, the school tax rate and capital assets. She indicated that one of the requirements from MACA in the water and sewer services agreement is that the Town has to provide a schedule with the water consumption rates. She advised that that requirement has not been met as it is impossible to determine those numbers but knows that the Town is in the process of determining a mechanism to identify water consumption. She indicated that some of the school tax amounts are different than what is being determined by the GNWT. She understands that Administration is in the process of having those rates reconciled. She advised that the numbers would not change dramatically and that the statements may not have to be amended. She added that there is no capital asset policy that would define capital assets and expenses. She noted that the policy would include amortization and a threshold for assets and expenses.

Cr. Holtorf noted that with past audits there have been concerns highlighted by the auditor and asked if those concern have been cleared up. Ms. Gill has advised that the list has been significantly reduced. Administration advised that the list is a memorandum of accounting systems and control which he will provide Council. He added that the auditor has been working with the Town for four years and every year finds more deficiencies which we are working to resolve.

Cr. Kikoak indicated that on page 2 there are headers titled unaudited and asked for clarification on those columns. Ms. Gill advised that in the unaudited column is the approved budget that was provided but have line items that are not included like the transfer to and from funds. The schedule shows budgeted surplus but understand that the budget does not include certain line items and that the budget is actually not budgeted for a surplus. Cr. Kikoak asked for more information on who would the schedule be created for with the revised line items that is not showing the actual budget. Ms. Gill indicated that the other entities reviewing this schedule would refer to the notes that explains that the Town has not budgeted for a surplus and what line items have been revised. She advised that the budget column is unaudited because there is no measurable way to audit a budget.

Cr. Holtorf indicated that in the capital fund there are a number of assets and asked if insurance is paid on those assets adding value to those assets. Ms. Gill advised that the insurance company does not verify the value of the assets and that would be provided to the insurance company by the Town. Administration thinks that the insurance company calculates those numbers based on the cost to purchase those assets. He added numbers indicated in the capital plan are the insurance values.

Administration advised that there is a management discussion and analysis indicating the basics of the year. He added that O&M costs are within budget, there have been minimal expenditures of capital funds so there are funds built up in the capital reserves. There are funds in gas tax and CPI's that went unspent and there is more money in the reserves that puts the Town in a better position. He highlighted that the decision to hold off on spending in capital projects was a cautious one it bought us some time to get reserves and build capacity, as it takes people to spend money.

Cr. Holtorf asked how the lots in Westgrove are recorded in the statements. Ms. Gill advised that those are recorded in the line item titled inventory for resale land. Cr. Holtorf asked if all the properties were sold this year where if reflect in the statements. Ms. Gill advised that would be recorded as a revenue and deposited to the bank.

Administration commended Council on the quality of the dialogue, engagement to track finances and that Council understands and supports the administration.

18-104 Moved by: Cr. Holtorf
Seconded by: Cr. McArthur

That the 2017 Audited Financial Statements be accepted as presented.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

18-105 Moved by: Cr. Kikoak
Seconded by: Cr. Bell

That Cr. Patel, Cr. Tuckey and Cr. Dumont be excused from the Special Meeting of Council on April 24, 2018.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

18-106 Moved by: Cr. Kikoak
Seconded by: Cr. Bell

That this meeting be adjourned at 8:06 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 15th day of May, 2018.

Mayor Lynn Napier-Buckley

Certified Correct by Keith Morrison
Senior Administrative Officer

F. **QUESTION PERIOD**



Town of Fort Smith
Corporate Services Committee
Tuesday, May 1, 2018, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf, Cr. Tuckey
Regrets: Cr. Dumont, Cr. Patel
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Lisa-marie Pierrot, Executive Secretary
Guests:

1. Call to Order

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

2. Declarations of Financial Interest

D/M Smith and Cr. McArthur declared a financial interest with respect to Accounts Paid Part II.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of April 10, 2018, were reviewed and have been adopted at the Council meeting of April 17, 2018.

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

d. Strategic Plan – The Strategic Plan was reviewed. Mayor Napier-Buckley reminded Council that there will be a strategic planning workshop on May 3, 2018 at 7:00 pm in Council chambers. She requested Council review the draft strategic plan to provide informative input.

4. Governance

a. Council Priorities

i. Property Tax Issues - Administration advised that property tax notices have been mailed out to residents.

Cr. Kikoak entered the meeting.

Cr. Holtorf asked if it is possible, that the outstanding property taxes be cleared up within a couple of months whether by writing it off or by way of legal action. D/M Smith thinks some of the property taxes arrears are tied up between the federal government and the GNWT, which are sizeable amounts, and not able to resolve. He thinks it is not in our best interest to write those off. He indicated that Administration was intended to engage in a law firm on pursuit of property tax arrears and asked Administration to comment on the status of that initiative. Administration advised that there have been three mechanisms previously identified to resolve the property tax arrears. He indicated that two of the three mechanisms are in place to address property tax arrears; one is that we know there are accounts which we are not able to collect that would have to go to council for approval to write them off. That comes at a cost as they sit on the books as a deferred revenue, so it shows as revenue but if we write them off then there are expenses associated with that but that is a process that also occurs during the audit. Another part of the process is there are some issues that must be negotiated with the GNWT, there are disagreements on some property taxes associated with IAB land. The reason property tax was moved to Council priorities was because administratively, there was no success with the GNWT issues and hoped that Council could apply political pressure. That was successful, and we were able to clear up some of those accounts. There are issues that have been ongoing for years and the likelihood of those issues being resolved in the next few months is impossible. Lastly, there are residents that are just not paying their property taxes and there are no penalties except for interest charges. We can't withhold services and the only other penalty beyond that would be to sell their land. Those accounts have gone to the lawyer that is acting as our collection agency. The Director of Corporate Services advised that the property taxes that are not in dispute have gone to the lawyer. He noted that some residents that received the collection letters have come and requested payment arrangements. He noted that the whole process with the lawyers and going through collection process takes about two years and advised that steps have been taken to follow collection action for those that haven't responded to the collection letters, and if residents default on their payment agreements. Cr. Holtorf asked if there is a process in place to inform clients that are falling behind on their property tax. The Director of Corporate Services advised that tax reminders used to be sent on a monthly basis but found that there was no response to those letters and that was a waste of resources. He advised that currently tax notices are sent out annually and includes the residents tax arrears.

- ii. Aurora College Program Review – Mayor Napier-Buckley advised that she did meet with the President of the Aurora College to discuss upcoming programs and how the Town can work in partnership with the college moving forward. Some of the new things that are happening at Thebacha Campus includes; an Environmental Technician Certificate Program, Language Revitalization Certificate Program, Oil Heat Systems Technician, Mineral Processing Certificate Program in collaboration with the Mine Training Society along with a Surface Mechanic Program. She has been advised that the Early Childhood Program was offered at Aurora Campus in Inuvik for two years and is now in Yellowknife for two years and the plan is to move the program to Fort Smith for two years. The program is a federally funded program that would add two instructors to the community. The discussion on working together brought suggestions like hosting welcome bbq's and there will be a circle of indigenous knowledge holders meeting in May that she will be participating in. She indicated they also share the same struggle without a newspaper to advertise news and events to the public. D/M Smith indicated that the release of the 2017 financial statements for Aurora College showed a surplus of about one million dollars which could call the budget cuts into question and asked if that was discussed in the meeting. Mayor Napier-Buckley advised that the surplus was discussed and has been advised that the surplus is budgeted for infrastructure. Cr. Kikoak asked if Mount Aven was identified in the infrastructure discussion. Mayor Napier-Buckley advised that there were renovations completed on the Mount Aven building but only to a certain extent and is still not safe to accommodate a Daycare Centre. Cr. Kikoak asked if the College President mentioned any recruitment success during the AWG. Mayor Napier-Buckley advised that there was success in recruitment during AWG and that participants were engaged in attending Aurora College. Cr. Kikoak asked if she mentioned a follow up plan or have a strategy to follow up with recruitment. Mayor Napier-Buckley indicated that was not discussed. Cr. Holtorf asked for clarification on the Early Childhood Program and when will the program be offered in Fort Smith. Mayor Napier-Buckley advised that the program is a two year diploma program that will continue in Yellowknife for the 2018-2019 academic year and will be offered in Fort Smith in four years. Mayor Napier-Buckley advised that a meeting has to be set with the Minister of Education in regard to the Aurora College program review.

- iii. Road to Garden River - Cr. McArthur asked for an update on the Road to Garden River. Mayor Napier-Buckley advised that there is no update on the Road to Garden River. She indicated that in her discussion with the Mikisew Cree they are busy over the summer with other projects and are hoping to start on the Road to Garden River discussions in September.
- iv. Youth Crime – Administration advised that the Town was able to gather a number of interested volunteers during the trade show for the citizens on patrol program. He added that the information is still being gathered and that the names are being tallied and forwarded to Cr. Bell. Cr. Bell indicated that she did receive the list of names from the Economic Development Officer and is collecting all the contact information. She has been in contact with Sgt. Gilbert with the RCMP who advised that he is in the process of consulting with the Fort Smith Metis representative regarding the press release. She indicated that she will provide a copy of the press release once she receives it for Council’s input. She is hoping the press release will draw more interest, so they are able to recruit more members. She advised that she will be working with the Economic Development Officer on the process of orienting the interested members adding there are eight to ten applicants.

5. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. McArthur

That the Accounts Paid Part I for the period ending April 30, 2018, totaling \$908,120.10 be approved.

CARRIED UNANIMOUSLY

D/M Smith pass the chair to Mayor Napier-Buckley

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Tuckey

That that Accounts Paid Part II for the period ending April 30, 2018, totaling \$1,546.82 be approved.

IN FAVOUR- CR. KIKOAK, CR. BELL, CR. HOLTORF, CR. TUCKEY

ABSTAINED – CR. MCARTHUR, D/M SMITH

CARRIED

Mayor Napier – Buckley passed the chair to D/M Smith

6. Other Business

b. Correspondence – The April 2018 correspondence was reviewed. Cr. Kikoak asked for clarification on the letter from the Fort MacPherson Hamlet. Mayor Napier-Buckley advised that the letter indicated that the Fort McPherson Hamlet is requesting support in the fact that the smaller communities were not consulted with on the issue of marijuana legalization. She noted that Fort Smith was included as one of the community's that held public consultation workshops. She doesn't know what the Fort MacPherson Hamlet deems as sufficient support. Certainly, we can support their request for public consultation to go into every community, but this is a federal legislation and will go ahead without the small community's approval. Cr. Holtorf indicated that there was an offer provided by CAB construction on Madonna House and asked if there was a response extended to CAB Construction. Administration advised that he did speak to CAB Construction and there has been no written response and noted that the offer was addressed to Mayor and Council. He added that the offer is unsolicited salesmanship. He indicated that this is a valid option and it plays along with the approach he was hoping to take with the replacement of some of our downtown facilities. Unless Council gives him approval to enter into contract with CAB Construction, he will be soliciting that work using a competitive process. He thinks there is enough engaged contractors in the community and that we should exhausted competitive options before going into negotiations with individual contractors. He indicated that the property is across from the Recreation Centre. Cr. Tuckey asked if mayor could forward that request. Mayor Napier-Buckley advised that she would forward the correspondence.

c. Licensing Report – The April 2018 licensing report was reviewed.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Cr. Patel and Cr. Dumont be excused from the Corporate Services Standing Committee meeting of May 1, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be June 5, 2018.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That the meeting be adjourned at 7:32 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING April 30, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33683	Cascade Graphics	Materials/supplies	\$ 6,975.94	AD
33684	GNWT	Refund of cheque wrongly remitted	\$ 7,000.00	AD
33685	Investors Group	March contributions [R]	\$ 600.00	
33686	Northwestel	Internet	\$ 235.49	RCC
33687	NWT Power Corp	February power bills, March power bills	\$ 99,967.75	Multiple
33688	Greenway Cambridge Executive Suites	NWTAC agm councillor accomodations	\$ 2,007.60	AD
33689	Customer	2018 board of revision	\$ 100.00	
33690	Town for Fort Smith	Water bills, March payroll deductions [R]	\$ 2,088.90	Multiple
33691	Xerox Canada LTD	Copier lease	\$ 2,598.82	AD
33692	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 49,493.56	
33693	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 59,992.92	
33694	Public Service Alliance of Canada	March union dues [R]	\$ 7,065.71	
33695	GNWT-Taxation Division	March payroll tax [R]	\$ 9,874.57	
33696	Northwestern Air Lease	Freight	\$ 66.33	WTP
33697	SEE ACCT'S PAID LIST II			
33698	Customer	Refund water bill over payment	\$ 192.55	AD
33699	Esri Canada	Software maintenance renewal	\$ 3,066.00	AD
33700	CAB Construction LTD	Reimbursement of meter deposit	\$ 250.00	AD
33701	Customer	2018 board of revision	\$ 100.00	AD
33702	BZT General Contracting	install internet/phone lines for new work station, annual fire al	\$ 1,716.75	Multiple
33703	TDC Contracting LTD	Fuel, diesel	\$ 6,345.95	Multiple
33704	Customer	2018 board of revision	\$ 100.00	AD
33705	Pitneyworks	Postage refill	\$ 1,500.00	AD
33706	Customer	2018 board of revision	\$ 100.00	AD
33707	Nu Mechanical	Replace boiler seals at town plant	\$ 4,200.00	WTP
33708	Aecom Canada Limited	Fort Smith water license compliance issues	\$ 3,858.75	AD
33709	Town of Fort Smith Employees Association	Staff contributions for March 2018 [R]	\$ 468.00	
33710	Arctech Computers INC	Resolve icity kit, assist vadim with remote	\$ 630.00	AD
33711	Retailer Emall	Hybrid combo kit	\$ 718.73	RCC
33712	Hay River Heavy Truck Sales LTD	Hoses for water truck and tower	\$ 2,320.72	WTP
33713	United Library Services	Outstanding book order	\$ 109.36	LIBRARY
33714	Link Hardware	Materials/supplies	\$ 544.54	Multiple
33715	Freund Building Supplies	Materials/supplies	\$ 642.48	Multiple
33716	Receiver General For Canada	Radio authorization renewal	\$ 1,929.00	AD
33717	RDV Mechanical	Sander truck tires, grader dervice, repair unit 6, repair unit 20	\$ 14,697.57	Multiple
33718	Library Security Systems INC	Install security systems	\$ 1,774.50	Multiple
33719	Hach Sales & Service Canada LP	Turbitimeter, ph meter	\$ 1,875.20	WTP
33720	Cimco Refrigeration	rec plant repair, brine test	\$ 1,648.90	FM
33721	Cascade Graphics	Materials/supplies	\$ 8,734.87	AD
33722	MSS LTD	Supplies	\$ 1,097.03	AMB
33723	GNWT	Annual boiler pv registration	\$ 1,530.00	FM
33724	Grimshaw Trucking	Freight	\$ 344.04	Multiple
33725	The Explorer Hotel	Accomodations for SAO Travel YK Feb 28, 2018	\$ 215.25	AD
33726	Paul Kaesers Stores LTD	Materials/supplies	\$ 1,030.66	Multiple
33727	Lou's Small Engines	Propane, boiler checks	\$ 3,756.97	Multiple
33728	Link Hardware	Materials/supplies	\$ 4,799.56	FM
33729	Territorial Beverages	Materials/supplies	\$ 1,377.64	RCC
33730	Customer	Live music and sound system for awg	\$ 1,300.00	AD
33731	Wally's Drugs	Materials/supplies	\$ 360.93	RCC
33732	Freund Building Supplies	Materials/supplies	\$ 5,641.74	Multiple
33733	Xerox Canada LTD	Copier lease	\$ 525.21	AD
33734	Northern News Service	Rfp advertising	\$ 1,666.77	AD
33735	Thyseenkrupp Elevator	Elevator Maintenance	\$ 2,433.38	AD
33736	Northern Stores INC	Materials/supplies	\$ 818.40	RCC
33737	Northwestern Air Lease	Freight	\$ 66.95	RCC
33738	Thebacha Business Development	Trade show registration	\$ 1,198.00	AD
33739	Nebs Pension Fund	April premiums [R]	\$ 37,170.70	
33740	Shawdowhawk INC	Vehicle extrication equipment for fire truck	\$ 22,348.15	FD
33741	Frontier Coachlines NWT	Freight	\$ 305.21	WTP
33742	CAB Construction LTD	Install heater in ref room, hot water plumbing, install clock at a	\$ 6,408.41	Multiple
33743	Fort Smith Construction NT LTD	Lift and operator rental	\$ 4,006.80	PW
33744	Customer	AWG dignitary gifts, 4 aurora photos	\$ 200.00	AD

33745	BZT General Contracting	Lighting repair	\$	7,531.50	FM
33746	Mercury Sign Art & Design	AWG structures and Placement	\$	9,261.00	AD
33747	TDC Contracting LTD	Heating Oil, Gas, Diesel	\$	28,760.13	Multiple
33748	SEE ACCT'S PAID LIST II				
33749	Outcrop Communications	AWG photos in partnership wth nwtt	\$	3,150.00	AD
33750	Wesclean Northern Sales LTD	Materials/supplies	\$	4,693.45	RCC
33751	Employee	Reimbursement-boot allowance	\$	174.99	PW
33752	Nebs Group Insurance Fund	April premiums [R]	\$	9,898.14	
33753	Cleartech	Materials/supplies	\$	30,487.94	WTP
33754	506830 NWT LTD o/a Chases's Pit Stop	Gas	\$	124.83	BYL
33755	Nu Mechanical	Repair boiler at 7 Bay	\$	455.18	PW
33756	Rapid Petroleum Products	Gas	\$	2,362.94	Multiple
33757	Customer	2018 AWG dignitary gifts	\$	100.00	AD
33758	Inofsat Communications	Satellite phone bill	\$	154.22	FD
33759	Arctic Alarm Diamondtel	Alarm monitoring	\$	59.80	AD
33760	Customer	AWG dignitary gifts	\$	150.00	AD
33761	Whooping Crane Guest House	Acccomodation & breakfast for author	\$	283.50	RCC
33762	Empire SCBA & Supplies INC	Freight	\$	139.72	FD
33763	Office Solutions	Materials/supplies	\$	1,844.96	
33764	Hay River Heavy Truck Sales LTD	Printer and foot valves	\$	1,505.62	WTP
33765	Birch Spark Creative	AWG merchandise & vic store setup	\$	3,486.00	AD
33766	Employee	Reimburse CPA costs	\$	1,023.75	AD
33767	Customer	Refund-bouncy castle rental	\$	82.00	RCC
33768	Employee	Waterplant operator level 2 course	\$	795.50	WTP
33769	Employee	Waterplant operator level 2 course	\$	795.50	WTP
33770	Bank of Montreal	Keith Morrison statement	\$	1,405.99	
		\$ 217.14 AWG lunch meeting Feb 2, 2018			
		\$60.85 RAB meeting Mar 5, 2018			
		\$1128.00 Survey monkey			
33771	Bank of Montreal	Cynthia White statement	\$	3,019.48	
		\$2989.48 Trophy book archery			
		\$30.00 Annual fee			
33772	Bank of Montreal	Jim Hood statement	\$	1,887.19	
		\$ 1337.19 Bell phone bill			
		\$550.00 Icity utility billing training			
33773	Bank of Montreal	Paul Kaeser statement		3079.69	
		\$3079.69 Supply and install led street lights			
33774	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$	45,062.68	
33775	GNWT-Taxation Division	Payroll tax return 2018		2512.42	
33776	SEE ACCT'S PAID LIST II				
33777	Customer	Reimburse credit balance on ub acct	\$	350.00	AD
33778	Customer	Reimburse credit balance on ub acct	\$	20.55	AD
33779	Customer	Reimburse credit balance on ub acct	\$	219.00	AD
33780	Aerial Fireworks	Fire works for awg celebration	\$	15,744.40	AD
33781	Customer	Reimburse credit balance on ub acct	\$	219.00	AD
33782	Paul Kaesers Stores LTD	Materials/supplies	\$	1,425.25	Multiple
33783	Lou's Small Engines	Manikin, refill 40 lbs propane bottles	\$	2,503.20	Multiple
33784	Customer	Catering services	\$	1,500.00	AD
33785	Town of Fort Smith Employees	Water bills	\$	822.06	AD
33786	CAB Construction LTD	Labour, minor arena renos, construct 2 cages in storage rm, su	\$	71,402.45	Multiple
33787	Fire Prevention Services LTD	April 3rd inspection rcc concession, arena concession	\$	525.00	RCC
33788	Taxation Division Dept of Finance	March school tax, discount	\$	2,071.12	AD
33789	Globalstar	Satellite phone bill	\$	514.08	AD
33790	Bobcat of the Peace	oustanding amount for invoice, credit for returned filters, bobc	\$	1,381.24	PW
33791	SEE ACCT'S PAID LIST II				
33792	Arctech Computers INC	Offsite back up service	\$	866.67	AD
33793	David Nairne & Associates LTD	Strategic Plan	\$	4,052.50	AD
33794	Rev North	Landfill Expansion	\$	22,862.07	AD
33795	Customer	Refund-cancelled home occupation development	\$	157.50	AD
33796	Customer	2018 Duncan Macpherson citizenship award	\$	250.00	AD
	Payroll	April 13, 2018 pay period	\$	104,500.51	
	Payroll	April 27, 2018 pay period	\$	108,252.12	
			\$	<u>908,120.10</u>	



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING April 30, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33748	Aurora TPI Travel	Travel for SAO to YK Feb 28-Mar 1, 2018	\$ 846.82	AD
33776	Al Dumont	Honorarium for attending NWTAC AGM Feb 14-16, 20	\$ 300.00	COUNCIL
33697	Al Dumont	2018 board of revision	\$ 100.00	COUNCIL
33791	Kevin Smith	Honorarium for attending NWTAC AGM Feb 14-16, 20	\$ 300.00	COUNCIL
		TOTAL	<u>\$ 1,546.82</u>	



Town of Fort Smith
Community Services Committee
Tuesday, May 8, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Kikoak, Cr. Holtorf, Cr. McArthur
Regrets : D/M Smith, Cr. Patel
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White, Director of Community Services; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary
Guests:

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of April 10, 2018, were reviewed and have been adopted at the Council meeting of April 17, 2018.

Cr. Kikoak entered the meeting

Cr. Holtorf asked if there is an update on the finances from AWG. Administration advised that the accountant is still working on putting finances together. He added that most of the staff have left and that administration is monitoring the disposal of merchandise. He added that there is currently only one supervisor that is on the staff who is the president and is on vacation. Therefore, the staff are not being properly managed and is considering making a recommendation to have the host society shut down.

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

d. Community Services Master Plan – The Master Plan was reviewed. Administration advised that the update of the master plan has not been budgeted to have completed this year but is working on having it reviewed.

3. Recreation

a. Recreation Services

- i. Recreation Statistics – The April 2018 recreation statistics report was reviewed. Administration advised that the Recreation Centre schedule was provided at the trade show. He added that there are plans to have more programming provided throughout the summer. He added that funding options have been pursued for culture programming and trying to find innovative ways of accomplishing providing programs. The Director of Community Services advised that staff have been hired for the Saturday Youth Program. The College Convocation was held in the Recreation Gym in April which had an attendance of 360 people. She commended the staff's efforts on obtaining those statistics. She added that the Trade Show was held in the ice surface area of the Arena. She noted that the Arena statistics will be included in recreation statistics over the summer as the Arena is closed over the summer but still hosts random events. She highlighted that the parents and tots play group has good attendance and is a successful program and should be the same until the end of May.

- ii. Pool Statistics – The April 2018 pool statistics report was reviewed. The Director of Community Services indicated that the pool statistics are very much the same and there is steady attendance. She noted that there is a difference in the attendance from the previous month as the pool was closed for a week. She advised that the aquatic lead was away for a while due to a family emergency. She advised that recreation is partnering with the kayak club to provide a Monday night polo program. She highlighted the tentative summer programs which includes; a circus program that considered as performing arts, a family science program that will be provide in collaboration with the Aurora Research Institute, drama camp being provided by a university drama major student, soap box racing, literacy programs, family programs and more programming for elders.

She added that she is working with staff to expand programming beyond recreation and providing cultural programming. The difficulty there is being able to staff those programs as the facilitator rates are very high and can make it difficult to make the programs affordable. We have identified a few full-time staff that are able to provide support for those programs but that would take support from other full time programs.

She indicated that the Library programs are difficult to provide as there are a high number of attendance and only one staff member to provide those programs. She added that a high percentage of the attendance are using the computers. They are working on providing programs to engage elders during the summer with the library being accessible to elders. She added that efforts are also being made to engage those that are attending only to use the computers.

Cr. Kikoak indicated that the demographic users are low income users and highlighted that the library would make a great place for a bulletin on wellness. She suggested changing the homepage on the computers to be attractive and used to advertise programs. She was impressed with the efforts with programs. The Director of Community Services advised that there is the possibility of providing a film making project, but she is waiting to connect with the facilitator. Cr. Dumont was impressed with the activities and suggested communicating with the camp ground attendants as they do bannock on a stick and you may want to integrate into some programs. The Director of Community Services noted that was discussed and was in the process of making those connections with the territorial camp ground to make that available. Mayor Napier-Buckley thanked the Director of Community Services for all the information that was provided. She didn't agree that the library has a lot of low income patrons. She was interested in providing programs for elders and asked if there has been any outreach to the Northern Lights Home as there has been a ramp installed making it easier for elders to be transported. The Director of Community Services advised that she will contact the Northern Lights and check if that is an option and that the basement of the library is inaccessible but staff can retrieve books for those that can not do stairs.

b. Recreation Advisory Board

- i. RAB Minutes April 9, 2018 – The RAB minutes were reviewed. Cr. McArthur advised that he was unable to attend the April 9, 2018 meeting as he was out of the country. He asked for information on updating the track and that if lights could be installed for users. Administration advised that the update of the track has been identified in the capital budget. He added that the recommendation has been forwarded to RAB as there is has been no feedback received on the priorities of updating the track. He added that pricing information can be obtained for the installation of lighting, but he would like to wait for a recommendation from RAB. Cr. Holtorf thinks that the budget for upgrading the track was high and thought that installing a fence was priority. Administration advised that

there is a fence around the area, but the operation and maintenance of the track is what is costly increasing the budget. He added that there is signage up that is being ignored as people still cut through the area. There is no considerable damage to the fence that is not repairable. Cr. Holtorf indicated that the capital plan includes a completed fence and asked for clarification on that. Administration advised that the fence indicated in the capital plan is the fencing for the javelin range which is required to minimize traffic in that area. Cr. Bell advised that track is occupied frequently by PWK High School and JBT elementary school. Administration advised that upgrades to the concerned areas can be completed if a recommendation from RAB was submitted. Cr. Bell suggested reaching out to organizations that occupy the track for assistance and recommendations. The Director of Community Services advised that the discussion at RAB included the approach that they would like to take on the issue. They have highlighted a few different approaches including; the usage of the track and that it is only used for a couple of weeks during the spring by a couple of groups for track and field training. They discussed each part of the area and how much those areas are used such as the jumping pit. She advised that the concern about the fence is the section of the fence that connects to JBT field. That section is under the schools ownership. She advised that throughout the year the school has been asked to keep the gate on that fence closed but there are times that it is left open and that is where skidoos enter into the field and damage the track. Cr. Kikoak asked what the purpose of the gravel around the track is. Administration advised that the gravel is a sub base for the track and is a maintenance issue and we don't sweep it as much as we should. The reason being is we don't use as often. We could start using the track for other uses if it is not being used for track. Cr. Kikoak asked if there is to remove the gravel. Administration advised that there is not as it is part of the structure and will collapse if it is removed. Cr. Holtorf asked if the opportunity was provided to the community services director to provide input into the relevant departments in the strategic plan and asked what the director's goals identified are in the strategic plan. Administration advised that becomes our job council creates a plan and it's up to administration to achieving goals indicated in that plan. Understand that the plan is not coming to us out of nowhere and that the public, directors, and administration have been given opportunities to be included in the plan

Cr. McArthur advised that he attended the May 7, 2018 RAB meeting and indicated that a recommendation will be brought to Council to have the electronic sign placed on the Recreation Centre building. He added that there was discussion on the youth user fees and that a recommendation will be brought forward.

4. Library

a. Library Services

- i. Library Statistics – The April, 2018 library statistics report was reviewed.

The Director of Community Services advised that there is no changes in the statistics. She advised that the story time program has an attendance of 20-25 children and is administered by one staff member. She advised that she is researching options to obtain more staff for the story time program. Mayor Napier-Buckley asked if it is possible to get the cost to add a staff member to the library. Administration advised that he is currently in the process of obtaining that information and would like to provide more staff to that program and budget mid-year so that the program can continue to be successful. He added that Council can expect request to come through. Cr. McArthur indicated that the librarian is trying to provide the story time program to 20-25 children, he asked if that is a safety issue. Administration advised that it is not as the parents are also present. With the parents being present we are able to provide the program and that is what keeps the program from being a childcare service. He added that he is in the process of adding a staff position for that program. Cr. McArthur thought that the Recreation Centre staff was covering for the library program. Administration advised that all staff are recreation assistants but that the library requires staff with additional special training. The staffing of the facilities is scarce, and everyone is busy, we have to prioritize with staffing. He added that budgets will have to be reviewed to be able to add more staff to the library program. Cr. McArthur asked if the library could be moved to the Recreation Centre. Administration advised that the Recreation Centre does not have the space to accommodate the library and with the number of programs offered at the Recreation Centre it would be too loud in there for users in the library. Cr. Kikoak indicated that when the story time program started it was started by a volunteer. She suggested that requesting for volunteers for that program while the finances are being worked out. She also suggested acquiring plaques to commend volunteers and have them posted in the Library. The Director of Community Services thinks that is a great idea, but she struggles with the opportunity to support people and

provide income. She thinks that we should not have to rely on volunteers to run services that are provided by the Town. Mayor Napier-Buckley asked for clarification on volunteers and if they are to be recognized. Cr. Kikoak suggested to have two people running the library program and one could be a volunteer. She thinks that recognizing volunteers could inspire people that attend the library if it is visible. Mayor Napier-Buckley agrees there is great opportunity to have volunteers and in other programs. She highlighted that you can't put restraints on volunteers and like you would with a paid employee therefore having volunteers may not be a reliable source to the program. Mayor there was conference indicated.

5. Economic Development

The Director of Community Services advised that she is working with the Economic Development Officer on a couple of different initiatives; one is to staff the Visitor Centre, and the business walks. She indicated that two summer students have been hired to provide assistance at the Visitor Centre. TTAB has been discussing the business walks and the EDO is in the process of creating a list of businesses to be included.

a. Tourism and Trade Advisory Board

TTAB Minutes April 19, 2018 – The TTAB minutes were reviewed. Cr. Kikoak thinks that the business walks is a good initiative supports the initiative. Administration advised that there is a recommendation came from TTAB on the logo application process. He indicated that TTAB is asking Council to process logo applications. He recommends that the policy be sent to TTAB to review which identifies the crest and logo. Council acknowledged the recommendation. Mayor Napier-Buckley was fine with the recommendation to have the logo policy forwarded to TTAB to be updated. Mayor Napier-Buckley advised that there is a request in the minutes for a conference in Yellowknife and asked for clarification on that. The Director of Community Services advised that the chair asked for information and if it is possible to send member to a Recreation and Parks association conference in Yellowknife. Administration advised that there is no budget for advisory board travel, he added that the last time any members traveled was a few years ago but the expenses were covered by a third party. Mayor Napier-Buckley noted that SDAB just recently had a member attend a meeting in Hay River but was not paid out of town funds.

- i. TTAB Appointment – Maxwell Gardner
RECOMMENDATION
Moved by: Cr. McArthur
Seconded by: Cr. Dumont
That Maxwell Gardner be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2019.
CARRIED UNANIMOUSLY

6. Other Business

- a. Briefing Note SRFN Donation Request – The briefing note was reviewed. The Director of Community Services advised that the road closure request is one we did in past years. She advised that there are other requests of equipment indicated in the letter which will be provided administratively. Mayor Napier-Buckley asked if the fire truck will have access to and from the fire department. The Director of Community Services indicated that the exit on McDougal Road would still be accessible. McArthur indicated that the accessibility of business would be compromised and that may result in receiving complaints from businesses.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Dumont

That for the reason of public safety during the SRFN Treaty Land Entitlement Celebration, Council approves the road closure of McDougal Road between Breynat Street and the Northwestel building and from McDougal Road to the exit of Kaeser’s parking lot for Friday, June 22nd, from 5:00 pm to 10:00 pm and Saturday, June 23rd from 5:00 pm to 10:00 pm.

IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. DUMONT, CR. BELL, CR. HOLTORF, CR. KIKOAK

OPPOSED – CR. MCARTHUR

CARRIED

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Holtorf

That D/M Smith, Cr. Patel be excused from Community Services Meeting on May 8, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on June 12, 2018.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. McArthur

That the meeting be adjourned at 8:18 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, May 8, 2018 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. McArthur, Cr. Holtorf
Regrets: D/M Smith, Cr. Patel,
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary
Guest:

1. Call to Order

Cr. Dumont called the meeting to order at 8:28 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of April 10, 2018 were reviewed and were adopted at the Council meeting of April 17, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that many of the approved capital projects are underway. There are a few that have yet to start and will bring confirmation to Council as they happen.

3. Sustainable Development

a. Sustainable Development Advisory Board

i. SDAB Minutes April 12, 2018 – The SDAB minutes were reviewed. Administration indicated that Chris Westwell provided an update on the energy audit project and waste management meetings. The auditors from arctic energy alliance were here last week to complete the audit and will provide recommendations shortly. He provided an update on recycling adding that the landfill design project is underway. With the landfill design project, there will be a transfer station installed. The landfill design

does not have a separation design which will be a problem in the future and discussed implementing a fee schedule to resolve the issue. He advised that there was continued discussion on affordable housing. What SDAB is finding at this point is what is affordable housing and that there is a need for landlords. Developers want to build big houses as they have more return. Developers are also reluctant to build as competition is expected and organizations will take business away. SDAB is looking at making lots affordable to developers and discussing a marketing scheme for Westgrove. Cr. McArthur asked if someone brought a trailer to the landfill in one whole piece how does that get demolished. Administration advised that a dozer would be brought to the landfill to compact. There are fears that whole trailers would fill up the landfill. Cr. McArthur asked if there is something the Town could purchase to demolish trailer parts if it were brought in pieces. Administration advised that is possible and is hoping to promote residents to bring the trailers disassembled as that is easier to compact and won't fill the landfill. Cr. Tuckey wondered if there is a possibility of charging for storage and providing that option to customers. Administration advised that is less likely as there is a consideration of property tax and added that he could come up with a mechanism to address some of those problems.

4. Protective Services

a. Fire Department

- i. Statistics Report – The April 2018 statistics report was reviewed. Administration advised that there were many false alarms which is contributed by liberty alarms and are in the process of having those alarms checked as defective.

b. Ambulance Department

- i. Statistics Report – The April 2018 statistics report was reviewed. Administration advised that there were 20 calls received in the month and is still very busy.

c. Bylaw Department

- i. Bylaw Statistics Report – The April 2018, statistics report was reviewed. Administration highlighted it is now spring time and there are lots of dog activity and reports. He added that advertisements for the Prevention Services Supervisor and the Bylaw officer positions have been posted. He added that the Bylaw officer will be going on a six-month deferred leave.

5. Administration

- a. Buffalo river bridge closing – Administration advised that he is hearing that Buffalo River Bridge will be reconstructed over the summer. He added that last year there was no communication provided by the department of transportation on the construction of the bridge which affected the transportation on supplies to and from the community. This was a huge impact on the development of the community as developers

could not get materials past the bridge. He asked if Council thinks it is worthwhile to write a letter to the Minister of Transportation on the issue. He offered to gather more information and provide a briefing note to Council. Mayor Napier-Buckley requested that a briefing note be provided. Cr. Tuckey highlighted the fact that access points to the NWT are limited and that the Buffalo River Bridge is the only access point for Fort Smith she thanked Administration for the information and agreed that a briefing note be provided.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That D/M Smith and Cr. Patel be excused from the Municipal Services Standing Committee Meeting on May 8, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 12, 2018.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 8:53 pm.

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Mayor and Council
Date: May 10, 2018
Subject: Hay River Pine Point Bridge Rehabilitation

Purpose:

To provide Mayor and Council information regarding the impact that the *Hay River Pine Point Bridge rehabilitation construction* could have on the residents and businesses of Fort Smith.

Background:

A rehabilitation of the Hay River Pine Point Bridge will take place between October 01, 2018 and October 31, 2019. During this period, traffic will be diverted through the old CN Bridge. The following restrictions could have impacts to the residents of Fort Smith: Single Alternating lane- 4.5 meters wide maximum (No wide loads will be permitted). Overweight loads will have permit applications accessed on a case by case basis.

Analysis:

A maximum width of 4.5 meters (14 feet, 9 inches) will prevent singular Modular/ Manufactured homes from being brought into Fort Smith during the rehabilitation of this bridge. Although there are no development permits at this time that state construction will consist of Manufactured Homes, the Fort Smith Housing Corporation, The Fort Smith Metis Council and the Fort Smith Day Care Society are considering this type of construction development. Paving programs will also be impacted as the crushers will not be able to pass through the width restriction.

This construction may also have other unforeseen impacts on the Town of Fort Smith, such as bringing in heavy earth work equipment that may be needed for major emergencies such as wild fires etc.

Alternative means to ship wide loads may be possible during the winter months by either using the existing ice road that connects the Town of Hay River to the Katlodeeche First Nation Reserve, or constructing a new ice road off the highway at the bridge. Currently there is no indication that the GNWT is proposing alternative means to provide for wide loads to be brought in to Fort Smith during this time.

Recommendation:

For Mayor and Council's consideration.