



Town of Fort Smith Corporate Services Committee

Tuesday, July 3, 2018, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
 - i. Property Tax Issues
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
 - vii. Road to Garden River
 - viii. Youth Crime
 - ix. Daycare
6. Finance
 - a. Accounts Paid List Part I
 - b. Accounts Paid List Part II
7. Human Resources
8. Lands
9. Information Technology
10. Bylaw/Policy Review and Development
11. Administration
 - a. Briefing Note – DPA-016-18 Home Occupation Permit Joan Lepine
 - b. Briefing Note – DPA-013-18 Electrical Shop/Caretaker Unit
12. Other Business
 - a. Correspondence – June 2018
 - b. License Reports – June 2018
13. Excusing of Councillors
14. Date of Next Meeting
15. Adjournment

Attached Documents		
 Minutes June 12, 2018	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid List Part I	 Accounts Paid List Part II	 BN - DPA-016-18 Joan Lepine
 BN - DPA-013-18 Electrical Shop/Care		
 Correspondence June 2018	 License Report June 2018	



Town of Fort Smith
Committee of the Whole
Tuesday, June 12, 2018, at 7:00 pm

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:01 pm.

2. Delegation

- a. AWG Delegation – The draft financial report was reviewed. Jessica Cox presented the AWG financial statements for the period ending April 30, 2018. She advised the financial statements project an inaccurate surplus of three hundred and forty thousand dollars. She indicated that the last page of the package includes an anticipated financial breakdown. She advised that as of the current date the AWG finances are at a deficit of over twelve thousand dollars which does not include any revenues that are currently being generated such as the chase the ace fundraising efforts in Hay River and Fort Smith. She indicated that the AWG host society is expecting the financials to change over the next couple of months.

D/M Smith provided an update on the AWG host society activities. He advised that there was a in-person board meeting located at Sandy Lake on May 25-26, 2018. He indicated that the purpose of the meeting was to wrap up the games to the best of their ability with the absence of the AWG staff. He advised that the majority of the AWG staff terms were completed shortly after the games and the remaining were done as of May 31, 2018. He added that most of the remaining staff were on leave prior to their term ending. Nancy from Ashton Accountants has been diligent on updating financial issues with the incomplete information that was provided. With the absence of staff, the work to obtain the incomplete information has been the responsibility of volunteer members of the AWG host society. He advised that there are no major issues and financials are ok with no unexpected large expenditures to complete.

Administration advised that since the games ended there has been minimal contact between the Town of Fort Smith and the Town of Hay River's Senior Administrative Officers and the AWG host society. He indicated that the executives of the host society have been meeting to deal with finances but have not been meeting on a regular basis. The disengagement of the AWG staff has been evident which raised the concern of how to complete all tasks that are required to close out the games. He added that concerns of tasks included unsold merchandise, volunteer apparel, sponsorship agreements, and employee contracts. He advised that once the games were completed the majority of the AWG staff have taken leave.. He added with that shortfall the burden of employee responsibilities has been placed on the host society volunteer members who may not have been positioned properly to deal with the issues. He advised that the in a discussion with the SAO from the Town of Hay River it was noted that the Towns may have been in a better position to dissolve the host society. At the time the Hay River SAO was hesitant in assuming the additional work load so that didn't happen.

Administration indicated that there are a number of issues that have to be resolved. The issues include the unknown expenditures of the contingency fund, the financial controls that were previously implemented, sponsor and employee contracts. He added that there is also the issue of merchandise disposals which has been transferred to the Town's and are exploring mechanisms to sell the surplus of merchandise. There is also concerns with cash flows and the uncertainty of the release of federal funding that is being held depending on the satisfaction of the final report. He added that there are invoicing disputes that are currently being resolved. There are questionable invoices that were received from Aurora College for their staff efforts and invoices for the staff times for the Town of Hay River lifeguards. He added that there are purchases of items that were not received such as a number of cots and blankets. He added that he will be traveling to Hay River to meet with the SAO to obtain further information into these issues. He indicated that he will also be meeting with the Deputy Minister for MACA the following week. He advised that the Town of Hay River Council is requesting to meet with the Town of Fort Smith Council which will be arranged in a form of a teleconference at the next regular meeting of Council. He advised that the current presented deficit of twelve thousand is a relatively imaginary number and will work to figure out more accurate projections. He added that the chances of realizing a surplus are nil but anticipates the deficit to be managed to a reasonable number. He indicated that there were improvements to the Arena completed by the AWG. He noted that perhaps the improvement costs can somehow be moved to the Town as a capital improvement which would relieve some of the expenses on the AWG budget. He added that the Town has the capacity to absorb some level of debt but is uncertain with the level of unknowns that he has yet to examine.

D/M Smith advised that all the issues that are of concern do not have large values associated with it. He wanted to provide a level of comfort with the information that all the large contractual services have been paid and were on budget. There are occurrences that were not adequately budgeted for and contributed to considerable expenditures such as janitorial which was not budgeted and accounted for properly. He added that Jessica is working on obtaining the actual cost of janitorial services but there were health and safety issues associated with that which have to be fulfilled. He advised that most of the sponsorship issues are blended. The disputes are around the fulfillment of sponsorship and the validity of their invoices which is hard to determine without proper documentation and the absence of staff. He advised that there are also staffing issues and inadequate human resource management during the games which are currently being resolved. There are also unexpected invoices that were received that are being resolved and are reflected on the balance sheet. The invoices that are in dispute will not be paid until the issues are resolved. The AWG staff was directed to explore online sales options of merchandise which didn't happen due to the failure of supervision. He added that all the mattresses have been sold to the 2020 AWG.

Cr. Holtorf asked what is MACA's involvement with the conclusion of the games. D/M Smith advised that there is one staff member from MACA associated with the host society. She is responsible for finalizing the report for the federal funding. MACA's involvement is that they are administrating the final report in terms of staff.

Cr. Holtorf asked if MACA is involved in resolving the issues that have emerged. D/M Smith advised that there is no formal organizational structure where MACA would be responsible for the issues. He added that the AWG host society is independent. Jessica advised that MACA has been providing support as there are unanticipated tasks and duties that were overlooked. She highlighted the host society would be in a different position in terms of their ability to deal with these details if the general manager had completed their term which would have ended August 31, 2018. She added that MACA has been very helpful in that respect.

Cr. Dumont asked for information on the federal funding hold backs and how that would affect the final outcome of the finances. Jessica advised that the host society is expecting the balance of the holdbacks to be paid but that depends on the final reports being submitted. D/M Smith advised that the federal funding hold backs total seventy-eight thousand dollars. Cr. Dumont asked for clarification on the holdbacks and where it is identified in the financial report. Jessica advised that the total holdbacks are included in the financial statements as anticipated revenue.

Mayor Napier-Buckley asked what invoices are affected with the issues of cash flow and the federal funding being held back. D/M Smith advised there are payroll items and a list of payables that are outstanding and will obtain that information. He advised that the security company has yet to be paid but that there were a number of cheques that were recently produced but was unsure of which payables are included in that production.

Mayor Napier-Buckley asked if there are any arrangements to solve the cash flows issue. D/M Smith advised that the host society addressed the issue with the Town of Hay River but has yet to receive anything in writing. Administration advised that there has been no meeting between the SAO's and that the host society has been taking direction from the Town of Hay River Council without consultation with Fort Smith. He has advised the Town of Hay River SAO that the cash flows issues are operational expenses for the host society to resolve. He was hesitant to take on the responsibility of resolving the cash flow issues given the over spending of the contingency fund unless they can provide a better understanding of what occurred.

Cr. Dumont advised that he received concerns regarding unpaid gas invoices from the Salt River First Nation. He noted that the financials do not reflect specific expenditures and asked if those invoices were paid as it could increase the projected deficit. Jessica advised that she can't speak to that specific invoice but noted that there were a number of cheques that were recently processed. Cr. Dumont advised that the concern was brought to him about a month ago. The reason he was contacted was because he was the one that brought the vehicles to be filled with gas. He thought that a portion if not all of the gas was being donated. He added that he hasn't received any recent concerns therefore the invoices most likely have been resolved. Jessica advised that she has also received calls for payments around that same time and that those invoices have since been paid. D/M Smith highlighted that the finances for the games are expended in one year and most of the expenditures occur the month of the games. Ashton Accountants have been contracted to complete these tasks and have been work diligently to have it completed. There was one month after the games where nothing happened while they were sorting out all the finances and verifying expenditures.

Cr. Kikoak expressed her gratitude to the delegation for all of their efforts with the AWG. She asked if the Town of Hay River has any capital asset improvements that they can contribute to ease the projected deficit. Jessica wasn't sure but speculated that the Arena could be a legacy item. Administration clarified his suggestion on resolving the deficit and that the Town would only transfer the value of the capital asset improvement if there is a deficit of an equivalent value to take the pressure off of paying for O&M. He advised that there is a list of legacy items that was donated to various organizations from the AWG which he will forward to Council.

D/M Smith advised that the projected deficit is not a significant deficit. He added that there are three reports being produced. The first report is the final report for the games which is required for the federal funding and being completed by the employee who is on a transfer assignment from MACA. The final report will be presented to the board for approval. The second report is a socio-economic impact of the games. He expects the report to offer a different conclusion than what was expected. The last report is an evaluation of the games in small communities which is being completed by a contractor with the Department of MACA. He added that the contractor has contacted board members and those affected by the games to evaluate the effectiveness of having the games in a small community. He looks forward to the outcome of those reports.

Cr. Holtorf asked which office would be responsible for producing a cheque and who's approval would be required. D/M Smith advised that Ashton Accountant's is contracted to provide financial management services. The signing authority requirements to produce a cheque is a signature from two of the four authorized members from the host society board. The members with signing authority are Greg Rowe, Kevin Smith, Jessica Cox and Jason Coakwell. There is also thorough back up explaining the reason for the cheque.

Administration asked if Jason Coakwell is a member of the host society as he was a designate from the Town of Hay River Council where he resigned from after the games, and he is still signing cheques for the AWG. D/M Smith was unsure.

Cr. Holtorf asked if Ashton Accountants determines or provides guidance on expenses and the legitimacy of the expense. Jessica advised that the invoices received in the week of the games were paid in the order that they were received which was a long process due to the mass of invoices that were received. She added that priority was given to private businesses and sponsors. The vast majority of the large invoices have been paid. She added that she is no longer receiving concerns of unpaid invoices from businesses and individuals. D/M Smith advised that the invoices that are not yet paid include those that are in dispute and don't match what is in the contract. He commended Administration for his efforts of implementing financial controls which are now beneficial in finalizing the finances. He thinks the delay with processing the last invoices are verifying the spending control process. He added that with the implemented financial controls they are dealing with smaller dollar amounts and that the host society would be in a more difficult position otherwise.

Cr. Kikoak asked Administration if the invoices that contribute to the deficit would be lined up by where they are located between Hay River and Fort Smith. Administration advised that the contract is 50/50 and that any deficit or surplus would be split 50/50 between the Town of Hay River and the Town of Fort Smith. He added that everything was completed

cooperatively and that the membership on the host society was split evenly between the Towns. He added that the games, staffing, and expenditures were equitable between the Towns.

Cr. Holtorf appreciated Administration's efforts and that with each meeting leading up to the games he got a greater appreciation for the contributions of the community. He appreciated the efforts by Administration arranging a meeting with the Town of Hay River's SAO. He added that Administration should receive recognition for his efforts in resolving the deficit which is not being shared equitably with the Town of Hay River. Administration indicated that in the defense of the games we were going up to a community that is twice as large and on the road to Fort Smith. He noted that media coverage went to Hay River and only spent a one-day courtesy visit to Fort Smith. He thinks we couldn't have expected more and that became apparent early in the games. All the large contracts were awarded to Hay River due to the size of the community. It became apparent early in the games that we would move past equity and focus on breaking even so we didn't have to worry about splitting a deficit when we didn't necessarily get equal benefit. D/M Smith highlighted that after everything is all said and done is when you look back and think we should have done this. There is a lot of learning that will be coming out of the games and he hopes that the are recommendations that come from the final report. He added that things would probably be done differently in many ways if there was an opportunity to do so.

Mayor Napier-Buckley thanked D/M Smith, Cr. Patel, Jessica Cox and all the members of the Fort Smith host society for their contributions to the AWG. She acknowledged that included hundreds of volunteer hours and hard work that is continued to be accomplished. She appreciated the delegation in the absence of the host society's president who has not met with Town Council in over a year. She indicated that Administration had made suggestions on taking over the administration of the AWG's and asked if that would make it easier for the Town Councils and the host society moving forward. D/M Smith thinks that the Towns maybe unable assist without the finances being resolved. He thinks that eventually that is inevitable and that the purpose of the host society has basically run its course with the exception of dealing with the financials and ensuring that the reporting is completed.

Mayor Napier-Buckley asked Administration for any recommendations. Administration advised that he supports the comments from the AWG delegation. He indicated that there are ongoing reconciliations and was happy that all major expenses were paid but also noted that a number of small expenses can add up. There are reconciliations that have to be completed and that he has to explore the position of the AWG. When the time is right we will gradually transfer the administration. He highlighted that when entering into the contract it was known that the contingency fund would be spent and was not expecting a surplus from the games.

Therefore, no surplus was expected and noted that all of the completed AWG's has never ended with a significant surplus which is the reason for the contingency fund and the unforeseen expenses that could occur. He added that with the unique nature of the games and that it was split between two community's there were expected unknown expenses furthermore the games are reinvented every two years. He added with the significant size of the games and the large amounts of spending that occurs in a small amount of time makes it difficult to keep track of finances. He will continue to keep track of the dissolution of the AWG. He advised that the financial presentation has been presented to the Hay River Town Council. They have requested to meet with the Fort Smith Town Council and therefore Administration wanted to prepare Council by providing the same information. He suggested meeting the Hay River Town Council through teleconference at the next regular meeting of Council.

Mayor Napier-Buckley was concerned that there is no member of Council from the Town of Hay River being represented on the host society board and that there are expenditures occurring without the Town of Hay River being involved in that decision-making process. She advised that she will forward that concern to the Hay River Town Council as it was included in the contract that Councilors' from both Town's be represented on the host society board.

Mayor Napier-Buckley indicated that transferring capital asset improvements would put the AWG at a surplus and asked if that would be something we want to consider knowing that the Town of Hay River has invoiced the AWG for staff costs. She added that included in the contract any surplus would be split between the Town's. Administration clarified the statement of resolving the deficit and that the idea is not that we are giving any money away but just to save pressure on our O&M budget. If there is a deficit that is associated with the AWG that deficit could potentially be applied to the capital budget instead of the O&M budget.

Cr. Holtorf indicated that there is mishandling of human resources which has been resolved buy the Town's Administration and he thinks that the cost for those services should be recovered. He was concerned that the services should be split evenly as well and was surprised with the unexpected invoices received from the Town of Hay River and the Aurora College. Mayor Napier-Buckley asked for clarification on the twelve-thousand-dollar deficit. Jessica advised that the deficit does not include any of the invoices received from Aurora College and the Town of Hay River. Administration advised that the goal is to ensure that no in-kind charges are added from the Town of Hay River. He added that if we charge then we go more into deficit, so he would like to ensure that no Town's invoice. He advised there was a shortfall in financial management in the high-level management and had requested assistance from MACA as the largest funder. MACA provided an employee with experience administering the AWG's and he contributed greatly to the success of the

games. He added that the employee has disengaged since the conclusion of the games along with many of the staff. He added that he was in contact with him to reengage him to be involved in the final disengagement of the games.

D/M Smith advised that the Town of Hay River has appointed Keith Dohey to represent them on the host society board. He added that the appointment has not yet been communicated to the host society explaining the reason for not changing signing authorities. He anticipated that one of the outcomes of the final report could be to review the governance structure and accountability.

Mayor Napier-Buckley thanked the delegation for their contributions that they continue to complete along with the Town of Fort Smith staff particularly Administration. Jessica thanked the Town of Fort Smith for all the efforts and contributions to the games. She advised that she was very proud as a community member to see staff work so hard. D/M Smith recognize the work of the board Dana Fergusson, Cr. Patel, and Jessica Cox for the countless hours put into the games adding that they were a great team to work beside. Jessica also acknowledged fellow board members from Hay River and has developed good working relationships.

3. Declarations of Financial Interest

Mayor Napier-Buckley, Cr. Kikoak, Cr. Patel declared a financial interest with respect to Account Paid Part II.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of Corporate Services Standing Committee on May 1, 2018 and the Community and Municipal Services Standing Committee on May 8, 2018, were reviewed and have been adopted at the Council meeting of May 15, 2018.

5. Governance

- a. Strategic Plan – The Strategic Plan was reviewed. Mayor Napier-Buckley advised that she will be working with D/M Smith and updating the in-progress strategic plan. Cr. Holtorf asked for clarification on updating the strategic plan. Mayor Napier-Buckley advised that from the last meeting with the consultant there have been changes that were highlighted and since then there have been other pressing issues and have yet to update the

strategic plan. She anticipated to have the updates ready for the regular meeting of Council. D/M Smith asked if Council was able to review the amended strategic plan forwarded by the consultants. He did have a concern that there is not a lot of context to the priority setting within the strategic plan. The strategic plan does not include any demographic changes. The strategic plan gives a list of the Council priorities set by the public but is missing the background information. He requested the input from Council and to forward comments to Mayor Napier-Buckley.

b. Council Priorities

- i. Aurora College Program Review – Mayor Napier-Buckley indicated there are changes that would have to be made to the strategic plan with the release of the Aurora College Foundational Review. At this point, we need to look at our position moving forward along with cabinet and other community leaders and how can we influence any decisions with the flawed foundational report. She advised that she received contact information from interested community members that would like to be involved and also requested input from Council on how to manage decisions coming out the foundational review. D/M Smith indicated that he was at the FCM AGM along with the Mayor when the foundational review was released. They received a lot of feedback from residents that pushed for a media release. He was happy with the outcome as that also resulted in a couple of public meetings and one being with the Minister of Education. He added that the Minister of Education kept talking about three campuses and making this an Aurora College issue. He indicated that this issue is beyond the mandate of the Minister of Education as it is about the future of the community and that the issue should be discussed with the Premier.

Mayor Napier-Buckley advised for those that may not be aware but that there was an historical meeting with the Chiefs from Salt River First Nation, Smith's Landing along with Presidents and Vice Presidents NWT Metis Nation and the three Metis Council from Hay River, Fort Resolution and Fort Smith. We will continue to work as a group, as government, and working on a government to government basis. These other groups have also requested to meet with cabinet so that the concerns are not only coming from the Town of Fort Smith but also the indigenous government's. We do have support of the Chief's who will be bringing the issue to the Dene Nation. We need to keep the message out in the media. Its been noted we don't have a newspaper anymore and we need to keep the message out, so that it's not forgotten.

Cr. Kikoak sensed that this is a bit of grassroots movement. She was thinking of how to direct a grassroots movement which is beyond her experience. She asked Council what they think about hiring a professional to keep the momentum of the issue and if that is possible. Cr. Holtorf thought that the leadership meeting was the best example of the unity of this community and that it should be reflected in the strategic plan. He added that with the plans of having ongoing meetings with the indigenous organizations he suggested forming a committee and given a mandate of pursuing the Aurora College Foundational review. He thinks it would be essential for the committee to monitor the occurrences regarding the review. He thinks that a councillor be appointed as a liaison with the Aurora College Thebacha Campus to explore mechanisms on how to make the community more of an education host community. Mayor Napier-Buckley indicated that Minister Cochrane was very clear to state that Fort Smith would continue to be a campus community and what we need to emphasize is that Fort Smith should continue to be the headquarters as well as a campus community. Mayor Napier-Buckley advised that we can put together a subcommittee of Council specifically in regard to the Aurora College Foundational review and the recommendations of the GNWT. She requested interested Councillors that would like to be members of that subcommittee. Cr. Kikoak was interested to be a member of the subcommittee. Cr. Tuckey advised that she does have prior commitments but is interested in becoming a member of the subcommittee. Cr. Holtorf asked if community members could be included in the committee or if it has to be only Councillors. Mayor Napier-Buckley advised that she does have a list of interested community members but that would be a goal with the subcommittee to further pursue outside members. Cr. Holtorf was interested in becoming a member of the subcommittee. Administration advised that the formation of a committee is detailed in the Council Procedures Bylaw, which needs to include membership, a purpose, the terms, a budget and the lifetime. The creation of the committee would require a motion. Cr. Tuckey indicated that in order to have the wording of the motion specific to achieve the mandate that the motion be tabled to the regular meeting of Council. Cr. Dumont was definitely in favour of the committee and would like to reemphasize that the Department of Education, Culture and Employment is saying there will always be a campus in Fort Smith but at the same time they are saying they want the president's office located in Yellowknife. We also have to work to have the college in Fort Smith and not have as just a trade school. All of the big programs that would keep staff in Fort Smith will be pulled out, so we really have to push and get the support to keep the headquarters from moving to Yellowknife which would kill this community. D/M Smith advised that he will move the

recommendation and that it can be amended at the regular meeting of Council to have the correct wording.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Dumont

That the Town Council create a committee to address the recommendations from the Aurora College Foundational review and will be comprised of Cr. Kikoak, Cr. Tuckey and Cr. Holtorf.

CARRIED UNANIMOUSLY

- ii. Youth Crime – Cr. Bell advised that she has no update on the COP program but that the Sergeant did send out applications. She will work on creating posters and releasing the press release.
- iii. Daycare – Administration advised that the Daycare Society is applying for a lease on the old daycare property. He added that there is progress with developing a daycare. Cr. Kikoak asked if the Daycare Society has been informed about the Buffalo Bridge construction. Administration indicated that they were aware.

6. Advisory Boards

- a. Recreation Advisory Board – The RAB Minutes May 7, 2018 were reviewed. Cr. Bell asked for an update on the electronic sign. Administration advised that there were no recommendations put forth from RAB but suggestions on where to have the electronic sign in a recent board meeting where the minutes would be included in the next standing committee meeting package. He added that there is also a recommendation that would come from that board meeting regarding the youth user fees. Mayor Napier-Buckley asked if there was a scoreboard that was purchased for the Arena and if there is a logo that would be placed on the sign to show that women's hockey had contributed. Administration advised that the sponsorship policy has to be reviewed with women's hockey and that Administration is looking at having a larger sign placed under the electronic sign advertising the sponsorship. He advised that there will be an update provided before the Arena is reopened in the fall. Mayor Napier-Buckley indicated that the RAB minutes includes a item detailing upcoming events and that by the time the minutes make it to Council meetings most of the events have been concluded. She asked if it would be possible to have the upcoming events provided shortly after the RAB meeting. Administration advised that he can't commit to the review of minutes and to have minutes available without speaking to the chair of RAB. He added that the events are from other organizations. Mayor Napier-Buckley indicated that she would like the upcoming events section provided and not the completed minutes.

Cr. Kikoak asked if there are any final plans for AWG. Mayor Napier-Buckley indicated that there was discussion on staff recognition and that Administration is waiting on merchandise. Administration advised that there are no plans to recognize volunteers. D/M Smith advised that two days after the games there was an event for volunteers. He advised that he will follow up on the Town staff recognition merchandise. Cr. Holtorf thinks that Council should consider developing other recognition awards and offer more than a paper award. Cr. Kikoak asked if the host society would have a list of the volunteers and she suggested obtaining that list to have pictures posted at the Recreation Center recognizing all those who volunteered. D/M Smith advised that the host society does have that information. Cr. Kikoak noted that even a paper with the list of volunteers would be good. D/M Smith suggested providing an accreditation badge and agreed with Cr. Kikoak. Cr. Tuckey indicated that was a great idea and noted that there are volunteers that would not want to be recognized for their efforts. Administration advised that when we went into the games we recognized the volunteers as a legacy item therefore the volunteer list was requested from the host society. He added that if Council would like to have some form of recognition for the volunteers he would require some form of direction from Council along with an identification of a budget. D/M Smith advised that when volunteers signed up for the games they were provided with a form requesting their permission on privacy issues.

- b. Tourism and Trade Advisory Board – The TTAB Minutes May 17, 2018 were reviewed. Administration advised that TTAB is looking at creating a process that would identify the easier use of the logo and have the same theme. He added that TTAB will also be reviewing the logo policy particularly the section on the usage of the Town logo and crest. Cr. Holtorf liked the idea of members soliciting youth to fill the last open membership through the youth election workshop and that should be reflected in the strategic plan. Mayor Napier-Buckley clarified that the Youth Election is a workshop and that she was advised that the high school students will be all leaving the community to pursue a post-secondary education that would make them unavailable to participate in the workshop. She is now looking at providing the workshop to the general public.

7. Corporate Services

a. Directors Report – The Director of Corporate Services report was presented.

i. Accounts Paid List Part I– The Accounts Paid List Part I was reviewed. Cr. Kikoak asked for information on cheque 33889 titled promotional marketing videos. Mayor Napier-Buckley advised that the Economic Development Officer was working on creating a promotional video for the Town.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Patel

That the Accounts Paid Part I for the period ending May 31, 2018, totaling \$1,035,065.00 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley passed the chair to D/M Smith.

ii. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That that Accounts Paid Part II for the period ending May 31, 2018, totaling \$1,400.15 be approved.

**IN FAVOUR – CR. BELL, CR. HOLTORF, CR. DUMONT,
CR. PATEL**

**ABSTAINED – MAYOR NAPIER-BUCKLEY,
CR. TUCKEY, CR. KIKOAK**

CARRIED

D/M Smith passed the chair to Mayor Napier-Buckley.

iii. Correspondence – The May 2018 correspondence was reviewed.

iv. Licensing Report – The May 2018 licensing report was reviewed.

Administration suggested that the briefing notes be tabled to the next regular meeting of Council given the limitation of time.

b. Briefing Note First Quarter Variance Report – The briefing note and report was tabled to the next regular meeting of Council 06-18.

- c. Briefing Note DPA-014-18 Jeffery Dixon Home Occupation Permit – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Patel

That DPA-014-18, submitted by Jeffery Dixon, to operate a home occupation lawn mowing, tree pruning/planting and small carpentry work business from Lot 117, Plan 14, 75 Pine Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

Cr. Patel declared a conflict of interest and left the meeting.

- d. Briefing Note DPA-015-18 Rashmi Patel Home Occupation Permit – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That DPA-015-18, submitted by Rashmi Patel, to operate a home occupation technology consulting, database and website development business from Lot 1417, Plan 1835, 1 St. Alphonse Drive in Fort Smith be approved.

CARRIED UNANIMOUSLY

Cr. Patel entered the meeting.

- e. Briefing Note Application to Rezone – The briefing note was tabled to the regular meeting of Council 06-18.

8. Community Services

- a. Directors Report – The Director of Community Services report was presented. The Director of Community Services provided an update on upcoming events. There was a bronze cross course that was recently provided and that the aquatic lead is now certified along with a group of youth. There was also a first aid course that was provided and attended by many of the recreation staff. We are working towards summer programming for youth and providing summer camps. The circus camp will be happening at the Arena on July 2, 2018 and they are exploring options of fundraising events to offset some of the costs for that program. She is working with the research institute and finalizing dates to provide a science and technology arts and math program. She is also working with the friendship society on providing a friendship music festival for August long weekend. She added that there is an opportunity to provide a four-day recreation leaders training course to staff. She advised that the staff would receive a national recreation leaders certification and hopes to provide that training in the community.

The Director of Community Services provided an update on the Canada Day events. There was a request to move the start of the parade to noon which will result in the ceremonies starting at 1:00 pm. She requested that Councillors that are available to volunteer be present for preparation at 10:00 am. She indicated that an MC is also required. She advised that Karen and Murray Scott will be running the parade. Cr. Tuckey advised that since last year she has developed a to do list to prepare for the Canada Day events that she can provide. She advised that she is unavailable to volunteer for the Canada Day events. Cr. Holtorf indicated that one of the reasons why the recommendation to move the college headquarters in the foundational review was that there's nothing to do in Fort Smith. He thinks that the subcommittee needs to send information out to educate the public on the participation of students and to put together something that includes partnerships. Mayor Napier-Buckley suggested to have a float theme. Cr. Patel advised that she is available to volunteer. Cr. Bell advised that she is available and would also like to be in the parade and suggested soliciting volunteers.

Cr. Kikoak indicated that she had suggested to offer free Wi-Fi at the Recreation Centre. She requested that a briefing note be provided on those suggestions. Administration advised that he is researching those options and will be providing a briefing note once all the information is gathered. Cr. Kikoak indicated that if there is more seating space offered users may stay longer. She suggested setting up a computer area on the second floor as well. Administration advised that he will gather information and provide a briefing note at the next standing committee meeting. Cr. Kikoak suggested that the free Wi-Fi be provided after school hours.

D/M Smith was concerned with the sound system provided at the Recreation Centre in recent meetings. He suggested on providing alternative venues such as the Arena where better sound equipment could be provided. Mayor Napier-Buckley indicated that there is a new community centre currently being constructed. Cr. Kikoak advised that she does know of a contractor that could provide adequate sound equipment but that she can't recommend the contractor as she would have to declare a conflict of interest.

- i. Recreation Statistics – The May 2018 recreation statistics report was reviewed. The Director of Community Services indicated there are no significant changes in the statistics. She added that they are experiencing difficulty with the consistency in adult programs due to the limited qualified people to teach those programs. She suggested to work with the NWT RPA on providing funding to offer courses. She is in the process of administering a fitness instructors course from the RPA. She added that due to scheduling of the instructors there are a high number of cancellations of programs. She advised that the squash court was closed for a couple of days due to an electrical issue. The attendance is

experiencing a decrease as its too hot to play in the summer. The parents and tots program have also been declining as the weather gets warmer and people are taking their children to the park. Youth programs continue to be well attended. The Arena was used for the spring fever concert and is not included in the statistics. There was a low attendance. The Aurora College and PWK High School graduation was held in the Recreation gym. There were some fire drills at the PWK High School and that the Recreation Gym is a muster point for the high school.

- ii. Pool Statistics – The May 2018 pool statistics report was reviewed. The Director of Community Services advised that are no significant changes. The Jr lifeguard club has wrapped up for the season and is working on providing that program for next year. She indicated she is also working with the kayak polo program but is experiencing cancellations as people are heading to the river.
- iii. Mary Kaeser Library Statistics – The May 2018 Library statistics was reviewed. The Director of Community Services advised the story time program is decreasing as parents are taking their children to the parks and that there was a statutory holiday. She added that the program was never provided throughout the summer months but will be provided this summer. She added that there was an author visit which had seven attendances.

9. Municipal Services

- a. Directors Report – The Director of Municipal Services report was presented.
 - i. Fire Department Statistics – The May 2018 statistics report was reviewed. Administration advised that all crews are working at capacity. The asset management position did go out to competition but was not successful. The Director of Corporate Services has been appointed to a National Asset Management Committee. The waste reduction recycling funds have been approved to commence the education work. The two large capital design projects are completed and will see tenders out to start the work which may not happen until next season as there is not enough time to start. There is a low number of volunteers for the fire department and is cross training with the Ambulance Department to get EMR training. There have been no structural fires and the fire chief is looking at moving to defensive firefighting as the volunteers need training. We have hired Tony Jones as a replacement for Karl Cox who will start on September 4th, 2018. Jamie short is acting fire chief. Ronnie Schaefer is taking a six-month deferred leave commencing at the end of June. We have hired term bylaw officer Ashleigh Stokes who will be starting on June 13, 2018.

- ii. Ambulance Department Statistics – The May 2018 statistics report was reviewed. Administration advised that the ambulance Department is always busy and receiving a high number of calls. He noted that the Protective Services Supervisor will be asset to the ambulance department as he has a strong background in EMR.
- iii. Bylaw Department Statistics – The May 2018 statistics report was reviewed. Administration advised that there was a bike auction and rodeo that was held on May 26, 2018 with a high number of attendees.

10. Administration

- a. Appointment of Acting Senior Administrative Officer

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Cynthia White, Director of Community Services, be appointed Acting Senior Administrative Officer from the period of Wednesday, June 20th, 2018 at 5:00 pm to Monday, July 16th, 2018 at 8:30 am.

CARRIED UNANIMOUSLY

- b. Cannabis plebiscite – Administration advised that he has received conflicting correspondence. He advised that Council does have the ability to have a plebiscite to restrict the sale of cannabis in the community. He added that there was no deadline associated with that, but that the correspondence does indicated that once a vendor has been identified the Town can no longer have a plebiscite. He requested direction from Council on how to proceed with this issue. Cr. Patel asked if the plebiscite has the option to allow the sale of cannabis outside the liquor store. Administration advised that the purpose of the plebiscite would be to restrict or disallow sales in the community. Cr. Patel asked for clarification on the vendors. Administration advised that currently there is no option to allow sales outside of the liquor stores. Cr. Tuckey advised that in recent meetings that she has attended the GNWT is not entertaining any other conversation otherwise. Cr. Holtorf was under the impression that the Minister of Justice has comprised with cabinet that there would be no sales of cannabis for six months to a year while gathering more information. Mayor Napier-Buckley advised that she did have a member of the public reach out to her on what Council is going to do with the option of holding a plebiscite. She has not received any other concerns from any residents on restricting or holding a plebiscite and requested feedback from Council. Cr. Kikoak and Cr. Dumont not received any concerns. Cr. Patel advised that the only comments that she received was regarding the allowed vendors. D/M Smith did not provide a comment. Cr. Bell advised that she received the same concerns as Cr. Patel. Cr. Holtorf did not receive any concerns. Cr. Tuckey did not receive any concerns and advised that the NWTAC is developing bylaws templates for those that wish to limit sales.

Mayor Napier-Buckley encouraged Council to chat with public regarding the issue and that there is a deadline of July 16, 2018.

- c. Briefing Note Canada Day Road Closure – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Council approves the following road closures for the Canada Day Celebration 2018.

That Marine Drive adjacent to Riverside Park be closed to traffic on July 1st, 2018 from 11:30 am to 6:00 pm for the Canada Day Celebration;

Furthermore, that the following road closures occur for the Canada Day Parade; from Portage Avenue in front of the RCMP compound to the corner of McDougal Road, along McDougal Road from Portage Avenue to Mills Street, and Mills Street from 11:45 am to 1:00 pm.

CARRIED UNANIMOUSLY

11. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That Cr. McArthur be excused from the Committee of the Whole meeting of June 12, 2018.

CARRIED UNANIMOUSLY

12. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be held on July 3, 2018.

The next meeting of Community and Municipal Services Standing Committee will be held on July 10, 2018.

13. Adjournment

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That the meeting be adjourned at 9:59 pm.



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

Vision The Town of Fort Smith will work with its partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.



Town of Fort Smith

Goals, Strategies and Action Plan

Goal A: Operate an open, transparent and effective government

Strategy	Activity
Provide strong legislation.	Review all bylaws, policies and procedures to ensure effectiveness and relevance.
	Create new bylaws as required.
Utilize many methods of communication.	Hold an Annual General Meeting to inform and consult the public on town issues. Provide information about ICSP implementation.
	Regularly update and review Town's website.
	Continue profiling Town staff, Mayor, councilors and community volunteers in newsletter.
	Build the Open House (ideasFortsmith) into an annual event with manned displays and opportunities for public input.
	Review and update ICSP on a regular basis.

Goal B: Provide excellent municipal programs and services to the citizens.

Strategy	Activity
Implement an asset management system.	Purchase and implement works management software; inventory all assets.
Evaluate the delivery of all programs and services.	Conduct an organizational review.
	Conduct a capital asset review.
	Conduct a program/service review.

Goal C: Continue as a responsible employer

Strategy	Activity
Ensure compliance with collective agreement, labour standards and practices.	Conduct a job evaluation and classification study.
	Review and update all personnel policies.
Provide a safe workplace	Assess current qualifications. Train staff as required for their area of employment.
	Conduct monthly safety committee meetings and act on recommendations.
Improve communication with employees.	Conduct regular Senior Management committee meetings.
	Include staff participation on standing committees.
	Organize regular staff and council social activities.
	Highlight department staff in the monthly newsletter.



Town of Fort Smith

Goal D: Preserve, advocate and enhance the natural environment in the Town.

Strategy	Activity
Evaluate and assess green/open spaces to ensure they meet future requirements.	Review Recreation Master Plan to include a trail and park enhancement strategy.
	Trail development - areas to be considered: share the trail, promotion and signage, bike routing and trails, motorized and non-motorized trails; upgrade existing trails and increased snowmobile trails.
Advocate to address Slide Zone issues.	As this area is owned by the GNWT, work with GNWT to address slide zone issues.

Goal E: Maintain a safe community.

Strategy	Activity
Ensure increased and stronger bylaw enforcement.	Review Bylaws to ensure they are effective and up-to-date.
	Provide additional bylaw training.
	Assess bylaw resources.
Support the provisions of protective services.	Consult with volunteer fire and ambulance departments.
	Provide adequate resources to meet service requirements.
Implement Firesmart program.	Implement fire abatement projects in a timely manner while respecting budgetary constraints.
	Conduct campaign to ensure public participation and awareness program for fire abatement.
Ensure community wide emergency preparedness.	Review, update and practice EMO plan.
Maintain partnership with RCMP.	Continue communication and relationship building.
Ensure pedestrian and vehicular safety.	Safety audit of roads, sidewalks and streetlights.



Town of Fort Smith

Goal F: Promote our status as the education capital of the Northwest Territories.

Strategy	Activity
Seek out ways to advocate for Fort Smith's educational focus.	Town to initiate discussion and meetings with government officials i.e. Round Table and public involvement; including discussions on the status of the University of the North.
Foster our relationship with Aurora College headquarters.	Host social event for Board of Governors.
	Regular communication with the Office of the President.
	Regular communication with Campus Director.
	Offer awards for Aurora College students; assist Campus to market the community and college.
	Participate in Graduation activities, Aurora College week, orientation week, student appreciation week.
	Appoint a Council liaison person.
Foster relationship with JBT/PWK.	Offer student awards.
	Support lunch and crosswalk programs.
	Review and update Joint Use Agreement.
	Provide tournament support.
Provide support for pre-school programs.	Provide support as requested.
Participate on the District Education Authority.	Appoint 3 members to the DEA with regular reporting back to Council.

Goal G: Promote sustainable environmental practices in our community.

Strategy	Activity
Provide for an implementation strategy for the Community Energy Plan.	Implement the Community Energy Plan.
Undertake a landfill/solid waste management study to include recycling and opportunities for salvaging.	Landfill Management Study including recycling opportunities.
Strive for sustainable energy sources. Reduce greenhouse gas emissions from Town facilities/vehicles.	Implement Community Energy Plan.
Educate the public in the benefits of sustainable environmental practices.	Implement Community Energy Plan.
Maintain Community Energy Plan.	Regularly Review and update plan.
	Re-establish Sustainable Development Advisory Board.



Town of Fort Smith

Goal H: Foster a strong cohesive community spirit.

Strategy	Activity
Improve communication and dialogue with other levels of government including government agencies and boards.	Regular meetings with Salt River First Nations and Fort Smith's Métis Council to discuss areas of common concern.
Recognize and support the work of volunteers.	Profiling volunteers on Web Site.
	Special awards for youth, elders and other special targeted areas.
Work with First Nations governments to implement Municipal Service Agreements.	Formation of Joint Planning & Coordinating committees with SRFN.
	Finalize SLFN MSA.
	Support Métis with land claim negotiations.
Foster partnerships with other agencies & organizations.	Regular communication with and support of groups.
Improve communication within the community.	Develop Communication Strategy.

Goal I : Maintain a healthy, active community

Strategy	Activity
Increase community wellness and overall health, which includes active recreation, outdoor life and healthy eating.	Review and update Recreation Master Plan.
	Re-establish Recreation Advisory Board.
Upgrade and enhance recreation facilities and programs including outdoor opportunities and the Recreation Centre.	Recreation Centre upgrading, increased programming and management plan. Plan to include increased programs and events. Theater and gym are areas that require immediate attention.
	Upgrade Arena - ice plant, energy efficiency and maintenance areas.
	Longer term - New Arena Feasibility Study to include location and opportunities for multi use.
Provide ways to increase activities for youth including movies, a range of educational activities, outdoor opportunities and cultural exchange events.	Town Council to initiate a Youth Advisory board to provide information and support for youth issues in the Town.
Foster relationship with Fort Smith Health & Social Services.	Appoint two members to the Board with regular reporting back to Council; regular meetings with Board.
Respect elders and disabled citizens.	Ensure accessibility, continue tax relief program, support Senior 55+ Friendship Games, continue Elder of the Year award, support recreational programs, support societies.



Town of Fort Smith

Goal J : Grow our residential and business community

Strategy	Activity
Encourage and promote diversity of housing choice and costs within the Town.	Town to examine housing supply and begin discussions with government agencies to understand how the town can assist with housing supply for people working in the mines and living in Fort Smith. Discussions to include ways to assist with increasing the rental housing supply by reviewing barriers to potential development of residential & rental housing. Explore incentives to promote development.
Attract new residents and businesses to the community.	Develop Community Marketing and Promotion programs.
	Review Zoning bylaw.
Grow the community with planned land development.	Develop new sub-division(s).
Prepare for development of Salt River First Nation Reserve Land.	Evaluate Town infrastructure to ensure capacity to accommodate possible needs for municipal services.
Prepare for future land claims.	Communicate with groups in negotiation of land claims.

Goal K: Promote Fort Smith as a desirable destination.

Strategy	Activity
Embark on a strong Tourism promotion campaign stressing, location, quality of life, outdoor life and facilities.	Tourism Marketing Plan to include implementation strategy.
Work with other agencies to encourage visitors, professionals and students to come to the community.	Assist with recruitment programs.
	Support community sporting, arts & cultural events/festivals.
	Support museum & historical programs and their programs.

In addition to the Strategic Plan listed above, there are three additional plans that form the Integrated Sustainability Plan for the Town of Fort Smith.

- Community Energy Plan
- Human Resource Plan
- Capital Investment Plan

To be as environmentally responsible as possible, these plans will be available on the Town's website at www.fortsmith.ca on May 3. Should you wish a paper copy, please contact the Town Hall at 872-8400.



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33894	NWT Fire Chiefs Association	2018 Membership registration fees	\$ 500.00	FD
33895	SEE ACCT'S PAID LIST II			
33896	Customer	Town of Fort Smith Highest Achievement	\$ 100.00	AD
33897	Customer	Reimburse meter deposit on ub acct	\$ 350.00	AD
33898	Seton	Signs	\$ 162.66	RCC
33899	NWT Tourism	NWT tourism membership fees	\$ 183.75	CS
33900	CIMCO Refrigeration	Maintenance on arena/curling rink	\$ 6,770.55	CS
33901	Cascade Graphics	water/sewer connection forms, windowed envelopes	\$ 1,843.80	AD
33902	MSS LTD	Respirators	\$ 81.26	FM
33903	Grimshaw Trucking	Chemicals	\$ 1,794.07	WTP
33904	Paul Kaesers Stores Ltd.	Materials/supplies	\$ 4,554.91	Multiple
33905	Link Hardware	Materials/supplies	\$ 1,769.38	Multiple
33906	Territorial Beverages	Vending machine supplies	\$ 509.65	RCC
33907	Wally's Drugs	Cards, supplies	\$ 565.14	Multiple
33908	Town of Fort Smith	Water bills	\$ 822.06	AD
33909	Freund Building Supplies	Materials/supplies	\$ 550.44	Multiple
33910	Xerox Canada LTD	Copier Lease	\$ 1,181.62	AD
33911	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 40,918.71	
33912	Lifesaving Society	Pool supplies	\$ 613.59	POOL
33913	Thyssenkrupp Elevator	Maintenance	\$ 1,216.69	RCC
33914	Northern Stores LTD	Materials/supplies	\$ 59.83	AD
33915	Northwestern Air Lease	Water samples	\$ 114.81	WTP
33916	Customer	Reimburse meter deposit on ub acct	\$ 350.00	AD
33917	SEE ACCT'S PAID LIST II			
33918	Globalstar	Satellite phone bill	\$ 325.28	Multiple
33919	BZT General	Provide boiler operation and checks	\$ 267.75	PW
33920	TDC Contracting LTD	Fuel, Gas, vehicle service	\$ 6,396.98	Multiple
33921	Wintergreen Learning Materials LTD	Supplies	\$ 3,620.22	RCC
33922	Nu Mechanical	Boiler service, drain repairs	\$ 5,620.71	Multiple
33923	SEE ACCT'S PAID LIST II			
33924	Infosat Communications	Satellite phone bill	\$ 169.22	FD
33925	RDV Mechanical	Water truck, repair steering on jd tractor, service on zamboni	\$ 3,150.94	Multiple
33926	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 1,174.06	CS
33927	Cam's Husqvarna Sales and Service	Supplies	\$ 159.97	FM
33928	Arctech Computers Inc	Offsite backup service, symantec renewals	\$ 4,056.47	AD
33929	Hayze Electric	Fix chlorine alarm	\$ 252.00	WTP
33930	Education Station	Materials/supplies	\$ 2,025.51	RCC
33931	Fields	Library supplies	\$ 50.07	LIBRARY
33932	The Prophet Corporation	Supplies	\$ 1,133.94	RCC
33933	Office Solutions	Stand up desk, stationary order	\$ 758.79	Multiple
33934	Action Synergy INC	Fit testing of respirators	\$ 525.00	Multiple
33935	Hach Sales & Service Canada	DR3900 update and repair	\$ 522.90	WTP
33936	Hay River Heavy Truck Sales LTD	Ambulance material	\$ 461.21	AMB
33937	United Library Services INC	Library book order	\$ 27.89	RCC
33938	Customer	Reimbursement for materials purchased for snowboard park	\$ 240.00	RCC
33939	Employee	Reimburse-work boots	\$ 250.00	FM
33940	NWT Power Corp	April, May Power bills	\$ 88,749.12	Multiple
33941	Employee	NWTAC Asset Management Conference, YK	\$ 275.35	CS
33942	MSS LTD	Filters for respirators	\$ 43.08	MS
33943	GNWT	Land lease	\$ 2,639.37	AD
33944	Grimshaw Trucking	Freight	\$ 147.88	WTP
33945	Investors Group	June contributions [R]	\$ 200.00	
33946	Link Hardware	Paint for Pride crosswalks	\$ 1,441.41	FM
33947	Northwestel INC	Internet, phone bill	\$ 5,360.31	Multiple
33948	Employee	NWTAC Asset Management Conference, YK	\$ 255.35	MS
33949	Town of Fort Smith	June Payroll deductions [R] water bills	\$ 7,041.54	Multiple
33950	Xerox Canada LTD	Copier usage	\$ 1,962.18	AD
33951	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 43,280.89	
33952	Public Service Alliance of Canada	June union dues [R]	\$ 4,135.15	
33953	GNWT-Taxation Division	June payroll tax [R]	\$ 5,979.65	

33954	Northwestern Air Lease	Freight	\$	114.81	WTP
33955	NEBS Pension Fund	July premiums [R]	\$	31,156.24	
33956	Accu-Flo Service LTD	Water meter	\$	1,015.56	WTP
33957	Taxation Division	May School tax	\$	45,942.51	AD
33958	Terry's Carpentry Service	Rent for 26 York Crescent- Ambulance bay	\$	7,560.00	AMB
33959	Martselos Services LTD	Library May author accomodation	\$	399.00	LIBRARY
33960	TDC Contracting LTD	GAS	\$	474.88	PW
33961	CANCELLED				
33962	Employee	Reimbursement-boot allowance	\$	250.00	FM
33963	NEBS Group Insurance Fund	July premiums [R]	\$	10,215.80	
33964	Nu Mechanical	Install dryer vent to exterior wall	\$	1,676.06	PW
33965	CANCELLED				
33966	Town of Fort Smith Employees Association	Staff contribution for June 2018 [R]	\$	316.00	
33967	Arctech Computers Inc	Offsite backup service	\$	866.67	AD
33968	Office Solutions	Stationary paper order	\$	1,313.54	AD
33969	United Library Service INC	Library books	\$	17.31	LIBRARY
33970	Employee	Expense claim-certification WTP 2	\$	708.80	WTP
33971	REV North LTD	Landfill expansion	\$	61,791.80	MS
EFT	Caterpillar Financial Services LTD	Caterpillar Contract	\$	19,690.74	MS
	Payroll	June 8, 2018 pay period	\$	100,043.36	
	Payroll	June 22, 2018 pay period	\$	110,079.93	

\$ 651,346.12



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33895	Aurora TPI Travel	Travel & Accomodations for staff	\$ 12,757.88	Multiple
33917	Councillor	NWTAC AGM Hay River	\$ 578.60	COUNCIL
33923	Councillor	FCM AGM in Halifax May 31-June 3, 2018	\$ 585.40	COUNCIL
		TOTAL	<u>\$ 13,921.88</u>	



BRIEFING NOTE

To: Mayor and Council

Date: June 6, 2018

Subject: Joan Lepine DPA-016-18 – Home Occupation Permit

Purpose:

Joan Lepine have submitted a Home Occupation Development Application, DPA-016-18, to operate a lawn cutting and yard maintenance business from Lot 178, Plan 18, 12 Dickens Street in Fort Smith. The property is owned by the applicant.

Background:

The property is zoned R1 Single Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Joan Lepine have applied to operate a home occupation business as stated above. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-016-18 be approved.

Jim Hood
Development Officer



TOWN OF FORT SMITH
 Post Office Box 147, Northwest Territories, X0E 0P0
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. DPA-016-18

FORM A:

APPLICATION FOR DEVELOPMENT

RECEIVED
 MAY 31 2018
 TOWN OF FORT SMITH

Applicant Information:

Name: Jean Lepine Interest (if not owner): _____
 Telephone: 872-3131 Email: NA
 Mailing Address: Box 864

Owner Information (if different than applicant):

Registered Owner's Name: Same as above
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 12 Dickens
 Zoning: R1 Lot# 178 Block# _____ Plan# 8
 or Certificate of Title: _____
 Lot Width: 25 metres Lot Depth: 50 metres Lot Area: 1250 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: residential
 Proposed Use(s) of Property (if applicable): residential / home occupation

Estimated Cost of Project: \$ NA

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

[Signature]
 Applicant's Signature

May 31 / 18
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards/Setbacks (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date _____
- Estimated completion date _____
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
 - Sign location
 - Dimensions (Height, Width, and Thickness)
 - Size of letters
 - Projection from building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Installation Contractor: _____
- Business License Number: _____
- Planned Installation Date: _____

6. HOME OCCUPATION

- Type of Home Occupation proposed: lawn cutting/yard maintenance
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- Is this Home Occupation incidental and subordinate to the residential use? subordinate
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: asap



THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

RECEIVED
MAY 31 2018
BUSINESS LICENSING

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application <u>May 31/18</u>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <u>Joan Lapine</u>		Name of Business <u>Joan's Yard Maintenance</u>	
Business Street Address <u>12 Dickens</u>		Legal Address Lot: <u>178</u> Plan: <u>8</u>	Mailing Address <u>Box 864</u>
Phone Number <u>872-3131</u>		Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address		Web Page Address	
Type of Business: RESIDENT <input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$75.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Hawker/Peddler \$125.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge Please Note: Resident business applications after September 1 will cost one half the regular price		Type of Business: NON-RESIDENT <input type="checkbox"/> Hawker/Peddler \$285.00 <input type="checkbox"/> Contractor \$225.00 <input type="checkbox"/> Charitable Purposes no charge <div style="font-size: 2em; color: blue; text-align: center; margin-top: 20px;">COPY</div>	
<input type="checkbox"/> Change Fee for any license \$35.00		<input type="checkbox"/> Late Fee (if renewal received after February 15) \$35.00	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION <u>Lawn Cutting / Yard Maintenance</u>			
Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees Full Time: _____ Part Time: _____	

I, Joan Lapine, hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 1 (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

*** Note: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

Signature of Applicant: _____
(Handwritten signature)

On Behalf of (Name of Business): Joan's Yard Maintenance

License Approved: _____
Signature of SAO or Development Officer

Date: May 31/18



BRIEFING NOTE

To: Mayor and Council

Date: June 27, 2018

Subject: DPA-013-18 – Electrical Shop/Caretakers Unit

Purpose:

Brandon Freund, operator of Hayze Electric has submitted an application for development to construct an electrical shop and caretakers unit on Lot 1768, Plan 4325, 55 Highway 5. The applicant is the owner of the property.

Background:

The property is zoned GC – General Commercial and a Caretaker's Unit is a conditional use in this zone requiring Council approval.

Analysis:

Brandon Freund has applied to construct an electrical shop and caretakers unit as stated above. Mr. Freund has had his construction plans reviewed and accepted by the Office of the Fire Marshal as required under the Zoning Bylaw. The application meets all other requirements of the Zoning Bylaw.

Recommendation

Administration recommends that DPA-013-18 be approved.

Jim Hood
Development Officer



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401



Application No. DPA-013-18

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Brandon Freund Interest (if not owner): _____
 Telephone: 867-621-2006 Email: brandonfreund@gmail.com
 Mailing Address: PO Box 549, Fort Smith

Owner Information (if different than applicant):

Registered Owner's Name: Freund Building Supplies Mb
 Telephone: _____ Email: _____
 Mailing Address: Same as above

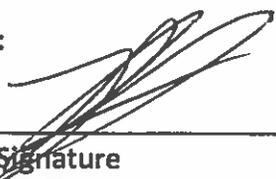
Property Information:

Civic Address to be Developed: 55 Highway 5
 Zoning: GC Lot# 1768 Block# _____ Plan# 4325
 or Certificate of Title: _____
 Lot Width: 84.5 metres Lot Depth: 30.0 metres Lot Area: 2531.6 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Not being used
 Proposed Use(s) of Property (if applicable): Electrical shop w/caretaker suite

Estimated Cost of Project: \$ 200,000

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:



 Applicant's Signature

May 17/2018

 Date

Owner's Signature (if different than applicant)

_____ Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: 24 ft Length: 38 ft Height: 25 ft Area: 912 sq. ft

- 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards/Setbacks (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date June 15/2018
- Estimated completion date September 15/2018
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

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Application No. _____

2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



TOWN OF FORT SMITH

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- Site Plan showing location of sign
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- Message on sign: _____
- Installation Contractor: _____
- Business License Number: _____
- Planned Installation Date: _____

6. HOME OCCUPATION

- Type of Home Occupation proposed: _____
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: _____



Office of the Fire Marshal
MUNICIPAL AND COMMUNITY AFFAIRS

June 15, 2018

Ref: 042-18

Attn: Brandon Freund, email: brandonfreund@gmail.com
Copy: Travis Wright, email: Travis_Wright@gov.nt.ca.ca

Project Description: 2 storeys combustible Construction

Project Address: Fort Smith, South Slave Region, NT

No person shall begin work on the construction, alteration or repair of a structure until the Fire Marshal has notified the person that the plans and specifications for the proposed work are NOT required to be reviewed or the Fire Marshal has reviewed the plans and specifications and reported in writing to the persons on the review as per NW Territory Fire Prevention Act (FPA).

No person shall construct or equip (occupy) a building or structure unless it is in accordance with these (Fire Prevention Act and Fire Prevention Regulations) regulations.
{FPR 4}

The Department of MACA is responsible for administering the *Fire Prevention Act*. Section 3(d) of the Act specifies that a duty of the Fire Marshal is to review plans and specifications for the construction, alteration or repair of buildings with a view to determining that proper precautions are taken against fire and the spread of fire. Section 2(a) of the *Fire Prevention Regulations* adopt the NBC, making compliance with the NBC a statutory requirement only for precautions against fire and the spread of fire.

Plans and specifications are reviewed to ensure they meet the fire safety requirements of the *Fire Prevention Act* and *Fire Prevention Regulations*, and building owners are responsible to ensure that all statutory requirements are met and construction is completed in accordance with approved plans.

No person shall deviate from the plans and specifications forming a part of the building plan review or omit or fail to



Office of the Fire Marshal
MUNICIPAL AND COMMUNITY AFFAIRS

complete prior to occupancy, work required by the said plans and specifications accepted by the AHJ (OFM), without first having obtained in writing the approval of the OFM to do so.

The sealed and signed architectural and structural drawings submitted to the office of the Fire Marshall have been reviewed and the following observations are brought to your attention:

1. Portable extinguishers shall be provided and installed in accordance with the NFC. {3.2.5.16.(1)}
2. A service room containing service equipment shall be separated from the remainder of building by a fire separation having a fire-resistance rating not less than 1h. Door opening shall be fire protected with a fire-protection rating of 45 min. {9.10.10.3.}
3. Emergency lighting shall be provided to an average level of illumination not less than 10 lx, and minimum level of illumination not less than 1 lx, at floor or tread level in exits, principal routes providing access to exit in open floor areas, corridors used by the public, public washrooms serving more than one person at a time, and the floor areas where the public may congregate. The electrical drawings are not submitted to the OFM. {9.9.12.3.}
4. Ensure heating, ventilating and air-conditioning systems, including mechanical refrigeration equipment, are designed, constructed and installed in conformance with Section 6.2 of the Code. {6.2.1.1.}

Please be advised, review, and acceptance of the drawings and specifications by the Office of the Fire Marshall, shall not in any way relieve the person responsible of a structure from full responsibility for carrying out the work or having the work carried out and for maintaining the building or structure in accordance with the requirements of the Code, the Fire Prevention Act and the Fire Prevention Regulations



**Office of the Fire Marshal
MUNICIPAL AND COMMUNITY AFFAIRS**

of the Northwest Territories. Review of plans shall not be construed as approval or otherwise relieve the Owner, the designer and the builder from complying with the Code (s), Fire Prevention Act and Regulations.

Meeting the above observations shall be construed as compliance to the Office of the Fire Marshall.

If you have any questions or doubt, please don't hesitate to call me.

Avinash Gupta, P.Eng., CBCO, CRBO, LBO
Chief Code Compliance Engineer and
Assistant Fire Marshal
Office of the Fire Marshal
600 -5201 - 50 Ave.
Yellowknife, NT X1A 3S9

Tel: (867) 873-7030, Fax: (867) 767-9161 X 210128,
E mail: avinash_gupta@gov.nt.ca

Highway 5

Ditch

Hayze
Electric
shop

8m

55m

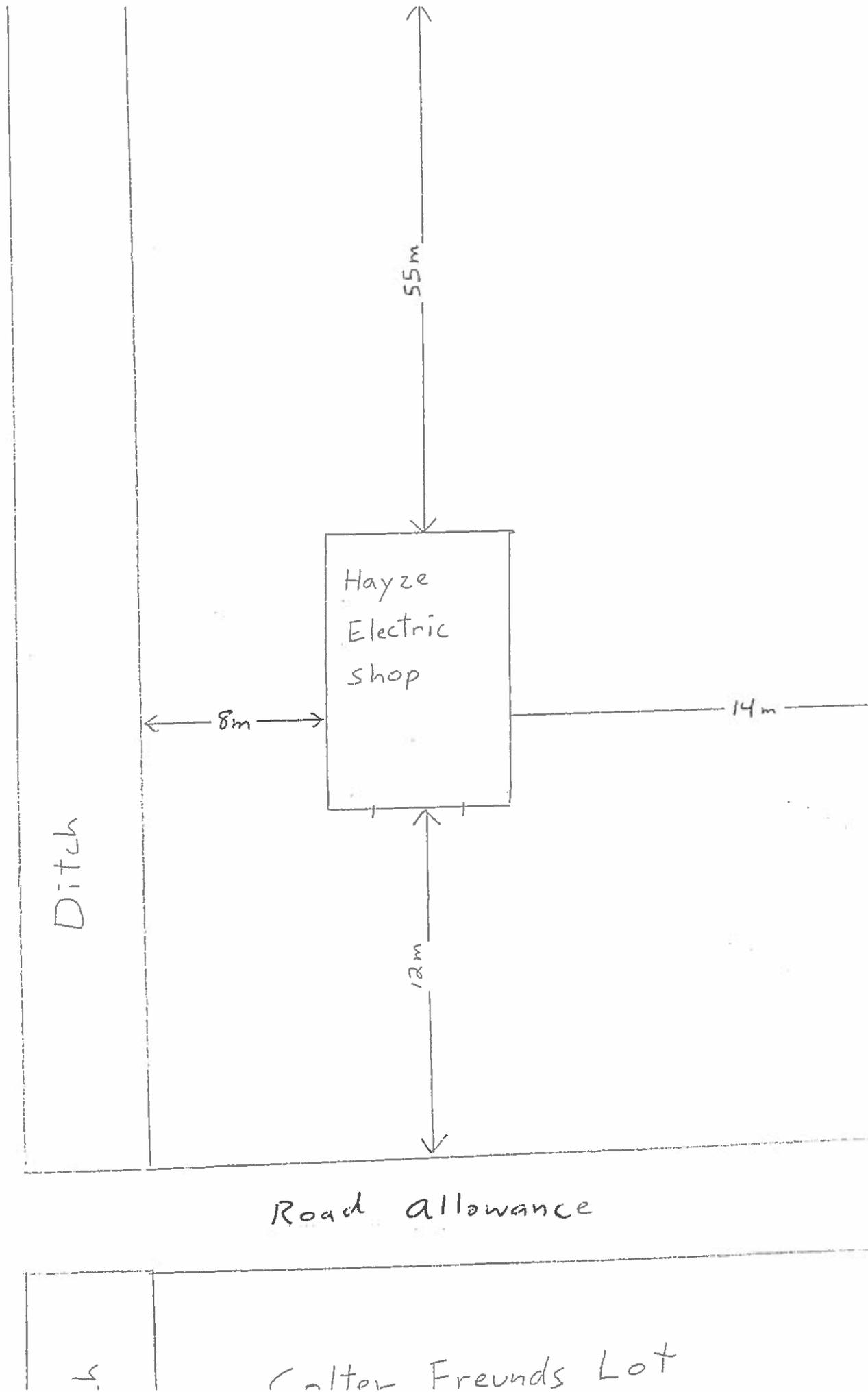
14m

12m

Road allowance

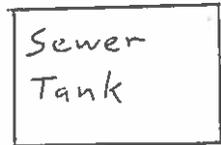
k

Calter Friends Lot





Water tank and
Sewer location



Bathroom

Storage

Mechanical
Room

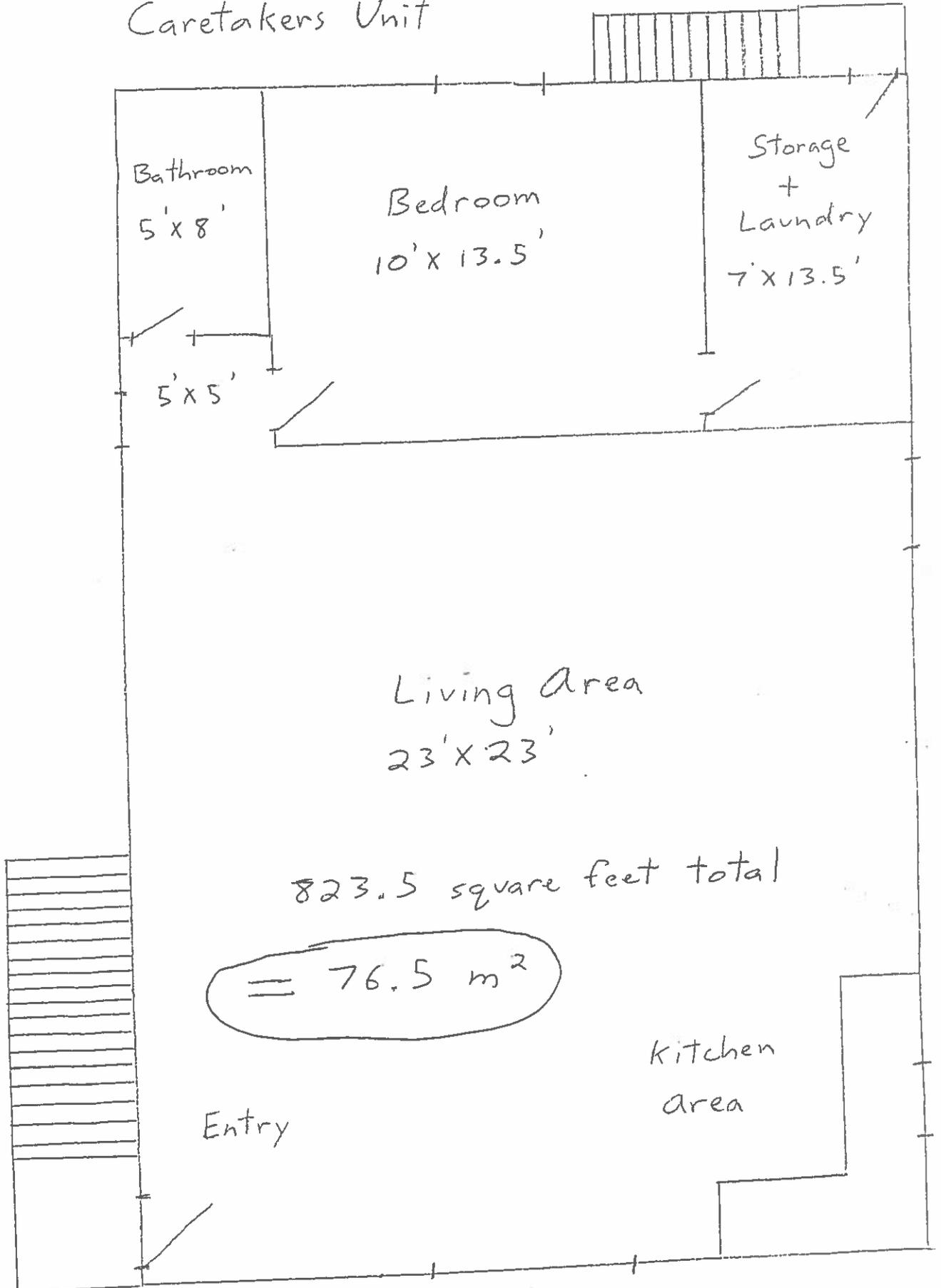


Shop area



Second Floor

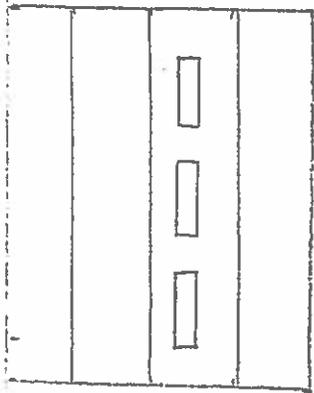
Caretakers Unit



← 25' →

← 20' →

← 10' →



Correspondence June 2018

June 0, 2018	Aurora College	Notification of Research	1841
June 4, 2018	Wood Buffalo National Park	Invitation to Parks Day	1129
June 7, 2018	MACA	Progress Report	1820
June 12, 2018	ECE	Small Community Employment Support Program	1840
June 22, 2018	NWT Breast Health/Cancer Action Group	Summary Report	1830
June 15, 2018	MACA	9-1-1 Implementation Plan	1820
June 28, 2018	Aurora College	Notification of Research	1841
June 2018	Municipal World	Newsletter	1126
June 2018	Up Here	Newsletter	1126



**Town of Fort Smith
Licensing Report
June 2018**

Business License Holder	Number	Details
No licenses issued this month		
Development Permit Holder	Number	Details
Dixon, Jeffrey	14	home occupation
Patel, Rashmi	15	home occupation
Salt River First Nation	18	build house
Salt River First Nation	19	build house
Fort Smith Metis Council	20	build house
Lottery License Holder	Number	Details
Royal Canadian Legion	15	Spin the wheel
Royal Canadian Legion	16	Raffle (weekly meat draw)
Royal Canadian Legion	17	Nevadas
Dog Tag Holder	Number	Details
No licenses issued this month		
Ski-Doo Licenses	Number	Details
No licenses issued this month		