










Town of Fort Smith
Town Council Meeting
Agenda

August 21, 2018, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP delegation – July 2018 Police Report	 RCMP Police Report July 2018
D. Approval of Council Minutes a. Council Minutes	
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 List Part I iii. Community Services iv. Municipal Services	 Corporate Services Minutes August 7, 2  Accounts Paid List Part I  Community Services Minutes August 14,  Municipal Services Minutes August 14,
b. Enactment of Bylaws and Policies	
c. Appointments	
d. Mayor and Council	
e. Administration i. Briefing Note – DPA-026-18 Amanda Spooner ii. Briefing Note – Tordiff Sewer Service	 BN - DPA-026-18 Amanda Spooner  BN - Tordiff Sewer Service
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

FORT SMITH
POLICING REPORT
2018-07



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 122 calls for service to the town of Fort Smith during the month of July 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 37 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: Chief Frieda Martselos will continue to make attempts to encourage those individuals with knowledge re: CDSA in the community of Fort Smith to come forward to the RCMP. This will enable the RCMP to make headway on CDSA within the community.

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

The Fort Smith RCMP Detachment responded to 4 complaints of Domestic Violence in the community. Criminal charges were laid as a result of these investigations. Fort Smith Detachment members also responded to 5 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.

July 1st – Sgt Gilbert, Cpl MacDonald, Cst Long, Cst Candy and Cst Jobin participated in Fort Smith's annual Canada day Parade.

July 17th – Cpl MacDonald attended Treaty Days in Fort Fitzgerald in Red Serge

July 30th – Cst Long spoke with Chief Martselos regarding some recent trespassing / disturbing the peace issues that had taken place at SRFN Petro Can / Tim Hortons



The Community assisted the priority by: Meetings will continue in regards to COP program. Several applications have been dropped off at our Office.

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 8 complaints regarding traffic offences and or complaints in the community. 4 of these investigations involved impaired drivers in the community and 2 were related to collisions.

Pro-active Vehicle Stops: Formal program on pause however members are encouraged to complete proactive motor vehicle stops time permitting.

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 and Cst. Jonah Candy, the month of July saw the Fort Smith RCMP conduct a total of 3 curfew checks. When checked all Youths were obeying their court orders. As a result of the curfew checks the previous Month several Youths had spent a significant time in Custody out of the Town. Two prolific youth offenders spent the entire Month of July in Custody and others spent part of the Month. This resulted in fewer curfew checks being completed as the Youth were not here. There were also fewer calls for service and specifically property crime files during the Month of July. One of these youths has just been returned to Fort Smith as of 2018/07/31 and we will continue further compliance / curfew checks.

During the month of July, 2018 the Fort Smith RCMP had two complaints of sexual assault. Both of these files have resulted in Criminal charges being laid.

The Fort Smith Detachment also responded to a total of 2 complaints under the Mental Health Act involving individuals who had threatened harm to themselves. These types of complaints are very time sensitive and require immediate attention as to mitigate the potential harm. It typically results in the RCMP apprehending the individual and escorting them to the hospital for consultation with a Doctor.

Throughout the month of July the RCMP responded to 4 calls for service involving youth from the Trailcross Facility. This is in line with last Month which was an excellent reduction and is the result of the RCMP and Trail Cross staff working together to address on-going issues with the troubled youth.



July was a busy month for the detachment as we lost Cst. Adam Long with a transfer within the Division. At the same time we were lucky enough to have Cst Long return to assist with some relief efforts. We have one member on Mat leave and another member on Paternity leave. This placed an increased burden on the remaining members. We have also been impacted by staffing shortages for guards which has resulted in our Detachment PSE being required to guard as well as the occasional member. We had two relief members in Fort Smith during July. One member stayed for one week and Cst Long worked just over two weeks of July in relief.

Cpl. Chris MACDONALD, Ops NCO
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	July 2018	Year to Date 2018	July 2017	Year to Date 2017
Assaults (All Categories)	9	99	12	91
Break and Enter (Residence and Business)	3	21	7	20
Theft of Motor Vehicle	1	6	1	9
Theft under \$5,000.00	12	46	3	30
Theft over \$5,000.00	0	2	0	2
Drug Possession	0	8	0	7
Drug Trafficking	0	4	0	5
Liquor Act	21	94	11	71
Mischief / Cause Disturbance (Includes Public Intoxication)	20	231	61	379
Impaired Operation	4	52	7	52
Other Complaints	52	548	59	402
Total Violations	128	1193	182	1336
Total Calls for Service	122	1109	170	1129
Number of Patrols to Community	N/A	N/A	N/A	N/A

Appendix A



Category	July 2018	Year to Date 2018	July 2017	Year to Date 2017
Prisoners	15	144	25	190
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	15	144	25	190

Justice Report	June 2018	Year to Date 2018	Year to Date 2017
Victim Service Unit Referrals	3 Victim Declined 2 Victim Accepted 0 Proactive Referral	20 Victim Declined 8 Victim Accepted 4 Proactive Referral	41 Victim Declined 6 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	15	10



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 07-18
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF JULY AND THE
SEVENTH FOR THE YEAR 2018**

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

REGRETS: Cr. B. McArthur

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

GALLERY: Sarah Pruys, Sergeant Gilbert

Meeting 07-18
July 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

18-139	Moved by: Cr. Patel Seconded by: Cr. Dumont That the agenda be adopted as amended. CARRIED UNANIMOUSLY
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C. PRESENTATIONS

a. RCMP Delegation

- i. Police Report – The RCMP Police Report for June 2018 was reviewed. – Sgt. Gilbert presented the June 2018 report and welcomed questions from the last report as he was not able to attend the meeting. He advised that there will be half the RCMP members on duty for the majority of the summer. He added that Chris White has departed in June 2018 and his replacement will be moving to the community at the end of August. There is another member that is currently on paternity leave and another member off on maternity leave. He indicated that there was a relief member in the community during the week of July 7-14, 2018 as one of the members had to leave early due to a medical emergency. The relief member kept the department with four active members on duty instead of three. Sgt. Gilbert was able to secure a relief member for the expected shortage at the end of August and for a portion of September. He advised that as of mid-August they will be in decent shape and back to five active members on duty. He added that during that time he is also expecting a recruit but is not counting him as he will not be trained to go on duty on his own and noted that he is still an extra member in the community. Therefore, by mid-August there will be six members and five that can go on-call. He advised that there is a new member that will be coming to the community from Saskatchewan her name is Amy Forbes and will be arriving soon as she just sold her house and passed her medical a month earlier than he anticipated.



Sgt. Gilbert advised that the RCMP detachment did have a decent month in June despite the staff shortages. They attended the National Indigenous Day celebrations and participated in the Canada Day parade. He brought attention to the item titled the notable occurrences in the police report, and advised that they are following up with the curfew checks and despite the staff shortages they will be maintaining that during the summer. He added that it is difficult when there are staff shortages and they have to decide on where to focus their attention on as they still have to provide reactive policing to complaints. They been experiencing productive results by completing the curfew checks.

Sgt. Gilbert advised that they have been working a lot with Trail Cross and brought attention to the amount of calls, which has dropped down to four. There have been fifteen complaints of suicidal individuals for the month of June which has been a big uptake for the summer. This month seems to be on track for that as well and most of the calls are individuals threatening to jump into the river.

Sgt. Gilbert brought attention to Appendix A and explained that the report is categorized by the month with the end column being the year to date. He noted that the line titled calls for the service year to date is a total of 987 calls which is better than the previous year. He added that the total number of calls for service also includes the calls for the proactive traffic initiative which was not done in prior years and if that is removed from the total number of calls they are down to an approximate of 200 calls.

Sgt. Gilbert highlighted that the priorities included in the annual performance plan are the same with the addition of completing the curfew checks. He added that they have been trying to work more with victim's services as they would like to have more referrals done to them. He advised that they have an initiative for the impaired drug legislation; whenever that is rolled out they will know where they are heading and will have an education initiative based on the new legislation.

Cr. Holtorf asked Sgt. Gilbert what the NWT is doing to prepare for the cannabis legislation as far as training. Sgt. Gilbert advised that there are two different training courses that are being provided; one is called the SFST which is a basic training program that is already in place, and the second is the DRE program which is more intensive training. He added that the DRE program is a month long and is based in Florida. He indicated that four members from his division have completed the training. He added that with the departments being so short staffed not every member will be able to receive the training prior to the roll out of the new legislation. He advised that to send one member from one detachment for a month places a huge burden on the detachment and they are rolling it out that best that they can.

Cr. Bell thanked Sgt. Gilbert for his delegation and for conducting the interview with cabin radio regarding the COP program. She asked how many volunteers have signed up for the COP program. Sgt. Gilbert advised that he has received two completed applications with an additional five packages requested but none have been returned.

Cr. Bell asked Sgt. Gilbert how do we go about working with other communities regarding mental illness. She asked if we can lobby the GNWT to get existing infrastructure, there is money there and how can we access the funding to provide programs and services for our community and youth. Sgt. Gilbert indicated that there are various initiatives that are available. He added that he has been in contact with the Odd Squad, they are a group that is based in Vancouver and have created this group that focuses on educating youth about drug and alcohol addictions. He added that they have previously done presentations in Hay River and other communities in the NWT. He is working to get funding to get them here to do an education program at the school. The



other initiative that he is looking at is in terms of fentanyl, and that the Odd Squad have developed a training program but they have only got funding to spread out to the schools in British Columbia. He is working with the Department of Justice to explore funding options that would allow them to extend that training to the NWT. In terms of people that have trauma issues, Sgt. Gilbert advised that he is working with the Department of Justice. He has previously completed that training which is aimed at those that could have been directly affected by trauma. He indicated that the Fort Smith Metis have agreed to provide the space if he is able to secure funding to provide the course. He advised that it is a fantastic course and would like to offer that to the community. Cr. Bell thinks that is something to focus on to get the community together and work on that important cause. She commended Sgt. Gilbert.

Cr. Holtorf asked what the minimum age is to sign up for the COP program. Sgt. Gilbert advised that there is no set minimum age but is something that will be determined by the executive board once it is in place. There are places that have the minimum age as 16 and that you be in with someone that is over 19 years of age. There are other places that are 18 years of age or older but that is up to the board on how they want to frame their bylaws.

Cr. Kikoak asked about the calls received regarding mental health issues, what is the source of the calls received, and are the calls received from the hospital or direct calls. Sgt. Gilbert advised that typically, the calls are from a friend, spouse, or comments from Facebook and some are received from party's where threats are made and then the person leaves and friends call the RCMP. When responding to those calls as well because of the mental health act we can't arrest them but can apprehend them and bring them to a medical professional for assessment.

Cr. Kikoak asked if the Health Board receives a record of these calls. Sgt. Gilbert was unsure and advised that the RCMP does not pass information to them and advised that is a question for the hospital to answer.

Mayor Napier-Buckley thanked Sgt. Gilbert for the RCMP's service in the community. Sgt. Gilbert indicated that in regard to Cr. Bell's suggestion to have a working group with all community organizations, there hasn't been an operable working interagency group but that is on his list of things to complete. He hopes to start that initiative in the fall once all organizations are back from vacation.

Mayor Napier-Buckley highlighted that in regard to the curfew checks she has noticed there is a lot less discussion around town with regards to people making the complaints of youth in the community, so it seems to be working. Sgt. Gilbert noticed a huge impact and they notice that the calls are coming in around 6-9 am when they are not on shift, but he does notice a decline in the number of calls and will continue with this initiative.

D. **APPROVAL OF MINUTES**

Cr. Kikoak clarified the comments that she had made under the special committee of Council. She indicated that there is a comment from Cr. Tuckey about her post on Facebook and she would like to make it clear in the minutes that she was obeying Council protocol. She indicated that she can comment on Facebook about a recommendation. She indicated that with the item being in form of a recommendation she can post comments regarding the recommendation on Facebook and that she did not make any mistake by making that post on Facebook and abided by Council protocol. Cr. Bell provided an idea to deal with the surplus of merchandise from AWG; she thinks it would be a good idea to set up a booth at the Desnede Farmers Market and maybe suggest to the Town of Hay River to do the same. Administration thinks that is a very



actionable idea and advised that what he can do is not sell it as the Town but make it available to the Desnede Farmers Market to sell and they can generate some revenue. This way he is not staffing Town employees on the weekend as well. Cr. Bell thanked Administration and added that she would also like to buy some merchandise.

18-140 Moved by: Cr. Patel
Seconded by: Cr. Bell

That the minutes of Regular Meeting 06-18 of June 19, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

Cr. Patel asked if there has been any further discussion at an administrative level regarding the AWG. Administration advised that there have been no further discussions at this point but does intend to travel to Hay River next week to meet with the Town of Hay River SAO. He indicated that the meeting is to discuss concluding the finances of the AWG and how to reduce the deficit.

Cr. Holtorf highlighted the motion in the special meeting minutes which was supported unanimously, and the appreciation of the work completed by the SAO of the financial side of the AWG which gave Council confidence and is glad Administration will receive commendations.

D/M Smith advised that there is no official documentation by MACA that they will provide financial security to work through cash flow issues but have verbally confirmed that they will support the society to do that.

18-141 Moved by: Cr. Patel
Seconded by: Cr. Kikoak

That the minutes of Special Meeting SP-04-18 of June 26, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

E. **DECLARATION OF FINANCIAL INTEREST**

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

F. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

18-142 Moved By: Cr. Patel
Seconded By: Cr. Bell

That the attached Corporate Services Standing Committee minutes from July 3, 2018, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid List Part I

18-143 Moved By: D/M Smith
Seconded By: Cr. Dumont



That the Accounts Paid List Part I for the period ending June 30, 2018 totaling \$651,346.12 be approved.

CARRIED UNANIMOUSLY

Accounts Paid List Part II

18-144 Moved By: Cr. Dumont
Seconded By: Cr. Patel

That the Accounts Paid List Part II for the period ending June 30, 2018 totaling \$13,921.88 be approved.

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

DPA-016-18 Joan Lepine Home Occupation Permit

18-145 Moved By: Cr. Bell
Seconded By: Cr. Holtorf

That DPA-016-18 submitted by Joan Lepine to operate a lawn cutting and yard maintenance business from Lot 178, Plan 18, 12 Dickens Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

DPA-013-18 Electrical Shop/Caretakers Unit

18-146 Moved By: D/M Smith
Seconded By: Cr. Patel

That DPA-013-18 submitted by Brandon Freund to construct an electrical shop and caretaker's unit on Lot 1768, Plan 4325, 55 Highway 5, in Fort Smith be approved.

CARRIED UNANIMOUSLY

Community Services Standing Committee – Cr. Bell advised that she is in favour of the landslide event and that she will be contacting the organizers to help at the event.

Cr. Kikoak wanted to follow up on comments regarding installing cameras on the track and tennis courts. She looked into some products and that there are \$4,000 cameras, she thinks they are very affordable and encouraged the Town to start recording people.

Cr. Patel wanted to follow up on the discussion by the Aurora College Committee and asked if an invitation was extended to the Premier and if the letter was sent on behalf of the committee or the Town. Mayor Napier-Buckley advised that the letter was sent out on behalf of the Town. Cr. Patel asked if the letter included other groups. Mayor Napier-Buckley confirmed that the letter did not include other groups and was sent on behalf of the Town. She indicated that a letter will be extended on behalf of other groups as well.

Cr. Bell likes Cr. Kikoak idea about installing cameras if upgrades will be made to the track and tennis courts. She thinks it will be worth looking into to protect those facilities. Cr. Holtorf supports the idea of increased security opportunity's, he wasn't sure which facilities are most important but thinks other facilities be identified to be included in the Town security efforts. D/M Smith asked if the Town uses Liberty Security on other facility's. Administration advised that the Town does have Liberty Security in most facilities for break in protection. There are camera's installed on some of the facilities for facility protection which include the Library and Town Hall as those are places where we have experienced exterior vandalism in the past. Cr. Holtorf asked if those security camera services contracted out or is that monitored by the Town. Administration advised that the cameras are owned by the Town and record on a loop so that if there is vandalism we can go back and check the recordings. He added that the recording is partially



successful as there are lighting issues or disguises being worn. He understands the need for increased security, there is opportunity to introduce it and that we also have to ask ourselves what we are trying to accomplish. This is certainly something that we can examine, if we have the assets, typically we put in added security to areas where we have seen vandalism. He understands the concern for the track and tennis court as we have seen continued vandalism. There are mechanisms to increase security that don't require cameras but if Council wishes we will look at measures to try and stop the vandalism.

18-147 Moved By: D/M Smith
Seconded By: Cr. Kikoak

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

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

Fort Smith Metis Council Donation Request – Administration would like Council to be cautious when on donating from an operations and administration budget and suggested reallocating funds from the cemetery fund to the donations budget and donate the full amount from that budget. He added that other than that Council could donate \$500.00 from the donations budget and acknowledge that Administration will be spending \$500.00 equivalent dollars from the cemetery funds to support the Fort Smith Metis Council's initiative to show that Council is not donating from budgets that is not the donations budget. Cr. Patel does not support the motion as worded and would like the money to come fully from the cemetery budget as the donations budget is always fully expended. Cr. Kikoak would like more information on what was previously expended from that budget. Administration advised that it's a relatively dynamic budget that gets spent on different things. We have used it in the past when we have many funerals in the winter to hire a contractor to dig the ground. There is no telling how many burials there will be. There have been fence repairs expended from that budget as well. We have given money to organizations in the past for plaque replacements. We are currently doing a cemetery expansion project as part of the downtown development initiative and just closed a contract to get the area leveled and seeded. There will also be another contract to put in a pathway and change out the fencing. We are also going to try and provide some seating areas in the cemetery. We are making many improvements therefore a lot of the money that we would normally spend out of O&M will be spent out of capital funds as part of the improvements. Unless we have a bunch of winter burials that occur the cemetery budget will go relatively untouched. He added that if Council wishes to not donate any funds but make those funds available through the cemetery budget he could ensure that those funds will be made available to the Fort Smith Metis for the good work they do in the cemetery. Cr. Patel agreed with comments from Administration and moved to table the motion.

18-148 Moved By: D/M Smith
Seconded By: Cr. Dumont

That Council donate \$1,000.00 to the Fort Smith Metis Council for cemetery materials and supplies, \$500.00 from the donations budget and acknowledge that administration will spend a further \$500.00 from the cemetery budget.

MOTION TABLED

Committee Addressing Recommendations from the Aurora College Foundational Review – D/M Smith indicated that Cr. Holtorf made this recommendation at the Community Services Standing Committee meeting and that he is bringing it forward on his behalf. He thinks that Cr. Holtorf was looking for administrative support for the committee. Administration advised that we did make administrative support available to the committee in the beginning to get the message out. He thinks at this point this is no longer an emergency and is now time for a measured response. This is an important issue and as such requires professional resources. We do have skilled people employed at the



Town but none of them employed in a manner which Council is currently looking to engage them in. He understands that for strategic development and communications work and such we don't currently have that skill set in the Town and don't perform those roles. So, there is talk or re-tasking certain staff such as the Economic Development Officer and please understand that if we are unsuccessful in retaining the positions for the college and the community we will need alternate economies. That is the role of the Economic Development Officer to try and create and develop economies other than the current government-based economy. He strongly recommended that someone get hired with specializations in the areas. He asked if Council wishes communications work done, there is a communications company in town to do the work, if strategic and marketing work is what is required then there are companies that perform that role as well. He referred to Council policy and indicated that when a committee is struck one of the roles with striking a committee is to identify a budget, there was no budget identified when the committee addressing the recommendations from the Aurora College Foundational Review was established. He suggested on giving that committee a budget. At which time he can work with representatives from that committee to spend that Town money to make sure the procurements occur in the appropriate manner. One of the things is that he was not 100% comfortable with what the committee is looking for with regards to resources to complete work. There is still not 100% certainty on what that work includes. One of the roles will be to identify the scope of the committee then he can support the committee in finding the resources to complete that work. He understands that the committee is looking for communications and strategic development support which is ten to fifteen thousand dollars per role, so the committee is looking at a budget of twenty-five to thirty thousand. He is not suggesting on spending all those funds but to make those funds available to the committee and could identify the funds to be available from the additional MACA funding received this fiscal year which is currently unallocated. He advised that there a lot of one-time pressures on those funds as he anticipates the AWG deficit will come out of those funds. There are also overages in the public relations and council travel budgets which will probably come out of those funds as well. These overages are due to the good initiatives to address the Aurora College Foundational review. The upcoming municipal election is also unbudgeted, and he does not expect that to be expensive. He thinks that Council's first step, prior to allocating staff is to identify a budget for the committee and then based on that budget we can scope out the work that the committee wants to accomplish.

Cr. Holtorf indicated that with the formation of the committee we had to come up with something and thinks they now know where resources are needed. There are three things that need to be done; firstly, will be the preparation of a formal document which needs to be submitted to the legislative standing committee. Secondly, is to track the ongoing communication plan and recording its success with various elected groups including aboriginal governments, local governments and MLAs. Lastly, that the standing committee will be coming to Fort Smith to hear more on this and that we organize something very formal, so they see the existing resources that could continue to contribute to a head office. He added that there are certain key things that could be done; some of the tasks could be contracted out but we need to get going on this. He is not opposed to hiring someone but that the formality will take some time and acknowledges a time restraint on this issue. He indicated that this issue needs to move ahead and just suggested a budget of \$5,000.00 to get the process started. He recognizes this issue as urgent, important, and an increased budget will be required and if we can get some staff to coordinate this move. He asked if the Mayor, Committee members or the SAO are expected to go and do all that leg work. Mayor Napier-Buckley advised that she will be working on this issue along with the Administrative Assistant but as Administration recommended that it will be prudent to look for professional services in the community to assist with this project.

Cr. Tuckey recommended that the motion be changed from \$5,000.00 to \$30,000 and remove the allocation of staff for administrative support other than the Mayor and her Administrative Assistant. She recognized that the proposed budget is high but noted that there could be unforeseen travel for the Mayor to and from Yellowknife, we could hire someone, and to do that with \$5,000.00 is unrealistic. That is a start, but we have to



attack this properly and we have to get someone hired as well as lobbying and getting all our target teams together.

D/M Smith agreed that \$5,000.00 is an inadequate amount for a budget. Ultimately the decision makers are the Cabinet Ministers. He questioned the Town putting a lot of work, effort and money into pressing the Standing Committee on Social Development when ultimately it will be the Premier who will be hiring a Deputy Minister who will replace the President of the College. He didn't discount the Ad Hoc Committee doing good work that they need to spend money to do that. He thinks that Council needs to keep focused on who the actual decision makers are. In terms of the budget amount he thinks maybe more discussion with Council and Administration is required for a decision.

Cr. Patel thinks that resourcing the committee with \$30,000.00 at this point whether or not it is all used will see what happens. She thinks there needs to be a more refined directive work of the committee because there is about twenty different visions of the committee and things that need to be accomplished. She referred to D/M Smith's comments and that we need to focus on what is the most important who the decision makers are in this process. Whether or not we spend that full \$30,000.00 at least we will have that money there, we have three members of Council on that committee and will be deciding on how that money is spent. She is comfortable increasing the budget to \$30,000.00 as she is comfortable with the committee that have been chosen and their responsibility.

Cr. Holtorf agreed with Cr. Patel and supported the motion for \$30,000.00. He asked if a notice has been posted that there is a committee meeting on Thursday July 19, 2018. Cr. Kikoak advised that she can only make a Facebook post and would prefer having posters made with all the relevant information. Mayor Napier-Buckley advised that the scheduled meeting was determined at the last committee meeting. She indicated that a notice will also be extended to those public members that were not able to attend the last committee meeting.

Cr. Holtorf asked if the committee will be involved with the directing of certain tasks. Mayor Napier-Buckley confirmed. Cr. Holtorf indicated that the public has yet to see much of the work completed by the committee and that there is a feeling that Council is not doing anything about the review. Administration highlighted that although there are funds being allocated to the work of the committee and that it is still town funds and that the responsibility of spending remains with the Senior Administrative Officer. There is still a requirement to follow the Town procurement practices, so depending on the amount of money spent you may not get a chance to determine who gets the work. Perhaps the more appropriate message to send is that a much better activity for this group is to try and refine the vision of what they want to accomplish with this money. If you can bring me a refined vision, then I can move very quickly to put the people in place and put them directly at work with the committee to get the work done. He thinks that the work has to be done to really fine tune the steps and actions that you want taken. Then I can assign a more refined budget once I know what you want to accomplish and put the right person in the role for you. Once the person is selected I can get out of the way and have them work directly with the committee. He asked if this is a committee of select members or is this the public at large because it seems as though there is a committee, but we are also talking about public meetings, so he is trying to understand who is answering to who and who is providing direction in this environment.

Mayor Napier-Buckley indicated that there are members of Town Council who are working with members of the public that have identified that they will be able to work on different tasks but the committee itself is made up of three members from Town Council. D/M Smith indicated that in the interest of moving this motion forward and after hearing the discussion and will of Council he will amend the motion. He added that is that budget needs to be amended later that is also an option but in the interest of moving forward and that \$5,000 is inadequate to achieve what council wants.

18-149 Moved By: D/M Smith Seconded By: Cr. Patel
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That the ad hoc committee addressing the Aurora College Foundational review be resourced with \$25,000.00.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

18-150 Moved By: Cr. Patel
Seconded By: Cr. Kikoak

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

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

DPA-022-18 Pam Walsh Home Occupation Permit

18-151 Moved By:
Seconded By:

That DPA-022-18 submitted by Pam Walsh to operate an online clothing sales business from Lot 25, Block 18, Plan 212, 22 Ptarmigan Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies - There were no Bylaws or Policies.

c. Appointments

Acting Mayor – Mayor Napier-Buckley advised that she will be out of the office from August 12th, 2018 and back in the office on August 27th, 2018. She advised that D/M Smith will be available from August 21-24th, 2018 so they are requesting an acting mayor for the period of August 13-20, 2018. Cr. Patel understands that the Legislative Standing Committee meeting on Social development is scheduled for August 15th, 2018 and asked if there are plans to have someone attend that meeting on behalf of the Town. Mayor Napier-Buckley advised that the meeting is scheduled for the 20th of August and requested that any documents be provided before the 15th of August. She advised that she will not be able to attend that meeting. Cr. Holtorf indicated that that is what he was referring to is that the committee needs to provide a document professionally which includes some validity, facts, figures, and not just slamming the whole idea. It has to be a document that sits proudly. Mayor Napier-Buckley advised that the committee is looking to present to the Premier as well as the Standing Committee. Cr. Holtorf asked for clarification on the intent of inviting the Premier or sending a letter. Mayor Napier-Buckley advised that a letter was sent inviting the Premier and Cabinet and when they come to Fort Smith the Committee will be doing a presentation. D/M Smith didn't mean that he called into question all the work that was done by the committee. He will be in Yellowknife on the 20th and could present to the standing committee.

18-152 Moved By: D/M Smith
Seconded By: Cr. Kikoak

That Cr. Tuckey be appointed Acting Mayor from the period of Friday, August 10, 2018 at 5:00 pm to Tuesday, August 21, 2018 at 8:30 am.

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

d. Mayor and Council

i. Cr. Tuckey – Cr. Tuckey is looking forward to coming back to the



community to contribute to all the things Council is focusing on.

- ii. Cr. Holtorf – Cr. Holtorf advised that he is not available to help with the BBQ for the 50th Year to Commemoration of the Fort Smith Landslide event but will send someone in his place to contribute.
- iii. Cr. Bell – Cr. Bell would like to send birthday greetings to Cr. Kikoak. She agreed with Cr. Kikoak's suggestion on restructuring the meeting schedule and would like to have an informal discussion on that issue. She recognized that Administration has done some work on that issue and would like to revive it and maybe have the bylaw reviewed. She noted that the Canada Day event was successful except that we ran out of food. She thanked all help from the staff of Fort Smith who made their job easier. She thanked the volunteers Don Jaque, the Mercardi's and apologized for anyone else that she may have forgotten. She advised that she has contacted that EDO to have posters created and advertised throughout the community for the COP program. She added that Administration is working on having a press release completed as well. She looks forward to working with Sgt. Gilbert and coming with ideas on engaging the community in the COP program. She was impressed with the events underway in the community especially the summer arts program and hopes that they are successful. She indicated that it will be great to have the stage built at Conibear Park for upcoming summer events. She thinks Council needs to lobby GNWT for the purchase the old theatre building to have it torn down as it's a safety hazard. She thanked all councilors and community members for their work on Aurora College Foundational review.
- iv. D/M Smith – D/M Smith advised he will be leaving town tomorrow morning and won't be able to attend the staff BBQ. He commended staff for their efforts during AWG and advised that the jackets have been shipped from Hay River and is hopeful they will arrive before the BBQ. He recognized that Administration has a lot of events happening but requested the food policy be reviewed before the start of the next Arena season. He recognized that Administration has a lot of committing demands. He advised that he is waiting for some recommendation for the implementation of the waste management plan.
- v. Cr. Patel – Cr. Patel advised that she has a prior commitment and is unable to attend the staff appreciation BBQ. She appreciates all the work completed for the AWG by Town Staff. She thinks that there still needs to be a guideline or focus identified for the Ad Hoc Committee addressing the Aurora College Foundational Review as there are many strong residents involved and all have very strong visions and are very different. She thinks that the three Council members appointed to that committee need to gather all the information that was provided to them as there have been a lot of meetings and no action coming out of them as everyone has a different focus. She is confident that we will be able to lobby and waiting for more positive things to reverse the vision or direction that Yellowknife seems to be proposing with us.
- vi. Cr. Dumont – Cr. Dumont had no comment but is looking forward to the staff appreciation BBQ and advised that he will be there cooking.
- vii. Cr. Kikoak – Cr. Kikoak would like to make a comment about all the community feast and events that will be happening over the summer. She is happy that the community has the people and resources to pull off multiple fun events. She congratulated the Salt River First Nation's for the Treaty Land Entitlement days, the Town of Fort



Smith for Canada Day, the Metis Nation for Aboriginal Day, Parks Canada for parks day, and Smith's Landing for their Treaty Land Entitlement day. She indicated that Cr. Bell previously suggested that meeting schedule be changed which was tried in June. She indicated that although all items were not addressed at the first committee meeting she feels that the proposed board composition still holds merit. She would like information from the past if the proposed board composition change was used and if it was successful. She thinks that are cost saving opportunities, the way Council does their meetings and how we pay for meetings attendance and incorporating as a whole with respect to Mayor and Council wages. She would like information on how that could be incorporated into a new meeting schedule.

- viii. Mayor Napier-Buckley – Mayor Napier-Buckley commended staff for all their work they have done. She advised that the Staff BBQ is tomorrow to commend staff as they are the face of the community. She thanked them for all their hard work. She thanked the councilors who will be coming out tomorrow. She indicated that as we look at the legislation surrounding Cannabis, the review should include the smoking bylaw and smoking around town buildings. She added that we need to take into consideration the College residence being so close to the elementary school and how we will be working with our government partners in the community. She indicated that the driving and road bylaw will also have to be reviewed to see if there is any information in there that needs to be updated with the new Cannabis legislation. She indicated that she will be meeting with D/M Smith and the consultant to provide the information provided by Council on the Strategic Plan and to finalize what we want to see coming from the consultant before she plans to meet with Council. She thanked Cr. Bell, the RCMP and Fort Smith Metis Council for their work on the COP program. She added that posters have been posted around the community along with the website and there are applications available at the RCMP detachment, Town Hall, and the Fort Smith Metis Council office. She thanked the committee who is working on the commemoration of the 50th anniversary of the Fort Smith landslide, we are partnering with the committee to provide services for that day. She requested Council's availability for helping with the BBQ for the Landslide event scheduled for August 9, 2018. She added that councilors have previously brought up the council honoraria and that the bylaw indicates require a review for once every Council term. She added that one thing that will need to be noted is a change in legislation that the portion of the salary that was currently provided tax free is no longer going to be made available so there will definitely some changes that are required for that bylaw. She advised that she has been approached by a few different members of the public who have concerns regarding to the parks equipment at the following locations; Tamarac Crescent and a property on St. Ann's Street. She indicated that the property set aside on St. Ann's Street has the potential for a Park to be built and encouraged members of the public to talk with Housing as they own the property. She added that Cr. Tuckey has previously brought this concern to a housing board meeting. She requested that item be added to the next budgeting session. She advised that there will be a Committee meeting for the committee addressing the Aurora College Foundational review scheduled for Thursday July 19, 2018 at 7:00 pm in council chambers. She would like to meet with the members of that committee prior to that meeting to determine what message and outcomes they would like to meet. We do now have the budget and have the ability to access resources in the community to clarify the message to the Premier, Cabinet and Standing Committee on Social Development as well as get communication out to members of the public. She advised that she



will be taking some holidays in August.

- e. Administration – Administration advised that regarding the waste reduction work, we did receive \$38,000 for the waste reduction and recycling initiative. We are in discussions with Ecology North to retain a person to do the education campaign. He added that the waste reduction initiative will only succeed if we have the support of the public therefore we would require an aggressive education campaign. He anticipates that the implementation will commence in the spring after the campaign is completed. He added that there is also landfill work connected with the project, where we are installing facilities in the landfill. He indicated that the cost estimates for the project have come in double of the original design. Presumably the landfill work will not proceed this year because we are talking about one million dollars over budget. We will be doing some work this fall but most work will have to happen next fall when we could rationalize the work against other capital pressures. He doesn't think that will delay the recycling initiative in anyway, but it will inform its roll out.

Administration acknowledged Council concern regarding the healthy food initiative for the start of the concessions in the fall. He anticipates the focus of the Community Services to be on the sponsorship policy which will likely roll out in August to meet the needs of Women's Hockey to have the score board installed in the Arena for the beginning of the season. We are also in the process of developing a mid-year level of service increase request. This request is to inform on a number of things; we have a new director that has new eyes on how her operation runs, she is seeing the same things as the concerns brought forward at previous meetings. She is recognizing that kids are coming to the recreation centre not specifically for recreation programs but more of a place to hang out. We are starting to rethink our operations to not be so much a RCC but more of a community and recreation centre. With the increase of users and reduction at UGFC we are seeing ourselves more of a community centre. Our programming and how we operate will have to reflect that, so we are looking at staff allocations, how to deliver programs, who gave us those programs how we fund them and how we staff them and so you will see a briefing note hopefully its coming in August. That briefing note will hopefully show some reallocations of some existing PY's within the recreation department and also do a level of service increase and ask for more money mid-year to increase the number of people, so we can level more programming across the recreation department. So that will be our big landmark briefing note for Council. So, this is a result of the Council being the eyes and ears of the public and communicating that back to Administration and so we are trying to be responsive to the needs of the Community with Community Services Programming. He is glad Council recognizes that we are being more reactive as you are seeing more diverse programming within the community such as drama and literature as we are trying to expand that aspect as well.

Administration advised that there is no indication of the number of meetings in the bylaw or any policies. He noted that we did try one committee meeting and that it could be a really long meeting if you get a lot of big ticket items. Ultimately the number of meetings we have is not set in a bylaw or policy so is the will of Council. In regard to honoraria the bylaw review committee did review honoraria as one of their first actions but chose not to action it at that point. He indicated that there is an option for Council to address the issue if they would like to action it before the end of their term. He indicated that typical practice is not to let Council decide on how much they make but rather let a committee of citizens do that. If Council wishes to do that I can look at establishing that committee. Otherwise it can be an action of the new Council.

Administration advised that the smoking bylaw is also on his radar and are awaiting template documents from the GNWT. He has inquired on the status of those documents and have not received the status of those document as of yet.

Administration advised that the South Slave Friendship Festival is happening this year and will happen on August 18-19, 2018. The Festival is receiving the full court



support from the Town that we have previously offered to the Music Society.

Administration advised that he had a meeting with the consultant hired to review the AWG. He appreciates the positive feedback that he has received from Council. He wished that the AWG was not brought back in a deficit however one of the messages that he gave to the consultant was that we don't actually have a lot of control. We can make big broad directives however if the directives are not followed then there is zero consequence. There are no progressive disciplinary actions other than to remove volunteers. The majority of the spending happens in the last two weeks and directives are not followed and budgets are not followed he has absolutely no control in that. So that is a fundamental problem in how the AWG are organized and that was the feedback that I gave to the consultant. A larger picture that he provided to the consultant was perhaps the more structurally flawed vision of the AWG which were conceived by the GNWT because it lacked the critical mass within the NWT itself to host a AWG's event so the decision was to go circumpolar to try and get critical mass participants. Perhaps at this point the GNWT has grown large enough that we can hold a northern Canadian winter games and make it government driven because the concept of international committee and host society made up of sports advocates given the responsibility for millions and millions of dollars again does not have the accountability required.

Administration advised that the theatre building was brought up in previous council meetings along with the property tax associated with that building. The problem with removing that building is that it could cost up to \$150,000 for the remediation of that building as its complete with black mold and asbestos. There is also the case of \$10,000 or more in tax arrears on the building. If the GNWT gave us that building, we will be walking away from over \$10,000 in tax arrears as well as owning the burden of remediating the site. If Council wishes to petition the MLA who is also the Minister of Lands to do something about it, he would fully support that because that would make a great additional parking for Conibear Park.

Administration advised that he was away for the past three weeks and does not have any more updates. He was pleased with the acting Senior Administrative Officer as she was able to perform those roles along with her regular roles of the Director of Community Services.

Briefing Note 50th Commemorative Anniversary of Landslide Committee – Administration presented the briefing note and advised that there is a change to the briefing with regards to the recommendation of the road closure which now includes the unnamed street. This is a summary of information that Council was made aware of at the last committee meeting by the delegation. The discussion included commitments from the Town with in kind services support with an approximate value estimated of \$5000.00 is what was put on their funding application. He was uncertain if the total committed in-kind services will total the \$5,000. The standard in-kind services that the Town provides will be available to the event which includes BBQ's, portable washrooms, picnic tables garbage bins, along with support to prepare the site by moving benches. He added that most events will occur at Riverside Park but the dedications of the memorial which will occur off of Walrus Street. He indicated that for the period of the dedications there is a request for a road closure as identified in the briefing note.

18-153 Moved By: Cr. Patel
Seconded By: D/M Smith

That Council approves the following road closures for the 50th Commemorative Anniversary Landslide event;

That Marine Drive from Walrus Street to Unnamed Street be closed from 4:00 pm to 5:30 pm on August 9th, 2018.

CARRIED UNANIMOUSLY

G. PROCLAMATIONS



There were no proclamations.

H. **ABSENCE OF COUNCIL MEMBERS**

18-154 Moved By: Cr. Patel
Seconded By: Cr. Dumont

That Cr. Holtorf be excused from the Corporate Services Standing Committee Meeting on July 3, 2018.

CARRIED UNANIMOUSLY

Cr. Holtorf, Cr. Bell and Cr. Tuckey left the meeting.

18-155 Moved By: Cr. Patel
Seconded By: D/M Smith

That Cr. Tuckey, Cr. Bell, and Cr. Dumont be excused from the Community Services and Municipal Services Standing Committee Meetings on July 10, 2018

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

18-156 Moved By: Cr. Kikoak
Seconded By: Cr. Dumont

That Cr. McArthur be excused from the Regular Meeting of Council on July 17, 2018.

CARRIED UNANIMOUSLY

I. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – August 7, 2018
Community and Municipal Services Standing Committee Meetings – August 14, 2018
Council Meeting 08-18– August 21, 2018

J. **ADJOURNMENT**

18-157 Moved By: Cr. Patel
Seconded By: Cr. Dumont

That the meeting be adjourned at 8:58 p.m.



CARRIED UNANIMOUSLY

Minutes adopted this 21st day of August, 2018.

Mayor Lynn Napier-Buckley

Certified Correct by the
Senior Administrative Officer Keith Morrison

K. **QUESTION PERIOD**

A question period was offered in accordance with policy.



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

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf, Cr. Patel, Cr. Tuckey
Regrets: Cr. Dumont
Staff Present: 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. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of July 3, 2018, were reviewed and have been adopted at the Council meeting of July 17, 2018. Cr. Holtorf asked for information on the tentative location of the daycare. He acknowledged Administration will be making resources available to the Daycare Society as stated in the minutes. He also recognized that the positive notes indicating that the Daycare will be tentatively opening in January 2019. D/M Smith understands that YWCA is bringing in a modular home to the property across from Lou's Small Engines and is in the process of opening. Cr. Holtorf asked if there is still an active society. Mayor Napier-Buckley advised that the process is being completed by the YWCA and that they own the building. She confirmed that there is an active Daycare Society in Fort Smith.

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

d. Strategic Plan – The Strategic Plan was reviewed.

3. Governance

a. Council Priorities

i. Property Tax Issues – The Director of Corporate Services advised that they are still in the process of the property taxes collection and is with the lawyers and they are in the process of pursuing the collections as per the Property Assessment and Taxation Act. This is about a two year process to get to a point where we can have a public auction of property's that are in arrears. The good thing about this is that they do this for a number of communities and make sure they meet all that deadlines and go through the process properly whereas we tried on a number of occasions which have proven to be unsuccessful.

Cr. McArthur asked if a fee is paid to the lawyers for the work completed on the tax collections or do they receive fee only if taxes are collected. Director of Corporate Services advised that any fees that are expended to collect the property tax are added to the property tax therefore the fees paid to the lawyers are the

responsibility of the taxpayer. Cr. Holtorf asked about the beggar property it we are making any progress on that. The Director of Corporate Services advised that this property was not included in the list of property's provided to the lawyers for action. He understands it is still with the territorial and federal government and that there is no action being taken. He added that he was not provided with any update on that issue and that it is out of the Town's hands.

- ii. Commissioner's Land within Municipal Boundaries – Cr. Kikoak asked what steps we can take to obtain the old theatre building and not be responsibility for the remediation. The Director of Corporate Services advised that the Town is still pursuing collection action on that building as if it was still privately owned. He added that it is still in the name of Starlight Corporation. He understands that the Starlight Corporation has been dissolved by the Corporate Registries for lack of filing. He did ask the lawyers on how to acquire that building and if there is a possibility to enter into an agreement with owners and interested parties to acquire that property. It is with lawyers for their legal advice and consideration.
- iii. Fire Abatement – Director of Corporate Services advised that properties in the community have been identified for fire abatement treatment by Administration as part of the FireSmart program. Some of the areas include the slide area where the snowboard park is and there is also an area around Tamarac Trailer Court.
- iv. GNWT Job Reductions – D/M Smith suggested that Council keep updated on the issue of the Trailcross Program. He advised that the tender for operation of the facility is closed and that no bidders have expressed an interest in operating the facility including the current operators. There are about ten people employed at Trailcross which is concerning to Council and suggested on following up with the Minister of Health and Social Services to determine what will happen in the case that there are no interested parties.
- v. Aurora College Program Review – Cr. Kikoak advised that there have been two public meetings one held on Aug 1, 2018 and another on Aug 7, 2018. The meeting on August 7, 2018 was a workshop to establish a work plan, develop key messages and a vision. The group is comprised of interested members of the public and four committee members with a lot of energy. She indicated that the committee's response is getting refined and hopes for a press release in short order. She advised that there was a concern brought forward in that workshop that the writer is from outside of Fort Smith and that the skeleton for our document is really important and that she may need some help to get the northern perspective. She advised that the same consultant that did the Town's strategic plan has been hired to do the response paper. As a result of that concern, the committee organized a video conference with the consultant followed with an NWT Post-secondary Education Committee meeting. From the Committee meeting there was a recommendation that was brought forward. She brought forward the recommendation for the hiring of a special projects casual Communications Officer to work on communications and follow up for the committee. D/M Smith asked for clarification on the scope of work for the Officer, so he/she will be working on the communications component of the strategy and the follow-up that is required around pursuing those communications. Cr. Kikoak confirmed. D/M Smith was unsure if the motion needs to determine whether the employee would be a casual hire and

believes that would be better left to Administration to determine the best way to have that work completed. The Director of Corporate Services advised that by identifying the Officer as a casual employee that limits the ability of Administration to determine how to go about staffing that position. Cr. Holtorf asked for clarification of the recommendation and that it is to hire someone to assist the committee on moving forward with the work plan. Cr. Kikoak confirmed he was correct. Cr. Tuckey indicated that the words and recommendation will be forwarded to the next regular meeting of Council for discussion and supports the recommendation. Cr. McArthur asked if the committee had anyone in particular they were thinking of and if that person would be working with the consultant. Mayor Napier-Buckley advised that the consultant is working on a document to be forwarded to the Standing Committee on Social Development and from that document they would like to build on that and forward a document to the MLA, Premier, and those that are lobbying. They expect the person hired for that position will collect all the contact information, prepare mail drops, letters and other things they would need to contribute to their lobbying needs. Cr. Kikoak advised that within arguments there is a response so those that we will be providing a response which makes it a dynamic situation and we need someone there that will react and argue for us. That type of reaction and response is what will win us the headquarters. Mayor Napier-Buckley just to answer Cr. McArthur there were a couple of names that were discussed but understanding that Administration will be doing the hiring and we could recommend the skills of certain people but that the hiring is done by Administration. Cr. Patel asked that when the consultant was hired she is assuming that was done below the threshold requirement of it being done through RFP. Mayor Napier-Buckley advised that administration did try to go locally first but with the timeframe we were not able to hire locally. We do have a history with the consultant, she has experience with post-secondary education and that is the reason she was hired. D/M Smith advised that MLA Kevin O'Reilly was in the community and took the opportunity to tour the College and went away impressed with the infrastructure. He welcomed Councillors if they are in Yellowknife as he operates with an open-door policy. Cr. Holtorf asked if D/M Smith is still available to present to cabinet for August 20, 2018. D/M Smith advised that he can stay in Yellowknife if that's what Council wants. Mayor Napier-Buckley advised that the document will be done by Friday August 10, 2018 and that they would be meeting on Saturday the 11th. Cr. Tuckey would like clarification that D/M Smith would be returning to the community on August 21st, 2018 and is able to chair the Council Meeting for that date. D/M Smith advised that he is not sure as he may have to stay a day longer to present to the Standing Committee on Social Development.

Recommendation

Motioned by: Cr. Kikoak

Seconded by: Cr. Holtorf

That Council hire a Special Projects Communications Officer for our communications and follow-up for the NWT Post-Secondary Education Committee.

CARRIED UNANIMOUSLY

4. Finance

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Accounts Paid Part I for the period ending July 31, 2018, totaling \$820,028.44 be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note Second Quarter Variance Report – The briefing note and report was reviewed. The Director of Corporate Services advised the preliminary 2018 Second Quarter Variance is complete and presented to Council for review. This document outlines the Town spending for the first six months of 2018. Initial review shows that all budgets (General, Utility, Land Development and Environmental) are within budget. Recreation Revenues continue to be below that of previous years; these are being reviewed to determine where the shortfall is. Initial indicators are that revenues have been dropping since at least 2016; we are currently in the process of rationalizing attendance, attendance tracking mechanisms, revenues, programs and program use, rate increases, and payment mechanisms (i.e., memberships versus drop-in passes) to determine whether use is dropping (potentially due to types of programming offered) usage is changing (i.e., more drop-ins, fewer memberships) or attendance tracking is inaccurate, as current indications are that the decrease in revenue is not associated with a decrease in attendance. Utility costs, specifically heating, are overspent; due to a long, cold winter and an increase in heating fuel costs. The Public Relations and Council Travel budgets are also seeing spending pressure and will be monitored. Arctic Winter Games has resulted in overages in several areas including Salaries & Wages and facility operating costs. Vehicle Repairs & Maintenance costs are up; work is currently underway to procure several new fleet vehicles. Cr. Holtorf asked where the overall budget is if there is a surplus or deficit. The Director of Corporate Services advised that there is no overall surplus or deficit because of the way this report is done which is a variance report. The flow of revenues doesn't always match flow of expenses. Cr. Holtorf asked if he went to each cost center he can get an overall surplus or deficit. The Director of Corporate Services confirmed. D/M Smith asked if the software at the Recreation Centre will be updated to calculate the users and revenues. The Director of Corporate Services advised that all of those are being reviewed and discussed with senior management.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That the Second Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

5. Administration

- a. Briefing Note Appointment of Returning Officer – The briefing note was reviewed. Director of Corporate Services advised that the municipal election is occurring in October and that requires Council to appoint a returning officer. In 2015 and 2012, Margo Harney was Returning Officer for the Municipal Election. Ms. Harney was also returning officer for the arena plebiscite vote in 2014. A formal motion of Council is required to officially appoint Margo Harney as Returning Officer for the 2018 Municipal Election. Deadline for appointment of the Returning Officer for the 2018 Municipal election is August 27, 2018. The date for the 2018 Municipal Election is October 15, 2018. He added that there is an appendix attached to the briefing with further information. Cr. Patel asked if there is an honorarium for this position. The Director of Corporate Services advised that there is a honorarium and she is also responsible for recruiting poll staff who also receive a small honorarium for election day. Cr. Patel asked about the amount and if the policies needs to be reviewed. The Director of Corporate Services advised that there has never been an issue with the amount and is within budget and does not foresee that as an issue this year.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Holtorf

That Margo Harney be appointed the Returning Officer for the 2018 Municipal Election.

CARRIED UNANIMOUSLY

- b. Briefing Note SCES Program – The briefing note was reviewed. The Director of Corporate Services advised that briefing note highlights that ECE come to the Town and advised that the Town will be now administering the SCES program and will not be provide additional funding to do so. He advised that Administration did meet with the Superintendent of ECE and voiced our concerns with this being thrust upon the Town. He indicated that the concerns brought forward were that as the Town we are closest to the public and are not comfortable conducting means tests on our residents. This also makes us responsible for the expenditure of this fund. Administration expressed his concerns with the minister of MACA who was not aware of that department putting that fund on the Town. At which time the superintendent came back to the Town and offered a 15% administration fee to administer the program. He advised that the fee was not a sufficient amount for the Town to administer the program and ECE will continue to administer the program. D/M Smith asked if the position of the Town is not to take on this program and leave that with ECE. The Director of Corporate Services advised that is the position of the Town and that the funds are not sufficient to administer and be accountable for the program. We are also too close to the community to make those decisions. Cr. Holtorf asked if the band would be approached to administer the fund too and what does it consist of. The Director of Corporate Services advised that ECE felt that since we are closer to the situation that the Town would have a better sense of what is required in the community in the sense of employment, we have a EDO that may have an employment strategy and figured that we could administer this program. As far as the Town is concerned that the Town does not have an employment strategy and that is something that ECE should be developing. Cr. Holtorf asked if this is a new program. D/M Smith advised that there has been a confusion as the program is targeted for small communities and not regional centers. He added that the Fort Smith and Hay River was not eligible for this fund. He thinks now the department is trying to get rid of the program and thought that maybe a municipal government would be better able to handle the program with their resources and third-party funding. The problem they are finding is someone to administer this program. The Director of Corporate Services advised that this is a program that is provided to employers to top up minimum wage. The program is not significant enough for the Town to be engaged in the program and that there is a presence of ECE here who can administer the program. The risk, time and resources are not worth pursuing the program. Cr. Holtorf asked how the needs assessment are completed to determine the type of training that is required for education. The foundational review specifically pointed out that every ECE department are the ones that incorporate, gather, and recommend the overall training plan for the region which is being integrated with the territories. This is giving up something that ECE needs to have ownership of to point the direction so there is a bit of play here. How is ECE going to do that if they let this piece go to get an idea of what is needed for training. D/M Smith thinks that is an excellent observation and that should be incorporated into the position paper and how well ECE is operating their own department.

6. Other Business

- a. Correspondence – The July 2018 correspondence was reviewed. Cr. Patel asked where the four-way stop suggestion is located. The Director of Corporate Services advised that it is corner of Winter, Klondike and Field Street. D/M Smith asked if Administration can circulate that suggestion and if a briefing note could be added to the Municipal Services agenda.

Cr. Holtorf asked for an update on the Asset Management System project. The Director of Corporate Services indicated that we did put out an advertisement for an Asset Inventory Specialist and were unsuccessful with that competition. There are considerations of advertising in the fall for that position. The MACA pilot project is continuing because we have

been unable to provide them with a list of assets and we have been removed from their pilot project list. The program is moving forward, and we are still one of the community's that will be participating in that. They are currently in the process of loading the data we have into their system. He advised that he did complete an 8-week course on asset management. As part of the course there were a number of new initiatives that have been identified to form an asset management plan and hopefully, we are bringing a more comprehensive budget for that. Cr. Holtorf asked if there is no current year budget for that. The Director of Corporate Services advised that there is a budget for that item indicated in the capital budget which will need to be reviewed. Cr. Holtorf thought a lot would be done already as he thought the Northern Insurance Program collected a lot of that information. The Director of Corporate Services indicated that is an important element and that MACA is entering all the data we have from the insurance program. There is another level of information that is required as far as condition assessments and more detail of specific components of buildings, we need to gather that information and don't have the resources to do that. The component to that asset management discussion is the discussion of service levels and what is the service that we are currently providing and take all items into considerations. Cr. Patel asked if there was a response received on the invitation letter that was sent out to Cabinet. Mayor Napier-Buckley advised that they were supposed to meet on Friday and was supposed to get back to us she will follow up.

b. Licensing Report – The July 2018 licensing report was reviewed.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Kikoak

That Cr. Dumont be excused from the Corporate Services Standing Committee meeting of August 7, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be September 4, 2018. Cr. McArthur is not here for sept 4.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 7:58 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING July 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33972	Employee	NWT fire chiefs conference	\$ 1,958.50	FD
33973	Fort Smith Construction LTD	Contractor end dump to haul cover material @ landfill	\$ 3,948.00	PW
33974	Fort Smith Construction LTD	Landfill earth works cover and stockpile of cover material	\$ 27,300.00	PW
33975	Parks Canada	Canada Day float 1 st prize commercial/government	\$ 150.00	Canada Day
33976	NWT Power Corporation	Power bills	\$ 33,548.91	Multiple
33977	Salt River First Nation	\$128.70 Treaty Days auction credit card payments [R]	\$ 7,446.30	AD
33978	BMO Mastercard	Jim Hood Statement	\$ 2,624.63	Multiple
		\$1287.22 Bell phone bill		
		\$30.10 Interest charge		
		\$1273.14 Bell phone bill		
		\$34.17 Interest charge		
33979	Employee	Reimbursement - purchase part for fire truck	\$ 665.60	FD
33980	Fort Smith Paddling Club	Canada Day float 1 st prize organization	\$ 150.00	Canada Day
33981	Union of Northern Workers - Local 2	Canada Day float 3rd prize commercial/government	\$ 75.00	Canada Day
33982	Fort Smith Mower Racing	Canada Day float 2nd prize organization	\$ 100.00	Canada Day
33983	Buckley, Barry	Fish for Canada Day	\$ 2,500.00	Canada Day
33984	Palmer, Robert	Circus camp	\$ 5,435.00	RCC
33985	Northwestel	Phone bills	\$ 838.66	Multiple
33986	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$ 43,608.84	
33987	NTHSSA - Fort Smith Region	Canada Day float 2nd prize commercial/government	\$ 100.00	Canada Day
33988	GNWT-Taxation Division	June school tax [R]	\$ 226,917.78	
33989	Dewolf Artworks	Shirts for summer programs/VIC uniforms	\$ 1,529.57	RCC
33990	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
33991	Maskwa Engineering Ltd.	Engineering services	\$ 1,443.75	AD
33992	BMO Mastercard	Keith Morrison Statement	\$ 4,932.32	Multiple
		\$60.85 RAB lunch meeting June 4, 2018		
		\$60.85 SDAB lunch June 7, 2018		
		\$124.51 Mail drop public meeting June 11, 2018		
		\$217.14 AC lunch meeting June 11, 2018		
		\$60.85 TTAB lunch meeting June 13, 2018		
		\$1359.52 PPE for bylaw officer		
		\$96.72 Lunch meeting W/ MLA June 25, 2018		
		\$11.20 Indigo online purchase		
		\$73.72 interest charge		
		\$87.10 SDAB lunch meeting May 3, 2018		
		\$60.85 RAB lunch meeting May 7, 2018		
		\$2480.55 Registration fees for Mayor and Deputy Mayor for FCM Conference		
		\$60.85 TTAB lunch meeting May 17, 2018		
		\$177.61 Interest charge		
33993	BMO Mastercard	Paul Kaeser Statement	\$ 4.85	Multiple
		\$4.68 Interest charge		
		\$0.17 Interest charge		
33994	Northwestel	Internet/Phone bill	\$ 4,574.12	Multiple
33995	BMO Mastercard	Cynthia White Statement	\$ 3,685.13	Multiple
		\$16.21 Interest charge		
		\$1053.89 United cycle baseball		
		\$1820.00 Summer program supplies		
		\$190.00 Library Software		
		\$274.66 Brochure mail out to regional VIC's		
		\$276.14 Summer programs		
		\$53.55 United cycle		
		\$0.68 Interest charge		
33996	TDC Contracting	Gas, bobcat hoses, drive belt	\$ 3,206.59	Multiple
33997	Cleartech	WTP supplies	\$ 6,601.18	WTP
33998	RDV Mechanical	Garbage truck service, grader repair, bylaw maintenance	\$ 6,147.51	Multiple
33999	Customer	Refund-cancelled development & business license	\$ 282.50	AD
34000	Seton	First aid supplies	\$ 470.87	RCC
34001	Cascade Graphics	Explorer guide brochures	\$ 5,211.41	AD
34002	Investors Group	July Contribution [R]	\$ 200.00	
34003	Paul Kaesers Stores LTD	Materials/supplies	\$ 3,089.00	Multiple

34004	Lou's Small Engines	Propane, parts for riding mower	\$	585.75	PW
34005	Link Hardware	Materials/supplies	\$	3,674.53	Multiple
34006	Territorial Beverages LTD	Pop order	\$	785.79	RCC
34007	Customer	Canada day sound	\$	1,300.00	AD
34008	Wally's Drugs	Summer/daycamp program supplies	\$	399.36	RCC/ASCP
34009	Town of Fort Smith	July Payroll Deductions [R]	\$	947.07	
34010	Freund Building Supplies	Materials/supplies	\$	6,656.06	FM
34011	Receiver General	Payroll tax deductions (TAX, CPP, UIC) [R]	\$	47,167.62	
34012	Lifesaving Society	Pool Supplies	\$	613.59	POOL
34013	Princess Auto	Pressure washer	\$	1,505.66	PW
34014	Public Service Alliance of Canada	July union dues [R]	\$	4,555.55	
34015	Thyssenkrupp Elevator	Maintenance	\$	1,216.69	RCC
34016	PWK High School	Plaque for PWK grade 8 award	\$	25.00	AD
34017	GNWT-Taxation Division	July payroll tax [R]	\$	6,609.62	
34018	NWT Softball	Softball fees	\$	550.00	RCC
34019	Northwestern Air Lease	Canada day fish freight, freight	\$	349.49	Multiple
34020	NEBS Pension Fund	August premiums [R]	\$	33,696.82	
34021	Cab Construction	Repair light fixtures, sprinkler system	\$	2,376.12	PW
34022	Fire Prevention Services LTD	Annual inspection & service on sprinkler system	\$	1,575.00	PW
34023	Customer	Refund- business license application	\$	125.00	AD
34024	Fort Smith Metis Council	Hall rental, June 5, 2018/Refund for bingo license	\$	1,530.00	AD
34025	Fort Smith Animal Society	Reimbursement-euthanasia fees	\$	577.50	AD
34026	NTHSSA - Fort Smith Region	Employee vaccinations	\$	444.00	BYLAW
34027	DB Perks & Associates DBA Commercial Aqua	Pool chemicals	\$	7,108.05	POOL
34028	Globalstar	Satellite phone bill	\$	163.88	AD
34029	GNWT-Health & Social Services	Marriage license fees for June 2018	\$	32.50	AD
34030	Elite Sportswear	Uniforms	\$	1,473.47	RCC
34031	Mercury Sign Art & Design	Parking signs for bylaw	\$	182.70	BYLAW
34032	Wesclean Northern Sales LTD	Materials/supplies	\$	2,782.18	RCC
34033	NEBS Group Insurance Fund	August premiums [R]	\$	10,557.55	
34034	Pitneyworks	Postage Refill	\$	1,575.00	AD
34035	Mackenzie Recreation Association	Membership fees	\$	200.00	RCC
34036	Chase's Pit Stop	GAS	\$	640.10	BYLAW
34037	Nu Mechanical	Repair mens bathroom @ RCC	\$	157.50	RCC
34038	AECOM Canada LTD	Water license compliance issues/ FS water & sewer project	\$	20,116.17	AD
34039	Infosat Communications	Satellite phone bill	\$	169.22	FD
34040	Town of Fort Smith Employees Association	Staff Contributions for July [R]	\$	316.00	
34041	Arctic Alarm Diamondtel	Alarm monitoring	\$	119.60	AD
34042	Cam's Husqvarna Sales & Service	Repair of small equipment, trimmer lines	\$	134.83	PW
34043	Arctech Computers	Offsite back up service	\$	866.67	AD
34044	McLennan Ross	Legal fees	\$	161.96	AD
34045	Fields	Daycamp supplies	\$	572.22	RCC
34046	Office Solutions	Materials/supplies		1126.88	RCC
34047	Employee	Reimbursement-coveralls	\$	110.25	FM
34048	Hay River Heavy Truck Sales LTD	Ambulance material	\$	201.60	Ambulance
34049	David Nairne & Associates LTD	Strategic plan	\$	5,470.61	AD
34050	Liberty Security	Annual security monitoring	\$	667.67	PW
34051	Smart Communities Society	Refund of credit balance on AR acct	\$	301.75	AD
34052	Nu-Media Display Systems Inc.	Electronic sign	\$	11,266.50	RCC
	Payroll	July 6, 2018 pay period	\$	106,233.54	
	Payroll	July 20, 2018 pay period	\$	128,787.80	

\$ 820,028.44



Town of Fort Smith
Community Services Committee
Tuesday, August 14, 2018, at 7:00 pm

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

1. Call to Order

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

2. Review

- a. Agenda – The agenda was reviewed.

Cr. Patel entered the meeting.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Bell

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

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

Cr. Kikoak entered the meeting.

Cr. Holtorf would like to thank and congratulate the organizers for the 50th commemorative Fort Smith Landslide event. He advised on what a tremendous job done by the organizers and thanked them for taking the initiative to do this event.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed.

3. Recreation

- a. Recreation Services – Administration advised that the Director of Community Services is on holidays and that he has invited the Acting Director of Community Services. Administration welcomed questions from Council and advised that the Director of Community Services can address the statistics upon her return. He advised that they are analyzing the procedure on obtaining statistics particularly door entries. The reason being is that they are finding that parents are dropping off kids, leaving and coming back to pick them up increasing the number of entries which is not necessarily accurate. This process does not provide a real picture of how the programs are being utilized. There is a briefing note being presented which will address the restructuring of how we run the operations of the recreation building. He highlighted that there was also dialogue in the briefing note that was brought to the Corporate Services Standing Committee meeting on trying to better relate facility usage to revenues. We are coming at it from a number of different directions to rationalize how to better count the usage. One of the things we are finding is added pressure from JBT Elementary school with the change in the school scheduling as indicated in their new school year calendar, every Friday will there is only

a half-day of school. This is adding pressures on providing more programming every Friday afternoon for the elementary school children. He welcomed questions or concerns from Council.

Cr. McArthur advised that there are posts on Facebook of a school teacher that is moving to Fort Smith, who will be opening a Daycare and asked if she has applied for a business license and got all the necessary paperwork completed to open this Daycare. Administration advised that he does not recall processing a business license but will check into that and will also have to check if there has been a home occupation permit submitted. He added that she would also have to follow the necessary requirements set by the Department of ECE to open a Daycare Centre. Cr. McArthur advised that the lady did receive a lot of inquiries and if she does not complete all the required documentation and is unable to run her Daycare there will be a lot of parents without childcare. Cr. Holtorf advised that he interpreted the Facebook posts much more of a Daycare Centre but more of a preschool.

- i. Recreation Statistics – The July 2018 recreation statistics report was reviewed.
- ii. Pool Statistics – The July 2018 pool statistics report was reviewed.

4. Library

a. Library Services

- i. Library Statistics – The July 2018 library statistics report was reviewed. Administration advised that the Director of Community Service will speak to two months' worth of statistics upon her return and welcomed any specific questions.

5. Administration

- a. Briefing Note Sponsorship Policy – The briefing note and draft Sponsorship Policy was reviewed. Administration advised that there are three briefing notes and there are weighty documents and is not looking for a recommendation or a motion from Council. The documents require dialogue, review and digestion and suggested to forward to the bylaw committee for review. He advised that the reason the documents were brought to Council is for Council to review them and start thinking about each and thinks that we could start looking at mechanisms to review each document individually. Specifically, with the Sponsorship Policy, what we are trying to do is create a framework with which private sector businesses can sponsor the Town. We do experience people, organizations, businesses that would like to sponsor the Town in a number of ways and in return they request a number of different things. What we want to do is create a policy that will allow us to do that and capitalize on it as well as include those that have provided sponsorship in the past. What we are trying to do as well is create a document that takes out the emotions and gives us the tools to process these requests. He added that it's hard to create a document that would address all of the different types of sponsorship and satisfying unknown requests and so we have put in words that acknowledges this as a living document. He advised Council to review the documents provided and think about where changes could be made and requested direction from Council on where to have that discussion. He welcomed questions from Council. Cr. Holtorf advised that he has looked into initiatives made with other jurisdictions and suggested that the Town explore mechanisms of creating an art policy. He advised that generally how arts policies are funded through 0.5% of capital funding per year. He added that this is an initiative that is becoming quite popular in other places. There are opportunities to have arts and crafts donations and placed in facilities. He advised that there were also suggestions of having Fort Smith named as the art capital of the North and asked what do we have to stand on in that regard. He indicated that with the community being a college-based community what do we have for art in this community. This may also give us the opportunity for funding proposals. He commended Administration

on the work done on the documents. Administration thinks the Sponsorship Policy is kept broad to include artistic sponsorship as well. One of the reasons we are stalled in the parks and programs project is to give local contractors sponsorship opportunities. He advised that he did have plans to bring forward some large art work initiatives to engage local artist in contributing to large projects such as the cemetery expansion. The other thing is that the Arena is bland and would like to add artwork, honor walls etc. but is on hold pending the sponsorship policy so that we can go and work with the public to get sponsored art for the walls. Another place that was considered for a commissioned community contribution is the park in front of Northern Lights with the removal of the statue. Cr. Patel liked the policy and thinks that it is a good document. She brought attention to section 4 and that she would have had a concern but was satisfied with the wording eliminating her concern. She indicated that with wealthier organizations sponsorships could be skewed and opportunities given to bigger organizations but the wording eliminates that concern. Cr. Kikoak indicated that there was a sponsorship from the Daniels family for a stage for Conibear Park. She wondered if we approached them with the downtown development plan for Conibear park and asked if that is something that should be done. Administration advised that the Daniel's family did approach him and offered a music memorial. He advised that there was no discussion of a dollar amount. He added that he was also approached by Mr. Labine who would like to donate a large Conibear Trap to be placed in that Park. He advised that he didn't have the backing of a document like this policy to properly enter into dialogue with these individuals. He envisions a more focused public engagement when the policy is adopted. Council agreed to have the document forwarded to the Bylaw review committee.

- b. Briefing Note Healthy Foods Policy – The briefing note and draft Healthy Foods Policy was reviewed. It was noted that Minor Hockey, who does a great deal of fundraising through the canteen that we donate, feels that if we force them to make more healthier choices available their revenue will reduce and that will directly result in higher cost to play hockey. He advised that is not the intent and knows that Council would certainly not put a policy in place to do that. The purpose of this policy is to give us the ability to have dialogue with vendors on Town property to make healthier options more available to youth. He advised that he has consulted with a number of coaches who have dialogue with their athletes, talking to them about healthy practice, eating and living. This policy would allow for that healthy lifestyle for athletes by providing extra healthy options but not eliminating the current food that is provided by the vendors such as fries. There are no intentions of removing the deep fryer but rather providing healthier options in addition to the snack options. He is not looking for a recommendation or motion on this policy but to review and decide on how Council wants the dialogue to happen. Cr. Patel thinks this is a good start and that this may create some culture change but is not forcing vendors to take anything off the menus. She suggested offering a label that provides information on healthier options availability. Cr. Holtorf indicated that Council has passed a helmet bylaw that we don't enforce. He does not want to get into this area in terms of enforcing a bylaw. We are not enforcing what we have but can certainly encourage it. Cr. McArthur agreed with Cr. Holtorf. Cr. Dumont agreed with him as well. Cr. Dumont advised that he has been involved with preparing food in the Arena and has heard this every year as people talk about removing the deep fryer. Having the type of food people want is important for revenue generation. He suggested offering healthy food in addition to what is already available. We have to have what will sell. Council agreed to forward the document to the Bylaw Review Committee for discussion.
- c. Briefing Note Smoking and Cannabis Use Bylaw – The briefing note and draft Smoking and Cannabis Use Policy was reviewed. Administration presented the bylaw and advised that previous discussion has forced us to

review the smoking bylaw. In speaking with the GNWT they have a level of authority and authorization in the legalization of Cannabis in such that they are going to have territorial legislation. The Cannabis legislation will mirror the smoking legislation in terms of usage and will be distributed through the same legislation as liquor. This legislation will be enforced by an Environmental Health Officer who is located in Hay River and is vacant. We don't want to get into the enforcement issue and having the Bylaw Officer enforce that as they are not providing additional funding to do so. We do have the authority to expand on the territorial legislation which we have done with this bylaw. This bylaw was copied from the City of Yellowknife's bylaw and changed accordingly. The changes that have been made are aggressive and that there will be no Cannabis smoking on any Town properties. This is before Council and you may wish to soften the document but that is the will of Council. This is the full stop and full enforcement document. This bylaw will be enforced by the Bylaw Officer and anticipates no enforcement issues. Administration is not looking for any recommendations or motions and is providing the document for review. Cr. Holtorf asked for clarification and if there should be 100% mirror of the smoking bylaw on Cannabis use. He was unsure if the current smoking bylaw covers all the parks, play grounds and trails. He indicated that in some places they include a parameter outside of park and have designated smoking areas. Cr. Patel thinks that cannabis needs to be separated from smoking and defined separately and that different things provided such as designed smoking areas. Cr. McArthur advised that there are some buildings that have extended smoking distances from the entrances. He indicated that the smell of cannabis is stronger than regular cigarettes wherever Cannabis smokers go will have to be different than cigarettes smokers. Administration advised that employees are not allowed to smoke cannabis as that will be treated as them being under the influence. There is no requirement to accommodate smokers in WSCC regulations. The current legislation is that people have to be smoking a certain distance of the entrances building and that we are not required to provide designated smoking areas or ash trays. Cr. Kikoak knows that student services at the Aurora College has been discussing this and has done some analyzing to change the designated smoking areas. She suggested on asking them for information on how they approached this issue. Cr. Holtorf asked for clarification on the territorial bylaw status. Administration advised that the document is not a territorial draft and does not know the status of their legislation. Council agreed to have the draft bylaw forwarded to the Bylaw Review Committee for discussion. Cr. Kikoak asked if the Towns properties are close to the same as the City of Yellowknife as the template bylaw may be more accommodating to Yellowknife and not work for Fort Smith as we have a lot of land and authority over that land. Administration couldn't speak actual numbers but advised that the bylaw review committee could pull that information.

- d. Briefing Note Community Services Level of Service Increase Request – The briefing note was reviewed. Administration advised that this is not a level of service increase request but there is a level of service increase which is tied to a department reorganization. He advised that we are seeing increased usages in the Recreation Centre, Library, and Arena which will continue to increase with JBT being closed every Friday afternoon. We need to create an environment to increase programs to accommodate kids hanging out at the facilities. We need to add more staffing to accomplish that. We saw the resignation of the Aquatic Lead, which a difficult position to staff, as the Town does not offer relocation assistance, and these are for specific requirements of that position. So, we started to look at the organizational chart to eliminate that position and get other staff to pick up those responsibilities. With the reallocation of that budgeted salary that would provide for more programming positions. He advised that employee leave is a contributing factor to the salary overages as we have to hire staff to cover for employee leave. There are no backups and the recreation department have to have staff fill in for those on leave or programs and

facilities are closed. He did advise that there is a request asking for additional funds to cover these overages. He brought attention to page two in the briefing note and advised that in 2015 prior to the change of employee statuses we paid an additional \$10,000 for leave and the change-overs from casual to part time the costs went up to \$30,000 and that's the cost to offer staff benefits. The reorganization includes two organizational charts. The aquatic lead has been removed from the current organizational chart, and we have more a matrix managed system. In the proposed organizational chart, there is an administrative lead hand that will handle human resources, administration and other necessary paperwork. There is also a separate position of the programmer who will be handling all programming. With the elimination of the aquatic lead position there is opportunity to allocate more resources to programming. There is a second chart included with the briefing note that highlights the program current allocation against the proposed allocation. Summer school allocations will be changed to address the increased usage of that program. There is an increase allocation to special events to accommodate the increased activities. There is an increase to adult programs. This is all a result of a reorganization of the department and so there is no real money going into this additional increase of programming initiative. Ultimately the briefing is asking the approval of the reorganizational chart and the increased budget to accommodate the overages in salaries.

Cr. McArthur asked that in the case that we don't receive the funding from MACA if Administration has a backup plan to cover the funds. Administration advised that this is responsible budgeting as the funds have been getting spent anyways with the overages every year in salaries and wages as we don't budget for staff leave. The problem is we normally do not provide back up for those that are on leave, but we can't do that at Recreation Centre. We would have a lot more closures and reduced programs.

Cr. Holtorf has no problem approving. He indicated that one of the benchmarks that he used to follow is that we had the Director of Hay River coming to Fort Smith for a number of months acting for recreation staff. This acting Director had the background of familiarity and brought to light there was a 90% of congruent with our facility and services in similarity and that our budget is quite a bit larger. The acting Director also tried to find mechanisms taking into considerations that Hay River a similar mandate and accounted for 1000 more people. Cr. Holtorf wondered on the status of Hay River in terms of operation of the pool. He asked if we have some other reference to go by and suggested considering comparing to the Hay River pool as there are a lot of similarities. Cr. Patel thinks that is good points by Cr. Holtorf and thinks that it's important to get information from staff that are affected. She has no issue with the reallocation of funds as we are filling a lot of things done by GNWT like the JBT half days. She liked the idea of converting staff to part time positions and thinks we need to make sure that entry level staff have a mentor as for many of them this is their first job. She thinks that it is important to have mentorship and training for staff. Administration advised that normally he would bring this in camera, but all employees have been consulted with that's why he is comfortable with talking about it. Senior management received good feedback from the staff and are in support of the reorganization. He added that the aquatic lead was a mid-level position and not a senior management position and we are making supervision and mentorship available to all the staff. With the reorganization it does offer the ability for staff to progress within the organization and so they feel valued and not thinking they are stuck in a dead-end job. The Acting Director of Community Services would like to reiterate that the staff have reviewed the document and are fully on board. The pool will be in good hands in that sense. We do have life guards there that are qualified to do the job and be able to go into leadership roles.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That Council approve an increase of \$35,000 to Recreation and Community Centre wages budget to offset the cost of back filling positions as a result of leave and that this increase become a part of the yearly budget process to ensure that sufficient wages are available to support daily operation of the facility; and

That Council approve the recommended re-organization of the Community Services Department, including removing the Aquatic Lead Position and reallocating wage to increase Recreation Assistant – Programs PY and Lifeguard/Instructor PY.

CARRIED UNANIMOUSLY

- e. Briefing Note Road Closure – The briefing note was reviewed. Administration advised that the Recreation Centre is running this event and will be completed in the same sense as a mud run. The Acting Director of Community Services advised that this is year one of this initiative and will see how this works out. He is getting feedback regarding age groups, running groups and challenges. The road closure would be for the finishing of the event and would increase safety for the participants. Cr. Holtorf asked how will the age category work. The Acting Director of Community Services advised that this event will be open to those 16 years of age and older.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by:

That for the reason of public safety during the Mad Bison Run Event, Council approves the road closure from the corner of Mackenzie Avenue and Breynat Street, Marine Drive to Wolverine Street, Wolverine Street and the Boat Launch Road on August 18th from 10:00 am to 1:00 pm.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Mayor Napier-Buckley and D/M Smith be excused from Community Services Meeting on August 14, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 11, 2018.

8. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Patel

That the meeting be adjourned at 8:20 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, August 14, 2018 at 8:15 pm.

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

1. Call to Order

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

2. Delegations

- a. Lorraine Tordiff – Lorraine made a presentation to Council. She acknowledged that there is a time limit and requested she be granted additional time to do her presentation. She indicated that there are two issues to be dealt with in her submission. The first being the block that occurred on February 18, 2018 on the ninety degree angle on the sewer where it connects to the Town's main. She indicated that as stated in the chronology provided that the problem clearly occurred beyond her property. The second issue arises from a video that was taken by West End Ent when they cleared the line. The video shows what appears to be a problem in the sewer main.

Mrs. Tordiff is seeking relief under the Town of Fort Smith's bylaw 697 to be compensated for costs incurred to clear the sewer line that became blocked on that portion and land under the jurisdiction of the Town. She advised that as soon as she became aware of the problem she took steps to remediate the damage by immediately calling professional to attempt to remedy the situation, notifying Town officials including the SAO and Mayor of the problem. Throughout the process she has taken all reasonable steps to address the problem and to keep the Town officials informed though she was not given that same courtesy. She advised that she had to vacate her home for 14 days though she was told by Administration that it was not a priority and they were too busy to deal with the matter. She indicated that Council is also made aware by the documentation provided that the professionals involved have indicated that the block occurred at the ninety degree angle where the sewer line from her home connects to the Town's main. She indicated that she had to pay approximately \$6,404.25 to two of the professionals and is awaiting a bill from the third plumber. She indicated that she complied with the Town's bylaws and believes she is entitled to be covered under the insurance that she contributes to on her utility bill. She is seeking an immediate remedy to the situation and compensation and calling for Council to direct Administration to uphold Bylaw 697 and 705 and ensure that she is compensated accordingly. She is also asking for a refund on her utility bill for the days that she had to be out of her home. She indicated that in the package she provided there is a letter, chronology of events, bylaw 697, and two bills from contractors. She advised that she received a good response from the fire department and crew from the water treatment plant. She was happy with their response. The difficulty that she ran into was with administration. She believes she is entitled to compensation under the insurance that exists for this purpose. There must have been a mechanism to help her to do that, she filled in the form provided in the appendix of the bylaw but that there was nobody she can submit the form to as there was nobody interested in pursuing the matter. She indicated

that when the incident occurred the Director of Municipal Services was out of the office and no one to respond to her calls. She was informed that there was no one acting for the SAO at the time who was also out of the office. She advised that it was several days before she would speak with administration. She advised that she was referred to the Director of Municipal Services who helped her deal with the issues indicated in the video. The Director of Municipal Services called her recently to advise that the line has been videoed again and everything is intact and in good condition. The only reason why she felt it necessary to bring the video to the Town attention because it looked like there was a problem in the Town`s main. There is an object in the video where the plumber thought there was debris falling at the angle causing a blockage. Mrs. Tordiff presented the referenced video showing the ninety degree angle and potential cause of the blockage. She advised that to date she is \$6,404.25 out of pocket that she had to borrow. She is asking the Town to give her a break with the insurance she pays every month. She thinks she is complying with all of the requirements of the bylaw.

Cr. Patel asked for information on the document that Mrs. Tordiff completed and if it is from her own insurance company. Mrs. Tordiff advised that the form is a claim form included in the appendix of Bylaw 697. She indicated that this form needs to be received by the insurance company from the Town and she acknowledged that she would have to pay a \$500.00 deductible. She thinks she is entitled to the claim and meets all the requirements. She doesn`t believe this will be any expense to the Town and will be paid by the insurance company. She advised that there was a worker that came out on a Sunday and acknowledged the cost of call out fees. Cr. Patel advised that with more information provided by administration she hope this will move to the next steps to have this resolved.

Cr. Kikoak asked if the blockage was identified. Mrs. Tordiff advised that the contractor thought it was debris built up over time causing the blockage at the ninety degree angle of the pipe. She advised that the local plumbers could not fix the problem as it was too far out and she believes it is beyond her property line. She indicated that the blockages have been cleared and she can`t prove that statement.

Cr. Bell thanked the delegation and hopes that Council can come up with some resolution.

Administration asked if Council would like a briefing note on this issue. Council confirmed.

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of July 10, 2018, were reviewed and were adopted at the Council meeting of July 17, 2018. Cr. Patel asked if there is any date set for the follow up of the strategic plan. Administration advised that the Mayor met with planner and provided her with information collected from council. She has been directed to finalize the document.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that are a couple of initiatives underway. He advised that there is currently a tender that has gone out to purchase some light fleet. The cemetery expansion is currently underway. The landfill expansion project is currently delayed because it was fundamentally over budget. He advised

that is being reviewed and will be brought back in the next capital plan. The tenders just closed to the community's water and waste water initiatives and that project will commence in the fall. He advised that the pavers that were planning to come to the community for local projects are most likely not coming until next year. We have developed a paving list and will likely happen next year with the water and sewer project. He advised the request for proposals for the slope stabilization project is being finalized. He advised that we did receive the funding from the federal government to complete the design work. He added that we currently don't have the funds to do the work and will probably have to partner with the GNWT as most of the problematic lands are commissioners land. We have also tied the project to climate change and hope to assess funding in that regard. He advised that he has received the final report from the Arctic Energy Alliance on the energy audit which provided many good recommendations on work that we can do with short pay back periods. He anticipates the 2019 capital budget will include a block of energy efficient items on a lot of the Town buildings. We are working with the consultant to get our design standards underway for development on parks and play grounds. There are lots of little things underway such as gravel procurements. Cr. Holtorf asked if the plans to have water and sewer services extended to SFRN and if there are any plans to piggy back off of that project in anyway. Administration advised that we have been provided with the designs for that project and that SFRN plans to do a phased approach. The ultimate plan is quite large and we have reviewed all their plans. The consultant that they are using is the same consultant that got hired to do our water and sewer design project. As in any subdivision development, the developer is responsible to address any impacts on municipal infrastructure. The consultant has done a complete water and sewer flow analysis and identified our limits and capacities to produce water and identified weak points. We do have the capacity to fulfil the increased water usage but we don't have the ability to provide heat to that water, so there is a need to provide a second heat exchanger which they will be paying for. They will be supplying an expansion on one of the force mains at the lagoon. One of the things is that they are looking is to expedite services to the gas bar. This is an issue as the water tanks that they have out there are quite small. We have asked them to get bigger tanks as there are lots of calls out and are burning out our staff. With that are looking at installing piped services. Typically what happens is that the contractors build it to the Town standards and once this is in place the Town assumes ownership. But because this is being built on band land that ownership can't be transferred so he was unsure of what that will result in. We would have to develop an agreement on how to achieve that. We will have to review their designs to ensure they meet our needs.

Cr. Bell wondered if we would be lending out anything for the friendship festival this weekend. Administration advised that we are setting up the stage and taking it down for them. They are doing events at the bar. We are providing the stage, bbq, benches, and a bouncy castle. Cr. Bell advised that she will be supporting the event by volunteering.

4. Public Works – Cr. McArthur asked when the new Protective Services Supervisor will be starting. He also asked what project is the tearing up of roads on King Street included in. Administration was unaware of the reasons behind the road work and will check into it. Cr. Holtorf asked if the road to Bell Rock will be paved or be receiving calcium treatment. Administration advised that this year have chosen not to apply calcium treatment due to a transportation difficulty. The short term solution is to water the roads for dust control. Cr. Holtorf asked if the road to Bell Rock been watered lately. Administration advised that he was unaware of how they worked out the watering schedule but will check into that and provide information.

5. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes July 5, 2018 – The SDAB minutes were reviewed. Cr. Patel advised that the board accomplishes a lot in one hour. She advised that there is still no recommendation on how to address housing options and the possibility of restructuring lots sizes and plans. There was a good discussion on derelict properties and empty lots. An interesting discussion includes the taxation on vacant lots which could encourage people to either develop the property's or sell them. This may also affect the prices of privately held lots. Another thing that was identified was the gap between what people are willing to pay for property's versus what it cost private business owners to maintain housing. She advised that there was a document that is provided with the minutes with some good statistics on local demographics. She thinks a lot of what this comes down to is what people are willing to pay for rental units. The meeting was consisted more of discussion and no directives, she thinks that a recommendation will be coming forward from the meeting in the fall. Administration advised that the document provides statistics indicating that 40% of Fort Smith is subsidized housing and that 23% are seniors and don't pay property tax assuming seniors don't live in subsidized housing there may be some cross over in those statistics. That is a relatively disproportionate number compared to any other community in the NWT or in Canada.

6. Protective Services

a. Fire Department

- i. Statistics Report – The June 2018, statistics report was reviewed. Administration advised that the liberty security has been through the town and the increase in the number of security system is resulting in more false alarms. There was one report of a slip, trip and fall which resulted in WSCC claim and bruised tail bone. He advised that Tony Jones would be assuming the Fire Chief role as of September.

b. Ambulance Department

- i. Statistics Report – The July 2018 statistics report was reviewed. Administration advised that this was a busy month.

c. Bylaw Department

- i. Bylaw Statistics Report – The July 2018 statistics report was reviewed. Administration advised that the bylaw had a busy month. There were 11 strays brought to the Animal Shelter which have been adopted out. She will be going out for training on the radar gun in time for the opening of school. She also is preparing advertisements in that regard. Cr. McArthur approved the report.

7. Administration

- a. Briefing Note Four Way Intersection – The briefing note was reviewed. Administration advised that we can put up stop signs at the will of Council. Cr. Tuckey supports the motion as she was made aware from concerned residents that people don't stop for the yield signs and just drive through. Cr. McArthur advised there are many problematic areas with yield signs and that people drive through them and suggested changing all yield signs to stop signs. Cr. Holtorf advised that he can't support the total change as that is a problem with enforcement. Cr. Patel advised the she is fine with that suggestion and advised that waiting and gathering more information will be beneficial as that would give an opportunity to consider having stop signs in other problematic areas. Cr. Bell thinks that right now we should deal with this one in particular and deal with all yield signs later. She supports that spot be changed as there are lots of kids that play in that area. Cr. Kikoak indicated that Field Street increased in residents and knows that yield signs are useful in heavy residential areas

and that does slow the flow of traffic. She added that drivers also have to use their brains and not always have to be told to abide by these laws.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That council approve the two yield signs placed at the intersection of Field Street, Klondike, and Winter street be replaced with stop signs.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL

ABSTAINED – CR. KIKOAK

CARRIED

- b. Appointment of Acting SAO – Cr. Kikoak asked for the number of days off that was taken by Administration over the summer. Administration advised that he can gather that information and provide it.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That Jim Hood, Director of Corporate Services, be appointed

Acting Senior Administrative Officer from the period of Wednesday, August 22nd, 2018 at 1:00 pm to Tuesday, August 28th, 2018 at 8:30 am.

CARRIED UNANIMOUSLY

8. Other Business

Cr. Tuckey advised there was a Aurora College Committee meeting on Saturday morning where they discussed parts of the report. They were able to come formulate more information to be included in the response paper and will be forwarded to the consultant. She advised that the paper will be submitted before August 15th to the standing committee on Social Development. The report preliminary report is done and is awaiting the final version for review with the added information that was provided on Saturday. Cr. Kikoak indicated that we had put in a recommendation to have a Special Project Communications Officer for support and asked for progress in that. Administration indicated that it is a recommendation and is not a motion. He has requested information from the chair as the motion does not include clarity regarding Council's expectations of that position. Cr. Patel asked if the Mayor is the chair. Cr. Tuckey confirmed. Cr. Holtorf indicated that in the Mayor's absence as Acting Mayor do we have to do this in Mayor's absence. Cr. Tuckey advised that she will be communicating with the Mayor and will provide a better outline to Administration on what is required to be completed.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Mayor Napier-Buckley and D/M Smith be excused from the Municipal Services Standing Committee Meeting on August 14, 2018.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 11, 2018.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That the meeting be adjourned at 9:37 pm.

CARRIED UNANIMOUSLY



BRIEFING NOTE

To: Mayor and Council

Date: August 15, 2018

Subject: Amanda Spooner DPA-026-18 – Home Occupation Permit

Purpose:

Amanda Spooner has submitted a Home Occupation Development Application, DPA-026-18, to operate a day home from Lot 1384, Plan 1760, 445 Calder Avenue in Fort Smith. The property is owned by Tim Van Dam who has signed the application giving permission for the development.

Background:

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

Analysis:

Amanda Spooner has applied to operate a day home 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-026-18 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

RECEIVED

AUG 14 2018

Application No.

DPA-026-18

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Amanda Spooner Interest (if not owner):

Telephone: 867-621-0631 Email: warmthandwonder@gmail.com

Mailing Address: 445 Calder Ave, Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: Tim Van Dam

Telephone: 872 4077 Email: timvandam@gmail.com

Mailing Address: BOX 1002 FORT SMITH NT X0E0P0

Property Information:

Civic Address to be Developed: 445 Calder Avenue

Zoning: R1 Lot# 1384 Block# - Plan# 1760

or Certificate of Title:

Lot Width: metres Lot Depth: metres Lot Area: 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: \$

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

Aug 13 2018 Date

Owner's Signature (if different than applicant)

Aug 14, 2018 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, XDE OPO
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: day home
- 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: September 4, 2018



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

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 August 14 2018		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Amanda Spooner		Name of Business Warmth and Wonder Preschool	
Business Street Address 445 Calder Ave, Fort Smith		Legal Address Lot: Plan:	Mailing Address Same as FJ JV / SH / AM, business
Phone Number 867-621-0631		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 warmthandwonder@gmail.com		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	
<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 Dayhome, providing care for children 2 years and older.			
Date of Commencement (If New or Non-Resident): September 4 2018	Date of Termination (If Non-Resident):	Number of Employees 1 <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time	

COPY

I, Amanda Spooner, 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:

Warmth and Wonder Preschool
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: August 14 2018



BRIEFING NOTE

To: Mayor and Council
From: Administration
Date: August 15, 2018
Subject: Tordiff Sewer Service

Purpose:

To advise Mayor and Council regarding the August 14th Delegation by Ms. Tordiff.

Background:

First, some definitions:

'Main' line is the Town sewer line that runs down the middle of the street. Mains are on Town property and maintain a slight downhill grade towards a lift station or sewage lagoon, such that the sewage runs downhill to its final destination for treatment. The main in this instance is 12" in diameter. Mains collect sewage from the services that connect to them.

'Service' line is the line that runs from the resident's home to the main. Again, it maintains a slight downhill grade until it intersects the main, allowing the sewage to run downhill. Services cross from the resident's private property onto Town property. Services can intersect the main in two ways; they can come in the side or, as in the case of Ms. Tordiff, approach the main from above and bend downwards into the top of the main. Residential services are typically 4" in diameter.

Sewer backups can occur due to an issue with the main or an issue with the service. An issue with the service only affects one resident, while an issue with the main can affect all residents upstream; sewage backs up and makes its way up the main (called 'surcharge') up services, and into basements.

A service can cause a backup for two reasons:

No-fault - This is a situation where the service collapses due to age of pipe, sags significantly or comes apart due to ground movement, or is rendered unusable due to tree roots, etc. Repairs in these situations are expensive and require significant

excavation, removal and replacement of sidewalks and pavement, reinstatement of yards and fences, etc. Further, prior to the recent advent of cameras and video analysis of services and mains, it was impossible to determine whether a failure had occurred on resident or Town property. As such, the Service Interruption Insurance Bylaw was established that would pay for these expensive repairs regardless of whether the failure was on Town or resident property.

Negligence - This is due to improper operation and maintenance of a service. For example, introducing inappropriate substances and materials into the service (diapers, paper towels, grease, cooking oil, fat). These materials can cause blockage of the service. Whether this blockage occurs on the resident or Town side of the property line is immaterial, as the blockage is due to the action of the resident. Freezing of service is also due to improper operation and maintenance; residents are expected to run adequate water through their service daily to prevent freezing, and have this service performed if they are away during the winter. Again, whether this blockage occurs on the resident or Town side of the property line is immaterial, as the blockage is due to the inaction of the resident. What is typically seen is that a blockage occurs for a combination of reasons; introduction of inappropriate substances creates a partial blockage which makes freezing more likely due to the reduced flow.

The Town appreciates the significant cost and inconvenience associated with Ms. Tordiff's sewer backup. Upon notification of the incident, standard practice is to open the manholes both up- and downstream of the resident to see if the cause of the backup is due to the main or the service. As noted, the blockage of a main is much more significant than of a service. Upon examination, the main was flowing properly with no surcharge and no evidence of blockage. Additionally, we examined the main with a camera. The Town has video analysis from 2004 of all sewer mains in our system, complete with distances from each manhole to every residential service connection point. Further, our camera has a meter that measures distance. As such, we were able to accurately locate where Ms. Tordiff's service connects to the main. While the video is blurry (video was taken in the winter in a very moist environment) it adequately shows that there is no debris in the main and that Ms. Tordiff's service is in good condition where it connects to the main. It was obvious that the problem was with the service and, given the time of year, was most likely a freezing issue.

Fixing a frozen service requires specialty equipment able to deliver very hot, pressurized water. A jet head is introduced into the service at the residence and fed towards the main via a hose. The source of hot water (a tank, heater, and pressure pump) stays in the residence. As was noted during Ms. Tordiff's delegation, the freezing was in her service at the bend where it connects to the main (this makes sense, as liquids and solids tend to separate when they accelerate or decelerate at a change in grade or direction, resulting in deposition of grease, etc., at the bend). Unfortunately, the heated water used for thawing drops in temperature the further the jet head is from the heater, and there are no contractors in Fort Smith with

equipment of sufficient capacity to thaw long services. Town staff dedicated significant time and equipment, free of charge, to support local contractors in their efforts to thaw Ms. Tordiff's service.

Eventually, a contractor from Hay River with the proper equipment was brought to town by Ms. Tordiff and her service was thawed within minutes. Again, all evidence indicates that the blockage was due to freezing. A camera was sent down the service and there was no indication of any failure of the service that would initiate a repair; the service looks to be in excellent shape.

As noted by Ms. Tordiff, there was evidence of something in the main where her service enters; Town video evidence did not show this object there previously, so assumption is that it was dislodged from her service during the thawing efforts, or perhaps some unrelated debris from further upstream. Regardless, given that Ms. Tordiff's service enters the main from the top, any blockage to the main that would interrupt her service would have to be very significant and would have affected upstream flows.

Given that Ms. Tordiff's service was in good shape, the only remaining concern was that the foreign object may have been part of the clamp that joins the service to the main, knocked loose by the thawing work. Once the frost was out of the ground in order to ensure a clearer image, the Town again videoed the main in order to examine the service connection point; again the connection shows in good condition and undamaged. The final assumption is that the foreign material was most likely ice or hardened grease dislodged from the service by the thawing process, or perhaps some unrelated debris from further upstream.

Given the above, it was determined the Ms. Tordiff's expenses were not eligible for coverage by the Town. Various Town staff attempted to explain this to Ms. Tordiff, however she was unreceptive and conversations would often end abruptly.

Recommendation:

For Council information.