












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

January 24, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Proclamations/Presentations a. RCMP Delegation	 RCMP Police Report December, 2016
D. Approval of Council Minutes a. Council Minutes	 Council Minutes December 20, 2016
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Accounts Paid Part I Accounts Paid Part Minutes January 10, II   Community Services Municipal Services Minutes January 17, Minutes January 17,
b. Enactment of Bylaws and Policies	
c. Appointments i. TTAB Anand Soochit	 TTAB Anand Soochit
d. Mayor and Council	
e. Administration i. Briefing Note – RAB Recommendation of Rental Fees	 BN RAB Recommendation of
H. Absence of Council Members	
I. Date of Next Council Meeting	
J. Adjournment	
K. Question Period	



MONTHLY
POLICING REPORT
December 2016



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 185 calls for service to the town of Fort Smith during the month of November, 2016.

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. Members continue to make proactive patrols and respond to complaints from community members.

Sgt Snodgrass began discussions with RCMP members from Yellowknife to plan a visit to do community presentations on Fentanyl. These presentations will be planned for late January / early February 2017.

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

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

The Fort Smith RCMP Detachment responded to three complaints of Domestic Violence in the community which resulted in charges being laid. Fort Smith Detachment members also responded to seven additional complaints of assaults in the community.

On two separate occasions, members were able to assist with informal mediations with married couples who were having difficulties. We were able to intervene before situation escalated to violence.

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:

Members continued regular visits to the Friendship Center.

On December 4th, members assisted with the Santa Claus parade.

On December 15th, members attended the JBT Christmas concert.



On December 16th, members attended PWK and served lunch for a community feast.

The Community assisted the priority by: The community continues to organize events and encourage the RCMP to attend.

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.

Members conducted a number of school zone patrols.

A number of check stops were conducted throughout the month. Some of which were in partnership with the Town Bylaw officer. Over 80 vehicles were checked in total.

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

Notable Occurrences for the Month:

On December 1st members responded to a call where a female slashed the wrists of a male. She was arrested, charged and is awaiting a court date.

On December 4th members responded to a call of a sexual assault on a minor. The offender left the community and is believed to be in Alberta. A warrant has been issued for his arrest.

Community Policing Activities:

Members continued to coach hockey and curling.

Should you have any questions or concerns please feel free to contact myself at the Fort Smith RCMP Detachment at 867-872-1111

Sgt Ryan Snodgrass

Detachment Commander

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	December 2016	Year to Date 2016	December 2015	Year to Date 2015
Assaults (All Categories)	10	159	25	306
Break and Enter (Residence and Business)	1	25	1	42
Theft of Motor Vehicle	11	33	1	11
Theft under \$5,000.00	11	65	5	68
Theft over \$5,000.00	1	10	0	3
Drug Possession	1	11	2	16
Drug Trafficking	0	1	1	11
Liquor Act	12	200	11	296
Mischief / Cause Disturbance (Includes Public Intoxication)	44	465	35	620
Impaired Operation	7	65	2	69
Other Complaints	110	943	99	958
Total Violations	208	1741	172	2432
Total Calls for Service	185	1520	126	2225
Number of Patrols to Community	N/A	N/A	N/A	N/A

Appendix A

Category	December 2016	Year to Date 2016	December 2015	Year to Date 2015
Prisoners	28	324	32	453
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	28	324	33	420

Justice Report	December 2016	Year to Date 2016	Year to Date 2015
Victim Service Unit Referrals	1 Victim Declined 5Victim Accepted 0 Proactive Referral	67 Victim Declined 12 Victim Accepted 1 Proactive Referral	15
Youth Alternative: Measures YCJA Warnings	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0
Adult Diversion: Community Justice Referrals	0	3	7
Emergency Protection Orders: Detachment Initiated / Detachment assisted	3	6	3
ODARA Reports	2	179	



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 12-16
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF DECEMBER AND THE
TWELFTH FOR THE YEAR 2016**

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

REGRETS: Cr. E. Bell Cr. B. McArthur

STAFF: K. Morrison, Senior Administrative Officer
 K. Reid, Executive Secretary

GALLERY: Sergeant Snodgrass, Patti Haaima, Brad Brake

Meeting 12-16
December 20, 2016

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**

16-252 Moved by: Cr. Dumont
 Seconded by: Cr. Tuckey

That the agenda be adopted as amended to include an RCMP delegation.

CARRIED UNANIMOUSLY

C. **PROCLAMATIONS/PRESENTATIONS**

RCMP Delegation – Sergeant Snodgrass advised that he would like to start reporting to Council every month during Regular Meetings. He brought the November, 2016, Police Report for Council’s review. He was pleased to advise that the total number of calls has decreased to 1,335 from 2,101 in 2015. Additionally, he advised that the number of prisoners has also reduced to 296 from 453 in 2015. Cr. Dumont noted that there have been multiple break-ins recently. Sergeant Snodgrass advised that most of the vehicles are being left open or with the keys left inside and valuables left in sight. He noted that the Youth Criminal Justice Act limits what the RCMP can do with youth. He noted that there are currently a few youth on charges with conditions. Administration advised that the previous Sergeant spent a lot of time with a short list of chronic offenders. He asked if the reduction in calls was due to the list being shortened by offenders being incarcerated. Sergeant Snodgrass confirmed that the RCMP deal with about 10% of the population 90% of the time, and noted that a few of the chronic offenders were incarcerated in Yellowknife. Cr. Kikoak asked if they are fingerprinted. Sergeant Snodgrass advised that anyone that is charged, gets fingerprinted. Cr. Kikoak felt that are communication issues when after hour calls are redirected to Yellowknife. Sergeant Snodgrass advised that the receptionist only works until 5:00 pm and that afterhours call are redirected to the OCC. Administration advised that the previous Mayor and Council shared this dialogue and felt that Yellowknife can’t always relay information as they do not know the community. Sergeant Snodgrass advised that they are working on their geographical terms to be more responsive and suggested that they be requested to come on ride alongs to become more familiar with the community. Mayor Napier-Buckley noted that the RCMP are doing a campaign in December to watch for impaired drivers. Sergeant Snodgrass advised that the RCMP has partnered with the Bylaw Officer to do a check stop on December 16th.



Additionally, he noted that the RCMP suspected there would be more cases of impaired driving with the bar opening; however there turned out to be a lot of designated drivers. Mayor Napier-Buckley thanked the Sergeant and the RCMP members for their work. Mayor and Council wished Sergeant Snodgrass a Happy Holidays.

D. **APPROVAL OF MINUTES**

16-253 Moved by: D/M Smith
Seconded by: Cr. Tuckey

That the minutes of Regular Meeting 11-16 of November 15, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Kikoak asked if there was an update on hiring local to compile Strategic Planning information. Administration advised that the survey information will be handled in-house. He noted that once the survey results are compiled the Consultant will be engaged and the next steps will be planned. He noted a hired person would be best to liaison with stakeholder groups.

Cr. Kikoak noted that the corner of Calder Avenue by St. Mary's Street is very dark and requested the trail be plowed for pedestrian use. Administration advised that gravel will be displaced and add to costs when paving. He also noted that plowing would not detour snowmobiles although will follow up with Public Works to see what can be done.

F. **DECLARATION OF FINANCIAL INTEREST**

Cr. Kikoak declared a financial interest with respect to the Accounts Paid Part I & II.

G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports
Corporate Services Standing Committee

16-254 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from December 6, 2016, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid List Part I – It was noted that there was a payment made to Lou's Small Engines for propane and asked if propane for the arena canteen is still donated. Administration confirmed this and advised that propane is also used for the Zamboni.

16-255 Moved By: Cr. Tuckey
Seconded By: Cr. Holtorf

That the Accounts Paid List Part I for the period ending November 30, 2016, totaling \$1,941,050.60 be approved.

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



Accounts Paid List Part II – Mayor Napier-Buckley noted that one of the cheque numbers is incorrect.

16-256 Moved By: Cr. Patel
Seconded By: Cr. Dumont

That the Accounts Paid List Part II for the period ending November 30, 2016, totaling \$4,673.03 be approved.

CARRIED UNANIMOUSLY

Appointment of Auditor

16-257 Moved By: Cr. Dumont
Seconded By: Cr. Patel

That Avery, Cooper & Co. Ltd. be appointed as the auditors for the Town of Fort Smith to conduct the audits of the 2016, 2017, and 2018 fiscal years.

CARRIED UNANIMOUSLY

DPA-045-16 Shane Daniels

16-258 Moved By: Cr. Tuckey
Seconded By: Cr. Patel

That DPA-045-16 submitted by Shane Daniels to operate a home occupation sound equipment rental business from Lot 1631, Plan 2895, 6 Wabisca Court in Fort Smith be approved.

CARRIED UNANIMOUSLY

Staff and Volunteer Christmas Gifts – Mayor Napier-Buckley advised that volunteers make up 2/3's of the list for turkeys. She noted that volunteer appreciation is important and that the Animal Shelter has never been recognized before this year. She noted that the Fire Department and Ambulance Volunteers are also very important volunteers and crucial to the safety of the community. Mayor Napier-Buckley requested that the funds be taken from the Public Relations budget. Cr. Patel would rather pay out of pocket for the turkeys. She noted that after talking with Dixie Penner, who advised that the Animal Society would rather receive a cheque for the Shelter than being invited to events. She noted that the Animal Shelter Volunteers are picking of the slack of the Town by doing maintenance work. She noted that the volunteers are there for the animals and not to do maintenance work. Cr. Kikoak suggested that as this is the first year the Animal Society Volunteers are being recognized that they be asked if they prefer building maintenance or set a meeting to discuss these things. Cr. Kikoak would be willing to contribute to the purchase of turkeys in 2017 by donating \$30 per month from her honourarium. Cr. Holtorf felt that this should be incorporated into a policy to support volunteerism and show appreciation. He doesn't approve giving turkeys to staff but does approve giving turkeys to volunteers. Cr. Dumont has mixed feelings although felt that the Public Relations budget was established to do nice gestures like this. He felt that it would be discriminating to only recognize the volunteers and not staff. Cr. Tuckey noted that the debate over turkeys is new but the tradition has been ongoing for years. She noted that the small gesture is huge to some as Christmas can be a difficult time. Cr. Patel felt that this is a bad use of Public Relations funds. Administration advised that the turkeys were purchased from Town funds from a previous Mayor and that Council was never informed of the decision. D/M Smith noted that Former Mayor Hobart had purchased gift baskets and ornaments for staff. He noted that the ornaments were not well received. Administration noted that the previous Mayor had split costs with former SAO. Cr. Tuckey noted that it is important to recognize Town Staff and that she would also be willing to pay as a Councillor. Mayor Napier-Buckley noted that a motion of Council is required as the Public Relations budget is overspent.



16-259 Moved By: Cr. Tuckey
Seconded By: Cr. Kikoak

That Council buy turkeys for the Town Staff, and Fire, Ambulance, and Animal Shelter Volunteers from the Public Relations Budget.

IN FAVOUR – CR. TUCKEY, CR. DUMONT, D/M SMITH
OPPOSED – CR. HOLTORF, CR. PATEL, CR. KIKOAK
TIE BREAK – MAYOR NAPIER-BUCKLEY IN FAVOUR
CARRIED

Community Services Standing Committee

16-260 Moved By: Cr. Tuckey
Seconded By: Cr. Patel

That the attached Community Services Standing Committee minutes from December 13, 2016, be adopted as presented.

CARRIED UNANIMOUSLY

Women's Hockey Donation Request

16-261 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That Council donates \$200 to the Fort Smith Fury Women's Hockey Team to purchase healthy snacks and beverages for their tournament in January, 2017.

CARRIED UNANIMOUSLY

Christmas Food and Toy Drive Donation Request – Cr. Holtorf does not support donating to religious organizations as per policy. Cr. Dumont noted that the religious organization is not accepting the donations as they are distributed to the community in hampers of food and toys.

16-262 Moved By: Cr. Kikoak
Seconded By: Cr. Dumont

That the Town of Fort Smith purchase \$400 in food and toys to donate to the Christmas Food and Toy Drive.

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

Senior's Society Donation Request

16-263 Moved By: D/M Smith
Seconded By: Cr. Kikoak

That Council approves the Seniors Society's request to assist with their annual Christmas Dinner with an in-kind contribution of \$400.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee – Cr. Kikoak asked if the Mayor had discussed fire abatement concerns with the MLA. Mayor Napier-Buckley advised that she will discuss fire abatement with the MLA. Administration had contacted the Lands Administrator at SLFN in regards to the planned fire break and advised that the meeting between SLFN and the AB Government did not occur. He noted that the contractor has already begun flagging areas for fire break. Additionally, Administration advised that MACA has contacted Administration in regards to expanding fire abatement work in town on Commissioner's land. He felt that fire abating Commissioner's Land is a GNWT initiative and that the Town lacks the funds, knowledge and capacity to do this work.



16-264 Moved By: Cr. Patel
Seconded By: Cr. Tuckey

That the attached Municipal Services Standing Committee minutes from December 13, 2016, be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws: None at this time.

c. Appointments:

Appointment of Acting SAO

16-265 Moved By: Cr. Kikoak
Seconded By: Cr. Dumont

That Jim Hood, Director of Corporate Services, be appointed Acting SAO for the period of December 19, 2016 to January 2, 2017.

CARRIED UNANIMOUSLY

d. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey was pleased to see the Santa Float out nightly and noted that the float is the legacy of a past Councillor, Duncan MacPherson. She wished a happy holiday to Council, staff and the community. Cr. Tuckey is looking forward to the progress of the Strategic Plan and, the usage of the Snowboard Park.
- ii. Cr. Holtorf – Cr. Holtorf appreciated being able to continue on Council while being away on medical leave. Cr. Holtorf looks forward to the progress of the Strategic Plan. He asked how the Prevention Supervisor position will enhance prevention in the community. He felt that there could be further enforcement of the Unsightly Lands Bylaw. Cr. Holtorf wished everyone a happy holiday.
- iii. D/M Smith – D/M Smith noted that there was good discussion at the climate change meetings. He noted that the second day of the meetings was like an energy charrette. He is looking forward to Fort Smith facilities going green by switching to electric heat. D/M Smith congratulated Sarah Daitch for being elected to the NWT Sports Hall of Fame. Additionally, he was pleased to hear Jeff Schwarzenberger of the Snowboard Society talk about the Snowboard Park on the radio. D/M Smith commended Northwestern Air Lease for their role in tourism and making Fort Smith a tourist destination. D/M Smith thanked the MLA for the correspondence on Junior Kindergarten. D/M Smith noted that Fort Smith is a great place to be during Christmas.
- iv. Cr. Patel – Cr. Patel wished everyone a Merry Christmas. She noted that there will be church events happening throughout the holidays.
- v. Cr. Dumont – Cr. Dumont noted that Christmas is a time to reflect and appreciate excellent work done by staff and volunteers. He noted that snow removal in Fort Smith is second to none. He was pleased with the level of service that Fort Smith receives. Cr. Dumont wished the Mayor and Council, staff and the community a Merry Christmas.



- vi. Cr. Kikoak – Cr. Kikoak hopes that there will be further fire abatement work in 2017 and suggested that Council lobby the GNWT to be a responsible land owner in Fort Smith by fire abating Commissioner's land and land on the Alberta border. Additionally, Cr. Kikoak would like TTAB to focus more on trade, rather than tourism. She suggested they be tasked with looking for creative options for revenue generation beyond levies, fees and taxes. Cr. Kikoak has enjoyed working with Mayor and Council over the past year and wished them a happy holiday season.

- vii. Mayor Napier-Buckley – Mayor Napier-Buckley is looking for volunteers from Council to judge the annual Christmas Lights Contest. Mayor Napier-Buckley thanked Council and staff for their work over the past year. Mayor Napier-Buckley felt that the Town is very lucky to have so many dedicated, hardworking employees. Additionally, she is looking forward to progressing with the Strategic Plan and engaging the community. She noted that D/M Smith has taken the lead on producing the first newsletter which will be going out in the new year. Mayor Napier-Buckley was pleased with the Town's partnership with the RCMP and was happy to see that the number of calls and prisoners has reduced in 2016. She noted that Sgt. Snodgrass has advised members to be more engaged and make a presence in the community. Mayor Napier-Buckley has sent out correspondence, as per the Council motion, to the Premier, Ministers and MLA in regards to Junior Kindergarten and advised that she would forward the letter to Council upon request. Additionally, she has met with the Mayor Brad Mapes and the SAO of Hay River in regards to the AWGs and moving forward with community partnerships. She was pleased to see Kaesers selling snowboarding equipment. She noted that the RCC is also looking at getting equipment to rent. Mayor Napier-Buckley was pleased to finish budget discussions and continue with the holiday season. She noted that the last Chamber of Commerce Shop Local Draw would be on December 23rd at the RCC.

e. Administration

Briefing Note 2017 Draft O&M Budget – Cr. Patel noted that she somewhat supports the budget. Cr. Holtorf and she felt that a Finance Committee should be in place. Cr. Patel would like to have a Finance Committee in place for the next budget. Cr. Kikoak would like consideration taken when administering taxes to residents with home occupation businesses. She noted that the commercial properties are taxed more. Administration advised that by approving the O&M Budget, Council is approving the amount of revenue generation. He noted that the Mill Rate Bylaw will adjust how tax revenue is generated through zoning and that there may be opportunity for adjustments when preparing the bylaw. Cr. Tuckey noted Council's responsibility to replenish reserves as they are depleted. She noted that the Town has millions of dollars in infrastructure that will eventually need to be replaced. She is supportive of the 3.28% tax revenue increase to contribute to reserves. Cr. Dumont agrees with Cr. Tuckey. He reflected to the arena fire and water and sewer issues that occurred abruptly and that costs that were incurred could not have been covered without the help of reserves. Cr. Patel noted that the GNWT bails out losers rather than rewarding responsible communities. She requested this be discussed at the next NWTAC AGM. Cr. Kikoak asked if surpluses in the budget go to reserve. Administration advised that the budget must be balanced at zero although any surplus' at the end of the year goes into the general bank account, followed by reserves. Cr. Kikoak agrees with a tax revenue increase and would also like an increase in levies. D/M Smith noted that the Town has a revenue problem with a \$9.2 million operating budget while only generating \$3 million from property tax revenue and the rest from institutional government. Cr. Tuckey would like a press release distributed about the budget. Mayor Napier-Buckley advised that communications would be released with the newsletter. Cr. Holtorf asked what the funding shortfall is from the GNWT. Administration advised that



the Town is underfunded \$3.5 million per year which has impacted savings. He noted that increases in funding for 2017 are not significant. Cr. Holtorf would like this included in the press release.

16-266 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That the 2017 O&M Budget be adopted as presented.

CARRIED UNANIMOUSLY

H. **ABSENCE OF COUNCIL MEMBERS**

16-267 Moved By: Cr. Patel
Seconded By: Cr. Tuckey

That Cr. Dumont and Cr. McArthur be excused from the Community Services and Municipal Services Standing Committee Meetings on December 13, 2016.

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

16-268 Moved By: Cr. Dumont
Seconded By: Cr. Tuckey

That Cr. McArthur and Cr. Bell be excused from the Regular Meeting of Council on December 20, 2016.

CARRIED UNANIMOUSLY

I. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – January 3, 2017
Community and Municipal Services Standing Committee Meetings – January 10, 2017
Council Meeting 01-17 – January 17, 2017

J. **ADJOURNMENT**

16-269 Moved By: Cr. Tuckey
Seconded By: Cr. Patel

That the meeting be adjourned at 9:05 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 17th day of January, 2017.

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.

Brad Brake advised that when he was Mayor, the SAO and he paid approximately \$800-\$1000 for turkeys for 75 employees. He was not pleased with the turkeys being paid from Public Relations.

Mr. Brake asked what the current reserve contributions are. Administration advised that the information would be brought forward to Corporate Services. He estimated \$3 million.



Town of Fort Smith
Corporate Services Standing Committee
Tuesday, January 10, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Patti Haaima, Executive Assistant to MLA Louis Sebert

1. Call to Order

D/M Smith called the meeting to order at 7:02 pm.

2. Declarations of Financial Interest

Cr. McArthur declared a financial interest with respect to the Accounts Paid List Part II.

Cr. Kikoak entered the meeting.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of December 6, 2016, were reviewed and have been adopted at the Council meeting of December 20, 2016. Cr. Dumont asked how the Strategic Plan Survey Question about receiving low-level radioactive waste would be changed. Administration changed the question to be more specific around receiving radioactive waste at the Fort Smith Landfill Facility. D/M Smith noted that there are still break-ins happening around Town.

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

d. Strategic Plan – The Strategic Plan was reviewed.

4. Finance

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Accounts Paid Part I for the period ending December 31, 2016, totaling \$420,944.60 be approved.

CARRIED UNANIMOUSLY

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
Cr. Kikoak declared a financial interest.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That that Accounts Paid Part II for the period ending December 31, 2016, totaling \$2,365.40 be approved.

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

ABSTAINED – CR. MCARTHUR, CR. KIKOAK

CARRIED

5. Economic Development

- a. Tourism and Trade Advisory Board

D/M Smith noted that the Chamber of Commerce would be holding their AGM on February 8th.

6. Bylaw/Policy Review and Development

- a. Bylaw 969 Land Acquisition of Lot 1822, Plan 4389 and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389 – The Director of Corporate Services advised that the lots are adjacent to Westgrove Subdivision and formally known as Lot 199, Plan 14. He advised that an application was made to the GNWT in 2015 to acquire Lot 199 and that the GNWT has subdivided the lot into Lots 1821 & 1822 due to a drainage ditch occupying a portion of the lot. He noted that the request to acquire the lots was sent to the aboriginal governments and no comments were received with respect to transferring to the Town. Administration advised that the area was identified for future expansion along with another lot that the Metis have also expressed interest in. Administration advised that all land transfers require C31 consultation which delays the transfer. D/M Smith asked if the lots were subdivided for zoning purposes. The Director advised that they were initially subdivided due to drainage issues and to lease the portion used for drainage. He noted that with the lots subdivided the Town does have the option to separate zoning or hold the portion for drainage.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That Bylaw 969 Land Acquisition of Lot 1822, Plan 4389, in Fort Smith, and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389, in Fort Smith be forwarded to the Council Meeting of January 24th, 2017 for First and Second Reading.

CARRIED UNANIMOUSLY

- b. Briefing Note Bylaw 970 2017 Consolidated Rates and Fees Bylaw – Administration advised that approving the 2017 Consolidated Rates and Fees Bylaw is the next big step after approving the budget. He noted that there will be several deliverables from approving the bylaw including the revision of the Financial Management Bylaw to commit funds to reserves. He noted that there will be holistic discussion on reserves with the 2017 Capital Plan. Additionally, he advised that the Mill Rate Bylaw would mostly like be brought to Council in March, which includes School Tax information on behalf of the GNWT. He noted that property tax is charged differently per zone. He noted that the revenue requirement is 3.28% to generate a \$100,000 reserve contribution. He noted that GNWT and Institutional properties will be paying more in property tax. Administration advised that the Consolidated Rates and Fees Bylaws includes fee requirements for all bylaws. He noted that tipping fees were increased by 15% and lottery fees were increased by 10% and both rounded as required. The fees have not yet been established for the lagoon or asbestos; he noted that with the implementation of these fees comes the implementation of new policy and procedure which will require amendments to the current documents. Administration advised that the Bylaw Review Committee had met on January 6th and reviewed three

bylaws including the Lottery Licensing Bylaw for inclusion of Chase the Ace. He is hoping that the Host Society will be the first to run Chase the Ace. Additionally, they are reviewing the Water & Sewer Bylaw to introduce lagoon tipping fees.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Bylaw 970 The 2017 Consolidated Rates and Fees Bylaw, be forwarded to the Council Meeting of January 24th, 2017 for First and Second Reading.

CARRIED UNANIMOUSLY

7. Administration

Administration advised that a structural fire occurred on January 8th and was the first structural fire in 366 days. He noted that the fire occurred at 2:30 am and was extinguished by 10:30 am.

Administration advised that the Corporate Services Officer has resigned and that her last day is January 19th. He will be looking to staff the position. Additionally, he noted that Lana McNeill has worked with the Town for over twenty years and that there will be recognition with her departure.

Administration noted excellent dialogue during the O&M Budget discussions. He commended Council's ability to think forward and noted their comments regarding modifying the application of property taxes from home occupation and commercial. He noted that this may require the revision of how properties are zoned. He felt that this could be addressed through the business licensing process and Business Licensing Bylaw which has been brought to the Bylaw Review Committee. Additionally, further dialogue could be made with the Chamber of Commerce.

Administration also noted Council's need to get a high level of understanding of the budget line items. He noted that there were requests for a Finance Committee, however noted that Corporate Services Standing Committee is the Committee dedicated to finance. He suggested that more budget discussions happen during Corporate Services to get a better understanding. Administration will engage dialogue with different sections of the budget at Corporate Services each month. Also, he would like to include discussion on efficiencies that can be made throughout the year as to relieve the pressure come budget time. He noted that prior to budget discussions will be dialogue on reserves and approval of the 2017 Capital Plan.

Administration advised that correspondence from the Curling Club was distributed with the request to delegate before Council. He will try to schedule the delegation for Community Services on January 17, 2017. Additionally, he will be meeting directly with the club prior to the delegation.

Administration advised that the Day Care Society has exhausted all resources to find a location for the Day Care. They have noted that the best place for the Day Care would be in the Curling Club lounge. He noted that the space is underutilized and is a valuable space that could be put to better use. There is currently a long-standing agreement with the Curling Club and noted that there may be discussion of ice surface maintenance at the delegation. Additionally, he noted that the ice surface is leased for the whole year but only used for six months. Administration advised that Rec Staff will be attending indigenous games to coach archery and suggested the ice surface be utilized for this training. Also, if a location is not found for the community day care by March 1st the Day Care Society will not receive government funding.

D/M Smith asked for the value of the lease. Administration advised that the Curling Club is charged \$400 per month for the entire rink, ice plant, lounge and two washrooms. He noted that it costs way more to have CIMCO keep the ice plant running. Cr. McArthur asked how much money the Curling Club initially gave to the Town. Administration is unsure of the exact amount. Administration noted that the fees are highly subsidized by the Town. The Director of Corporate Services advised that both the Curling Club and Seniors Society provided a commitment to Capital contribution when the Recreation Centre was constructed, however he is unsure if both obligations were met.

8. Other Business

- a. Correspondence – The December, 2016 correspondence was reviewed. Cr. Patel requested an update on the letter received from Nick Sibbeston. Mayor Napier-Buckley advised that a description of the book was received with request to purchase.
- b. Licensing Report – The December, 2016 licensing report was reviewed.
- c. Briefing Note – DPA-046-16 Pierre Chaillon Home Occupation Permit. The Director of Corporate Services advised that Mr. Chaillon is not the property owner, however he has written permission to operate his business from the owners of the property. He noted that the business license will not be issued until the development permit is approved.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Tuckey

That DPA-046-16, submitted by Pierre Chaillon, to operate a home occupation photography and video services business from Lot 1117, Plan 1764, 8 Dickens Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

- d. Tax Relief Program – Cr. Kikoak was happy to hear that Administration would be addressing sections of the budget during Corporate Services meetings. She asked how much revenue the Town is losing from the Tax Relief Program. She asked how many seniors are signed up for the program. She also asked how many seniors have home occupation businesses that aren't being taxed on their business location. D/M Smith noted that there is a line item in the budget which represents 50% of the cost as the other 50% is provided by the GNWT. Cr. Holtorf noted that in other communities with the Tax Relief Program, seniors are unable to apply for a home occupation business license and be eligible for the program. Cr. Holtorf would like to know the trend in increases of seniors in the program. The Director of Corporate Services advised that there is a \$128,400 expense for the Tax Relief Program in the 2017 Budget which is a projection of 2016 expenses. He also noted that 50% of the taxes are received from MACA and it is not part of their regulations that they cannot hold a home occupation business license. He noted that changing the bylaw to not allow seniors participating in the program to have a home occupation business license could be challenged. Cr. Kikoak asked that there be dialogue with the Senior's Society to see if they would be willing to start paying taxes. She also would like the Business License Bylaw amended so that residents with home occupation businesses can't be tax exempt. She requested a briefing note be brought forward for further discussion and that a motion be made at the next Corporate Services meeting. D/M Smith noted that Yellowknife has a cap of \$1,000 per household whereas Fort Smith does not. Administration will prepare a briefing note with the number of seniors and direct revenue loss. It was noted that there was a cap of \$600 per household in 1999 and there was concern about jeopardizing the agreement with the GNWT. Cr. Kikoak is concerned about revenue loss regardless that the GNWT matches funds. Cr. Patel agrees with Cr. Kikoak's comments and would like to see this brought forward. She felt that the program only benefits the wealthier seniors in town. Administration does not want to be in a position of

determining need. Mayor Napier-Buckley advised that there is one tax relief program for seniors and disabled. D/M Smith felt that Cr. Kikoak does have valid concerns around businesses.

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 7, 2017.

D/M Smith advised that he would not be able to attend the February 7, 2017 Corporate Services meeting. He wished Council a Happy New Year.

10. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That the meeting be adjourned at 8:10 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING DECEMBER 31, 2016

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32243	Cascade Graphics	Business license paper	\$ 349.65	AD
32244	GNWT	November marriage license fees	\$ 30.00	AD
32245	Grimshaw Trucking	Shipping	\$ 284.47	RCC
32246	Lou's Small Engines	Propane	\$ 336.00	PW/Arena
32247	Link Hardware	Materials and supplies	\$ 1,574.32	Multiple
32248	Freund Building Supplies	Materials and supplies	\$ 1,272.77	PW
32249	Lifesaving Society	Swim instructor course	\$ 184.00	Pool
32250	Thyssenkrupp Elevator	Maintenance	\$ 1,258.02	RCC
32251	SWANA	Membership	\$ 334.10	FM
32252	White Ice Ltd.	Paint ice	\$ 2,072.18	RCC
32253	Northwestern Air Lease Ltd.	Shipping	\$ 66.33	WTP
32254	NEBS Pension Fund	December Premiums \$15609.7 [R]	\$ 32,219.50	
32255	Fort Smith Animal Society	Reimbursement - euthanasia fees	\$ 725.00	AD
32256	GNWT - Taxation Division	November school tax remittance	\$ 3,566.28	
32257	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	Ambulance
32258	TDC Contracting Ltd.	Materials and supplies/heating oil	\$ 14,341.64	Multiple
32259	Outcrop Communications Ltd.	Work on website	\$ 7,875.00	AD
32260	NEBS Group Insurance Fund	October Premiums \$6019.16 [R]	\$ 8,093.38	
32261	Aquam Inc.	Supplies	\$ 1,195.81	Pool
32262	NU Mechanical	Annual boiler inspections and repairs	\$ 6,449.63	Multiple
32263	RDV Mechanical	Service garbage truck	\$ 748.83	PW
32264	The Prophet Corporation	Archery cart and arrows	\$ 935.05	RCC
32265	Office Solutions	Materials and supplies	\$ 360.57	RCC
32266	Sinclair Supply Ltd.	Blower for air exchanger	\$ 293.62	Arena
32267	David Nairne & Associates Ltd.	Professional services - strategic plan	\$ 2,220.61	AD
32268	Stirrett, Elizabeth	Refund - movie replacement fee	\$ 25.00	Library
EFT	Caterpillar Financial Services Ltd.	Bobcat leases	\$ 3,281.79	PW
32269	Bank of Montreal	K. Morrison Statement	\$ 1,374.23	
		\$10.00 - WHMIS training		Pool
		\$1034.89 - Adobe Indesign licenses		AD
		\$142.64 - pizza for going away party (Berro's)		Public Relations
		\$62.90 - lunch Bylaw Review (Berro's)		Legislative
		\$68.20 - lunch TTAB mtg. (Berro's)		Legislative
		\$55.60 - lunch RAB mtg. (Berro's)		Legislative
32270	Vadim Software	Server migration	\$ 838.95	AD
32271	CIMCO Refrigeration	Installation of compressor and services	\$ 4,981.27	RCC
32272	Grimshaw Trucking	Shipping	\$ 402.67	WTP
32273	Lou's Small Engines	Propane	\$ 341.25	Arena
32274	Freund Building Supplies	Materials and supplies	\$ 921.19	FM/RCC
32275	Receiver General	Payroll deductions (Tax, CPP, UIC) \$29429.37[R]	\$ 31,787.44	
32276	Northern Stores Inc.	Materials and supplies	\$ 475.25	AD/FM
32277	Northwestern Air Lease Ltd.	Shipping	\$ 84.87	WTP
32278	Bank of Montreal	L. McNeill Statement	\$ 2,589.52	
		\$510.30 - D. Seals Accommodation (NWT Tourism Conf.)		AD
		\$533.40 - Accounts payable/receive webinar (Vadim)		AD
		\$166.95 - Payroll webinar (Vadim)		AD
		\$1286.27 - cell phone bills (Bell)		Multiple
		\$92.60 - wireless mouse combo (Office Solutions)		AD
32279	Sanderson, Andrew	Refund - utility overpayment	\$ 700.00	AD
32280	Fire Prevention Services Ltd.	Annual inspections	\$ 3,291.92	Multiple
32281	Fort Smith Animal Society	Advertising in pet calendar 2017	\$ 1,000.00	Public Relations
32282	Globalstar	Satellite phone bills	\$ 209.78	FD/Ambulance
32283	TDC Contracting Ltd.	Heating oil	\$ 2,972.06	Multiple

32284	Outcrop Communications Ltd.	Website development	\$	488.25	AD
32285	Chase's Pit Stop	Gas	\$	112.25	Bylaw
32286	Engineered Air	Replacement blade	\$	83.97	Arena
32287	Rapid Petroleum Products	Gas	\$	1,000.08	Multiple
32288	Infosat Communications	Satellite phone bill	\$	77.11	FD
32289	RDV Mechanical	Service unit 6	\$	238.61	FM
32290	Arctic Alarm/Diamondtel	Alarm monitoring	\$	59.80	RCC
32291	Cam's Husqvarna Sales & Service	Thrash pump	\$	598.49	WTP
32292	Arctech Computers Inc.	Off site back up service	\$	262.50	AD
32293	Office Solutions	Materials and supplies	\$	1,074.57	Multiple
32294	Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$	201.60	Ambulance/WTP
32295	MSS Ltd.	Burn sheets for 1st aid kits	\$	22.49	RCC
32296	Grimshaw Trucking	Shipping	\$	309.46	RCC/WTP
32297	Lou's Small Engines	Propane	\$	798.00	Arena
32298	Link Hardware	Materials and supplies	\$	1,425.12	Multiple
32299	Northwestel	Internet and phone bills	\$	5,989.25	Multiple
32300	NWT Power Corporation	Power bills	\$	51,832.52	Multiple
32301	Kikoak-Chabun, Jamie	Reimbursement - 2016 boot allowance	\$	250.00	FM
32302	Town of Fort Smith	Water bills	\$	14,473.57	Multiple
32303	Xerox Canada Ltd.	Copier usage and lease	\$	1,986.52	AD
32304	Thyssenkrupp Elevator	Elevator maintenance	\$	1,181.25	RCC/Arena
32305	Petty Cash	Replenish	\$	80.00	RCC
32306	Northwestern Air Lease Ltd.	Freight	\$	66.33	WTP
32307	Thebacha Business Development Serv.	Dave's Home Repairs payment contract	\$	11,940.60	AD
32308	Bank of Montreal	D. Webb statement	\$	82.50	
		\$52.50 - McLennan Ross (webinar)			Multiple
		\$30.00 - Annual fee			AD
32309	Fort Smith Animal Society	Reimbursement - supplies for kennel lights	\$	234.67	Animal shelter
32310	Commercial Aquatic Supplies	Chemicals	\$	1,317.33	Pool
32311	TDC Contracting Ltd.	Heating oil and bulk diesel	\$	18,948.65	Multiple
32312	NWT Recreation and Parks Assoc.	Membership fee	\$	26.25	RCC
32313	Wesclean Northern Sales	Cleaning supplies	\$	614.28	RCC
32314	Neptune Technology Group	Software	\$	2,100.00	WTP
32315	NU Mechanical	Tower furnace maintenance	\$	204.75	WTP
32316	GNWT - ECE	Refund meter deposit	\$	153.50	AD
32317	Dwyer, William	Travel claim - Hazmat Awareness course	\$	458.03	FD
32318	Fraser, Rod	Reimbursement - winter coat	\$	230.99	PW
32319	Electrogas Monitors	Gas alert detector	\$	301.35	WTP
32320	Vadim Software	Support renewal	\$	19,516.55	AD
32321	GNWT	Pool level I and II courses	\$	950.00	Pool
32322	Investors Group	December contributions	\$	400.00	
32323	Link Hardware	Materials and supplies	\$	39.33	RCC
32324	Northern Life Museum & Cultural	Gallery rental - tourism meeting	\$	255.00	AD
32325	Territorial Beverages Ltd.	Beverages for vending machine	\$	773.40	RCC
32326	Kikoak-Chabun, Jamie	Reimbursement - proctor fee for power engineering	\$	50.00	FM
32327	Town of Fort Smith	December payroll deductions	\$	1,430.10	Multiple
32328	Receiver General	Tax/CPP/EI \$28327.77[R]	\$	30,712.47	
32329	Seals, Diane	Travel claim - regional tourism workshop	\$	206.15	AD
32330	PSAC	December union dues	\$	4,013.22	
32331	GNWT - Taxation Division	December payroll tax	\$	6,341.27	
32332	Bank of Montreal	J. Hood Statement	\$	134.47	
		\$134.47 - Printer World (printer head)			AD
32333	Maintenance Enforcement Program	Garnishment	\$	1,700.00	AD
32334	CAB Construction Ltd.	Repairs	\$	906.88	RCC/Fire Hall
32335	Schaefer, Ronald	Reimbursement - drivers medical exam fee	\$	100.00	Bylaw
32336	Yellowknife Book Cellar	Books for library	\$	2,454.45	Library
32337	Mercury Sign Art & Design	Snowboard park signage	\$	3,492.32	AD
32338	TDC Contracting Ltd.	Gas, diesel, heating oil	\$	5,649.52	Multiple



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING DECEMBER 31, 2016

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32352	Aurora TPI Travel	Airfair - snowboard training	\$ 2,280.60	RCC
32357	Anna's Home Cooking	ABC lunch meeting	\$ 84.80	Legislative
		TOTAL	<u>\$ 2,365.40</u>	



Town of Fort Smith
Community Services Committee
Tuesday, January 17, 2017, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. McArthur
Regrets : Cr. Holtorf
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary

1. Call to Order

Cr. Tuckey called the meeting to order at 7:02 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That the agenda be adopted as amended to include NWTAC AGM Registration and theft and vandalism in the community.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of December 13, 2016, were reviewed and have been adopted at the Council meeting of December 20, 2016. Cr. Kikoak requested an update on the Gymnastics Coaching Clinic. The Director of Community Services advised that the clinic would be on January 28th and they will be accepting registrations soon. D/M Smith asked if there is an update on the proposal to operate the RCC Canteen from Woods Homes. Administration advised that it is being negotiated and led by the Director of Community Services. He will provide a further update under Administration.

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

d. Community Services Master Plan – The Master Plan was reviewed. Cr. Kikoak asked if there was any progress in setting up stakeholder meetings for the Strategic Planning process. Administration advised that it has not been progressed. He noted that the survey will be updated the distributed to stakeholder groups.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The December, 2016 recreation statistics report was reviewed. The Director advised that numbers are consistent with the previous year and down significantly last month due to the holidays. He noted that the statistics have increased by 7000 uses in 2016 from 2015. He noted that college usage has also increased by a few hundred.

ii. Pool Statistics – The December, 2016 pool statistics report was reviewed. The Director advised the stats have decreased from the previous month. He noted that weekend use is strong. He noted that there was an issue with the hot tub pump and it has been resolved. The UNW had sponsored free swims in December.

- iii. Arena Statistics – The December, 2016 arena statistics report was reviewed. The Director advised that arena usage is strong. He noted that the arena was busy during the Christmas Classic. Additionally, the UNW had sponsored free skates.

 - iv. Community Services Programming Update – The Director advised that the Territorial Curling Championships were moved from Fort Smith to Yellowknife as most teams were from Yellowknife. He noted that the Making Waves Event is sponsored by the Mackenzie Recreation Association and many different northern communities attend. He noted that they would be staying in the Recreation Centre and that 24-hour supervision would be provided. He noted that there would be a snowshoe making clinic the week of March in conjunction with the Wood Buffalo Frolics. Also, he advised that the Soccer Ref Clinic was postponed until March due to low registration. Swimming Lessons for children are beginning this month. The Director advised that the Snowboard Park was groomed by Tyler Nichol over the weekend and that approximately fifty people were using the facility on Saturday. There was a Women’s Hockey tournament last weekend with two teams from out of town and three from in town. Old Timers Hockey Tournament is scheduled for February 4th-5th. There would be a Ski Club Level I Instructor Course and Official Training Course this weekend. There are ski races at the end of January and the Loppet is on March 4th. There was a Wood Buffalo Frolics organizational meeting earlier in the month and another scheduled for January 17th. The Director noted that the Frolics Committee would be forming a society and that the Frolics are scheduled for March 10th-12th. The Director advised that there would be an author visit, Michael Christie, on February 6th. D/M Smith asked what facilities are being used more at the Recreation Centre. The Director will look into this. D/M Smith noted that the change car at the Snowboard Park isn’t hooked up and asked when that would be established. Administration is waiting for the NT Power Corporation to hook up power to the change car. He noted that the facility is nearly complete and that the signage needs to be posted. He noted that the Snowboard Society has done multiple membership drives and a few members have taken snowboard coaching training in Yellowknife that was funded by MACA. He noted that TDC has purchased a Snow Cat with the grooming attachment. Additionally, the Community Services Department would be purchasing fifteen snowboards to be owned by the club and that the club will get keys to the change car to use as they please during events. He noted that the society has applied to host the Territorial Snowboard Championships and that they will find out later this week if they will be happening in Fort Smith. He noted that they are also planning a snowboarding event during the Wood Buffalo Frolics. D/M Smith noted that they have lowered age requirements for snowboarding for AWGs.
- b. Recreation Advisory Board
- i. RAB Minutes December 12, 2016 – The RAB minutes were reviewed.

- ii. RAB Minutes January 9, 2017 – The RAB minutes were reviewed. Cr. McArthur advised that RAB had requested that the Town purchase TVs for the mezzanine as people had brought their own during a tournament. Another discussion point was the fees for the mezzanine. He noted that they discussed having different rates for fundraising and for non-profit organizations. Administration advised that he has been corresponding with RAB on this and that he is preparing a briefing note to bring to Council next week. He noted that there are no issues with arena rental fees, only when summed with the mezzanine. Administration requested a motion from RAB prior to changing the rates and fees bylaw. He suggested that arena rental fees for a weekend include the mezzanine which wouldn't require a change to the rates and fees. He would still request a motion for the change. He noted that they would like to have the change in effect for the Old Timers Hockey Tournament in February. It was noted that the beer gardens in the mezzanine was operated by the Snow and Ice Society during the Christmas Classic and Women's Hockey Tournament. Administration noted that that situation would be a subletting agreement which requires Town approval prior as they could be running the beer garden for profit. Cr. McArthur noted that was not mentioned at the RAB meeting which changes his opinion on the matter. Administration advised that sharing of groups without permission is against policy and that the policy may need revision. Cr. Kikoak asked if the Snow and Ice Society requested the mezzanine before the holidays. Administration confirmed this although noted that it was not granted as the mezzanine was under construction. Cr. Kikoak suggested donating to the organization in-kind to take pressure off the donations budget. Administration advised that in-kind donations are deducted from the donations budget. D/M Smith noted that the Snow and Ice Society offer cash prizes for their events which attract people from out of town.

4. Library

a. Library Services

- i. Library Statistics – The December, 2016, library statistics report was reviewed. The Director of Community Services advised that the statistics are down from November due to the holidays. He noted that programming has increased from previous years with the Chess Club, Story Time with Santa and other literacy programs. Cr. Kikoak noted that December was a slow month for business this year. Cr. Dumont noted that sales were down throughout the community due to the winter road not being open. Cr. Smith noted that the Chamber of Commerce is looking for new members.

b. Advisory Board on Culture

5. Community Events/Liaison with Community Organizations

- a. Briefing Note 2017 Wood Buffalo Frolics Half-Day Civic Holiday – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the afternoon of March 10, 2017 be declared a half-day civic holiday in conjunction with the Wood Buffalo Frolics activities.

CARRIED UNANIMOUSLY

- b. Briefing Note Fort Smith Ski Club Funding Support Request – The briefing note was reviewed. Administration advised that the Ski Club is looking for additional funding to support preparation of infrastructure work for the AWGs. He noted that the Town already funds the Ski Club with a \$5,000 contribution annually. He noted that they are looking for an additional \$2,500 for both 2017 and 2018. Cr. Patel is supportive of this as she is a participant at the Ski Club. She is hesitant of doing this as a donation. She felt that the donation policy should be reviewed and the definition of a charitable donation should be revised. She noted that the Town is subsidizing activities by people making high incomes. Mayor Napier-Buckley asked if the Town rents ski equipment. Administration advised that the Town used to rent ski equipment although the equipment aged and wasn't replenished. He believes that the ski club has equipment available. Mayor Napier-Buckley asked if the lottery fund could be used to support the initiative. Administration advised that there wasn't additional revenue over the \$24,000, used offset administrative costs, to contribute to the Sport and Recreation Fund. Administration advised that Council has discretionary control over the Public Relations and Donations Budget. Administration noted that the Ski Club has also provided financial accountability with their records and request. Mayor Napier-Buckley asked if the Town runs events at the Ski Club. Administration advised that the Ski Club does their own programming and that they are partners in sport by providing extracurricular activities. Mayor Napier-Buckley noted that the Town put money into infrastructure and costs for the Snowboard Park. Administration advised that approximately \$75,000, of the \$200,000 funded by ITI for Downtown Development, was spent on the Snowboard Park. He noted that Downtown Development is a Capital Project. He is unsure if Capital Funds could be used to support the Ski Club's request as the Town does not own the facility. Cr. McArthur is in favour of supporting the funding request. He asked how many skiers would be attending the AWGs. D/M Smith advised that there would be 120 skiers. D/M Smith also noted that the Town had the crazy potato run at the Ski Club during the 50th Anniversary Celebration. Additionally, they will be hosting the Cross-Country Territorial Championships. He noted that the Ski Club will be expending 80% of their saving although the opportunity is once in a lifetime for Canada 150 funds. He noted that Sport North, Mackenzie Valley and the Royal Canadian Legion are all sponsors of individual athletes. Cr. Kikoak asked what value makes assets Capital. Administration advised that purpose is considered when designating an asset as Capital, not value.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Mayor Napier-Buckley

That Council approves the funding support for the Fort Smith Ski Club drawing \$2,500 from the 2017 donations budget and \$2,500 from 2018 donations budget.

IN FAVOUR – CR. KIKOAK, CR. PATEL, CR. MCARTHUR, CR. BELL, MAYOR NAPIER-BUCKLEY

ABSTAINED – CR. DUMONT, D/M SMITH

CARRIED

- c. Briefing Note Snow & Ice Association Donation Request – The briefing note was reviewed. Administration advised that this is a new event in Fort Smith that started last year. He noted that the value of having the ambulance on site for the weekend is \$740 and that they have requested a \$2000 monetary donation. Last year Council had donated the ambulance services and a monetary donation of \$750. He noted that accounting has not been received from the organization although typically accounting is not requested for the requested amount. Cr. Patel made a motion to approve the ambulance request in-kind. She noted that the group is actively fundraising and felt that they are capable of accumulating their own funds. Mayor Napier-Buckley asked Cr. Patel if she would be in favour of amending the motion to provide a \$750 monetary donation to the organization. Cr. Patel would like her recommendation to stand as is. Administration asked if the organization would be operating beer gardens for the Old Timers. The Director believe that the Old Timers would be running their own beer garden. Mayor Napier-Buckley asked if the Town could retroactively waive fees. Administration wouldn't recommend waiving fees for 2016. Mayor Napier-Buckley asked how many people come to Town for the event. Administration advised that no reporting or financials were received. Mayor Napier-Buckley sees this as an economic development opportunity.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That Council approves the in-kind donation request of ambulance services during the Snow & Ice Event on February 24-26, 2016.

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

OPPOSED – CR. BELL, CR. MCARTHUR

ABSTAINED – MAYOR NAPIER-BUCKLEY

CARRIED

6. Administration

Administration had received correspondence from the Curling Club and advised that they were unable to delegate at the meeting today. He advised that the Community Day Care will be temporarily located in the Recreation Centre as the deadline to receive funding and operate this year is March 1st. He noted that Mount Avon was the ideal location however it fell through due to mold in the building. As a result, they will be temporarily operating out of the Recreation Programmers office. Additionally, they will be using the games room and canteen. He noted that there are twenty working families requiring child care. The Community Day Care has also expressed interest in the Curling Club Lounge and noted that they are only open one night a week, six-months per year. He noted that the Day Care Society and the Curling Club will be meeting and hopefully can come to a subletting agreement. Additionally, the Town will renovate as landlord to accommodate the transition if needed. He advised that if an agreement cannot be met by the groups, Administration will bring forth a briefing note for Council to decide the usage of the Curling Club Lounge.

Administration advised that the Curling Club is losing their ice maker and has approached the Town to perform ice making services for them. He noted that initial estimates indicate that this would require two staff members, one day a week costing \$12,000 to the Town. The Town is willing to take on these services at zero cost to the Town. He noted that the \$12,000 could be accumulated through increased rent fees which they think possible. Additionally, if they sublet to the Day Care Society they will additional generate revenue to offset the increased rent fees.

Administration advised that the Curling Club's ice surface also goes unused for six months of the year. Dependent on negotiations between the Curling Club and the Day Care Society, the Town will be inquiring about using the ice surface for gymnastics and archery during off-season.

Cr. Patel is supportive of this and felt that the Town is going above and beyond to support the Day Care Society. She asked how this will impact day homes and noted that there may be a negative effect. Cr. Tuckey had discussed day care capacity for Fort Smith with ECE and they had advised that Fort Smith could open multiple day cares without a negative effect on day homes. She noted that the Town is significantly lacking in day homes which is negatively affecting sustainable development. Mayor Napier-Buckley advised that the Day Care Society had released a survey, and local providers had advised that there were in support of a community day care in Fort Smith. She advised that many providers have long waiting lists. Additionally, she noted that the Minister of ECE acknowledges the lack of day cares and childcare in northern communities and that they are working to provide space for community day cares. She noted that there may be potential access to Public Works buildings. Administration advised that the Recreation Programmers Officer, Games Room and Canteen have all be inspected and approved by ECE. He noted that if Woods Homes' proposal is approved to use the canteen, they can work with the Day Care Society to prepare food for the day care. Cr. Kikoak noted that there is slight less demand for day homes.

Administration advised that the Town has been approved library funding for automatic doors and construction of the wheel chair ramp. He noted that the Town is required to contribute \$8,000 to work and that the project will be included in the 2017 Capital Plan.

Mayor Napier-Buckley advised she has been invited to attend the 2017-2018 Budget Address in Yellowknife on February 1st. Mayor Napier-Buckley advised that there is also an airport live exercise on February 1st. D/M Smith advised that the Budget Address includes the conjoining of the Departments of Public Works and Transportation in Hay River and felt that the meeting would be important to attend as Fort Smith's Regional Centers are at risk. He suggested that MLA Louis Sebert be asked to provide an update on the impacts of the budget to Fort Smith. Cr. Kikoak asked if they take questions from the gallery. Mayor Napier-Buckley will check.

Mayor Napier-Buckley advised that she was invited to attend a meeting on Friday in Hay River to discuss services provided in Hay River's surrounding communities. She noted that Fort Smith was not initially invited, although Mayor Brad Mapes extended an invite to her.

7. Other Business

- a. NWTAC AGM Registration – Mayor Napier-Buckley advised that the AGM is scheduled to happen in Inuvik on May 11th-14th. She would be required to travel on May 10th & 15th. Additionally, she advised that the rooms reserved for the conference are set to close next week. She asked if any Councillors are interested in attending. Administration noted Cr. Patel's previous comment that Fort Smith needs to be more represented at NWTAC events. He noted that Council has a travel budget and that sending multiple Councillors and potentially having an appointment to board would be a worthy goal. He noted that smaller communities send their entire Council and that Hay River had sent four delegates in 2016. Cr. Kikoak would be interested in attending. Cr. Patel may be interested depending on work. She thinks it would be worth Council meeting to develop a resolution for the meeting. Cr. Dumont would like to know how many communities have delegates. Administration felt that it is important to have a strong delegation even with a fixed number of votes.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Bell

That Mayor Napier-Buckley and three Councillors attend the NWTAC AGM on May 11th to 15th, 2017.

CARRIED UNANIMOUSLY

- b. Theft and Vandalism – Mayor Napier-Buckley noted that with the frequent and recent vandalism and theft in the community, the RCMP have advised that the Town has the option of doing a community impact statement. Specifically, to instances involving snowmobiles driving on the track facility. Administration advised that the Sgt. Snodgrass would be delegating at next week’s Council meeting. He noted that the track was paid for by the Town although the fence belongs to Public Works and is often left open. He will make efforts to ensure the gate is kept locked. Cr. McArthur noted that not only youth are responsible for vandalism and theft in town. Mayor Napier-Buckley suggested that signage be changed at the track as people often walk strollers and use bikes on the track.

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumotn

That Cr. Holtorf be excused from Community Services Meeting on January 17, 2017.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 14, 2017.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the meeting be adjourned at 8:50 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, January 17, 2017 at 8:15 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:56 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Mayor Napier-Buckley

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of December 13, 2016, were reviewed and were adopted at the Council meeting of December 20, 2016. Cr. Kikoak requested an update on the fire break work happening in SLFN. She asked if the Town has a schedule for the work. Administration advised that he has forwarded all correspondence to Council. Cr. Kikoak asked if there has been any discussion with ENR about fire abatement. Administration advised that there has been no discussion with ENR. He noted that a fire season preparation meeting happened between MACA and ENR and the Town wasn't included in discussions. There will be an upcoming meeting where the Town will be included. Administration will be working to update the Community Wildfire Plan. Mayor Napier-Buckley advised that she had met with ENR in regards to fire smarting Commissioner's land. She noted that the best preventative measure from a wild fire would be to fire smart properties in the community. Administration advised that fire breaks serve to defend from fires. He noted that wind can take coals and embers past a fire break. He also noted that areas outside of the municipal boundary are not the direct municipal responsibility and are outside of the Town's legislated area. He noted that the Town still has interest but would lobby or have government to government conversations to address concerns. Administration advised that the Community Wildfire Plan identifies the community's responsibility for fire smarting. He also noted that the GNWT is the largest land owner in Town, Commissioner's land. He was disappointed in the lack of initiative ENR has taken in fire smarting Commissioner's land. D/M Smith felt that it is the Department of Land's mandate to fire smart. He noted that MACA was given a failing grade in providing emergency measures for fires and with the School of Community Government, although has done good in supporting drinking water. Cr. Kikoak would like to request more support from MACA in regards to emergency wildfire protection. Cr. Kikoak asked if she needs to make a motion or if the Mayor will write a letter in the next week. She also asked if this could be brought up in the Budget Address. Administration is unsure if the Town officially speaks at the Budget Address. Administration didn't feel a motion is required and noted that a letter still has to be written for the last motion to solicit ENR. Mayor Napier-Buckley will follow up with MACA and ENR. Cr. Kikoak would like discussion on resources, labour, consultation and to request a schedule of when they will be fire abating Commissioner's land. She would also like to offer partnership and offer

Town services to assist in fire abatement. D/M Smith noted that MLA Louis Sebert is the Minister of Lands and suggested he be a good place to begin discussions.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. Administration advised that there wasn't a lot of progress. He will provide a more detailed summary when reviewing the 2017 Capital Plan.

3. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes January 12, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that Administration is getting value from the board by tasking them with establishing guidelines for the tiny homes initiative. She noted that Administration is taking proactive measures with three developers with different tiny home strategies. Cr. Kikoak was pleased with the discussion and that zoning issues were identified. She would like a vision on how Council would like to see the community grow with different zones in the future. Mayor Napier-Buckley noted from the minutes one entrance for multiple highway properties is permitted. She identified the need for an emergency road. Administration noted that emergency roads are included in the Zoning Bylaw. Administration advised that the development of tiny homes does not abide by the current Zoning Bylaw. Additionally, he noted that industrial land may come available from SRFN developments.

4. Protective Services

a. Fire Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration was pleased that there hasn't been a structural fire in 366 days.

b. Ambulance Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration noted that the Ambulance Department had ten calls over the past weekend. He noted a very busy start to 2017. He noted that salaries and wages from last year will have exceeded the 2016 Budget.

c. Bylaw Department

- i. Bylaw Statistics Report – The December, 2016, statistics report was reviewed. Administration was happy that the Bylaw Officer has returned to work. He noted that he will be at work more regularly now. An update on the Prevention Services Supervisor was requested. Administration advised that there are strong applicants and that he needs to prepare interview criteria.

5. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Cr. Holtorf be excused from the Municipal Services Standing Committee Meeting on January 17, 2017.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 14, 2017.

7. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That the meeting be adjourned at 9:37 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith Expression of Interest

Date: January 16, 2017

Name: Anand Soochit, CMA

I am interested in sitting on the:

TTAB

Advisory Board/Working Group/Focus Group/Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I am the acting CEO of Smith's Landing First Nation; also in charge of the Ec Dev portfolio. I have been in place since November 2016. I also sit on the Regional Tourism Steering Committee.

I am a qualified accountant, and have project management experiences. I have completed an Ec Dev foundation course at the University of Calgary.

Email: ecdev@slfn196.com

Signature of Applicant

I am not sure if Destiny was attending in her personal capacity or representing SLFN. But I am taking over from her. Thanks.



BRIEFING NOTE

To: Council

Date: January 24, 2017

Subject: RAB Motion for Council – Mezzanine rate

Purpose

To discuss the Recreation Advisory Boards motion recommending to include the mezzanine with tournament bookings at the arena.

Background

It has been brought forth by the recreation advisory board that not for profit sports groups that rent the arena for weekend tournaments have been having difficulty fundraising with functions in the mezzanine as the rental costs are seen as prohibitive to effectively raising funds.

Motion from RAB recommends to Council that the mezzanine be included in tournament arena rental rates at no extra cost.

Analysis

The current rates are:

Conference – Including mezzanine & ice surface = 1000.00
Youth Tournament arena rental – 37.50 per hour to max of 375.00
Adult Tournament arena rental – 120 per hour to max of 1200.00
Adult Tournament – Mezzanine additional per day = 350.00
Adult Group Party / Licensed event evening = 500.00

The motion would be in line with Conference pricing that includes the mezzanine for the conference holders.

There was a question raised in regards to organizers of weekend tournaments (the renter) having other fundraising groups run events in the mezzanine on their behalf during their rental times. Per policy rental agreement the renters are not allowed to sublet use while they are renting the arena/mezzanine. And, apparently, this practice of having another group run a fundraising activity during events is a community norm. Therefore, I recommend that to address this circumstance would be to obtain official requests from the renting groups before the events starting should they want a second fundraising group run and event during their rental.

Recommendation

Council approves RAB's recommendation to have the mezzanine be included in adult tournament arena rental rates at no extra cost.

Respectfully submitted,

Chris Bird
Director of Community Services