










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

Tuesday, May 21st, 2019, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report April 2019	 RCMP Report April 2019
D. Approval of Council Minutes a. Council Minutes 04-19 b. Special Meeting Minutes SP-01-19	  Council Minutes April 16, 2019 Special Meeting Minutes April 29, 20
E. Business Arising from the Minutes	
F. Declaration of Financial Interest a. Statement of Disclosure of Interest	 Statement of Disclosure of Interest
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Community Services iii. Municipal Services	   Corporate Services Minutes May 7, 2019 Community Services Minutes May 14, 2019 Municipal Services Minutes May 14, 2019
b. Enactment of Bylaws and Policies	
c. Appointments	
d. Mayor and Council	
e. Administration	
H. Proclamations a. Victims and Survivors of Crime Week	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

FORT SMITH
POLICING REPORT
2019-04



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 123 calls for service to the town of Fort Smith during the month of April, 2019.

This is the first month of the 2019/2020 fiscal and consultations were held with the Town, Metis and SRFN in regards to policing priorities and initiatives for the upcoming year. After consultation with the three community governments a variety of initiatives were identified. Under each initiative the RCMP will be seeking community partnerships to help move them forward over the course of the year. These partnerships will be identified in the “Community assisted by:” portion of the initiative.

Given that this is the first report of the new fiscal and there are a variety of new initiatives, this report will add a brief description under each category which will explain the initiative and then be removed in future reports to assist with brevity.

It has also been re-structured a little based on input from community partners. As you will notice in each previous report there was a small “boilerplate” section under each initiative. That has been removed as it did become repetitive.

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

The current fiscal year priorities Initiatives are identified as:

- 1) Substance Abuse – Education (Community & Detachment)
- 2) Substance Abuse – Enforcement Activities
- 3) Proactive Traffic Enforcement
- 4) Citizens on Patrol (COP)
- 5) Youth – Outreach & Engagement
- 6) Youth – Intervention & Diversion
- 7) Community / Partner Engagement
- 8) RCMP / Indigenous Community Cultural Exchange
- 9) Domestic Violence – Outreach & Intervention
- 10) Visibility

1) This month the detachment addressed the issue of Substance Abuse – Education (Community & Detachment) by:

This initiative will be focused on education as it relates to CDSA investigations. As noted above, this includes both detachment level education (training courses, mentorships etc.) as well as community education initiatives (school talks, community presentations, Crimestoppers education etc.).

- April 17th – Sgt. Gilbert arranged a two-day Informant Handlers Course to be held in Fort Smith in June. This course will be taken by all members in Fort Smith.
- April 24th & 25th – Sgt. Gilbert attended the “G” Division South District LTMW where discussions were held around the newly created drug strategy, partnerships, investigational presentations etc.
- April 30th – Insp. Amber Clark came to the community and met leadership from the Town, Metis and SRFN to meet with community leadership and explain the South District Drug Strategy.
- Throughout the month of April, Cst. Jobin continued his mentorship program for CDSA investigations.

The Community assisted the priority by: No specific support was sought during this monthly period. As the educational component starts rolling out the RCMP will be seeking community partners to assist.

2) This month the detachment addressed the issue of Substance Abuse – Enforcement Activities by:

Two complaints related to CDSA investigations were received during the month of April. Both were investigated. No charges have been laid.



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

3) This month the detachment addressed the issue of Proactive Traffic Enforcement by:

During the end of April, Relief Cst. Dan Doucet made a concerted effort to increase visibility and traffic enforcement at the JBT crossing area.

On April 29th, Sgt. Gilbert made arrangements with "G" Division Traffic Services to attend the community and assist with traffic enforcement. Cst. Steve Beck drove into the community on May 1st and made multiple traffic stops. He also pulled over several vehicles en-route between Hay River and Fort Smith on the Highway.

The Community assisted the priority by: Discussions were held with both Bylaw and Parks about joint traffic stops, combined traffic enforcement etc. It is hopeful that there will be more joint checkstops above and beyond what was completed last fiscal. We also plan on having discussions with ENR.

4) This month the detachment addressed the issue of Citizens on Patrol (COP) by:

On April 5th, Sgt. Gilbert spoke with Erika Bell and Cr. Louise Beaulieu about COP. Bell was the previous point of contact on council and is looking to take on a more active role. Cr. Beaulieu has been identified as the new point of contact. No meeting was able to be arranged as Bell was leaving for a month. However, contact information was shared between Bell and Cr. Beaulieu and a meeting will be set up in May upon her return. The main focus will be to implement an executive and get the society status / bylaws taken care of. Once this is complete a volunteer blitz can be held and a COP trainer from Alberta can be brought up.

The Community assisted the priority by: Meetings will be on-going until such time as an executive is set up and COP becomes its own entity. At this time, meetings will continue as partner-to-partner.

5) This month the detachment addressed the issue of Youth – Outreach & Engagement by:

Sgt. Gilbert began planning for RCMP involvement at Sweetgrass in Fall of 2019. A female member has been identified so (as it stands now) the RCMP is planning on sending two members – one male, one female.

Hockey has ceased for the season. No youth hockey coaching for the month of April. It is anticipated that the youth golf program will be up and running this summer and the RCMP will participate in this.

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

6) This month the detachment addressed the issue of Youth – Intervention & Diversion by:



This category will include the prolific offender checks. For April the Fort Smith Detachment did a total of 11 curfew checks. One individual who has been out of the community for an extended period will be returning in May.

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

7) This month the detachment addressed the issue of Community / Partner Engagement by:

- April 4th – Sgt. Gilbert met with SRFN.
- April 5th – Sgt. Gilbert met with SRFN.
- April 7th – “G” Division Commanding Officer, C/Supt. Jamie Zettler, South District Area Manager Sgt. Ken Beard, Fort Smith Detachment Commander Sgt. Jesse Gilbert along with Fort Smith Members Cst. Will Jobin and Cst. Derick Levesque attended the SRFN Grand Opening of the new conference centre. Cst. Jobin and Cst. Levesque wore their scarlet tunics.
- April 16th – Sgt. Gilbert attended the Town Council Meeting and presented the March policing report.
- April 17th – Sgt. Gilbert met with leadership of the Metis.
- April 30th – Sgt. Gilbert and Insp. Clark met with leadership of the Town, Metis and SRFN to discuss APP initiatives (among other things).

One more thing that will be implemented under this initiative will be introductions for new members. When new members transfer in they will be introduced to community leadership. Further, the RCMP will be looking to arrange a community BBQ (hosted by the RCMP) sometime in mid to late summer when the transfers have been completed so that the community can have a chance to come meet the “new” Fort Smith Detachment. Details will be firmed up as summer progresses and all transfer dates are established.

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

8) This month the detachment addressed the issue of RCMP / Indigenous Community Cultural Exchange by:

This initiative is brand new for this fiscal. This use to be a fairly standard practice many years ago and the Fort Smith detachment is hoping to resurrect it. Community partners are supportive of helping out. Sgt. Gilbert began outreach on this initiative during the month of April and is hoping to compile a list of cultural events that will be taking place over the next year as well as to generate a list of elders who would be interested in volunteering for the program. There will be no formal structure put in place – rather it would be an elder volunteering to allow a local RCMP member to accompany them during a cultural practice. This could range from trapping, fishing, hunting to traditional medicine, ceremonies etc. The Fort Smith RCMP does not want to “direct” the activities because we want it to be organic and positive.



If you know any elders who would be interested in participating, please call the Fort Smith RCMP Detachment (867) 872-1111 (ask for Jesse) or email Sgt. Jesse Gilbert at jesse.gilbert@rcmp-grc.gc.ca

The goal will be to generate a list by mid-summer and then start sending members out with elders as activities/operations permits.

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

9) This month the detachment addressed the issue of Domestic Violence – Outreach & Intervention by:

During the month of April, the Fort Smith RCMP responded to five complaints of domestic violence. The Fort Smith RCMP laid charges in all cases. Two individuals were remanded into custody as a result of the charges.

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

10) This month the detachment addressed the issue of Visibility by:

Sgt. Gilbert had planned on a visibility initiative the previous fiscal (pro-active traffic / foot patrols), however those were paused due to resourcing levels. However, by all appearances the Fort Smith Detachment will be fully staffed this summer. As such, these initiatives will move forward.

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

Notable Occurrences for the Month:

Prolific Offender stats now included under initiative 6.

There were five reported Break and Enters this month.

B&E Business/Other

- 1) April 6th – B&E at Private Residence on Field Street. Door was left unlocked overnight and someone entered the residence and stole a wallet and two phones.
- 2) April 11th – there were four reported occurrences this date. They were
 - a. Commercial Building on Breynat
 - b. Commercial Building on McDougal
 - c. Private Residence on Calder
 - d. Private Residence on Wood Bison

The private residence on Calder appears to be unrelated to the other three and is just coincidental that it occurred on the same date. Circumstances are very different as is the suspect. These also follow a different pattern than what Fort Smith has been experiencing. There was minimal damage in each, the majority of which was the entry gained.

The Fort Smith Detachment responded to a total of 7 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.

There were a total of 7 calls for service related to missing person(s) or well being checks. These types of files are typically very labour intensive as they have the potential to be very serious and thus a significant amount of effort is put in at the onset of a complaint being received. Luckily all 7 calls had a positive outcome.

2019 Staffing Rotation and Planning Cycle

As you are aware, another summer is quickly approaching and with it, a new staffing cycle. We are ahead of where we were last year at this time and are very optimistic of the current planning process.

Current Detachment

- 1) Sgt. Jesse Gilbert
- 2) Cpl. Chris MacDonald
- 3) Cst. Jonah Candy (leaving this summer)
- 4) Cst. Mike Buckland (leaving this summer)
- 5) Cst. Jill Hiltz (leaving this summer)
- 6) Cst. William Jobin
- 7) Cst. Derick Levesque
- 8) VACANT

With the upcoming summer rotation, it should look like this;

- 1) Sgt. Jesse Gilbert
- 2) Cpl. Chris MacDonald
- 3) Cst. Adam Stokes – Will be swapping out with Cst. Candy
- 4) Cst. Amy Forbes – Arriving June 15th (replacing Cst. Hiltz)
- 5) Cst. Jason Emmons – Will be swapping out with Cst. Buckland
- 6) Cst. William Jobin
- 7) Cst. Derick Levesque
- 8) Cst. Alex Hazleton - Arriving on May 9th (filling the vacant position)

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

External Distribution List:

Insp. Amber CLARK – OIC South District
S/Sgt. Ken BEARD - District Advisory NCO



Sue CROOKEDHAND – “G” Division Criminal Operations
 Sgt. Warren GAUCHIER – “G” Division Client Services

Documents Included:
 Occurrence Statistics

Appendix A

Occurrence Type	April 2019	Year to Date 2019	April 2018	2018 totals
Assaults (All Categories)	10	48	10	209
Break and Enter (Residence and Business)	5	7	3	51
Theft of Motor Vehicle	0	4	0	18
Theft under \$5,000.00	1	11	1	77
Theft over \$5,000.00	0	0	0	4
Drug Possession	1	1	1	6
Drug Trafficking	1	3	1	10
Liquor Act	10	28	10	75
Mischief / Cause Disturbance (Includes Public Intoxication)	28	126	28	424
Impaired Operation	3	24	3	84
Other Complaints	16	78	16	337
Total Violations	73	331	73	1295
Total Calls for Service	123	474	176	1758
Number of Patrols to Community	N/A	N/A	N/A	N/A



Seizures	Apr 2019	Year to date 2019	Apr 2018	Year total 2018
Liquor seizures	0	0	NA	NA
Drug Seizures	0	0	NA	NA
Firearm Seizures	0	0	NA	NA

Appendix A

Category	April 2019	Year to Date 2019	April 2018	Year total 2018
Prisoners	20	72	27	218
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	20	72	27	218

Justice Report	April 2019	Year to Date 2019	April 2018	Year total 2018
Victim Service Unit Referrals	2 Victim Declined 0 Victim Accepted 2 Proactive Referral	7 Victim Declined 3 Victim Accepted 2 Proactive Referral	3 Victim Declined 0 Victim Accepted 0 Proactive Referral	33 Victim Declined 12 Victim Accepted 5 Proactive Referral
Youth Alternative: Measures YCJA Warnings	0	0	0	0
Youth Diversion: Community Justice Referrals	0	0	0	2



Adult Diversion: Community Justice Referrals	0	0	0	1
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	1	0	1
ODARA Reports	2	9	2	23



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 04-19
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF APRIL AND THE
FOURTH FOR THE YEAR 2019**

PRESENT: Mayor L. Napier-Buckley Cr. C. Westwell
 Cr. K. Campbell Cr. L. Beaulieu
 Cr. M. Couvrette Cr. J. Cox

REGRETS: D/M K. Smith Cr. B. McArthur
 Cr. A. Pischinger

STAFF: C. White, A/Senior Administrative Officer
 J. Hood, Director of Corporate Services
 K. Reid, Executive Secretary

GALLERY: Sgt. Jesse Gilbert

Meeting 04-19
April 16, 2019

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

19-057 Moved by: Cr. Westwell
 Seconded by: Cr. Cox

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. PRESENTATIONS

a. RCMP Delegation

- i. Police Report – The RCMP Police Report for March 2019 was reviewed. Sgt. Gilbert advised that March was a busy month and is the end of the fiscal year for the detachment. He provided clarification on how the RCMP collect their statistics. He indicated that their system has a Uniform Crime Reporting tool (UCR) and every file is scored with an offence type and secondary type of scoring if applicable. He noted that files can change as a result of court or if an offense occurred and wasn't reported until months later it would be noted in the stats the month it occurred which can cause fluctuation in the stats.

He indicated that in February the RCMP changed how stats were compiled as they were previously counted by hand and now there is a computer program in place to compile the information. He clarified that for both the months of February and March it was noted that there were no B&Es however the computer program adds unlawfully in a dwelling under the B&E section which has resulted in a fluctuation in statistics.

Sgt. Gilbert added that there were four B&Es last week and that some of the youth involved in crime have returned to the community on curfew and are undergoing court. He noted that they were also involved in bike thefts a few months ago. He added that there was an eyewitness during one offence and fingerprints left at the scene of another.



Sgt. Gilbert advised that there were twenty-one complaints under the mental health act and six additional complaints from the hospital to assist with people with mental health issues in March. He is unsure why there was an increase in calls for the month. He added that the calls are labour intensive as two members are sent to respond when someone is suicidal, and that the person is apprehended to the hospital where the doctor determines if they will be admitted or discharged. He noted that the length of the call can take up to five or six hours, dependent on how long it takes the doctor to assess the patient.

Sgt. Gilbert advised that two trainers were brought in at the end of March which trained the entire detachment with CEW taser training. He noted that Fort Smith has the only detachment in the NWT that is 100% trained. He was pleased with the training and noted that the CEW gives officers an extra tool to work with which is great for officer and public safety. He added that the tool was used last year when the homicide occurred.

Sgt. Gilbert noted a change in the staffing rotation cycle; that a new RCMP member will be moving to the community sooner than expected. He added that the summer of 2019 will be the best staffed summer in the past five to ten years.

Additionally, Sgt. Gilbert had met with Cr. Beaulieu with regard to the Community on Patrol (COP) and that she was happy to come on board for discussions. He noted that there are enough people who have expressed interest to establish an executive. He is hoping to get the program running in May.

Cr. Cox commended Sgt. Gilbert for his work and was pleased to hear that the RCMP will be fully staffed. She also was pleased that the detachment received CEW training.

Cr. Westwell asked if there are any plans for upcoming traffic enforcement initiatives. Sgt. Gilbert replied that they are planning traffic enforcement initiatives on May-long weekend. He also noted that the detachment had partnered with Parks Canada to perform traffic enforcement on Highway 5.

Sgt. Gilbert advised that the Fort Smith RCMP have an informal relationship with counterparts in Fort McMurray to respond to calls in Alberta, including Border Town, Smith Landing First Nation, Fort Fitzgerald and Pine Lake even though they are in Fort Chipewyan's jurisdiction. He noted that the detachment responds to approximately forty calls per year and in return are looking for an informal commitment from Fort McMurray jurisdiction to patrol in the winter and High Level jurisdiction to patrol in the summer towards Fort Smith four to six times a year to start.

Sgt. Gilbert noted that the RCMP had a proactive traffic initiative with mandated check-stops that ceased due to staffing. He advised that they are looking to reimplement the traffic initiative in the summer as a result of being fully-staffed. He added that the only trained intoxication technician to perform breath tests is Jonah Candy and that Derick Levesque will be undergoing the training later in April.

Cr. Westwell asked if the detachment is trained with the radar gun. Sgt. Gilbert responded that half the detachment is trained, and the goal is to get the rest of the detachment trained. He added that it took him thirteen months to get the training. Cr. Westwell responded that the Town has received requests for four-way stops along Calder Avenue as a result of speeding.

Cr. Campbell asked if the detachment will be performing evening patrols with a full complement of staff. Sgt. Gilbert responded that there are usually two members doing evening patrols every night.



Sgt. Gilbert advised that the annual priorities will be changing with the end of the fiscal year and that the priority structure will be changing. He noted that two priorities will be established, and each priority can have multiple initiatives.

Mayor Napier-Buckley thanked Sgt. Gilbert for his delegation.

D. APPROVAL OF MINUTES

19-058 Moved by: Cr. Couvrette
Seconded by: Cr. Cox

That the minutes of Regular Meeting 03-19 of March 19th, 2019 be adopted as amended.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

Cr. Couvrette noted a correction in the minutes under business arising. He noted that the Dark Sky Festival receives a contribution in the in-kind use of facilities and not monetary. Cr. Westwell indicated that he received a copy of the minutes with his corrections from the last meeting.

F. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure of Interest – Cr. Cox declared a financial interest with respect to the motion to attend the FCM Conference as a Councillor delegate. Cr. Couvrette asked why Cr. Cox is required to declare a financial interest with regard to attending the FCM which is Council business.

Cr. Cox declared a conflict and left the meeting.

Mayor Napier-Buckley advised that she had sought more clarity on the issue after the last meeting and as there is Council Honouraria involved, members felt that they should declare a financial interest. Cr. Westwell doesn't believe that they are required to declare a financial interest. Cr. Couvrette was concerned with setting a precedence and asked if all Councillors were attending an event where they all received an honouraria, how that would be handled if all declared conflict. The Director of Corporate Services clarified that only two Councillors are being selected to attend and receive honouraria which could be a perceived conflict. He added that if all Councillors attended an event where all would receive honouraria there would be no conflict.

Cr. Cox returned to the meeting.

G. COUNCIL BUSINESS

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

19-059 Moved By: Cr. Cox
Seconded By: Cr. Westwell

That the Corporate Services Standing Committee minutes from April 2nd, 2019, be adopted as presented.

CARRIED UNANIMOUSLY



Accounts Paid Part I – The Accounts Paid Part I was reviewed. Cr. Cox asked how many treadmills cheque number 34806 paid for. Administration advised the cheque was for one treadmill including shipping.

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

Cr. Cox declared a financial interest and left the meeting.

FCM Conference Councillor Delegates

19-060 Moved By: Cr. Westwell Seconded By: Cr. Campbell That D/M Smith and Cr. Cox attend the Federation of Canadian Municipalities Annual Conference from May 29 th to June 2 nd , 2019 in Quebec City, Quebec. CARRIED UNANIMOUSLY

Cr. Cox returned to the meeting.

Duncan MacPherson Citizenship Award

19-061 Moved By: Cr. Couvrette Seconded By: Cr. Westwell That Council form a subcommittee consisting of Cr. Cox, Cr. Campbell and Cr. Pischinger to select the Aurora College student recipient of the Duncan MacPherson Citizenship Award. CARRIED UNANIMOUSLY
--

MACA O&M Funding Contribution Agreement 2019-2020

19-062 Moved By: Cr. Couvrette Seconded By: Cr. Campbell That Council approves the Operation and Maintenance Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$2,123,000. CARRIED UNANIMOUSLY
--

MACA W&SS Funding Contribution Agreement 2019-2020

19-063 Moved By: Cr. Cox Seconded By: Cr. Campbell That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$576,000. CARRIED UNANIMOUSLY
--

MACA CPI Funding Contribution Agreement 2019-2020

19-064 Moved By: Cr. Westwell Seconded By: Cr. Cox That Council approves the Community Public Infrastructure Funding Contribution Agreement with MACA for the fiscal year 2019-2020 in the amount of \$1,251,000. CARRIED UNANIMOUSLY
--



Community Services Standing Committee – Cr. Westwell indicated that he was away during the meeting and would be abstaining from the vote. He appreciated the dialogue in the minutes.

19-065 Moved By: Cr. Couvrette
Seconded By: Cr. Campbell

That the Community Services Standing Committee minutes from April 9th, 2019, be adopted as presented.

IN FAVOUR – CR. CAMPBELL, CR. COUVRETTE, CR. COX, CR. BEAULIEU, CR. WESTWELL
ABSTAINED – CR. WESTWELL
CARRIED

Proclamation Denouncing the Infringement of Fundamental Rights and Freedoms – Cr. Westwell felt that the separation of church and state is of high importance for healthy democracy. He understands public servants not wearing a uniform necessarily subservient to one religion or another and noted that this is the fourth time this has happened in Quebec. He noted the abuses of the notwithstanding clause or threats to use the notwithstanding clause when its convenient to hide bigotry, parading behind other issues. He felt that this is an issue of intolerance parading behind another issue that has plagued their province. His problem is, where does it stop. He noted that there is populous gaining traction in threatening to revoke several protections under bigotry parading as another issue. He was pleased with the proclamation and agreed that the real issue is that governments can avoid the Charter of Rights and Freedoms for five years because of the notwithstanding clause. He supports the recommendation and commended Cr. Couvrette.

19-066 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

WHEREAS the Town of Fort Smith is committed to respecting the principles, values and ideologies of the Canadian Charter of Rights and Freedoms;

AND WHEREAS the Town of Fort Smith is committed to creating an inclusive and accepting multicultural community;

AND WHEREAS the Charter of Rights and Freedoms provides for; a) the free expression of conscience and religion; and b) the freedom of thought, belief, opinion and expression, including the freedom of the press and other media of communications; and c) freedom of peaceful assembly; and d) freedom of association;

AND WHEREAS provincial legislation is being introduced, in the Province of Quebec specifically Bill-21 entitled "An Act respecting the laicity of the State" evoking a ban on public workers wearing religious symbols at their place of work;

NOW THEREFORE the Town of Fort Smith wishes to publicly express its opposition to, and its disapproval of the intent of Bill 21 as a discerning infringement of the constitutional freedoms guaranteed under the Canadian Charter of Rights and Freedoms;

AND NOW THEREFORE call upon the Parliament of Canada to address the context of and uses of the "Not Withstanding Clause" (Section 33) allowing federal, provincial and territorial governments to revoke fundamental freedoms and legal rights of Canadian citizens.

CARRIED UNANIMOUSLY



Municipal Services Standing Committee

19-067 Moved By: Cr. Cox
Seconded By: Cr. Couvrette

That the Municipal Services Standing Committee minutes from April 9th, 2019 be adopted as presented.

IN FAVOUR – CR. CAMPBELL, CR. COUVRETTE, CR. COX, CR. BEAULIEU, CR. WESTWELL
ABSTAINED – CR. WESTWELL
CARRIED

SDAB Reappointment John Gray – Cr. Westwell was pleased with John Gray's reappointment and noted that it is nice to have a developer and builder on the board.

19-068 Moved By: Cr. Westwell
Seconded By: Cr. Campbell

That John Gray be reappointed to the Sustainable Development Advisory Board for a term ending December 31st, 2020.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws and Policies

Briefing Note 2019 Mill Rate Bylaw – The briefing note was reviewed. The Director of Corporate Services advised that every year a Mill Rate Bylaw is required to be passed as part of the budget process, in order to levy taxes and raise revenue for the Town. He indicated that there are a number of components that go into the Mill Rate Bylaw: (a) assessed values of properties within the Town of Fort Smith; and (b) requirement for revenue from taxations which forms the two components of the Mill Rate Bylaw. He noted that Council passed a budget that required \$3.4 million revenue from taxation which is approximately a 3.5% increase over the 2018 amount. He advised that this requires revisions to the Mill Rate Bylaw and that there is a calculation that determines the value. He added that if the assessed values of properties stayed the same there would have been a 3.5% tax revenue increase, however the assessments increased from \$191,091,200 in 2018 to \$195,970,300 in 2019, resulting in an increase of \$4.9 million in value or 2.6%. As a result of the increase of property value, the increases in the Mill Rate Bylaw are minimal as they do not need to be increased to achieve the 3.5% tax revenue increase from 2018. The Director of Corporate Services provided further breakdown of the property value increases for 2019. He advised that Residential properties increased by \$822,000 and Non-Residential properties increased by over \$4 million; and Taxable properties increased by \$2.2 million and Grantable properties (paid by Federal, Territorial, SRFN) increased by \$2.6 million, resulting in a 4.8% property value increase. He indicated that as a result of the changed assessment role, the increases in the 2019 Mill Rate Bylaw are less than the expected 3.5%.

Cr. Couvrette asked if residential property owners would be receiving a 0.4% property tax increase over last year's taxes. The Director replied that if their assessment has stayed the same since 2018, they would see a 0.4% property tax increase over the previous year's tax amount. Cr. Couvrette felt that there is opportunity to make a statement on a couple issues including Institutional rates considering that the GNWT annually short-funds the Town by several million dollars and have made no indication that they intend to rectifying the issue; and that it is acknowledged that they arbitrarily and unilaterally download responsibilities that the Town assumes which cost financially. He would suggest that they pay 1% property taxes and that residential properties owners receive less than a 0.4% property tax increase. He also suggested that the amount of undeveloped property in the community could be addressed through an increase in taxation to provide incentive to property owners to develop their properties or sell, to potentially provide alternative housing options. Mayor Napier-Buckley noted that the rates are weighted separately for Residential versus Institutional and requested clarification from the Director. The Director confirmed this and noted that the Institutional tax burden is higher than that of Residential properties. The Director advised that in 2016 when the last



General Assessment was performed it was determined that had the Town left the formula used to calculate Mill Rate, Residential homeowners would have seen a disproportionate increase in their taxes over Institutional, Industrial and Commercial properties. The Director added that at that time adjustments were made to the formula to lessen the burden on Residential homeowners and increase the burden on primarily the Institutional property class. He noted that there has been an adjustment made in the past few years to reflect that Institutional have a higher capacity to pay and that their assessments tend not to follow the increase in assessments that Residential properties have seen. He noted that there is a significant amount of adjustment in the Mill Rate Bylaw with a sixteen-dollar difference per thousand of assessment between what Residential and Institutional customers pay. In addition to this, he advised that the Institutional assessment increased by \$1.4 million in 2019, which is significantly more of an increase than Residential, and as a result the Institutional properties group will see a higher than 0.4% tax burden this year. Cr. Couvrette thanked the Director for the information. He asked if the increase in the Institutional assessment is due to the construction of new institutional buildings in 2018 or if the value of properties in place has changed. The Director replied that the increase is due to the construction of new facilities and noted that there will not be any increases to existing properties until the next General Assessment is performed unless the changes are significant due to demolition or new construction.

Cr. Westwell noted that Cr. Couvrette identified topics that the Sustainable Development Advisory Board has been working on in recommending Council consider a punitive system of taxation for vacant or derelict land that is weighted dependent on location, property classification and level of derelict.

Cr. Westwell disagreed in that residents being the primary user of services should have to carry a realistic load of taxation and that the Government, as a whole versus as a tenant, carry a huge component of Institutional taxes and noted that he would not want the Town to erode a good reason for them to stay in the community. He noted that they do pay a disproportionate amount of taxes and asked if the Town makes it punitive for them to stay in the community, will it be untenable for them to stay. He felt that this would be a worthwhile conversation for another time.



Bylaw 996 2019 Mill Rate Bylaw First Reading – Cr. Couvrette asked if the Town knows the School Tax levy. The Director advised that the School Tax levy is 2.49 and is the current levy specified by the GNWT for the 2019 taxation year.

19-069 Moved By: Cr. Westwell
 Seconded By: Cr. Couvrette

That the 2019 Mill Rate Bylaw 996 be introduced and given first reading.

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

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

1. That this bylaw may be cited as the “2019 Mill Rate Bylaw”;
2. That assessed property in the Town of Fort Smith, liable to taxation and in respect of which grants-in-lieu of taxes may be paid, shall be liable for taxation and grants-in-lieu of taxes as follows:

a) Residential Developed.....	13.28
b) Residential Non-Developed.....	13.28
c) Commercial Developed.....	24.35
d) Commercial Non-Developed.....	24.35
e) Industrial Developed.....	24.35
f) Industrial Non-Developed.....	24.35
g) Institutional Developed.....	29.51
h) Institutional Non-Developed.....	29.51
i) Recreational.....	13.28
j) Telecommunications.....	29.51
k) Country Residential Developed.....	11.51
l) Country Residential Non-developed.....	11.51
m) Country Residential Mixed Use.....	13.28
3. That the rate of taxation to be applied to lands and improvements liable to taxation, or in respect of which grants-in-lieu may be paid, for school purposes shall be as follows for the year 2019.

a) School Levy.....	2.49
---------------------	------

CARRIED UNANIMOUSLY

Bylaw 996 2019 Mill Rate Bylaw Second Reading

19-070 Moved By: Cr. Campbell
 Seconded By: Cr. Cox

That the 2019 Mill Rate Bylaw 996 be given second reading by title only.

CARRIED UNANIMOUSLY



c. Mayor and Council/Board Representative Updates

- i. Cr. Campbell – Cr. Campbell was pleased Relay for Life is happening this year.

Cr. Campbell advised that the Housing Authority Board had their second meeting. At the meeting, they discussed how the Chair is selected and performed housekeeping work. He noted that there were four new appointments to the board and that he was pleased with the meeting.

- ii. Cr. Couvrette – Cr. Couvrette congratulated SRFN on the successful and elaborate grand opening of their Business and Conference Centre. Cr. Couvrette requested an update by the Mayor from her meeting with Premier McLeod.

Cr. Couvrette advised that Northern Life Museum and Cultural Centre Board was having a hard time achieving quorum and that meeting dates were changed to better work for board members. He indicated that there was an evening meeting on April 10th and that there was quorum. He noted that the NLMCC is having issues with funding and fundraising and will aggressively be pushing fundraising efforts throughout the community. The board also spoke about approaching the Town with respect to increasing the contribution agreement amount annually received. Cr. Couvrette has noticed from attending the meetings, that the Museum has a reputation on a national level for a small community museum. He noted that the Museum has been invited to a few different events and felt that the Town should be proud of what the Museum has to offer and that any support that can be provided as a municipal body or a community should be taken seriously.

- iii. Cr. Cox – Cr. Cox congratulated SRFN on the grand opening of their Business and Conference/Justice Centre. She noted that the gathering was impressive, and she was pleased to hear positive speeches about the community. Cr. Cox is looking forward to the Joint Advisory Board dinner and interacting and sharing ideas with members along with the Strategic Plan presentation. She also looks forward to participating at the Trade Show. She also looks forward to the upcoming Special Meetings and further discussing the Capital Plans.

- iv. Cr. Beaulieu – Cr. Beaulieu hopes everyone has a good Easter.

- v. Cr. Westwell – Cr. Westwell apologized for missing the last meeting. He advised that SDAB had met on April 4th and was well attended. He noted that the board has lost a few members, but regular members are still attending. He also noted that the housing summary document is coming along nicely and that he is hoping the board can meet for an evening meeting sometime after the Joint Advisory Board meeting.

Cr. Westwell advised that the Chamber of Commerce has yet to have a meeting. He also noted there hasn't been any development appeals and therefore no Development Appeal Board meetings.



- vi. Mayor Napier-Buckley – Mayor Napier-Buckley advised that Relay for Life has asked Mayor and Council to host a barbeque for the event the evening of June 8th. She requested that availability be confirmed with Relay for Life organizer, Shari Olsen.

Mayor Napier-Buckley advised that the rest of the April would be busy for Council. She indicated that the Auditor would be coming to present the 2018 Audited Financial Statements at the Special Meeting on April 29th. She also noted that the Trade Show is upcoming on April 27th and requested Councillors provide their availability to participate in the Trade Show. She also noted that there would be a Joint Advisory Board meeting on April 25th and a Business Meet and Greet on April 26th. Mayor Napier-Buckley indicated that the Capital Plans would also be discussed at the Special Meeting on April 29th. Administration suggested if there are additional questions on the 20-year Long-term Capital Plan or 2019 Capital Plan, an additional Special Meeting could be set for April 23rd or she could take questions to bring to the Senior Administrative Officer for answering. Cr. Westwell noted that the TAG report is not final for moving forward but includes estimates for costs. Administration indicated that the Senior Administrative Officer would like to move forward with the Capital Plans to start contracting work out and plan for the year ahead. Councillors Westwell, Cox and Couvrette requested a Special Meeting on April 23rd to have further dialogue on the Capital Plans prior to approval.

Mayor Napier-Buckley congratulated SRFN on the grand opening of their Business and Conference Centre. She noted that it was an enjoyable evening.

Mayor Napier-Buckley advised that she had met with Premier McLeod and Minister Schumann and discussed several issues. She spoke about the Daycare, and infrastructure available to house the Daycare, and Minister Schumann asked to follow up with him on the issue. She spoke about the land transfer of the Snowboard Park land and indicated that the Department of Lands and MACA would be meeting with the Town at the end of April to further discuss this. She also discussed GNWT positions in Fort Smith and requested the number of active positions in the community. Additionally, she talked about Aurora College infrastructure, Breynat Hall, and a road south through Wood Buffalo National Park. She was pleased with the meeting and noted that there were productive responses and actions going forward.

d. Administration

Briefing Note DPA-005-19 Krystal Brown – The briefing note was reviewed. The Director advised that the property is not owned by the applicant although the owner has signed the development permit application to allow for the home occupation on the property. He noted that the home occupation is a conditional use requiring Council approval.

19-071 Moved By: Cr. Westwell
Seconded By: Cr. Couvrette

That DPA-005-19, submitted by Krystal Brown, to operate a home occupation natural health products, jewelry and wellness consulting business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith, be approved.

CARRIED UNANIMOUSLY



Briefing Note DPA-006-19 Tracy Freund – The briefing note was reviewed. The Director advised that the property is owned by the applicant. The home occupation is a conditional use requiring Council approval.

19-072 Moved By: Cr. Campbell
Seconded By: Cr. Cox

That DPA-006-19, submitted by Tracy Freund, to operate a home occupation general contracting business from Lot 1575, Plan 2265, 6 CCGS Eckaloo Drive in Fort Smith, be approved.

CARRIED UNANIMOUSLY

H. **PROCLAMATIONS**

Proclamation Denouncing the Infringement of Fundamental Rights and Freedoms

WHEREAS the Town of Fort Smith is committed to respecting the principles, values and ideologies of the Canadian Charter of Rights and Freedoms;

AND WHEREAS the Town of Fort Smith is committed to creating an inclusive and accepting multicultural community;

AND WHEREAS the Charter of Rights and Freedoms provides for; a) the free expression of conscience and religion; and b) the freedom of thought, belief, opinion and expression, including the freedom of the press and other media of communications; and c) freedom of peaceful assembly; and d) freedom of association;

AND WHEREAS provincial legislation is being introduced, in the Province of Quebec specifically Bill-21 entitled "An Act respecting the laicity of the State" evoking a ban on public workers wearing religious symbols at their place of work;

NOW THEREFORE the Town of Fort Smith wishes to publicly express its opposition to, and its disapproval of the intent of Bill 21 as a discerning infringement of the constitutional freedoms guaranteed under the Canadian Charter of Rights and Freedoms;

AND NOW THEREFORE call upon the Parliament of Canada to address the context of and uses of the "Not Withstanding Clause" (Section 33) allowing federal, provincial and territorial governments to revoke fundamental freedoms and legal rights of Canadian citizens.

I. **ABSENCE OF COUNCIL MEMBERS**

19-073 Moved By: Cr. Couvrette
Seconded By: Cr. Campbell

That Cr. Westwell and Cr. McArthur be excused from the Community and Municipal Services Standing Committee Meetings on April 9th, 2019.

CARRIED UNANIMOUSLY

19-074 Moved By: Cr. Cox
Seconded By: Cr. Pischinger

That D/M Smith, Cr. McArthur and Cr. Pischinger be excused from the Regular Meeting of Council 04-19 on April 16th, 2019.

CARRIED UNANIMOUSLY



J. **DATE OF NEXT COUNCIL MEETING**

Special Meeting SP-01-19 – April 23rd, 2019 7:00 pm
Special Meeting SP-02-19 – April 29th, 2019 7:00 pm
Corporate Services Standing Committee Meeting – May 7th, 2019
Community and Municipal Services Standing Committee Meetings – May 14th, 2019
Council Meeting 04-19 – May 21st, 2019

K. **ADJOURNMENT**

19-075 Moved By: Cr. Cox Seconded By: Cr. Couvrette That the meeting be adjourned at 8:26 p.m. CARRIED UNANIMOUSLY

Minutes adopted this 21st day of May, 2019.

Mayor Lynn Napier-Buckley

Certified Correct by the
Senior Administrative Officer Keith Morrison

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH
SPECIAL MEETING SP-01-19
THE FIRST SPECIAL MEETING OF COUNCIL FOR
THE YEAR 2019**

PRESENT: Mayor L. Napier-Buckley Cr. K. Campbell
Cr. J. Cox Cr. L. Beaulieu
Cr. B. McArthur Cr. A. Pischinger
Cr. M. Couvrette Cr. C. Westwell

REGRETS: D/M K. Smith

STAFF: K. Morrison, Senior Administrative Officer
J. Hood, Director of Corporate Services
C. White, Director of Community Services
P. Kaeser, Director of Municipal Services
K. Reid, Executive Secretary

GALLERY: Heather Gill, Avery, Cooper & Co.

Special Meeting SP-01-19
April 29, 2019

7:00 PM
Council Chambers

The purpose of the Special Meeting is to have a presentation from Avery, Cooper & Co. of the Town of Fort Smith's 2018 Audited Financial Statements, to have Third Reading of the 2019 Mill Rate Bylaw 996, to approve the 20-year Long-term Capital Plan, and to approve the 2019 Capital Plan.

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

Mayor Napier-Buckley called the meeting to order at 7:17 pm and confirmed quorum of Council was present.

B. **APPROVAL OF AGENDA**

19-076 Moved by: Cr. Cox
Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **PRESENTATION**

- i. 2018 Audited Financial Statements – Heather Gill, on behalf of Avery, Cooper & Co. reviewed the Town of Fort Smith's 2018 Audited Financial Statements. Ms. Gill advised that the Auditor's Report states that the financial statements present fairly, in all material respects, the financial position of the town. She started with Page 1 of the Financial Statements: the Statement of Financial Position. She noted that as of December 31, 2018 the Town had \$8.9 million in Cash and cash equivalents which are short-term deposits with original maturities of three-months or less. She indicated that Page 13, Note 6 provides a break down of different bank accounts which make up the \$8.9 million. Ms. Gill returned to Page 1 and reviewed liabilities; she noted that Deferred revenue is mostly Gas Tax and CPI funds from MACA that haven't been spent and that the Long-term debt is \$2.8 million still owing from the Arena debenture. Ms. Gill noted that everything else is comparable to the previous year. She reviewed Note 25 on Page 23 and indicated that agreements to receive funding for Gas Tax, Canada Water and Wastewater Fund and the Small Communities Fund have been signed. Ms. Gill reviewed Note 20 Commitments; she indicated that the Town entered into an agreement with a contractor for a water and sewer infrastructure replacement project with a cost totaling \$4.7 million. Ms. Gill reviewed the Town's annual

surplus on Page 2 for 2018 which was \$41,336 and noted that the Town's budgeted surplus was \$1.4 million. She noted that there are differences in the Financial Statements then that of the Town's financial information, in the way Canadian Public Sector Accounting Standards (PSAS) deals with Capital Projects, Capital Assets and Expenses are used for the Financial Statements. She noted that Note 23 is a budget note to reconcile the approved budget for accounting for revenue, expenses and transfers between funds of \$1.7 million and that the debenture capital wasn't in the budget. She reviewed the General Government Services Schedule of Revenue and Expenses on Page 26 and indicated that the expenses that came from the Capital fund were just over \$86,000. On Page 27, there was just over \$17,000 added from the Capital fund to Public Safety and Protective Services expenses. On Page 28, there was just over \$19,000 added from Capital funds to Public Works and Transportation Services expenses. Ms. Gill advised that there was no change to capital funds put into Recreation and Culture Services expenses. On Page 30, Ms. Gill indicated that just over \$87,000 was added to the Water and Sewer Services under expenses and that there is a deficit of \$489,000. She noted that this is supposed to balance and have enough revenue to cover the deficit for Water and Sewer. She advised that there are issues with the Water and Sewer section with the way revenue is being earned through invoicing. She added that the Water and Sewer Bylaw requires updating and adjusting. Ms. Gill reviewed Page 38 which provides more information on the Utility Operating Fund; at the top of the column there is a net deficit of \$489,966 and reversed allocations are made back to the fund resulting in \$333,667 deficit at year end. Additionally, in the Utility Operating Fund purchases that became capital assets equal \$315,896; amortization which was taken out, as its not a real cash amount, equals \$501,554; and \$799,443 was added to the utility reserve which brings the fund to a deficit. She noted that the reason there is a difference is due to the water interruption surplus that is required to go to the reserve as per bylaw. She noted that last years surplus was used and should have remained in the fund to go to reserve. She asked if there were any questions. Cr. McArthur thinks the Town should charge more for water. Ms. Gill noted the issue is that water is not being charged consistently and that charges need to be determined for residents and commercial. She noted that there is a need to either reduce expenses or increase revenue.

Cr. Couvrette thinks there is a typo on Page 14; it is stated that the long-term debt loan matures in December 2020. Ms. Gill indicated that is correct as it comes up for renewal. Administration advised that the rate changes December 2020.

Administration reviewed the Management Discussion and Analysis document which talks to the general overview of the Town's financial position. He noted that the way the Town presents the budget and how it is tracked through variance reports is very different than how the auditors present the finances as the auditors move capital funds in different ways than the Town does. For example, the Auditors say there is a \$1.4 million surplus this year, but the surplus is tied directly to unspent Gas Tax dollars which wasn't considered in the O&M budget as only operational expenses are. He also noted that Ms. Gill indicated the change in accounting requirements that looks at capital and then expenses. He noted that capital leases get treated as a capital item and not a lease cost from a budgeting perspective. He advised that the Management Discussion Letter states that the Town is in a fairly-strong financial position and that Council will understand the financial position from the variance report. He noted that the fourth-quarter variance report was presented to Council a few months ago and the Town is finding spending limitations as there is not much flexibility in the O&M budget. He also noted that the audit does not divide the overall sums of money for the separate budget for Environmental, Utility and Operating. Some concerns brought up are with liquidity and availability of cash, and noted that the letter does say that the Town has enough resources to meet financial obligations but are seeing restrictions to liquidity tied specifically to unpaid debt in property taxes, etc. He noted that the Town is taking measures to address the outstanding accounts and that there is unsold land also tying up funds in Westgrove Subdivision that needs to be addressed through sales plans.

Administration indicated that pie graphs were added to the letter and that the first graph shows the Town's Revenue by Source which combines the three major budgets. He noted that municipal taxes account for approximately a third of the graph and that capital funds are included but does not account for approximately \$900,000 in Gas Tax funding as it was not received at that time. GNWT transfers account for approximately a third and the smaller portions account for user fees.

Administration reviewed the second graph on 2018 Expenditures which includes a 32% recreation and cultural services expenses, 20% public works, 20% water and sewer, 16% general government, 6% public safety and protective services, and 5% environmental fund expenses. Administration does not like quantifying the cost of recreation services as it becomes a target when reducing costs and noted that the one-third of the Town's expenses, for recreation, is not legislated to be provided. He advised that the recreation services are provided as the Town feels it's necessary.

Administration reviewed the Memorandum on Accounting Systems and Internal Control. He noted that the document is produced by the Auditor which outlines areas for improvement as identified by the audit. He noted that items marked with an "X" are carryover items and that most carryover items are related to water and sewer billing issues. He added that when the Auditor started the memorandum, it was twelve pages long and has been reduced to five pages this year as areas for improvement are actioned. Administration advised that the Bylaw Review Committee have discussed at length about the concerns of the Water and Sewer Bylaw and Service Interruption Bylaw, and are in the process of working through them. He noted that there are a number of pressures such as identifying the economic rate of water and that the Town is legislated not to profit from the sales of water. As a result, the Town must know the real cost of operations and how much water is being sold. He noted that 10-15% of the Town's water meters are not operational and that capital funds need to be expended for their replacement. He advised that the memorandum also states the need for a Capital Asset policy and the need to get a new contract with Smith Landing First Nation (SLFN) as the agreement between the Town and SLFN has expired.

Cr. Westwell noted that there were only two new items added to the memorandum this year, one being that the amounts paid to customers for water main issues was more than what was allowed in the Service Interruption Bylaw 697 and asked under what situations the Town was paying-out for water main issues. Administration noted that the Town pays residents water service interruption insurance and that the insurance value in the Bylaw 697 has a maximum amount of \$10,000 which isn't a representative amount in order to affect the necessary repairs. In knowing this, the Town has enforced an internal policy to fully cover the repair bills, less the deductible, otherwise residents would see an additional bill for repairs of \$5-10,000.

Cr. Westwell asked if accrued liabilities, on Page 14, includes full accounts as there is an additional \$130,000 in accrued liabilities over 2017. She noted that it is the amounts left unpaid at the end of December that hadn't yet been invoiced for. The Director advised that there were a number of invoices received with the intent to process in December 2018, however due to staff turnover and other issues they were processed in January 2019 and were accrued in 2018 for the expense to match.

Cr. Westwell was pleased with the work and to see the Auditor's recommendations being approved. He was also pleased with the improvements from year to year from the Auditor's perspective.

Cr. McArthur thought the reports and memorandum were excellent. He noted that if the Town resolved the water and sewer issues the memorandum would be reduced to one page.

Mayor Napier-Buckley thanked Ms. Gill for her presentation.

19-077 Moved by: Cr. Couvrette
Seconded by: Cr. Cox

That the 2018 Audited Financial Statements be accepted as presented.

CARRIED UNANIMOUSLY

D. **DISCUSSION**

i. Bylaw 996 2019 Mill Rate Third Reading

19-078 Moved by: Cr. Westwell
Seconded by: Cr. Cox

That the 2019 Mill Rate Bylaw 996 be given Third Reading by title only.

CARRIED UNANIMOUSLY

- ii. 20-year Long-term Capital Plan – The 20-year Long-term Capital Plan was reviewed. Cr. Westwell advised that there wasn't quorum for the Special Meeting on April 23rd although there was informal discussion and that he has a full comprehension of the Plans. He supports the Capital Plans as presented. He understands the reasons, details, comments and importance in approving the documents to forward with the capital projects. He noted that the implementation of the recommendations of the TAG report are priced at \$7.5 million for space use analysis and that the Town is not committed to the recommendations.

Cr. Couvrette appreciated the time Administration took in preparing and discussing the Plans. He noted that discussions from the April 23rd workshop identifies the need for Council to address the long-term deficit in the ability to maintain and replace infrastructure over the next twenty-years. He felt that the 20-year Long-term Capital Plan is a good document to help guide Council long-term. He suggested Council start saving additional reserves for projects upcoming in ten to fifteen years. He noted that the document will help with planning and consideration of taking on new infrastructure and that funds are properly saved to replace any new infrastructure long-term.

Cr. Cox commended Administration for preparing the 20-year Long-term Capital Plan and for answering questions about the document when quorum was not achieved. She looks forward to using the document as the foundation for decision making over the duration of the current Council's term. Additionally, she looks forward to the infrastructure tour and appreciates the impact of the plan over existing infrastructure moving forward.

Cr. Westwell agreed with Cr. Couvrette's comments that there will be hard decision making on how to manage the infrastructure deficit. He is unsure if the Town can fund the deficit and suggested being creative in the long-run to close the deficit gap. He noted that it is ambitious to use a debenture to close a tax-plug and it will be politically challenging. Cr. Westwell thanked Administration for the documents.

19-079 Moved by: Cr. Couvrette
Seconded by: Cr. Cox

That the 20-year Long-term Capital Plan be adopted as presented.

CARRIED UNANIMOUSLY

- iii. 2019 Capital Plan – The 2019 Capital Plan was reviewed. Cr. Westwell noted that the TAG report and recommendations are included in the 2019 Capital Plan. He was unsure in approving a \$16 million Capital Plan but after positive discussions with Administration, and a better understanding of the TAG report and Capital Plan, he supports moving forward with the 2019 Capital Plan and having Administration manage the projects. He noted that as projects evolve there will be opportunity for community and user base engagement to ensure the TAG report leads to constructive development.

Cr. Cox looks forward to the TAG report being used as the foundation for work to be done and understands that it is not a set plan of confirmed work. She noted that the report will be used for direction in reorganizing the Recreation facility, Library, and Town Hall.

Cr. Westwell added that he looks forward to feedback and ideas received from developers from the RFP process with regard to the reorganization of the facilities.

Cr. McArthur noted that a new Fire Hall and Ambulance facility is not included in the 2019 Capital Plan. Administration advised that it is not included as there isn't sufficient funds to construct the facility. He indicated that the Town may use the debenture method to construct a new facility and that further details are outlined in the TAG report. He added that the report is not beholden to the floorplans included in the document but that it entails what the Town needs to deliver the services and includes costs. He noted that the next step would be to ask the local private sector how they can meet the Town's needs. He added that a \$6 million debenture would result in a 20% property increase that would not be well received by residents. He thinks the Town could decrease the property tax increase to 10% in considering that there is a 3.5% unallocated property tax increase, annual rental costs for the current ambulance bay is equivalent to 1% property tax and the sale of the current Fire Hall lot would be a 1-2% property tax equivalency. He added that if the project is delayed a year or two, property taxes could be incrementally increased, and that the Town may be able to access Government funds for the project, which would result in a debenture with a less than 10% property tax increase to residents. Administration advised that a better idea of financials is required before further discussing debenture and that first, the Town will engage the local private sector to determine solutions for something that works. He noted that the Town's facilities are the fundamental face of the community and that the project will be a combined initiative with Council and the public. Administration advised that he was tasked by Council to find a solution as many Town buildings have reached end of life and as the Town does not have an Ambulance facility. He added that the projects are affordable and priority; he is requesting acknowledgement from Council that funds will be committed to see the priorities through.

Mayor Napier-Buckley requested an update on the process of inviting contractors to put forward different ideas to implement the TAG report. Administration is thinking of implementing a prequalification process where interested developers approach the Town with an interest in meeting the Town's needs and can provide the construction options required to achieve this. He hopes the Town will receive interest from several parties with alternative proposals that can be shown to the public for participation in the decision. Administration is trying to develop a process that allows people to participate in only some aspects of the project rather than the whole project. He added that the private selector may have alternative solutions that the Town hasn't yet considered.

Mayor Napier-Buckley advised that Council has had opportunity to review the 2019 Capital Plan and the TAG report and has had opportunity to bring forward questions, comments and concerns.

19-080 Moved by: Cr. Cox
Seconded by: Cr. Westwell

That the 2019 Capital Plan be adopted as presented.

CARRIED UNANIMOUSLY

E. **ABSENCE OF COUNCIL MEMBERS**

Mayor Napier-Buckley advised that D/M Smith advised that he would be away as he is on vacation as per the Council Procedures Bylaw 902.

19-081 Moved by: Cr. Couvrette
Seconded by: Cr. Cox

That D/M Smith be excused from the Special Meeting of Council on April 29, 2019.

CARRIED UNANIMOUSLY

F. **ADJOURNMENT**

19-082 Moved by: Cr. Cox
Seconded by: Cr. Couvrette

That this meeting be adjourned at 8:13 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 21st day of May, 2019.

Mayor Lynn Napier-Buckley

Certified Correct by Keith Morrison
Senior Administrative Officer

G. **QUESTION PERIOD**



Town of Fort Smith
Corporate Services Committee
Tuesday, May 7, 2019, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Cox, Cr. McArthur, Cr. Couvrette
Regrets: Cr. Beaulieu, Cr. Pischinger, Cr. Campbell
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Craig Browne

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:03 pm.

2. Declarations of Financial Interest

- a. Statement of Disclosure of Interest – There were no declarations of financial interest.

3. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 2, 2019, were reviewed and have been adopted at the Council meeting of April 16, 2019. Cr. Couvrette commended Mayor and Council, and Administration for their work supporting the Strategic Plan at the Trade Show. He noted that there was a nice flow-chart banner at the Trade Show as part of the display and requested it be displayed in Council Chambers. D/M Smith was pleased to see Council embracing the Strategic Plan. Cr. Cox asked when the FSDEA would be delegating to Council. Mayor Napier-Buckley advised that she had contacted the Chair about delegating at the Community Services meeting on May 14th, however she is currently sick and cannot commit to the date. Cr. McArthur requested an update on the Mayor's meeting with the Premier. Mayor Napier-Buckley advised that the meeting went well and that all issues identified by Council were discussed. She is waiting for a report back on the actual number of GNWT staff employed in Fort Smith as there appeared to be a discrepancy when it came to the potential strike.
- c. Vision and Values – The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Westwell was pleased with the Trade Show and Joint Advisory Board meeting. He commended Administration for the Joint Advisory Board meeting as it was well received. Cr. Cox agreed and looks forward to hearing back from the advisory boards on how they will engage and carry out goals in the Strategic Plan.

4. Governance

- a. Council Priorities – The Council priorities were reviewed. D/M Smith suggested Council develop a work plan to implement goals. He noted that the infrastructure tour is an important aspect in developing the workplan and that it was cancelled due to the inability to coordinate schedules. Administration agreed and advised that two briefing notes would be presented later in the meeting on the Seniors and Disabled Tax Relief Program and another on Property Tax as they complete the suite of financial educational notes for Council to be informed on Capital Planning, O&M, budgeting and conflicting discussion items encountered. Administration advised that his schedule is open to Council's availability for the Infrastructure Tour. He asked how many Councillors should be available before the tour is cancelled or rescheduled. Council suggested that a minimum of five Councillors be present to proceed with the tour. He suggested that a weekday would be best to observe regular operations. Additionally, he advised that a Special Meeting could be declared to have Councillors excused from the workplace. D/M Smith requested a date be determined prior to the Standing Committee meetings on May 14th. D/M Smith noted that conditions are dry, and that wildfire season begins in May many places.

5. Director's Report

- a. Accounts Paid List – The Accounts Paid List was reviewed. Cr. Cox asked if the amount of cancelled cheques for the months was usual. The Director of Corporate Services advised that cheques aren't usually cancelled. He added that they are printed through the main Xerox machine and that other print jobs can disrupt the printing of cheques. Cr. Couvrette requested an update on cheque 34898 to the GNWT for School Tax and noted that he assumed the Town paid more annually than \$167.65. The Director confirmed and replied that School Tax is paid as it is collected.
- b. Correspondence – The Correspondence List for April 2019 was reviewed. Mayor Napier-Buckley noted that there was a letter received from Shari Olsen on April 5th, requesting Council's assistance with the Relay for Life barbeque. She requested that Council confirm their availability with Ms. Olsen if they have not already. D/M Smith added that the barbeque is on June 8th.
- c. Licensing Report – The Licensing Report for April 2019 was reviewed.

The Director of Corporate Services provided an update on Corporate Services operations for April. The Director advised that at the Special Meeting of April 29th Council approved the 2018 Audited Financial Statements and report that the Department is happy to have completed the audit. He noted that the 2018 audit was more challenging than previous years considering staff turn-over. He added that the results of the audit is that the Department was able to manage the financial affairs of the Town with the challenges faced.

The Director noted that the 2019 Mill Rate Bylaw was also approved at the Special Meeting of Council. He advised that 2019 property tax bills were mailed on April 30th and that the due date for payment without interest is June 30th.

The Director provided an update on property tax collections action and indicated that Administration would be providing a briefing note regarding property taxes later in the meeting. The Director advised that there was \$2.4 million owing to the Town in property taxes from 2017 and prior years. He added that \$357,000 in outstanding arrears was added to the \$2.4 million for 2018. He indicated that in order to collect, and instruction from the previous Council, the Town is using the legal services of McLennan and Ross law firm to collect the outstanding property taxes.

The Director advised that on April 30th McLellan and Ross sent out 165 registered letters related to 125 property tax accounts with delinquent and arrears balances. He is hoping as a result, the initiative will spark collection actions and noted that the Town has already received a number of calls with concerns of receiving the letters. Additionally he advised that properties would be brought forward that meet eligibility for tax sale and that a date would be set for the sale as well as minimum sale prices. He noted that dependent on how much notice is required to be provided, the sale would most likely occur in the fall. He is looking to bring further information forward next month.

The Director advised that as a result of the concerns and comments from the memorandum of accounting systems and internal controls of the 2018 audit, the Department will be reviewing issues and looking for recommendations from Council regarding the billing of utilities and other accounting issues identified.

In regard to staffing, the Department will begin screening for the Director of Corporate Services position followed by the Corporate Services Officer position in the near future. He noted that the screening of the Director of Corporate Services Position will require the involvement of the Human Resources Committee.

Cr. McArthur asked if the McLellan and Ross are keeping up to date with collections and following procedure. The Director confirmed this and advised that they perform collections for a number of other communities. He is confident that they are keeping up with the requirements of the Property Assessment and Taxation Act.

Cr. Westwell asked if the increase in property taxes by \$357,000 in 2018 is due to non-payment of new accounts or substantial interest on accounts. Administration replied that it is a combination of people not paying for multiple years and an accumulation of interest. He added that direction from the previous Council was to be aggressive with collections as the amounts are increasing and there is no incentive to pay.

6. Administration

- a. Appointment of A/SAO Cynthia White – Administration advised that he would be attending the CAMA Conference in Quebec City, QC which is before the FCM Annual General Meeting.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That Cynthia White, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of Friday, May 24th, 2019 at 5:00 pm to Tuesday, June 4th, 2019 at 8:30 am.

CARRIED UNANIMOUSLY

- b. Appointment of A/Mayor – Administration advised that the Mayor and Deputy Mayor would be attending the FCM Annual General Meeting in Quebec and requested that Cr. Westwell be appointed Acting Mayor in their absence as he has signing authority. Cr. Westwell was accepted the appointment.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Cr. Christian Westwell be appointed Acting Mayor for the period of Wednesday, May 29th, 2019 at 5:00 pm to Monday, June 3rd, 2019 at 5:00 pm.

CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note 2019 First Quarter Variance Report – The briefing note and 2019 First Quarter Variance Report were reviewed. Administration advised the first quarter variance report shows the first three months of spending for 2019 and that all indications are that the Town is on track with the budget. He noted that from the review of the fourth quarter variance, finances become more restricted and that items have become more expensive. As a result, there is the need to be cautious of spending and focus on revenues.

Administration advised that most revenues are currently below that of previous years and are being reviewed for shortfalls. He noted that recreation revenues and lottery revenues have increased.

Administration indicated that salaries and wages are within budget, as well as legislative and utility costs. Municipal Services vehicle, equipment, and facility repair and maintenance costs have increased, and efforts to address aging infrastructure are noted in the 2019 Capital Plan. He noted that aged infrastructure takes pressure off the Capital Budget but increases pressure on the O&M Budget. Administration advised that Protective Services expenses are within budget but overspent year-to-date. The Protective Services Officer is aware of this and has been performing proactive anticipatory purchases in advance and in bulk at cheaper rates. Administration advised that Fire Hall heating costs are high given the increased use of the facility as the Department works towards a combined fire and ambulance service. He added that the Arena's electricity heating costs are slightly high, however heating oil costs are significantly lower. He noted that the 2020 Budget could be adjusted to reflect this, and that the Town is still rationalizing the cost of heating oil vs electricity. Additionally, he advised that the Town is starting to monitor the sales of water to Town facilities as part of reconciling municipal water usage. He noted that there isn't currently a water meter on the pool which is required to understand the cost to operate the facility. Also, the Bylaw Review Committee needs to know what is charged for water as the Town cannot profit from water sales.

Cr. Couvrette asked if Administration is taking a proactive role in determining alternative revenue sources for the Town and suggested that creative methods besides taxation of residents be determined. Administration indicated that the Town has three sources of revenue: user fees for recreation, and basic services; resident property tax revenue; and GNWT/Federal grants. He added that the GNWT is aware that they annually underfund municipalities and Council is encouraged to lobby the GNWT. Additionally, he noted that the Economic Development Officer and Sustainable Development Advisory Board are making efforts to bring people to the community. He noted from an economic development perspective, the Town is not a business but creates an environment for businesses and benefits from the side effects. He added that Rec Hockey revenues are increased due to a deficit carried over from the previous year.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Mayor Napier-Buckley

That the 2019 First Quarter Variance Report be adopted as presented.

CARRIED UNANIMOUSLY

- b. Briefing Note Seniors Tax Relief Program Analysis – The briefing note was reviewed. Administration advised that both briefing notes presented are from 2017 and are being brought back as financial issues that Council will need to address the tenure of multiple items.

Administration advised that the Seniors and Disabled Tax Relief Program is a joint program with the GNWT in which Seniors and Disabled persons apply for the program on an annual basis and do not have to pay property taxes. The GNWT has rolled out different variations of the program in may tax based community in which some chose not to implement the program, and some capped the amount of forgiven taxes. He noted that Seniors and Disabled persons do not pay any amount of property tax in Fort Smith. The program was initiated by the GNWT in partnership with municipalities as the GNWT did not have suitable housing for an aging population. The purpose of the program is to keep them in their homes as long as possible and the GNWT also has a fuel subsidy program in place. He noted that municipalities participated in the program as it is a good service to offer.

Administration advised of the unquantifiable burden with the aging population remaining in family homes, leaving limited options for families. He noted the downfall being that larger homes are unavailable to tax-paying families that contribute to the work force. Additionally, affordable homes aren't available and effecting quality of life. Administration is looking for mechanisms to improve this and noted that SDAB is looking for options to make accessible housing available.

Administration indicated that the briefing note was written to a specific concern that Seniors were running home occupations at an advantage without having to pay property taxes. He added that home occupation businesses are not popular among commercial businesses due to the lower entry barriers and lower costs associated with residential zoning rather than commercial. He noted that the Seniors and Disabled Tax Relief Program does not differentiate between applicants running home occupations or not and that the GNWT has not set those rules on the program. Additionally, the program does not differentiate between zoning or assessment.

Administration noted that the cost for the Town to provide the program in 2007 was \$49,818.37 and had increased to \$127,553.48 in 2018. He noted that the Town does not collect the taxes, and the GNWT pays half of what would have been collected; the other half is lost revenue. He noted that the tax amount for the program continues to increase with no indication that the trend is stopping. On average the value of houses receiving tax relief are of lower value than those paying taxes and that this may be a result of the homes being older. Administration advised that the average assessment value of homes under the program had increased from \$64,513.79 to \$136,389.47 which is slightly less than the average assessment for other residential properties for the same period. The total number of residential properties had increased from 658 in 2007 to 736 in 2016 and the number of claims under the program had also increased from 87 in 2007 to 153 in 2016. The percentage of properties claimed under this program was 13% in 2007 and 21% in 2016. He noted that in 2017 the total number of claims decreased from 153 to 148 in 2016 and that it was mostly likely due to people not realizing that they are required to register for the program annually. He stated that average assessments stayed the same in 2017 and increased to approximately \$156,000 in 2018. He added that in 2017 there was a loss in revenue to the Town of \$127,500 and increased in 2018 to \$165,000 as a result of being charged school tax. Administration advised that in addition to the Town collecting property tax, the Town collects School Tax on behalf of the GNWT and historically the GNWT paid all the school tax on the properties in the program. In 2017 the GNWT advised the Town that they paid the School Tax in error and that the Town

was now required to pay half which resulted in an additional \$48,000 cost to the Town in 2017 and \$50,000 in 2018.

Administration suggested leaving the program as is and indicated that he is unsure of the GNWT's response to revise the program. He noted that Seniors' are on a fixed income and that decision making on the fundamental financial impact of Seniors would impact their quality of life. In addition to this there are no options for Seniors housing in the community.

Cr. Westwell would like to see an updated graph of the average property tax assessment value to reflect the general assessment for 2015 to 2018. He noted that his property's assessed value increased by approximately 50% which was adjusted to 3% property taxes through the Mill Rate. Additionally, he was pleased with the update on the tax relief program and noted that it will probably trend the same annually which will require monitoring. He suggested that work could be done in other areas to improve the property tax deficit before revising the program.

Administration confirmed that with the General Assessment the Town seen residential improvements increase drastically and minimal increases to Commercial, Industrial and Institutional properties. He noted that the General Assessment occurred in 2015 and believes that they are included in the graphs presented. The Director of Corporate Services confirmed this.

Cr. Couvrette noted that Council approved \$25,000 to offset School Taxes during the budgeting process and suggested the Town write a letter to the Minister responsible to assist in covering the amount. D/M Smith noted that there isn't a formal agreement in place for the program. Administration advised that the program is a Territorial program and is represented in legislation with conditions left up to the community. He suggested that there may be opportunity to pursue the School Tax portion through the Department of Finance. However, he indicated that there may be difficulties as the program is through MACA. Additionally, he advised that the Town receives the Mill Rate for School Tax late each year which results in the delay of property tax billing and that the Department of Finance tries to collect the estimated value of School Tax prior to it being collected by the Town. The Mayor advised that she would review the Seniors and Disabled Tax Relief Act prior to the next meeting to determine if there is legislation on School Tax to make an informed decision moving forward.

Cr. Westwell indicated that the Chamber of Commerce has questioned if the Seniors or Disabled persons should lose their program relief if running a home occupation. He added that there is a perception of fairness of business start-up growth to the next phase of commercial properties. He appreciated the review of the briefing note. Administration replied that less than two-dozen home occupations are operated by Seniors in the program and that there are multiple reasons why they may want to continue business from home in addition to a supplemental income.

- c. Briefing Note Property Tax – The briefing note was reviewed. Administration indicated that arrears are one year overdue; delinquent is more than a year overdue; and bad debt is most likely not collectable. He noted that there are a variety of reasons for unpaid accounts and if they are deemed uncollectable, they should be forgiven. He advised that there are accounts that the Town is unable to unilaterally resolve an issue and requires GNWT or Federal Government assistance, others can be addressed by the Town and some sold through a tax sale. He added that bad debts are logged as revenue in the Town's balance sheets as expected to be received, and to write off the bad debts they must be recorded as an expense. Administration anticipates bad debt each year and as a result budgets \$15,000 annually which is sometimes augmented by the auditor. He indicated that when the briefing note was written in 2017 the Town had \$615,000 banked to write-off bad debt and has increased to \$862,000 in 2019.

Administration advised that in 2017 there were arrears and delinquent accounts valued at \$1.743 million which has increased in May 2019 to \$2.7 million as a result of accumulating interest and an accumulation of annually unpaid property taxes.

Bad debts still to be forgiven include a property taxes incorrectly levied on a quarry that was never executed; incorrect levies on a home that had burnt down, and the assessment was never modified; and bad debt for an abandoned trailer located on a leased lot. Additionally, Administration advised that any bad debt to be forgiven would require forgiveness of School Tax from the GNWT.

In regard to past-due accounts, the GNWT holds interests in land and improvements that make the collection of property tax difficult. He advised of two large past-due accounts associated with failed businesses; another for improvements made on leased Commissioner's land within municipal boundaries; a property that was moved from IAB land, as a result of the landslide, to land not designated as IAB land mistakenly within the municipality; and arrears from SRFN Development Corporation on land that had been transferred from the Federal Government that they stated hadn't been transferred including the private assessment cost of the SRFN lands which was assumed by the Town. He noted that the SRFN issue is being resolved.

Administration advised that he was given direction from the last Council to proceed with hiring legal services to address collections. As a result, the Town was able to obtain a law firm at no cost to the Town but with added costs to the outstanding property taxes being collected. He advised that the next step would be to go to tax sale on properties whose owners have not responded to multiple legal letters and that the Town is waiting for the lawyers to provide a list of the properties for sale. He advised that Council would be requested to determine the values dependent on the appraised value or outstanding taxes.

Cr. Couvrette noted that the Town collects School Taxes on behalf of the GNWT and diligently sends them as collected. Additionally, he noted the annual funding shortfall in infrastructure development and that he would like the Town to lobby this as it is a GNWT election year. He suggested that Hay River and Yellowknife be convinced to take a similar stance. He noted that there was a motion unanimously passed at the NWTAC AGM in regard to the shortfall to be addressed and that there has been no indication of action taken. He noted the Town's need for additional funds to address the long-term infrastructure deficit. He indicated that he would bring forward a motion to the next Council meeting and would send a respective email prior.

Cr. McArthur thinks unpaid property tax account owners should be published. The Director of Corporate Services advised that the property tax arrears list is published on the bulletin board at Town Hall and that anyone who received registered letter that doesn't enter into a payment agreement will have their names published locally and in the newspaper. Cr. Westwell is supportive in encouraging residents to pay their taxes. D/M Smith thinks taking on a law firm to handle collections is an excellent approach.

8. Excusing of Councillors

Mayor Napier-Buckley indicated that Cr. Beaulieu and Cr. Pischinger advised they were unable to attend the meeting and that she hadn't received notification from Cr. Campbell.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. McArthur

That Cr. Beaulieu, Cr. Pischinger and Cr. Campbell be excused from the Corporate Services Standing Committee meeting on May 7, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on June 4, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 9:04 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Committee
Tuesday, May 14, 2019, at 7:00 pm

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

1. Call to Order

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

2. Declaration of Financial Interest

a. Statement of Disclosure of Interest – There were no statements of disclosure of financial interest.

3. Delegations

a. Fort Smith District Education Authority – The delegation was cancelled and postponed until a later date.

4. Review

a. Agenda – The agenda was reviewed. Cr. Couvrette requested that the relocation of the Department of Industry, Tourism and Investment Regional Centre from Fort Smith to Hay River be added to the agenda.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of April 9th, 2019, were reviewed and adopted at the Council meeting of April 16th, 2019. Cr. Couvrette noted that the minutes discussed requested that it be determined how many Post-Secondary Education surveys were completed and asked if there was an update. Mayor Napier-Buckley will request this information.

Cr. Cox noted that there was discussion in the minutes about Council determining forms of recognition for Advisory Board members and if recognition is required. She asked if Council had any feedback. Administration replied that the upcoming Canada Day briefing note invites Council to discuss awards and suggested that new categories of awards could be added. He added that Council may wish to include dialogue on board recognition or service group recognition.

Cr. Couvrette advised that Cr. Westwell spoke previously at a meeting about creating a strategy for the upcoming discussion on the future of the polytechnic university and how it may impact the community. He thinks this should stay on the agenda as an active item. Cr. Westwell thinks it would be relevant to develop a “why here” document with the college being the main target although it would be fitting for all development and would be relevant across numerous initiatives.

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

- d. Community Services Master Plan – The Community Services Master Plan was reviewed. Administration advised that he is looking to begin the process of releasing the RFP for the new Community Services Master Plan document. He anticipates a great deal of community consultation with the development of the document. He noted that the current document is very infrastructure orientated with financial sources not outlined. He advised that the Town will approach the development of the new plan as implementable and affordable. D/M Smith was pleased with the update. He noted that the RFP for the current document wasn't a collaborative process and that a survey was mailed to residents to outline wish lists for Town infrastructure. He noted that with the excellent work of the Recreation Advisory Board, they made the document meaningful for the community.

Cr. McArthur asked if new playground equipment was purchased in 2018. Administration replied that new replacement parks were purchased for the existing playgrounds and the funds for the installation work is included in the 2019 Capital Plan. He added that the next step would be to engage the community through the Sponsorship Policy and the renaming of the parks as all the parks are currently unnamed. He noted that RAB would be included with the initiative. D/M Smith advised that MACA offered a training course in the past on the installation of playgrounds and shared the cost. The Director of Community Services indicated that the Town is working with Parks Canada and JBT Elementary School as they also have structures for installation. She anticipates the work to begin August.

- e. Economic Development Plan – The Economic Development Plan was reviewed.

5. Directors Report

The Director provided a report on the operations of the Community Services Department. The Director advised that April was a busy month and that Junior NBA, Yoga, Boot Camp and the Elders in Motion programs have concluded for the summer. She noted that the Department has begun planning for Day Camp and alternative programming for older youth over the summer. The Director added that Youth T-ball is starting this week and will go until mid-July, and that Youth Soccer would begin after T-ball finishes.

- a. Recreation Statistics – The April 2019 statistics report was reviewed. The Director advised that Pete's Gym usage will start decreasing as College concludes for the summer and as students are the main users of the facility. Additionally, the Squash Court will also decrease in usage as it is mainly used during the winter. The Director advised that there was fantastic programming in the theatre over the past weekend for screening of "The Grizzlies" movie which was done in collaboration with Community Counselling Services and that there was a great turn out. She indicated that the movie was about youth in Kugluktuk that developed a Lacrosse Team that played at a National and International Level. She noted that the movie is the number one in the box office in Canada right now. Additionally, there was counselling services on hand as there were a number of triggers in the movie. The Director added that Youth Night continues to be a well-received program amongst youth.

The Director advised that the Arena statistics have been added to the Recreation Statistics Report for the summer months. She noted that the Trade Show had over seven-hundred people in attendance.

The Director advised that the Community Services Department is working with Municipal Services to making safety improvements to the Track facility Jumping Pit. She is also starting to see people out at the Soccer Field.

She advised that the Department is working with Relay for Life Organizers to coordinate the events and usage of Town facilities, and that PWK Grad Convocation would be held in the Recreation Centre gymnasium this year.

The Department is also working with the new Archery Club to help get them up and running. They have been coordinating with the Curling Club to use the space over the summer months and the Ski Club for outdoor shooting.

- b. Pool Statistics – The April 2019 statistics report was reviewed. The Director advised that JBT swimming lessons are ongoing, and that Track and Field is scheduled in less than a month. She reminded Council that JBT has sponsored swims after school for remainder of the school year and that they have sponsored the swimming times with funding received from MACA for Active After Schools. She added that this is the second year they have sponsored swims through that funding. Additionally, the Director advised that swimming lessons are wrapping up and the next set will be in the summer.
- c. Mary Kaeser Library Statistics – The April 2019 statistics report was reviewed. The Director advised that there is an increase in Story Time attendance in April, but numbers are still down from last year. She noted that the Elders Tech and Tea continues to be a popular program. Additionally, there is regular attendance during after school time. The Director advised that Library staff have been coordinating programming with the Aurora Research Institute on robotics and hydraulics. She added that Wellness Wednesdays did not occur in April but have restarted in May.

The Director advised that she is working hard with the Recreation Programmer on advanced planning, baseline programming for sport, recreation, arts, culture and literacy programming to produce a seasonal guide twice a year that can be accessed on the Town's website.

Cr. Cox noted a significant increase in usage of the Recreation facility gymnasium in March and April compared to previous years and requested an update. The Director replied that the increase is due to a change in programming. She noted that staff were reluctant to let people use the gymnasium unless during scheduled time which has changed and that there is a group of youth using the gymnasium regularly after programming has concluded. Cr. Cox noted on the Pool report that noon-hour weekend swim usage has decreased, and Seniors usage has increased. The Director replied that usage generally decreases with nicer weather and that the Department is seeing more Seniors use the facility. She added that the Pool is also used for physical rehabilitation for hip and knee conditions.

6. Economic Development Report

- a. Economic Development – The April 2019 statistics report was reviewed. The Director advised that the Meet and Greet prior to the Trade Show was well received with forty people in attendance. She felt that this was successful for a first-time event. She indicated that the 2019 Citizen Satisfaction Survey was distributed at the Trade Show and that there was a board displayed for people to post what they love about Fort Smith. The comments received will be used as themes to market Fort Smith on social media.

The Director advised that the EDO and Aurora College would be hosting the next webinar at the College on May 15th and that the topic is “Stories that Sell”. She thinks the theme is great and ties collaboratively into the work TTAB has been doing on the development of a community profile for Fort Smith. She added that TTAB has expressed that they would like to see stories and personalization incorporated into the profile. The Director advised that the EDO had interviewed mine workers to determine what they seek in a community to commute from and noted that they could be a target audience in the profile.

The Director indicated that Town staff working at the Library, VIC and Recreation facility would be receiving Northern Most Host training which is upcoming quickly.

Additionally, the EDO continues to work with interested tourism providers to deliver aurora night viewing tours that will be marketed for a two-week period next fall and that she is working with Top of the World Travel to coordinate the program along with NWAL, hotels and catering companies as they move forward. Cr. Cox was pleased with the new layout of the Economic Development Report.

- b. Briefing Note Business Visit Report – The briefing note was reviewed. Administration noted that the report is interesting as businesses were engaged for strengths and weaknesses to create a more vibrant economy. He noted that Fort Smith is fighting to keep its Government regional offices and positions and will need to look at other opportunities for economy and how to support current businesses.

The Director of Community Services advised that the Economic Development Strategy includes engaging local business owners regularly on the climate for business in Fort Smith. She would like to know what barriers are encountered and how the Town can support local businesses and consumers.

The Director advised that approximately a third of businesses were interviewed and that she would like to engage with more businesses during the next round of interviews. She added that many businesses in the community are home occupations as side businesses, with less time to engage, although the EDO was able to encourage participation from some.

The Director indicated that the majority of businesses feel they are doing well and that the Town hopes to see how this compares to trends to a regional and national level . She would like to determine what averages are on business turnover each year and internal management structure. She noted that larger commercial businesses are thriving and homebased businesses wanting to grow need commercial buildings available.

It was identified that GNWT contracts help business grow and maintain, including contracts such as the Arena Rebuild and the construction of the new Corrections facility. Additionally, the company brought in employees from outside of the community to make construction happen. The support of family, friends and the community also were identified to help with the start-up of new businesses. Additionally, the Chamber of Commerce assists businesses, specifically through their Shop Local Campaign.

She advised that the Town would like to help connect business services together whether it be for shipping, purchasing or other forms of support to help community growth. She noted that challenges exist include having a small market with a small customer base. She asked if there is enough of a customer base for additional retail stores and that finding qualified dependable staff has been identified as a challenge. Additional challenges include marketing, advertising, high shipping costs and high travel costs. She noted that there were comments received about property taxes and about businesses not paying taxes, which may be a perception issue due to the tax relief program.

Initiatives identified that can potentially help businesses include a road through Garden River and developing an alternative industry. She noted that it was discussed starting a tech industry, services for mining or services that support other industries in the NT, and which markets are potentially viable to develop. She added that the EDO is exploring options through an asset map of what the town has already and could potentially support and how to grow that market base to be successful. Additionally, the Town could work to promote tourism, sports tourism and other tourism industries through improving communications and community guides. The Director advised that the EDO is working on many of these items and identifying which residents to attract to the community. Additionally, the EDO is working on fun marketing around services in the community and unique items available as well as specific issues identified by business owners and ways the Town can foster growth and success. Initiatives are being launched based on information businesses provided in conjunction with the Economic Development Strategy and Strategic Plan.

The Director indicated that the EDO would be moving on to the next set of business visits to focus on what is success and what is growth. Also, how it is measured and if the Town will see businesses grow. She added that there would be discussion on employee retention, hiring qualified employees and recruitment. She noted that over the next three years the Town would perform bi-annual business visits to collect baseline data begin initiatives and target actions and determine if the town effected change. Moving forward she would like to monitor and assess the business climate and which initiatives may have affected change.

The Director is looking for a recommendation of Council to approve and publicly distribute the document. She would like to share the information collected with local business owners to address areas of concern.

Cr. Westwell was appreciative of the ongoing work of the Department. He noted that the information is valuable, and he hopes it encourages participation from more business owners.

Cr. Cox commended the Director and EDO on the work done. She noted that it is important and good to see.

Cr. Couvrette spoke on behalf of TTAB as the Councillor representative and advised that the board was involved with the development of the report. He commended the work and added that businesses and the public need to see the work the EDO and Town have done to promote business in the community.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That the Business Visit Report from Fall 2018 be accepted and approved for public distribution.

CARRIED UNANIMOUSLY

7. Advisory Boards

a. Recreation Advisory Board

- i. RAB Minutes April 8th, 2019 – The RAB minutes were reviewed. Cr. Cox indicated that the board has had a hard time achieving quorum. She indicated that she had discussed the April 8th RAB meeting at the April 9th Community Services meeting. She noted that the Municipal Alcohol Policy was discussed at length and will be the subject of discussion when brought to Council. Administration advised that RAB made a recommendation to bring two policies to Council and requested the recommendation be tabled until the policies can be brought as a suite of facility use policies as they interconnect.

- ii. RAB Appointment Allie McDonald – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Allie McDonald be appointed to the Recreation Advisory Board for a term ending December 31st, 2020.

CARRIED UNANIMOUSLY

- b. Advisory Board on Culture – Cr. Beaulieu advised that there hasn't been quorum and a meeting hasn't been scheduled.

c. Tourism and Trade Advisory Board

- i. TTAB Minutes April 18, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that there was excellent discussion on the community profile for the Town website. He noted there was also discussion on recognizing recently deceased citizens for their tourism contributions to the community and that guidelines for recognition should be determined. He added that another item discussed that was of great interest was the opening of the new Terry Harrold Aviation School through Northwestern Air Lease. He noted that they are battling with the Department of ECE about supporting the school with student financial assistance. Mayor Napier-Buckley noted from the minutes that it was mentioned that Leslie Paulette should receive an award for her work developing a birthing center in Fort Smith. She noted that she received a Community Builder's Award at the Town of Fort Smith's 50th Anniversary Celebration. She agreed that there should be record of award recipients on the website.

- ii. TTAB Reappointment Linda Martin – The expression of interest form was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Linda Martin be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2020.

CARRIED UNANIMOUSLY

8. Administration

- a. Relay for Life – Administration advised that a donation request was received from the Relay for Life organizer and that most items are being provided in-kind. He added that another donation request was received later requesting financial support for food for their barbeque as they are not receiving the anticipated funding from a local sponsor. He is waiting to find out the amount of financial support required. Administration indicated that the Relay for Life event begins at 6:00 pm and the barbeque Council is requested to host would follow shortly after. Mayor Napier-Buckley understands that there will be a few conflicting events at the time of Relay for Life. Cr. Westwell noted that the Gala for the Aurora Open Golf Tournament has been cancelled.
- b. Staff and Volunteer Appreciation Barbeque – Administration advised that the Staff and Volunteer Appreciation Barbeque is an annual event where Council cooks for staff and volunteers. He indicated that the date for the event this year is June 11th and held at the Skate Park. Council's presence would be required at 11:00 am to begin cooking for the lunch-hour barbeque.

Additionally, Administration advised that the Infrastructure Tour is scheduled to occur on June 10th and that an in-camera Special Meeting of Council could be called in consideration that the organizational chart would be discussed. He noted that the last Infrastructure Tour started at 9:00 am and ended at 7:00 pm. He added that two-days' notice is required to schedule a Special Meeting. Cr. Westwell is unsure if a nine-hour in-camera meeting would qualify as a Special Meeting. Mayor Napier-Buckley advised that she would review policy and procedure.

9. Other Business

- a. Briefing Note Canada Day 2019 – The briefing note was reviewed. Administration suggested volunteer recognition be discussed. The Director advised that the Canada Day Celebration is a big event and requires support from the Municipal Services Department. She advised of the road closure location for the Canada Parade Route from the Post Office Parking Lot to Riverside Park and encouraged Councillors to participate in the parade. Additionally, she is working on posting the award nominations for the annual Canada Day awards. She is requesting a sub-committee of Council be formed to select recipients of the awards. The Director noted that the theme for Canada Day has changed from Canada 150 and that she would be placing a public call for parade and float participation. She noted that the main event is the Canada Day Fish Fry hosted by Mayor and Council and to prepare and serve food and they would be required on sight around 11:00am. She noted that the community feast usually services between 500-700 people. She added that the Mayor will be requesting the SRFN tent in-kind as the Town provides multiple in-kind services for their Treaty Land Entitlement Days. The Director has discussed with TTAB extending the awards ceremony to include further recognition which could be included in the call for nominations. Cr. Cox and Mayor Napier-Buckley volunteered to be on the Canada Day Awards selection committee.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

**That Council form a sub-committee to review award nominations;
and**

**That Council approve the following road closures for the Canada
Day Celebrations 2019; and**

**That Marine Drive adjacent to Riverside Park be closed to traffic
on July 1st, 2019 from 11:30 am to 6:00 pm for the Canada Day
Celebrations; and**

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

CARRIED UNANIMOUSLY

- b. Victims and Survivors of Crime Week Proclamation – Mayor Napier-Buckley advised that she received a request for Council to pass a proclamation on the Victims and Survivors of Crime Week from the Status of the Women Council of the NWT. Cr. Westwell asked if the Town currently mandates the statements in the proclamation. Mayor Napier-Buckley indicated that the Town does participate in events throughout the year such as Take Back the Night and different days of recognition. Administration advised that emergency responders work with victims of crimes.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Cox

**WHEREAS, when a crime occurs, it doesn't affect just one person,
but their family members and the entire community; and**

**WHEREAS, victims and survivors of crime and their families
deserve support from their community; and**

**WHEREAS, many victim service providers, police officers, and
professionals working in the criminal justice system provide
assistance to victims and survivors of crime and their families; and**

**WHEREAS, victims and survivors of crime need to know that they
have a voice in our criminal justice system and that there are laws
in place to help them; and**

**WHEREAS, Victims and Survivors of Crime Week, May 26 to
June 1, 2019 offers an opportunity to raise awareness about victim
issues, and about the services and laws in place to help victims,
survivors and their families; and**

**WHEREAS, the theme for Victims and Survivors of Crime Week -
the Power of Collaboration - will help to promote greater
understanding of victim issues; and**

**WHEREAS, an increased awareness of issues faced by victims and
survivors of crime will encourage citizens to discuss the impact of
crime; and**

**WHEREAS, public demonstrations of support for victims and
survivors of crime help to build a community's capacity for
compassion to assist them and their families and the community as
a whole; and**

WHEREAS, addressing victim and survivor issues requires the support and dedication of the whole community; and

WHEREAS, the support of the Town of Fort Smith will encourage a greater number of citizens to participate in Victims and Survivors of Crime Week;

THEREFORE BE IT RESOLVED THAT I, Lynn Napier-Buckley, Mayor of the Town of Fort Smith, do hereby proclaim May 26 to June 1, 2019 as Victims and Survivors of Crime Week in the Town of Fort Smith; and

THEREFORE BE IT RESOLVED THAT during Victims and Survivors of Crime Week and throughout the year, the Town of Fort Smith will recognize victims and survivors of crime and those who assist them and be it further; and

THEREFORE BE IT RESOLVED THAT the Town of Fort Smith will remain committed to addressing and advancing the issues faced by victims and survivors of crime.

CARRIED UNANIMOUSLY

- c. Relocation of the GNWT Department of Industry, Tourism and Investment (ITI) Regional Office – Cr. Couvrette indicated that he was on the GNWT Contract Registry website reviewing a call for proposal for the development of the 2025 NWT Tourism Strategy that drives a significant portion of ITI’s mandate and the requirements for consultations that the contractor would have to undertake. He noted that within the requirements the location for group consultations was listed as the Regional Centre in Hay River and that Fort Smith was listed as a tourism engaged community. Cr. Couvrette advised that Fort Smith has always been considered the Regional Centre for ITI and suggested that perception is that the Regional Centre has relocated to Hay River. He felt that this should be addressed through an invitation for a meeting with the Premier, Minister of ITI and the Thebacha MLA and that he would like this brought forward as a motion.

Cr. Westwell commended Cr. Couvrette for catching the demotion of the Regional Centre through an RFP document. He noted that Council has not been successful in requesting the Premier’s presence for meetings in the past and asked if meeting with the Minister and MLA would suffice. He also noted that this year is a GNWT election year.

D/M Smith thanked Cr. Couvrette and supports his intent. He noted that different GNWT departments view the interpretation of Regional Centres differently as their website recognizes six communities being Regional Centres and is unsure how this mechanism was determined. He added that the Mayor and himself had met with the Premier, Minister of ECE and the MLA in September 2018 and concern was expressed about the disappearance of the Aurora College Head Office within the greater context of the loss of decision-making ability in Fort Smith. He also noted that there was discussion about the Departments of Infrastructure and Finance and that Superintendent positions had been affected. The location of hire for the Superintendent position for ITI was also discussed as the position was to be located in Fort Smith, not Hay River. D/M Smith is very supportive of the initiative.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Westwell

That Mayor Napier-Buckley issue an immediate invitation to the Premier, Minister of ITI, and Thebacha MLA to meet at the earliest date to confirm the status of the ITI Regional Centre status and when Fort Smith will be re-instated as the primary place of work for the Regional Superintendent position.

CARRIED UNANIMOUSLY

10. Excusing of Councillors
Mayor Napier-Buckley advised that Cr. Campbell did advised that he was on holiday.
RECOMMENDATION
Moved by: Mayor Napier-Buckley
Seconded by: Cr. Couvrette
That Cr. Campbell be excused from the Community Services Standing Committee Meeting on May 14th, 2019.
CARRIED UNANIMOUSLY

11. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on June 11, 2019.

12. Adjournment
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That the meeting be adjourned at 8:35 p.m.
CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, May 14, 2019 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:41 pm.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Financial Interest – There were no statements of financial interest.

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 9th, 2019, were reviewed and adopted at the Council meeting of April 16th, 2019.

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

- d. 2019 Capital Plan – The Capital Plan was reviewed. Cr. Westwell indicated that the 2019 Capital Plan was approved at the Special Meeting of April 29th.

4. Directors Report

The Director provided a report on the operations of the Municipal Services Department. He indicated that over the past month the Water Treatment Plant has been using the ponds to settle sediments out of the water due to the spring break-up and high turbidity of the water. He noted that the ponds are filled then pretreated prior to switchover.

The Director advised that Maintenance Crews are wrapping up for the summer and that seasonal workers have started. He noted that Spring Clean-up started today for next twelve days and that the Landfill will be open over the long weekend. Additionally, there would be no changes to Municipal Services operations over the long weekend. He added that Public Works has been busy working at the Landfill as Contractors would be working to spread and compact the refuse, then cover with sand, after Spring Clean-up. He noted that this occurs twice per year.

Cr. McArthur asked if the Town would be expecting a new fire truck this year. Administration confirmed that the fire truck is currently being built and is scheduled to be delivered in the fall.

Cr. McArthur requested an update on the request for a 4-Way Stop at Calder Avenue and Field Street. The Director advised that Stop signs were ordered through a local contractor who is getting them made through a company down south. He noted that they should be arriving soon. Administration advised that historically the Town has purchased signage through an Alberta company but is now trying to procure the work locally to support businesses within the community. Cr. McArthur suggested that the maximum speed on Calder Avenue should be reduced as a result of multiple complaints. Cr. Westwell noted that previous Councils and Administrations started to develop a Speed Plan that identified 40km/h as the common speed zone although it was never completed or implemented. Administration indicated that it was discussed with the last Council that traffic flow should be considered in conjunction with a larger traffic study before making decisions to place Stop signs. He suggested that this would go before the Bylaw Review Committee once they have completed the suite of bylaws they are currently reviewing. He noted that there are currently more pertinent bylaws for review and if Council wanted to perform a traffic study a consultant would need to be hired. He suggested considering incorporating this with funding into the 2020 Capital Plan. D/M Smith indicated that passing motions to implement the signage gets the work done rather than putting it off and agreed that a community wide study should be performed. He noted that the community's road surfacing is in good shape which increases speeding and has required additional Stop signs to be placed. He added that this is also an enforcement issue.

Cr. Westwell was pleased with the amount of recycling work done at the Landfill facility.

5. Protective Services Report

- a. Fire Department – The April 2019 Fire Department incident and training report was reviewed. Administration advised that the Protective Services Officer has a new truck which he takes home at night unlike other Town vehicles. He noted that this is the first step for first responder 24-hour coverage.

Administration advised that the Fireman's Ball was the first combined gala with the Ambulance Department. He noted that both departments have new uniforms purchased with Ground Ambulance Highway Rescue funding. He has heard the gala was a great success.

Administration indicated that the new protective services tracking software is being used to develop the statistics although Ambulance stats have not yet been incorporated. He noted that there were minimal fire calls in April.

- b. Ambulance Department – The April 2019 Ambulance report was reviewed. Administration advised that the number of Ambulance calls has decreased from the regular amount. He noted that the airport will be shut down at night while new LED lighting is installed. He added that with one-hour notice the runway can be cleared for medivacs. Additionally, ENR has been working with the airport to accommodate late operating hours of water-bombers. He clarified that these conversations are happening so that the airport work does not impact public safety. D/M Smith requested the date of the airport closure. Administration replied that the work will commence May 20th and is expected to be finished in August or September and that work is only to occur during the night.

D/M Smith noted that the river is exceptionally low and that the radio spoke to dry conditions in the South Slave. He asked if the Town is taking any further wildfire preparedness or public education. Administration replied that notification was published that a fire permit is required for burning outside a firepit. He advised that there was a prescribed burn around the schools and that they may do a prescribed burn by the riverbank although with dry conditions it may be risky. Administration is in the process of reviewing the new GNWT Emergency Measures Act and the Protective Services Officer is working on the roll-out of the mass emergency notification system. Administration is also determining how to spend fire abatement money and indicated that a brusher was purchased last year for the Bobcat and that the 2019 funds could be used to hire additional staff to perform fire abatement and brushing. He identified the area around Tamarac Crescent requiring additional fire abatement treatment. He is also working with ENR to obtain additional fire abatement funding. He anticipates leaving the majority of funding for a fire smart roll-out and training session with the fire abatement instructor who authored the Community Protection Plan. Administration added that there is already a fire out of control by Meander River. D/M Smith was confident initiatives were underway.

Cr. Westwell has heard positive comments about the number of Ambulance members and their response to calls.

- c. Bylaw Department – The April 2019 Bylaw report was reviewed. Administration advised that the bylaw report has been developed with the new reporting software. Cr. Westwell was happy to see speed warnings being issues and reported on the report. Administration advised that most speed enforcement is around the schools as they are high risk areas. Mayor Napier-Buckley would like to know the cost to implement photo radar.

6. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes April 4th, 2019 – The SDAB minutes were reviewed. Cr. Westwell advised that SDAB has been diligently working on zoning and housing initiatives and will transition to the Strategic Plan and next phase of zoning recommendations.

Cr. Couvrette asked if SDAB has reviewed the NWT Agricultural Strategy. Cr. Westwell confirmed and indicated that reviews from the board weren't good from people involved with agriculture. He added that what the plan commits and what the GNWT come forward with differentiate. D/M Smith noted the lack of agricultural land unless on Crown land which is not accessible. Administration added that MACA has not advanced the request to extend municipal boundaries.

Cr. Westwell noted that a few board members have resigned.

7. Other Business

- a. DPA-007-19 Fort Smith Metis Council – The development permit application was reviewed. Administration advised that the Fort Smith Metis Council wish to build a house in RMH zoning. He noted that this is permitted although overall size requirements are different. He noted that they originally planned to replace the current structure with a trailer but were unable to transport one with the bridge work ongoing by Hay River. Administration advised that the development permit application meets the conditions but requires conditional approval. Administration added that the side-yard requirements are being met for the development.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: D/M Smith

That DPA-007-19 submitted by the Fort Smith Metis Council to demolish an existing trailer and construct on site a similar unit on Lot 1358, Plan 1788, 64 Caribou Crescent, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. DPA-008-19 Gordon Rothnie – The development permit application was reviewed. Administration advised that Mr. Rothnie owns the property and that a home occupation permit requires conditional approval from Council. He recommended the development permit be approved.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Mayor Napier-Buckley

That DPA-008-19 submitted by Gordon Rothnie to operate a lawn care/landscaping home occupation business from Lot 1145, Plan 1711, 128 Carl's Drive in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

Mayor Napier-Buckley noted that Cr. Campbell advised that he was on holiday.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Cr. Campbell be excused from the Municipal Services Standing Committee Meeting on May 14th, 2019.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 11th, 2019.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:22 pm.

CARRIED UNANIMOUSLY