










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

November 17, 2020, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. RCMP Police Report October 2020	 Police Report October 2020
D. Approval of Council Minutes a. Council Minutes 10-20	 Council Minutes October 20, 2020
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 November Community Services Minutes November Municipal Services Minutes November
b. Enactment of Bylaws and Policies	
c. Appointments i. Council Honourarium Bylaw Review Committee Expression of Interest – Kyle Vos	 CHBRC EOI Kyle Vos
d. Mayor and Council/Board Representative Updates	
e. Administration	
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

FORT SMITH
POLICING REPORT
October 2020



Fort Smith RCMP Detachment
G Division
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 159 calls for service to the town of Fort Smith during the month of October 2020

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

The current fiscal year priorities Initiatives are identified as:

- 1) Crime Reduction – Organized Crime – Drug Trafficking
- 2) Road Safety – Impaired Driving
- 3) Build and maintain positive relations with our partners
- 4) Enhance the safety & health of Indigenous communities – Reconciliation & Youth
- 5) Property Crime – Prevent and reduce the impact of prolific offenders

1) This month the detachment addressed the issue of Crime Reduction – Organized Crime – Drug Trafficking

This initiative is enforcement based – targeting the trafficking and distribution of hard drugs in the community. Police received three reports of drug trafficking during the month of October. Fort Smith RCMP are actively seeking information on drug trafficking in the community to assist us with ongoing investigations.

The Community assisted the priority by: Providing intelligence to the RCMP on suspected drug trafficking activities.

2) This month the detachment addressed the issue of Road Safety – Impaired Driving by:

This initiative is enforcement based – focusing on road safety through targeted enforcement activities (checkstops, stopping vehicles leaving licensed establishments, etc.), and also by investigating complaints made by members of the public. Police received 1 report of a possible impaired driver from a member of the public during the month of October. Police were unable to locate the vehicle to determine if the driver was impaired. .

Police conducted 7 checkstops over the Thanksgiving Weekend, associated to “Operation Impact”, committed to improving road safety in the community. No criminal offences were noted, many warnings were given for minor Motor Vehicle Act offences. One ticket was issued to an unlicensed driver. Drivers were generally pleased to see police. Approximately 140 vehicles were checked over the weekend. One checkstop was conducted on October 22, 6 vehicles were checked, one ticket was issued.

On October 6th police checked a suspicious vehicle parked near the Petro Canada at 2:00am, the driver had a suspended license and was issued a ticket for this.

On October 28th, a 24 year old man from Fort Smith was issued a ticker for driving without a valid Driver’s License after being stopped for speeding by the Town of Fort Smith Bylaw Officer.



Three speeding tickets were issued by G Division Traffic Services during the month.

The Community assisted the priority by: reporting suspected impaired drivers to the RCMP

3) This month the detachment addressed the issue of Build and Maintain Positive Relationships with Our Partners by:

This initiative is focused on maintaining good communication with our community partners (governments, partner agencies, etc.). This includes attending meetings, the sharing of information, and RCMP involvement in community activities. Sgt. PETERS provided a monthly update to Fort Smith Town Council on October 20. Sgt. PETERS met with local leadership on October 22nd. This initiative is hindered by COVID-19 restrictions.

The Community assisted the priority by: Inviting RCMP to attend meetings.

4) This month the detachment addressed the issue of Enhance the Health & Safety of our Indigenous Communities – Reconciliation & Youth by:

This initiative is focused on building and strengthening relationships with our Indigenous Communities. This will be done through activities focusing on Reconciliation, and involvement with youth activities. We are actively seeking input from our community partners on how we can better interact with youth, and also what activities we can undertake in the spirit of reconciliation. Detachment members participated in a Jack'o' Lantern judging contest at Trailcross, and attended a pizza party there on October 30th. This initiative is hindered by COVID-19 restrictions.

The Community assisted the priority by: Invitation from members of local governments & partner agencies for RCMP to meet with them.

5) This month the detachment addressed the issue of Property Crime – Prevent and Reduce the Impact of Prolific Offenders by:

This initiative is enforcement driven, and will focus on identifying prolific property crime offenders, and targeting those individuals through checks to ensure they are complying with any court imposed conditions. 12 reports of property crime were received by the Fort Smith RCMP during the month of October, 1 of which appears to be linked to a prolific offender.

RCMP encourage local residents to call and report all property crime, regardless of how minor, as it directly impacts our proactive patrols and crime prevention efforts.

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

Notable Occurrences for the Month:

October 1st, 2020 – A 28 year old man from Fort Smith was later arrested and charged with failing to comply with conditions of a release order after curfew checks revealed he was not abiding by said conditions. He was remanded into custody.

October 4th, 2020 – A 27 year old man from Fort Smith was arrested and charged with assault, after police received a report of an altercation at a residence. The man also had an outstanding arrest warrant for impaired driving. He was later released pending a future court appearance.

October 9th, 2020 – An arrest warrant was issued for 19 year old man from Fort Smith for failing to comply with conditions of a probation order after curfew checks revealed he was not abiding by conditions.

October 11th, 2020 – A 14 year old male from Fort Smith was arrested and charged with Failing to Comply with Conditions of his Probation Order. He was held in custody for a JP hearing, and later released for a future court appearance.

October 21st, 2020 – A 36 year old man from Fort Smith was arrested and charged with Assault after an incident was reported to police. The man was later released pending a future court appearance.

October 21st, 2020 – A 58 year old woman and a 61 year old woman both of Fort Smith were both arrested and charged with Obstruction in regards to another investigation. Both were released pending a future court appearance.

October 25th, 2020 – RCMP responded to a report of an off road vehicle collision on Highway 5 near Fort Fitzgerald. Police attended and learned 3 occupants in a UTV (side by side) had hit some black ice and rolled over. No injuries sustained, no damage to vehicle. No charges pending.

October 30th, 2020 – A 36 year old woman from Fort Smith was arrested and charged with Failing to Comply with conditions of her Probation order. She was later released pending a future court appearance.

October 30th, 2020 – Police observed a quad traveling on Calder Avenue at a high rate of speed, failing to stop at stop signs and driving in a reckless manner. Police attempted to stop the vehicle which fled at a high rate of speed. For safety reasons police did not initiate a pursuit.

The Fort Smith Detachment responded to a total of 10 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 11 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. All 11 calls had a positive outcome.

There were 11 calls for service relating to assault and 3 calls of assault with a weapon or causing bodily harm. 2 of these files resulted in criminal charges

RCMP would like to remind motorists to adjust their speed to the road conditions, and that many of the intersections get packed and slippery very quickly.

2020 Staffing Rotation and Planning Cycle

Current Detachment Strength

- 1) Sgt. Geoffrey Peters
- 2) Corporal – (planned December 2020 – January 2021)
- 3) Cst. Amy Forbes (replacement scheduled December 2020 – January 2021)
- 4) Cst. Alex Hazlewood
- 5) Cst. Jason Emmons
- 6) Cst. Darryl Nadeau
- 7) Cst. Shawn Gibson
- 8) Cst. Position – Vacant (planned December 2020)

Fort Smith RCMP are actively seeking to hire new guards to supplement our current complement. Specifically we are looking for people who are able and willing to work the late night shift (1am – 9am). Please see the attached advertisement or contact the detachment for specific details.

Sgt. Geoffrey PETERS
Detachment Commander
Fort Smith RCMP Detachment

External Distribution List:

S/Sgt. Ken BEARD – Acting District Policing Officer

Documents Included:

Occurrence Statistics

Corps of Commissionaires – Flyer



OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	15	190	19	234
Sexual Offences	2	18	2	21
Break and Enters (Residence & Business)	0	22	0	37
Theft of Motor Vehicle	0	13	0	12
Theft Under \$ 5000.00	7	51	2	49
Theft Over \$ 5000.00	0	1	0	0
Drugs (Possession)	0	5	1	2
Drugs (Trafficking)	3	18	2	10
Liquor Act	9	50	2	80
Unlawful Sale (Bootlegging)	1	2	0	0
Causing a disturbance / Mischief (total)	31	265	35	452
Causing a Disturbance	5	36	7	98
Mischief - damage to property	4	49	8	32
Mischief - obstruct enjoyment	22	180	20	124
Impaired Driving	1	47	7	98
Other Complaints	43	384	34	340
Total Violations	112	1066	104	1335
Total Calls for service	159	1414	164	1772



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	8	2	11
Victim Services Referral - Declined	9	54	1	40
Victim Services - Proactive Referral	1	12	0	11
Victim Services - Not Available	0	0	0	0
Youth Alternative Measures (YCJA Warnings & Cautions)	0	1	0	0
Youth Diversion (Community Justice Referrals)	0	3	0	3
Adult Diversion (Community Justice Referrals)	0	3	0	1
Emergency Protection Orders (Detachment Initiated)	0	0	0	2
ODARA Reports	3	31	0	33
Prisoners Held	11	137	22	238
Prisoners Escorted	1	24	0	3
Prisoners Held non-PROS Agency	0	0	0	0
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	0	2	0	0



COMMISSIONAIRES

TRUSTED · EVERYDAY · EVERYWHERE

Founded on Pride, Based in Tradition, Dedicated to Service

Part Time & Casual Employment Opportunities Ideal for Retired or Semi-Retired

Guard positions with the Commissionaires at the
RCMP Detachment in Fort Smith, NT.

Guards/Matrons are responsible for monitoring the well-being of prisoners while in the care of the Police.

Applicants must meet the following criteria;



- Pass RCMP Enhanced clearance
- Capable of working independently
- Able to work shift work
- Able to legally work in Canada
- First Aid and CPR is an asset.

Accepting all applicant specifically for the following shifts:

1:00 AM to 9:00 AM

Rate of Pay: \$31.16/hour

Forward resume to:

**Sgt Geoffrey Peters
Fort Smith RCMP Detachment
PO Box 26, 79 Portage Avenue
Fort Smith, NT X0E 0P0
OUR PEOPLE, OUR STRENGTH**

We thank all that apply however due to the volume of applications received; only those selected for an interview will be contacted.



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 10-20
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF OCTOBER AND THE
TENTH FOR THE YEAR 2020**

PRESENT: Mayor L. Napier D/M K. Smith
Cr. K. Campbell Cr. B. McArthur
Cr. M. Couvrette Cr. J. Cox
Cr. L. Beaulieu Cr. C. Westwell

REGRETS: Cr. A. Pischinger

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

GALLERY: Sgt. Geoffrey Peters

Meeting 10-20	7:00 PM
October 20, 2020	Town Hall Council Chambers

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

Mayor Napier called the meeting to order at 7:01 p.m. and confirmed a quorum of Council was present.

B. **APPROVAL OF AGENDA**

Administration advised that a home occupation development permit was distributed late this afternoon. He apologized for the lateness and stated that the resident is wishing to start his business.

Administration also stated that the Town has received several pots of funding and that he would like to provide an update.

20-190 Moved by: Cr. Cox Seconded by: Cr. Couvrette
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That the agenda be adopted as amended to include a DPA-035-20 and an update on funding.

CARRIED UNANIMOUSLY

C. **PRESENTATIONS**

- a. RCMP Delegation
i. Police Report – The RCMP Police Report for September 2020 was reviewed.

Cr. Beaulieu entered the meeting.

Sgt. Peter stated that the RCMP had success with the Operation Impact impaired driving initiative over Thanksgiving weekend and advised that they held multiple check-stops. He noted that approximately 140 vehicles were stopped and that no charges were laid for impaired driving or criminal offences. He added that warnings were issued for minor driving infractions including not having their license or registration on-hand.



Sgt. Peters advised that most instances of property crime in September were considered to be random and not targeted and consisted of theft, break and enters, and mischief. He stated that there were three acts of property crime related to prolific offenders. He added that the RCMP has had success in monitoring individuals on enforcement conditions which has resulted in less calls for service.

Sgt. Peters advised that a few driving complaints were reported. He stated that on September 22nd the RCMP had received a call and were flagged down by two people regarding the same impaired driver. As a result, they successfully located the vehicle and charged a female from Hay River with impaired driving.

Sgt. Peters advised that the RCMP had received a few complaints of impaired driving with a vehicle description and location. He stated that they received different reports as to where the vehicle was headed; one report was that the vehicle was headed towards Fort Smith and the other that they were headed towards Hay River. He noted that the RCMP had spent time looking for the vehicle in town but that it had travelled to Hay River. He added that the vehicle was returning from Hay River around 1:00am and was in collision resulting in the occupants being ejected from the vehicle and injured. He advised that due to the differing information the RCMP were unable to locate the vehicle before it left Fort Smith.

Additionally, Sgt. Peters noted that on September 30th information was received notifying of a rollover by the fire tower. He advised that he drove to the fire tower towards Hay River and that there wasn't a rollover at that location. He noted that it was later observed that the vehicle had rolled over by the tower towards Fort Fitzgerald, AB, and that it was fortunate that there wasn't a need for immediate assistance. Sgt. Peters advised of the importance in providing thorough information to dispatchers and suggested that when finding a rollover to check if the occupants need medical assistance or if emergency services are required to assist in removing the occupants. He added that not providing detailed information can needlessly tie-up emergency services and noted the importance in educating people about this.

Sgt. Peters advised that Cst. Amy Forbes is in the process of relocating and that Cpl. Derrick Levesque has already relocated to Tuktoyaktuk, NT. He stated that both officers would be replaced by an RCMP couple Cpl. Stephanie Leduc and Cst. Jordan Norstrum. He noted that they would be moving to Fort Smith from Inuvik and that their move date would be dependent on the ferry system. He added that the detachment is tentatively looking to obtain a new Cadet from Depo in early December.

Sgt. Peters advised that the RCMP detachment is looking for night-shift guards and that three applications were received before the advertisement had been posted. He stated that the application is quite onerous and that applicants require a clean criminal record to be considered. He noted that basic requirements are included in the advertisement and that first aid course training would be provided.

Sgt. Peters advised that the Detachment's prisoner count for 2020 has reduced by 100 from 238 in 2019. He was pleased with this.

Cr. McArthur noted a missing person's picture posted at the Post Office and asked if the person had been located. Sgt. Peters confirmed that they have been located. He replied that when youth are missing from facilities, such as Trail Cross, posters are put up.



Cr. Westwell noted that the RCMP was unable to determine the driver in collision accident and asked if that meant no charges were laid. Sgt. Peters confirmed this and advised that the vehicle occupants have usually left by the time the RCMP get to the scene. He noted that this is due to lack of cell service to report the accident and the time required to drive to the scene. He stated that the only evidence the RCMP can use at that point is cooperation from other people in the vehicle. He noted that due to the accident occurring on the highway late at night it is unlikely that there is an independent witness that could identify the driver.

D/M Smith was appreciative of RCMP check-stop initiatives over Thanksgiving weekend and stated that he was also stopped. He responded to discussion regarding posters for missing youth, stating that social media can initiate negative feedback when posting missing persons. He asked if RCMP would consider doing a public outreach to explain their process in posting for a better public understanding. Sgt. Peters confirmed that they could do this as they have posted frequently in the past few months. He felt that this would be worthwhile and advised that the RCMP must follow a procedure of steps to ensure the individuals safety. He added that when individuals go missing multiple times in a short period, people often wonder if the individual was located the first time.

D/M Smith replied to the discussion about the collision, stating that approximately two-years ago the Town's Fire and Ambulance Departments had responded to an accident that was closer to Hay River due to lack of clarity. He noted that Ground Ambulance and Highway Rescue has been a topic of discussion amongst Council due to the lack of support from MACA and HSS. He suggested that if the opportunity arises, to put forth the request for cell phone coverage on the highway.

Cr. Cox was pleased with introductions provided by Cpl. Leduc and Cst. Nordstrum. She understands that Cpl. Leduc plays hockey and is sure the hockey community will embrace her.

Cr. Cox has heard that the Detachment is unable to process criminal record checks for the remainder of the week. Sgt. Peters confirmed this. He advised that the RCMP Clerk is out of the office and that the detachment is short staffed. He noted that staffing would be back to normal next Tuesday.

Mayor Napier thanked Sgt. Peters for the delegation and appreciated the hard work the RCMP has been doing in the community. She added that she is excited to meet the new Constable and Corporal.

Sgt. Peters thanked Her Worship.

D. **APPROVAL OF MINUTES**

20-191 Moved by: Cr. Couvrette
Seconded by: Cr. McArthur

That the minutes of Regular Meeting 09-20 of September 15th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY



E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Couvrette noted discussion during the Council Meeting under Municipal Services where Cr. Campbell had suggested the Town request a support letter from local Indigenous Governments regarding the trespass notice that was issued regarding the Snowboard Park washcar and changeoom facilities. He also suggested requesting a support letter for the use of Riverside Park. Cr. Couvrette also noted from the minutes that Cr. Cox commended the shop local campaign that occurred in September and reminded everyone to shop local for the holidays and whenever possible.

Mayor Napier agreed with Cr. Couvrette's shop local comments and shopping local year-round. She responded that she has been in correspondence with the Metis Council President Allan Heron and that they would be organizing a Community Leadership meeting later this week. She added that she would discuss the trespass notice and Riverside Park at the meeting.

F. **DECLARATION OF FINANCIAL INTEREST**

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

G. **COUNCIL BUSINESS**

- a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

20-192 Moved By: D/M Smith
Seconded By: Cr. Cox

That the Corporate Services Standing Committee minutes from October 6th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

DPA-030-20 Louis Sebert Home Occupation Business

20-193 Moved By: Cr. Cox
Seconded By: Cr. Beaulieu

That DPA-030-20 submitted by Louis Sebert to operate a home occupation consulting services business from Lot 409, Plan 207, 46 Pine Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

DPA-032-20 Jody Doherty Home Occupation Business

20-194 Moved By: Cr. McArthur
Seconded By: Cr. Couvrette

That DPA-032-20 submitted by Jody Doherty to operate a home occupation construction and renovation services business from Lot 1623, Plan 2895, 37 Wanderingspirit Street in Fort Smith be approved.

CARRIED UNANIMOUSLY



Appointment of Acting SAO

20-195 Moved By: Cr. Couvrette
Seconded By: Cr. Westwell

That Paul Kaeser, Director of Municipal Services, be appointed Acting Senior Administrative Officer for the period of October 13th to October 16th, 2020.

CARRIED UNANIMOUSLY

Community Services Standing Committee – D/M Smith asked if there is an update regarding the installation of power to the facilities at the Snowboard Park. Administration replied that an extension was granted to leave the facilities in place and that that they would be moved June 2021. He advised that he is still acquiring a quote for power installation at the bottom of the hill. He stated that he is looking to get power reinstated in the facilities in their current placement until that time and is hoping to have this done soon for residents to start utilizing the Snowboard Park.

20-196 Moved By: Cr. Campbell
Seconded By: Cr. Cox

That the Community Services Standing Committee minutes from October 13th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

EDAB Appointment Eric Chalker

20-197 Moved By: Cr. Couvrette
Seconded By: Cr. Cox

That Eric Chalker be appointed to the Economic Development Advisory Board for a term ending December 31, 2021.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee – Cr. Cox noted a typographical error and advised that she has already notified the Executive Secretary of the change.

Cr. Couvrette noted that an update was requested at the Municipal Services meeting regarding a holdback dependent on the completion of paving and deficiencies for the Water and Sewer Infrastructure Replacement Project. He asked if Administration was able to provide an update. Administration replied that a holdback has been maintained to address the deficiencies, and that the paving work has not yet been paid as the work is still outstanding. He stated that there is still pending work to be done including the completion of drainage work and hydrant deficiencies. Administration added that it is anticipated that Rows Construction would be returning in 2021 for a quick job finishing interlocking work, drainage, and paving.

Administration replied to the question in the minutes asking if the Town is required to pay GST. He advised that the Town does pay GST but that it is refunded and as a result not considered in budgeting and spending limits.

Administration responded to questions in the minutes regarding traffic control. He stated that the 2021 Capital Plan would include the development of a traffic plan for a holistic view of motor vehicle, pedestrian, and ATV traffic flow. He added that if Council has specific concerns, the option remains available to make changes through motions of Council.

Cr. Westwell clarified from the minutes that he has seen the approved Traffic Control Bylaw but hasn't physically seen the map.



20-198 Moved By: Cr. Westwell
Seconded By: Cr. McArthur

That the Municipal Services Standing Committee minutes from October 13th, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

Flat Deck Tender

20-199 Moved By: Cr. Westwell
Seconded By: Cr. Couvrette

That \$31,000.00 be added to the 1-ton Flat Deck Capital Project from CPI and that the tender be awarded to Aurora Ford Hay River for the bid price of \$80,587.00 plus GST.

CARRIED UNANIMOUSLY

Vacuum Truck Tender

20-200 Moved By: Cr. Couvrette
Seconded By: Cr. McArthur

That \$8,000.00 be added to the Vacuum Truck Procurement Project from Gas Tax and that the tender be awarded to Aurora Heavy Truck Sales for the bid price of \$187,360.00 plus GST.

CARRIED UNANIMOUSLY

Fire Hydrant Replacement

20-201 Moved By: Cr. Cox
Seconded By: Cr. Beaulieu

That \$20,000.00 be added to the Fire Hydrant Replacement Project from Gas Tax for the Replacement of two Fire Hydrants.

CARRIED UNANIMOUSLY

b. Mayor and Council/Board Representative Updates

- i. Cr. Campbell – Cr. Campbell gave condolences to the family of Ernie Tourangeau. He commended Municipal Services staff for clearing the roads after the recent snowfall.

Cr. Campbell requested a status update for the new water truck. Administration replied that he has received correspondence that the water truck is two-weeks from completion as they are finishing the installation of cabinets, plumbing and decals.

- ii. Cr. Couvrette – Cr. Couvrette stated that he was distressed reading the news and hearing of the positive COVID-19 case in Inuvik. He noted that COVID-19 is still a legitimate risk and encouraged everyone to follow physical distancing protocols. Cr. Couvrette noticed posts on Facebook from concerned citizens about people not following isolation and quarantine requirements and requested those required to isolate do so and not risk spreading COVID-19 to the community.



Cr. Couvrette advised that he had recently attended a NLMCC Board Meeting and reported that they have been quite busy. He was pleased to announce that they have a new Manager, Ms. Rohma Nawaz, and felt that she would be a good candidate to run operations. He added that the Museum is running but has restrictions in place for capacity. He noted that since March due to COVID-19, revenues have significantly declined for facility rental and gift shop purchases but is offset by reduced operation costs and that they would look at fundraising options. Additionally, he advised that the NLMCC Board held their AGM in September and that most board members are the same. He noted that Mike Keizer is the new Chair of the NLMCC Board.

- iii. Cr. McArthur – Cr. McArthur gave condolences to the Tourangeau family. He commended Public Works for clearing the sidewalks and streets after the heavy snowfall. He also commended the Director of Community Services and Administration for their initiatives in obtaining funding.
- iv. Cr. Cox – Cr. Cox was pleased that winter sports were starting up and running this year. She noted that the Ski Club had their clean up over the past weekend; Minor Hockey and other skating clubs have started using the Arena this past week; and that the Curling Club is making their ice and anticipates operating in coming weeks. Cr. Cox recognized the hard work put in to proceed with these activities during the pandemic.

Cr. Cox noted that there is one-year left in Council's term and felt that it would be prudent of Council to undertake another self-evaluation exercise in early 2021. She suggested reflecting on goals set in the beginning of their term and determining what could be achieved before the elections.

Cr. Cox advised that the Town's three Fort Smith District Education Authority Representatives are going to request reappointment and suggested moving forward with the commitment to have future representatives selected via election.

Cr. Cox reminded Mayor and Council that the Council's Brown Bag Lunch is tomorrow, October 21st, in the Arena Foyer. She noted that the discussion topic is Budget 2021 and that residents are welcome to also discuss other topics.

- v. D/M Smith – D/M Smith looks forward to hearing about the Brown Bag Lunch and advised that he is unable to attend due to work requirements. He added that he would also be unavailable to attend the Bylaw Review Committee meeting and that he was pleased with the CSAB's discussions regarding active transportation when considering Council's discussion in revising the Traffic Bylaw. Additionally, he was pleased with Administrations statements in regards to safety and street lighting, as well as proclamations Council had previously passed regarding being the healthiest community in the NWT and hopes that they can be interwoven into an effective plan.

D/M Smith congratulated multiple youth sports groups in perseverance and working in partnership with the Town and GNWT to ensure they have safe spaces and operating protocols during COVID-19. He recognized the amount of work involved on multiple levels by different organizations to function as normal.



D/M Smith was disappointed with Rowes' Construction that a one-year project has progressed to three-years. He was disappointed with the first year of construction and the lack of timely action by the contractor. He asked if Administration would be admittable to sharing a list of deficiencies with Council to be as informed as possible considering how the project has dragged out.

Regarding the COVID-19 Secretariat, D/M Smith was happy to hear vibrant discussion in the Legislative Assembly and MLAs questioning the expenditures that are planned for the COVID-19 Secretariat. D/M Smith is not aware of any moves by the GNWT to look into additional funding for municipalities for COVID-19 expenses regardless of requests. He doesn't think there have been any commitments and advised that there have been some funding commitments from the Federal Government but believes they are going to larger cities with public transportation issues, etc. D/M Smith recognized that revenues are down and that facilities are expensive to operate and that there is less revenue being received from user groups due to more restrictions in place regarding capacity. D/M Smith isn't expecting a positive third quarter variance and expressed the need to advocate to the GNWT that there are other governments struggling with COVID-19 impacts. He also felt that Council needs to be more proactive about engagement about a possible winter road south into the Regional Municipality of Wood Buffalo. He added that he has heard comments about how this might impact local use and create a stricter and stringent border control mechanism. He thinks that if Council starts being more engaged in this discussion, Fort Smith and surrounding residents may have a better long-term outcome.

Additionally, D/M Smith was pleased to hear the Council meeting was being broadcasted live.

- vi. Cr. Beaulieu – Cr. Beaulieu gave condolences to the Tourangeau family.
- vii. Cr. Westwell – Cr. Westwell was pleased that Council meetings are now being streamed live on YouTube and anticipates improvements in the future. He encouraged the public to watch Committee meetings for more thorough discussion on topics.

Cr. Westwell noted that when summer began there was consideration that there would be disruption due to COVID-19, construction and the weather. He recognized that with the season change, there have been new homes built, new businesses established and a busy construction season with positive impacts. He noted that even with COVID-19 restrictions in place, the community has had a successful summer. He added that summer 2020 was recorded as the wettest summer with the more rain than in previous years. Cr. Westwell was disappointed to see the Water and Sewer Infrastructure Replacement Project moving into a third year for completion and hopes that the project is done before elections.

Cr. Westwell commended Rohma Nawaz, Executive Secretary, for her excellent work as she had concluded her work with the Town and welcomed back Katie Reid from maternity leave. He gave appreciation for the work that they do.

- viii. Mayor Napier – Mayor Napier advised earlier that she had previously addressed her meetings with local Indigenous Leaders and advised that they will continue to meet every four to six weeks. Mayor Napier advised that she has a meeting scheduled with Minister Thomson October 23rd in the afternoon.



Mayor Napier advised that she had emailed Council regarding her scheduled meeting with the Premier on October 22nd and had asked if she should attend virtually or in person. She stated that the response received was that she should attend in person.

Mayor Napier reminded Council that the Brown Bag Lunch is tomorrow and the discussion topic is 2021 Budget.

Mayor Napier stated that she had previously advised Council that she would be hosting the Mayor of Inuvik. She stated that they were hoping to go berry picking but it had snowed, and they made alternate plans.

Mayor Napier advised that the Response Letter to the ECE discussion papers was sent to ECE Minister RJ Simpson and she thanked the Post-Secondary Education Committee for their hard work with the letter. She added that the letter was also distributed to the Legislative Assembly and community leaders across the NT.

Mayor Napier reported that during the last Legislative Assembly meeting, Rylund Johnson had spoken strongly in support of the funding for Community Governments and that the GNWT mandate is to have this addressed by 2023. He felt that more progress should be made during their current budget discussions. Mayor Napier appreciated the support from MLAs in ensuring funding will be distributed and stated that the funding is needed.

Mayor Napier reported that recently during a Mayors and Chiefs meeting, the COVID-19 Secretariat was discussed regarding the positions; lack of advertising; where the positions are from; who is filling the positions; and whether they are being backfilled. Mayor Napier stated that she had spoken to this at last week's meeting and that they are still looking for answers. She stated that the GNWT's response so far was that some positions were being filled through casual postings but that she has seen no postings.

Mayor Napier congratulated SRFN for beginning construction on additional housing units.

Additionally, Mayor Napier gave condolences to the Tourangeau family.

c. Administration

- i. Post-Secondary Education Committee Letter to Minister of ECE – Administration advised that response letter to the ECE discussion papers was distributed widely and that it has already solicited praise from other community governments. He apologized for not including the letter in the package and advised that the letter would be posted to the documents section of the website. Cr. Cox felt that the formatting and submission of the letter was very effective and she looks forward to responses from other communities. Additionally, Cr. Cox commended the Post-Secondary Education Committee for a job well done.
- ii. Upcoming Mayor and Premier Meeting – Administration advised that he had solicited topics from Council for the Mayor's meeting with the Premier. He suggested the Mayor travel to Yellowknife to meet with the Premier in person. He suggested a motion be moved to approve the Mayor's travel.

Cr. Cox believes the Mayors of Inuvik, Yellowknife and Hay River will also be in Yellowknife to meet with the Premier and thinks it's important for the Mayor of Fort Smith to be present at the meetings. Mayor Napier confirmed this.



Administration noted that there was discussion regarding COVID-19 and about recreation. He will begin informal EMO meeting minutes to connect government partners together in preparation for the presumptive second wave.

Administration advised that with respect to recreation, and unless directed differently from Council, the Town will continue to proceed with recreation programming until directed by the Chief Public Health Officer to step back from Phase Two. Administration advised that the Pool has been open for a month and that rentals are booked well in advance. With respect to the Arena, Administration advised that an additional Women's Hockey skate has been added to the schedule. He added that curling will be running and that bubble groups are allowed for squash. Additionally, he advised that the Parents 'N' Tots program is running, and the Library is open with limited capacity. Administration advised that the Snowboard Park will be utilized soon and that the last program to begin start-up is Youth Night.

20-202 Moved By: Cr. Couvrette

Seconded By: Cr. Campbell

That Mayor Napier be approved to travel to Yellowknife on October 22nd to 23rd, 2020 for meetings with the Premier and the Minister of Lands.

CARRIED UNANIMOUSLY

- iii. Briefing Note DPA-035-20 Randy Villeneuve – The briefing note was reviewed. Administration advised that Mr. Villeneuve is looking to start a home occupation carpentry service and that he owns the R1 zoned property. He is aware of the regulations, and equipment will be stored in the garage. He added that there would be minimal activity at their residential location and that there would be no impact to pedestrian or vehicle traffic.

20-203 Moved By: Cr. McArthur

Seconded By: Cr. Couvrette

That DPA-035-20 submitted by Randy Villeneuve to operate a home occupation construction business from Lot 2, Block 18, Plan 212, 72 McDougal Road in Fort Smith, be approved.

CARRIED UNANIMOUSLY

- iv. Funding Update – Administration advised that the Town has been approved for \$50,000 in funding from ENR for fire abatement activities. He indicated that they would be meeting to discuss where to perform fire abatement initiatives. He added that Council had also approved \$150,000 for fire abatement work in their budget and that two areas have been identified for the work. He stated that a tender has been released and awarded, and that the additional Council approved money are being added to the funds provided by ENR to do substantive work. Administration stated that most Town land has been fire abated and that he would look to expand initiatives to Commissioner's Land within Municipal Boundaries due to receiving GNWT funding.



Administration advised that the Town has been approved by CanNor for \$50,000 for an Economic Development Zone initiative. He noted that this is an exciting opportunity to try and create tactile economic development in the community. He noted that the Town has been good about promoting tourism as an economic development initiative but has struggled when pursuing general business economic development initiatives. He stated that the Town has done surveys and gathered data for an understanding of the Town's economic development position. He noted that the Economic Development Zone is an on-the-ground economic development initiative where the Town is looking to divide a parcel of Town land into industrial lots to promote business growth. He added that it is recognized that there is lack of industrial land in the community. He stated that part of the approach would be requesting interruptible power from the NT Power Corporation for subsidized rates to lure businesses with high energy requirements.

Administration advised that the NT Power Corporation initially offered interruptible power for heating purposes to government organizations and then offered it to commercial enterprises. He stated that they have considered using interruptible power to support large industry and that he thinks that their next step would be considering to using the low cost, \$0.08 per kilowatt, power to support small to medium sized enterprises in Fort Smith. He clarified that the funding from CanNor would be used for a business case analysis, as well as engineering design development to determine the actual cost to install electricity, water, and subdivide the site. He felt that this is an exciting initiative and would be the first in the NT and felt that it would attract small to medium size industry and enterprises.

Administration advised Council that the Town has received an extra \$21,000 from MACA in addition to funding already received for wellness activities. He noted that the funds are COVID-19 related to support recreation during the pandemic. He added that notification of broader COVID-19 funds has not officially been received yet.

Administration advised that Council is aware of the Strategic Marketing Plan funded partially by ITI. He stated that letters have been sent to stakeholders in the community whether they are stakeholders in tourism, business ownership, or organizations that contribute to livability of Fort Smith as part of the Strategic Marketing Plan is to promote the community as a destination to move to. He noted that the letters are introductory letters introducing the consultants who would be subsequently contacting the partners and inviting them to complete online questionnaires or participate in in-person meetings and interviews as the work continues.

Additionally, Administration advised of approved ECE funding for the Daycare in the amount of \$250,000. He stated that the Daycare Society had lobbied multiple levels of government prior to the current sitting of the Legislative Assembly to obtain affordable daycare. He noted that the funding isn't affordable daycare money but was provided for infrastructure. Administration is hoping that Council would support adding the approved funding to CRC renovation work for additional work representative to the Daycare.

Administration advised that he is starting to receive updated designs that have resulted from the community and staff consultation efforts approximately a month ago and is internally reviewing it. He stated that once he is comfortable that the information received from the consultant represents community and staff input, it will be costed and brought back to Council and the public for review to ensure it reflects what was heard through consultation. Administration advised that there is substantial work required in the Daycare facility which would likely absorb the \$250,000 ECE funding.



Administration noted that the Town's Daycare expenses are higher than some other day home providers are charging in the community and that the Town's fee is a breakeven charge and that the Town is not profiting for the provision of service to residents. He added that the cost is based off a fair and livable salary to childcare workers and that he thinks that this should show the NT what it costs to operate a break-even daycare with appropriately paid employees with a pension, benefits, and union protections. He felt that when the GNWT notices that it costs \$65 per day to enroll a child in daycare that their energies should be placed in subsidizing that amount. He noted that to expect to provide childcare at a lower rate based on the child to adult ratio provided by the GNWT, means that the Town could not provide a livable salary to their staff which is not sustainable. He restated that the funding provided by the GNWT was initiated by active lobbying from the Daycare Society to obtain universal childcare but that the money is capital funding to be used for facility renovations and is not universal childcare money. He stated that the need for universal childcare funding remains outstanding.

Mayor Napier agreed that the GNWT and ECE should be aware of the salary required to get applicants for the positions. She stated that the Daycare Society had advertised for two-years to fill positions and were unable to until they came to the Town for assistance. She agreed that the GNWT and other municipalities should be made aware of the fees required to offer sustainable childcare to provide funding support.

D/M Smith thanked Administration for the thorough update and was pleased with the Town's Community Services Economic Development staff who are working with advisory boards to leverage pots of funding that exist and grow our community in multiple ways. He was pleased with the money being provided from MACA for sport wellness recreation funding even though they will not cover lost revenues or enhance programs. He noted that there have been discussions about how the GNWT is spending a lot of money on COVID-19 and asked what is the best way to spend that money. He looks forward to more debate about this at the Legislative Assembly.

I. **ABSENCE OF COUNCIL MEMBERS**

20-204 Moved By: Cr. Cox Seconded By: Cr. Couvrette That Cr. Beaulieu be excused from the Community and Municipal Services Standing Committee Meetings on October 13 th , 2020. CARRIED UNANIMOUSLY

Mayor Napier advised that she did receive notice of Cr. Pischinger's absence and that she is excused as per the Council Bylaws and Policies.

20-205 Moved By: Cr. Cox Seconded By: D/M Smith That Cr. Pischinger be excused from the Regular Meeting of Council on October 20 th , 2020. CARRIED UNANIMOUSLY



J. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – November 3rd, 2020
Community and Municipal Services Standing Committee Meetings – November 10th, 2020
Council Meeting 11-20 – November 17th, 2020

K. **ADJOURNMENT**

20-206 Moved By: Cr. Cox Seconded By: Cr. Couvrette That the meeting be adjourned at 8:21 p.m. CARRIED UNANIMOUSLY

Minutes adopted this 17th day of November 2020.

Mayor Lynn Napier

Certified Correct by the
Senior Administrative Officer Keith Morrison

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or
Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Corporate Services Committee
Tuesday, November 3rd, 2020, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. Couvrette, Cr. Campbell, Cr. McArthur
Regrets: Cr. Westwell
Staff Present: Keith Morrison, Senior Administrative Officer; Obrian Kydd, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Laura Aubrey

1. Call to Order

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

2. Delegation

- a. Fort Smith District Education Authority – Laura Aubrey delegated on behalf of the Fort Smith District Education Authority (FSDEA) and advised that Ann Pischinger, Rebecca Cabell and herself are the Town appointed representatives.

Ms. Aubrey advised that she requested to delegate for the primary reason of bringing forth a traffic plan proposal for the school zone and to provide an update.

Ms. Aubrey provided an FSDEA update for 2020. She advised that COVID-19 has played a significant role within the schools and that the FSDEA has been working hard to ensure programs are delivered with guidelines. She stated that this has created additional work and that Administration had to work throughout the summer to prepare. She noted that there has been challenges with the Department of ECE and that the FSDEA had addressed this in a letter which she believes she was included in distribution. She stated that the letter had requested the ECE Minister to accommodate their school calendar which they had previously submitted but was sent back for changes. She advised that the relationship between the FSDEA and ECE has been challenging and that the FSDEA banded with the Hay River DEA to push back. She added that when the ECE Minister came to Fort Smith, Ms. Pischinger and herself put forward a meeting request to discuss a variety of issues regarding funding. She advised that Federal funding was to be sent to the NWT and separated between Regions but wasn't. She noted that the issue has since been resolved.

Ms. Aubrey advised Council of the FSDEA's traffic plan proposal and how they vision traffic in the school zone. She noted that they consider the school zone between JBT Elementary School, PWK High School, Breynat Hall, the Aurora College and Track facility to be a square. She stated that speeding has always been an issue on McDougal Road in front of JBT. She felt that having a Bylaw presence hasn't fully resolved the issue and noted that when the Bylaw Officer isn't present during key times there has been near misses. She advised that due to COVID-19, JBT is unable to facilitate the walking program and Administration has concerns for the safety of children. She stated that FSDEA is proposing the installation of 3-Way Stop Sign when entering the square zone on McDougal Road and Conibear Crescent and another 3-Way Stop Sign when leaving the school zone on McDougal Road and Field Street. She felt that this would slow down traffic and mitigate speeding issues they've observed.

Cr. Cox asked for confirmation that the FSDEA is requesting two, 3-Way stops on McDougal Road. Ms. Aubrey confirmed this and noted that there are no stop signs from the 4-Way Stop at Breynat Street and McDougal Road to the Airport. She added that there are speed issues when there are no mitigating factors and believes that this would help slow-down traffic in the school zone.

Cr. Cox asked if there were any other traffic changes the Town could consider to help slow-down traffic in the school zone. Ms. Aubrey doesn't have any other traffic change suggestions but stated that a comprehensive traffic plan for the area may determine other mitigating factors. She noted that speed bumps were discussed but would be challenging for snow removal.

Cr. McArthur stated that the school zone is also often congested with traffic and is unsure of a solution. He suggested widening the roads to implement turning lanes when exiting Conibear Crescent but felt there would not be sufficient space to do this. He advised that he would support the implementation of both 3-Way Stops on McDougal as requested. Ms. Aubrey recommended placing crosswalks at the intersections at the same time.

Ms. Aubrey looks forward to hearing the outcome of the FSDEA's request and thanked Council.

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed. Administration requested adding the appointment of Deputy Mayor to the agenda as the previous appointment for a one-year term is coming to an end.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the agenda be adopted as amended to include the appointment of a Deputy Mayor and an in-camera session in accordance with Section 23(3)(c) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 6, 2020, were reviewed and adopted at the Council meeting of October 20, 2020.
- c. Vision and Values– The Vision and Values were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Cox requested an update on the Slope Stabilization Project. Administration replied that the project goal is to cut and fill slopes within municipal boundaries for stabilization purposes. He stated that the initial findings were that there is significantly more fill required to stabilize the slopes than cut and that the Town was hoping to have a balanced amount of both to use the cut materials as fill materials. Administration advised that he is working with the consultant to narrow the vision of the project to high-risk areas within the community. He stated that the consultant was supposed to observe the slopes last fall before winter freeze-up but were unable to due to COVID-19. He added that the consultant was able to come this year as they were also working in Yellowknife, and that the Town is requesting an update once their information has been processed.

5. Governance

a. Council Priorities – The Council Priorities were reviewed.

i. Bylaw Review Committee

- Bylaw Review Committee Minutes October 22, 2020 – The Bylaw Review Committee minutes were reviewed. Cr. Couvrette stated that the BRC had not met in sometime due to COVID-19 and that this was the first meeting since. He advised that the BRC discussed moving forward with the Council Priorities Bylaw and Council Procedures Bylaw and recommended reinstating the Council Honourarium Bylaw Review Committee.

Cr. Couvrette stated that there was some discussion regarding Councillors bringing forward unannounced motions at Council meetings and that there was push back about banning this and infringing on democratic rights. He noted that this needs to be discussed further in detail by the BRC and that feedback is requested by other Councillors. He added that it was discussed that motions need to be brought forward to Committee meetings for discussion prior to final approval at Regular Council meetings to be properly informed.

Cr. Couvrette advised that Administration informed of Bylaws requiring review and creation as per the Auditors recommendation. He clarified that there is a need to develop and compile a Capital Assets Bylaw; and to review and update the Water and Sewer Bylaw and Service Interruption Bylaw. Cr. Couvrette added that the Water and Sewer Bylaw is a project in process that he hopes the BRC will move forward with shortly.

ii. Communications Committee

- Communications Committee Minutes October 26, 2020 – The Communications Committee minutes were reviewed. Cr. Cox advised that the Committee discussed topics for the November newsletter and that an update was provided on Council's social media presence. She requested that Councillors like and share Council posts on Facebook, Instagram, and Twitter.

Cr. Cox advised that it was alternative ways to engage Council with communications was discussed including creating short informative video clips of each Councillor regarding things they are passionate about in the community, for example, CRC renovations or street lighting. She requested Councillors think of what they would like to do a video-clip about.

Administration advised that the Brown Bag Lunch is upcoming on November 18th. He asked if a topic has been selected and is wondering if the recurring event is working for advocacy as there has been minimal public attendance. Cr. Cox replied that it is the will of the Communications Committee to continue the Brown Bag Lunches until the end of 2020 at least. Cr. Couvrette suggested Post-Secondary Education as the topic.

Cr. McArthur asked in regards to CRC renovations, if Councillors could view ongoing work in the facility. Administration replied that the work is currently limited to the basement consisting of demolition and pouring slabs until the design work is complete. He stated that the site is a construction zone and that he would request permission from the contractor.

iii. Post-Secondary Education Committee

- Post-Secondary Education Committee Minutes October 14, 2020 – The Post-Secondary Education Committee minutes were reviewed. Mayor Napier advised that the Town’s response letter to the ECE Discussion Papers was sent to the ECE Minister.

Mayor Napier advised that had also met with Joint Community Leadership and that PSE is an item of discussion. She noted that the Community Leaders would like to meet with the Premier and ECE Minister for further discussion.

Mayor Napier advised that a new education paper was released after the PSEC meeting on October 14th and that PSECs next meeting is tomorrow, November 4th. Cr. Couvrette replied that he would be discussing the departments recently released “Strategic Plan – timelines for the foreseeable future for the transformation of the Aurora College to Polytech” at the meeting tomorrow. Cr. Couvrette was dismayed that the Minister is not prepared to consider creating an independent overview Board of Directors until September 2022 and stated that the Committee had discussed this happening in early 2021. He stated that if the College is independently transitioned at arms-length from ECE, the independent Board of Directions should be involved now while developing the foundation. He felt that not having the board in place would cause significant issues in the transformation process. He felt that in doing this the department is creating a destination university for Yellowknife and that the NWT needs a northern university for northerners.

Mayor Napier confirmed that it was discussed at the PSEC meeting to have the Brown Bag Lunch topic be Post-Secondary Education and agreed that the discussion needs to continue with the public.

- iv. Fire Abatement – D/M Smith has observed fire abatement actively occurring. Administration confirmed this and advised that the Town has awarded two fire abatement contracts: for in Westgrove Subdivision and Tamarac Crescent. He stated that notification was provided to Tamarac Crescent residents to remove personal belongings. He added that the first step would be the removal of firewood followed by treatment of the land and stated that this occurs in the fall or winter when the ground starts to freeze.

Administration advised that Council had approved \$150,000 for fire abatement and that the contracts came under budget by approximately \$50,000. He noted that ENR has been a good fire abatement partner and that fire crews would perform fire abatement on Axe Handle Hill when untasked with fire fighting initiatives. He added that ENR had also provided \$50,000 in funding for additional fire abatement work and that the Town has already treated and is maintaining municipal land. Administration has corresponded with ENR and expressed interest in abating Commissioner’s land within municipal boundaries. Administration stated that he would like to use the remaining Town funding and ENR funding for this initiative as well as treat the land and continue the fire break to the highway.

Administration advised that he has received feedback of correspondence from the Department of Lands regarding this and that their response was that it would be approximately six-months to obtain a lease to proceed. He stated that due to fiscal budget implications, the funding would no longer be available at that point and that the season to perform the work would be over. He added that the Town is not looking for ownership of the land but to fire abate, and that proactive and preventative measures are being counteracted with the need to steward the land through a lease. As a result, he stated that the Town is not seeing cooperation from the Lands department to perform fire abatement and protection work.

D/M Smith was disappointed with this. Mayor Napier stated that she did not have this information for her meeting with the Lands Minister but that she would follow up on this.

D/M Smith asked if the issue for delay is due to the requirement for a consultation. Administration advised that ENR had approached the Department of Lands and was unable to provide an answer but presumed they would want to use the standard process involving consultation. Administration believes the land was reserved by the GNWT as it is adjacent to the HEO training area and that the Aurora College may not have renewed their lease to reserve the property. He stated that they may still have intentions to use the property but that it may not be reserved, which would require the need for consultation.

D/M Smith asked if this could be discussed and addressed by Joint Community Leadership with the intentions to expediate the process. He stated that the Lands Department should be requested to accept the offer to manage the Commissioner's land in the community. He noted that there is a funding commitment in place and that it made no sense for one GNWT to department to stonewall another.

Mayor Napier advised that she discussed consultation with Lands Minister Thompson and that other community governments need to be included in the consultation process. She noted however, that the request was not to utilize the land for development but to protect the community. She didn't feel that the barrier of land stewardship was necessary for fire abatement initiatives.

- v. Daycare – Administration advised that he would provide more in-depth details about the Daycare during the Community Services meeting. He stated that half-day spots have been implemented for JK students but that the Daycare is not at full enrollment. He noted that there are approximately five children enrolled per day and this may be due to parents still working from home. He hopes that as the COVID-19 situation evolves, that enrollment will increase. He added that the program was implemented quickly to provide childcare for essential workers and that the Town is trying to evolve the program for full enrollment.
- vi. Community Recreation Center – Administration advised that the first set of drawings were received from the consultants after they met with user groups. He stated that an internal review of the drawings was performed to ensure they work operationally, and that they were sent back for modifications. He advised that the second set of drawings were received and are in the process of internal review. Administration is confident that the drawings meet the feedback from the public and the functionality input that was provided. He added that the next steps would be to bring the drawings to Council and the public for review.

Administration advised that basement designs would be expedited to have the work completed while finalizing the Library and upstairs designs. He noted that the Town is working with user groups on the design work.

Administration advised that the contractor is immediately starting the design development portion of the basement work. He stated that users have been consulted for their view of the new work-out areas and that the Town is looking to purchase approximately \$50,000 in new gym equipment for the space. He added that fitness groups are also being consulted for renderings and fittings to ensure proper connections are in place.

Administration was hoping to have CRC renovation drawings with pricing for Council approval in the November meeting cycle but advised that this would likely be brought in December due to the timing in receiving the information from the consultant and the need for public consultation.

Mayor Napier suggested CRC renovations be included as an additional topic for the upcoming Brown Bag Lunch.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director advised that Corporate Services staff are reviewing the GNWT Property Assessment Role for corrections. He noted that December is upcoming, and that staff will begin preparing for yearend. He stated that in addition to yearend, preparation will begin for the upcoming audit.

Cr. Couvrette asked when an update would be provided on aged to overdue accounts. Administration replied that the intent was to bring accounts receivable information in combination with the property tax sales package to holistically review debt collection. Administration had requested a legal opinion on property debt forgiveness, and it was advised that the Town does not have the ability to forgive. He added that this would not prevent Council from making motions on the matter although final approval would be from the MACA Minister. Approximately one month prior, Administration inquired to MACA if the Minister would support this and a response was not yet received. He stated that he would like to provide Council with options prior to bring this information.

Mayor Napier asked if the different forms of property tax debt are distinguishable. Administration replied that the legal opinion received was that they are indistinguishable to separate one from the other. He added that there are no mechanisms for partial forgiveness.

D/M Smith looks forward to a thorough discussion when MACA responds.

- a. Accounts Paid List – The Accounts Paid List from October 2020 was reviewed.
- b. Correspondence – The Correspondence from October 2020 was reviewed.
- c. License Report – The License Report from October 2020 was reviewed.

7. Administration

- a. COVID-19 Update – Administration advised that the Town has been informally gathering the EMO group since the beginning of the pandemic in March. He noted that Fort Smith is currently in phase two with no cases in the community. He noted that the meetings stopped when changes stopped being an emergency but a new way of working.

Administration advised that a second wave has started down south and cases have started showing up in the NWT. He noted that there has been no change in direction from the Chief Public Health Officer and suggested that additional cases or a death due COVID-19 may trigger a response. He stated that the Town is currently still observing and waiting for change.

Administration advised that the Town has continued to begin operation of Recreation programs and that Youth Night would start on Fridays and Saturdays.

Administration stated that it was in the news that the GNWT would start Sewage Lagoon sampling for signs of COVID-19 to know if the virus is in communities and that municipalities would be intimately involved in the process. Administration advised that the Town was invited to participate, and that the only requirement was to install a device at the pump station. He stated that following the Town's acceptance to participate, it was advised that the Town would need to perform installation of the device, sample twice per day, and send the samples on the plane. Administration noted that residents and businesses have received COVID-19 funding assistance and that there is a \$90 million COVID-19 Secretariat in place, but that the municipalities have yet to see funding. He advised that they had indicated to him that they do not have the manpower to perform the work. He noted that the Town and MACA have since reached an agreement for the Town to bill MACA for the work.

In addition to this, Administration had received a call from MACA asking what the Town would do to feed residents that are isolating. He noted that this was an emergency issue nine months ago and that there solution is to ask what the Town is doing in this situation. He noted that the Town's revenues have drastically decreased due to facility closures and opened with limited capacity. He added that the Town had requested masks in March and that the Ambulance Department must continue to ration them. Additionally, mixed messaging has been provided through the Department of HSS. He noted that the option is given to be tested and isolate for fourteen days or go home until symptoms subside. He noted that it is difficult for emergency services staff that are working additional hours as volunteers that once they show symptoms, they must stay home for fourteen days. He added that the Town is not requesting medical certificates from sick staff at this time but ask that they stay home until better. Administration is unsure if HSSs process is affective and noted the difficulty in running operations. Administration was unsure if the Fort Smith Health Centre has a Chief Operating Officer at this time. Administration has expressed his concerns and has yet to receive a response.

DM Smith thanked Administration for the thorough update. He noted that Public Health is a GNWT mandate, and also didn't understand why the municipality would have to test sewage for COVID-19 when this is also a GNWT mandate.

Mayor Napier advised that there have been regularly occurring meetings with NT Chiefs, Mayors, SAOs, Band Managers and the GNWT, and that the next scheduled meeting is on Friday, November 6th at 10:30am. She stated that she has been attending the meetings regularly and that the next meeting is with HSS, the COVID-19 Secretariat, and MACA. Mayor Napier advised that she was aware of the testing but not that the responsibility for testing had fallen onto the Town or that the GNWT was asking how the Town would provide food for residents. Mayor Napier advised that she understood that isolation and isolation centers was covered by the GNWT. She recommended that the SAO attend the meeting as well to bring forward these concerns.

Cr. Couvrette asked if there was an update pertaining to the operations of the winter road to Fort Chipewyan, AB and further, to Fort McMurray, AB. He expressed concerns with the COVID-19 transmissions spreading rapidly and the winter road being a corridor for the virus. He suggested approaching the GNWT regarding this. D/M Smith believes this has been discussed during the Mayors and Chiefs meetings. Mayor Napier confirmed this and advised that there would be an update at the meeting on November 6th. She stated that she did request to be consulted regarding this.

8. Other Business

- a. Briefing Note 2021 General O&M Budget; GNWT Advancing Local Government Administrators Program – The briefing note and attached GNWT correspondence was reviewed. Administration advised that the budget document is not attached as they are in the process revising the salary budget and spreadsheets for the addition of the Daycare. He advised Council to expect a deficit with the budget without level of service increases. Additionally, he stated there are no new revenues and that expenses have increased due to forced growth.

Administration advised that 2020 Salaries and Wages amounted to approximately \$5 million and on average, employees can expect a 2.5% step increase, as well as a bargained 1.75% increase. He stated that the result is a forced growth cost of approximately \$213,000 for 2021. He added that some employees are already at Step Level 6 and would not get the 2.5% increase.

Administration advised that the 2020 reorganization chart was approved by Council on the assumption that the Town would receive \$80,000 from the GNWT Advancing Local Government Administrators Program (ALGAP). He stated that initial inquiries were made to the GNWT approximately two years ago with no response, and that upon arrival of the reorganization one year ago, the Town applied for the funding however did not receive a response. He added that approximately four months ago the Mayor had written a letter to the Minister regarding this and that a negative response was received.

Administration stated regarding to the budget, that smaller forced growth increases can be expected for utilities, however other budgets, such as for materials and supplies, and repairs and maintenance are proving sufficient.

With respect to Territorial funding, the Town does not anticipate an increase and does not receive confirmation of funding amounts until after the Town's budget is due and when the GNWT fiscal year begins in April. He stated that MACA historically had released a MACA funding update of what to expect in the upcoming year but that it has rarely been received in the recent years and is subject to change. He advised that the Town operates on the assumption that they will receive the same funding as the previous year.

Administration advised that the Town had previously petitioned to have their fiscal year changed to be the same as the GNWTs. He responded that they chose not to implement the change but to implement other changes such as for municipalities to support and fund energy efficient changes for residents.

Administration advised that user fee revenues are expected to stay the same or decrease due to the continued pandemic. He stated that the 2021 user fee revenue amounts, and 2021 estimates, are approximately \$730,000.

Administration advised that property tax revenues are a product of the assessed value of all lands and improvements in town and are multiplied by the mill rate. He stated that an increase in assessed value would result in a revenue increase without the need for a representative increase in the mill rate.

Administration advised that while the Town has been raising property tax revenue expectations every year, the impact on residents has been minimal given the high amount of construction in the community. Administration reviewed a table of historical property tax information and increases from the past five years.

Administration advised that the Town has received the latest assessment role from the GNWT and noted that 2020 development had reduced from previous years. He stated that the result is a small 0.62% overall increase in assessed value and that any property tax revenue increases approved by Council would have a greater impact on residents. However, he noted that historical increases from the past five years show minimal increases to residents. Administration added that the Town has also previously performed varying mill rate increases to different property classifications. He noted that a higher tax burden could be placed on institutional properties and lesser to residential. He added that if Council decides to implement property tax increases it will be felt more than in previous years.

Administration ultimately advised that the budget deficit can be addressed by either increasing revenues or decreasing expenses. He advised that the Town generates revenues three ways; user fees, property tax and GNWT funding.

Administration stated that Council can lobby the GNWT for more money but there is no guarantee to budget for it. Additionally he noted that that the Town already did a 10% general user fee increase this year. He added that tipping, lottery, and medevac fees were increased by 10% in 2017; tipping fees were further increased by 13.7% in 2020; and utility rates and levies were increased by 2.5% in 2018, while solid waste levy was increased by 15%. He suggested, given the historical property tax increase information, to perform further analysis of property tax increases in consideration that the GNWT assessment role was provided early this year although it has not yet been processed by the Board of Revision.

Administration provided an overview of the Senior Citizens and Disabled Persons Tax Relief Program. He stated in this program, eligible owners receive a 100% property tax rebate of which 50% is funded by the Town and 50% is funded by the GNWT. He advised that Yellowknife only rebates up to a maximum of \$2,000 and that Fort Smith had a cap approximately ten years ago but that it was removed. He advised that as of 2020 there are currently 172 households enrolled in the program and that the Town pays approximately \$188,000. Administration noted that if the program was adjusted for a cap, GNWT money to support the program would also be lost.

Administration provided information to cap the program but asked if it is worth impacting senior citizens and disabled persons with fixed incomes. He added that there are also limited housing options available to these residents should increases to property tax expenses make their existing homes unaffordable. He advised that this program is discussed yearly and information is provided.

Administration stated that otherwise, aggressive budgeting has resulted in a document that cannot support expense reductions without related level of service decreases. He recommended that if Council wishes to examine expense reduction options, that focus be on the Community Services department, as Corporate Services has recently seen increases to support immediate, internal staffing needs, and Municipal Services has been working diligently to maintain services at a level acceptable by residents in the face of continuously increasing operating costs. He stated that the majority of Community Services costs are salaries and wages, and it is expected that expense reduction would be achieved as per operating hour changes. He also noted that there are ways of reducing operating costs in Community Services without resulting in lay-offs. For example, he advised that expenses were previously reduced by closing the Pool on Mondays which is still in effect. Administration advised that he could report back to Council on how to best absorb the expenses but noted that if residents can support an 8% property tax increase, to review this option.

Administration advised of the need to discuss the level of service provided by the Protective Services Department which includes Fire, Ambulance and Bylaw Enforcement. He stated that the Fire and Ambulance response capacity in rural and urban interface environments is looking to be more necessary, however would require additional capital expenditure for equipment as well as additional operating resources for PPE and training.

He noted the need to rethink the level of service for the Bylaw Officer and noted that the department is subject to multiple, overlapping pressures. He stated that he cannot in good conscious, or without backup, have the bylaw officer continue to pull over vehicles for driving infractions without more appropriate PPE and training. He noted that few municipalities deal with this without a team of officers and fleet. He is also unsure if there is affordability to invest in this level of service for the Bylaw Officer.

D/M Smith noted that the Senior Citizen and Disabled Persons property tax expense is not an issue that will go away. He noted that since he started his first term on Council in 2009, that there has been no caps in place. He added that the GNWT funding gap is very apparent at this moment.

Administration asked if Council would entertain a level of service decrease or property tax revenue increase. He doesn't think increases to user fees is an option due to recent increases and the lack of Territorial funding commitments. Alternatively, he advised that reserves could be drawn but that he does not recommend this. He added that the Town does not know their actual surplus/deficit until the audit has been performed and that each budget year should be self-sufficient without drawing from reserves.

Cr. Couvrette advised that he is not prepared to make a commitment to property tax increases or level of service cuts until the budget document is reviewed. He has heard that MACA is willing to put \$5 million towards the funding gap and suggested it be pertinent for the Mayor to discuss this with the Premier considering the upcoming budgeting process.

Cr. Couvrette advised that he has read the ALGAP funding letter and doesn't think the funding was guaranteed. He noted that the parameters were outlined and is unsure if the application met the requirements. He asked Administration if Council could review the application process.

Cr. Couvrette noted that the Town has struggled for a long time trying to acquire Commissioner's land from the GNWT and asked how much institutional non-developed land they own and to consider doubling the mill rate. He felt that this reaction may encourage the GNWT to transfer these properties to the municipality.

Cr. Cox advised that she would not support increases to user fees to compensate a \$300,000 deficit as they were recently increased and not a reliable source of income as the pandemic continues. She looks forward to seeing the budget document and would entertain supporting a property tax increase or level of service decrease but would need more information regarding the impact and cost implications. Cr. Cox asked if the "grandfather clause" has ever been considered for residents joining the Senior Citizen and Disabled Persons Tax Relief Program and clarified that caps would not affect residents already benefiting from the program. Cr. Cox added that she would like additional funds placed into Protective Services for the 2021 Budget specifically to support Bylaw Enforcement. She also expressed concerns with the Bylaw Officer taking on too much RCMP responsibility and noted the difficulty of one officer working to enforce all community bylaws. She felt that additional personnel may be a way of addressing this.

Cr. McArthur would like to see the budget document and confirmed deficit. He added that he doesn't think he would support an 8% property tax increase and does not support changing the Senior Citizens and Disabled Persons Tax Relief Program.

Mayor Napier reminded Council that COVID-19 funds were announced by the Federal government that has not yet been allocated by the GNWT. D/M Smith replied that he read on social media that this would be debated and decided on next week and that \$2.5 million would be split between all NT communities. He added that this would not offset the deficit as previously discussed. Administration advised that the Town did receive \$21,000 of MACA funds to partially offset lost revenue.

Administration advised that he has heard the will of Council to leave the Seniors Citizens and Disabled Persons Tax Relief Program as is and that there may be some interest in reducing level of service. He indicated that he would bring back information to Council on various levels of service reductions resulting in savings and a property tax analysis. Administration advised regarding pursuing MACA funding, that a definitive answer would not be received in the timeline to pass the budget before December 31st.

D/M Smith requested a timeline for the draft budget. Administration replied that he hopes to present the budget at the Committee meetings next week. He added that the level of service analysis would require more time.

- b. Briefing Note 2020 Third Quarter Variance – The briefing note was reviewed. Administration advised that initial review shows little change from the Second Quarter Variance Report.

Administration advised of revenue decreases from previous years, presumably due to the pandemic; fewer fines, fewer lotteries, After School Care Program (ASCP), CRC, and Pool revenues are down. He noted that development permitting is similar to last year and that business license revenues are have slightly increased.

Administration advised that utility estimates for 2020 appear to be accurate. He noted that computer assistance expenses have increased due to working remotely; some salary costs are slightly over budget as essential services employees worked overtime to ensure continuity of operations; maintenance costs have increased due to the construction of protective barriers in facilities and vehicles; and legal costs are up as the Town worked to determine responses to staffing pressures. He noted that some salary and maintenance costs are down as Community Services was operating at a reduced level of service, less training, and not staffing the VIC. Administration stated that it will be difficult to determine if the net result of the pandemic will be a surplus or deficit situation given the ongoing nature of the event, however expense overages identified during the Second Quarter Variance have held relatively constant.

Administration advised that a consistently high water-level has resulted in the need to purchase additional treatment chemicals. Utility and Environmental revenues have recovered as a result of a concerted effort in 2019/20 to improve tracking and collection, however a more detailed review of these revenues is currently underway to try and identify any trends. Administration noted that indications are that current budget amounts were established during a peak in Landfill use that has since subsided.

Administration advised that Daycare operations commenced during the Third Quarter and as a result GL accounts for salaries, expenses, and revenues do not exist and money is shown under ASCP. Administration added that under-enrollment due to the pandemic has resulted in a situation where Daycare revenues do not currently meet Daycare expenses. He stated that ECE has advised that all town childcare facilities are currently undersubscribed.

Administration noted that salaries and wages as presented may not be fully representative of the approved budget which is due to the 2020 Reorganization as approved by Council. He stated that while the reorganization occurred at no additional cost to the Town, it did require the movement of funds between salary and wage GL accounts which was not captured in the approved 2020 budget.

Cr. Cox requested an update on the \$61,000 under miscellaneous revenue when the expected amount was \$41,000. Administration replied that an engine blew in a Town loader and that the money was the payout from the insurance company.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That the 2020 Third Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

- c. Appointment of Councillor to Council Honourarium Bylaw Review Committee – Administration advised that last time the Committee was established Council appointed community members and one Councillor. He suggested that Council discuss the terms of reference for the Committee. D/M Smith noted that any changes will affect the next Mayor and Council. Cr. Couvrette expressed interest in being the Council Representative again but would also like to know if there is interest from Cr. Westwell. D/M Smith advised that the recommendation would move forward to Council and that it could be discussed again at that time.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That Cr. Couvrette be appointed to the Council Honourarium Bylaw Review Committee.

IN FAVOUR – CR. CAMPBELL, CR. MCARTHUR, CR. COX, MAYOR NAPIER, CR. BEAULIEU, CR. PISCHINGER

ABSTAINED – CR. COUVRETTE

CARRIED

- d. Appointment of Deputy Mayor – Administration advised that the last appointment for Deputy Mayor was for a one-year period and is expiring.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Pischinger

That Cr. Smith be reappointed as Deputy Mayor.

CARRIED UNANIMOUSLY

- e. In-Camera Session CTV Act S. 23(3)(c)

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. McArthur

That Council move in-camera to have discuss a personnel issue in accordance with Section 23(3)(c) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Council move out of in-camera at 9:30 pm.

CARRIED UNANIMOUSLY

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Cr. Westwell be excused from the Corporate Services Standing Committee meeting of November 3rd, 2020.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on December 1st, 2020.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 9:41 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Committee
Tuesday, November 10, 2020 at 7:00 pm

Chairperson: Mayor Napier
Members Present: Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger, Cr. Westwell, Cr. Beaulieu
Regrets: D/M Smith, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Kyle Donovan, A/Recreation and Special Events Coordinator; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary

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 Financial Interest – There were no disclosures of financial interest.
3. Review
 - a. Agenda – The agenda was reviewed. Cr. Couvrette requested discussion be added regarding the COVID-19 Secretariat.
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Pischinger
That the agenda be adopted as amended to include discussion on the COVID-19 Secretariat.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of October 13th, 2020, were reviewed and adopted at the Council meeting of October 20th, 2020. Cr. Couvrette noted an error in the minutes for correcting.
 - c. Vision and Values – The Vision and Values were reviewed.
 - d. Community Services Master Plan – The Community Services Master Plan was reviewed.
 - e. Economic Development Plan – The Economic Development Plan was reviewed.
4. Directors Report

The Director provided a report on the operations of the Community Services Department. Administration introduced Kyle Donovan to review the reports in the place of the Director of Community Services. Mr. Donovan advised that October was the first month the CRC returned to regular operating hours during the pandemic. He advised that Squash and Pete's Gym usage has increased and are now open 6am to 11pm. He noted that the Pool is also open, and that usage and rentals of the facility is going extremely well. He added that there were thirty rental spots in October and that twenty-nine were utilized with the exception of the rental spot on Halloween night. Mr. Donovan advised that drop-in sports and the Parents 'N' Tots program are operating every day, and that Pickle Ball started October 26th and has become extremely popular.

Mr. Donovan advised that the Arena opened half-way through October. He stated that the first user group utilized the facility on October 13th and the other user groups began usage on October 19th.

Mr. Donovan advised that Youth Night officially started last weekend and is also going extremely well.

Administration advised that much work was required in getting programs operational through the pandemic and that all programs were required to be rewritten and configured. He added that the Town is looking to bring continuity to operations in a new manner and drive membership in the upcoming months. He was pleased to report that the Pool is booked well in advance, and that Hockey and Pickle Ball are well received.

Cr. Couvrette was pleased with the report and to hear the recreation facilities are being well used. Cr. Couvrette asked if there has been thought in implementing an outdoor rink. Administration advised that he is admittable to this but doesn't have staff to ensure an additional facility is being used properly. He suggested that if residents want to form a society to develop and maintain this, the Town would support the initiative.

Cr. Cox was pleased with the update and stated that after months of the Pool being closed, after their annual maintenance closure and due to the pandemic, and noted that the swimming community is back in full force. Additionally, she was pleased to see such high usage of the Parents 'N' Tots program.

- a. Recreation Statistics – The October 2020 statistics report was reviewed.
- b. Mary Kaeser Library Statistics – The October 2020 statistics report was reviewed.

5. Economic Development

- a. Economic Development Report – The November 2020 statistics report was reviewed. Administration advised that the report speaks to a high level of work the EDO is incorporating into the Winter Staycation Campaign and supporting the consultants in the rollout of a Strategic Marketing Plan. Administration was pleased with the level of public engagement from the consultant and was confident there would be a positive outcome. Administration advised that the EDO is working on a second Shop Local Campaign specifically for Christmas present purchases. She has also been working with NWT Tourism and has created stock imagery in cooperation with local videographers.

Cr. Westwell had the opportunity to speak with the Strategic Marketing Plan consultants and was at first concerned with the survey. He stated that the consultant followed up with a long phone call and stated that it was brilliant. He noted that they covered a lot of matters and the survey did not do justice in comparison to the phone call. Cr. Westwell looks forward to the final report.

Cr. Westwell also had the opportunity to see some of the videography work the EDO has been working on and it was spectacular. He noted that quality artists are contributing.

6. Advisory Boards

- a. Community Services Advisory Board
 - i. CSAB Minutes October 13th, 2020 – The CSAB minutes were reviewed. Cr. Cox advised that CSAB discussed the new board mandate as amalgamated from RAB and ABC. She noted that the board was enthusiastic to have arts and culture representation and requested the terms of reference policy for the next meeting for a more informed discussion.

Cr. Cox advised that the board also discussed reviewing data for potential future rates and fees increases. She noted that members have requested historical data on membership and facility usage to inform these discussions.

Cr. Cox advised that the draft amalgamated board policy and historical membership and facility usage data has been provided in the meeting package for the next meeting. She expects vibrant discussions from CSAB next week.

7. Other Business

- a. Briefing Note CRC Renovations Update and Drawings – The briefing note was reviewed. Administration advised that floor plans and photos are included in the package. He noted that the contractor is initially working on the basement design and construction for Pete’s Gym, Fitness Room, and the storage and mechanical room. He stated that the contractor would then move to the Library on the second floor, followed by the main floor including the Daycare, Washrooms, Administrative areas, Gymnasium, etc.

Administration advised that the design phases include schematic design followed by design development, and that the Town is currently in the schematic design review phase. He noted that the developer, CAB Construction, has received input from the Town, residents, and user groups, and has incorporated this information into the initial schematic design. He stated that the schematic designs have been reviewed by the Town and CAB is in the process of updating the designs to reflect the review comments provided. He added that once satisfied with the designs, the Town would work with CAB to determine any additional costs and present the schematic designs to Council, residents, and users for review. Administration hopes the consultation phase will occur in December 2020.

Administration advised that CAB has advanced to the construction drawing phase in the basement of the facility. He noted that there is still the capability to make layout and schematic changes.

Administration advised that the design is as per the initial proposal and does not differ from what was shown to residents. He noted that there are no additional costs as per the proposal for the basement work. He added that the renovations do not include the cost for new equipment and that the Town is working with an equipment vendor. Administration advised that the need for additional equipment was identified by user groups as a result of consultation. Administration is in the process of confirming costs for additional equipment but anticipates this cost to be approximately \$50,000 which would be purchased through the Capital Budget.

Administration identified the need for public review of the basement designs. He stated that Community Services staff would be presenting the design work to user groups and suggested Council present the designs to the public at their next Brown Bag Lunch on November 18th.

Cr. Westwell was pleased that he recently had the opportunity to view the space and reported that it was nice seeing the space opened up. He expressed excitement to see the finished product.

Cr. Cox supports presenting this information at the Brown Bag Lunch as a discussion topic in addition to Post-Secondary Education.

- b. COVID-19 Secretariat – Cr. Couvrette advised that had sent an email requesting this be added to the meeting for discussion. He noted that he was approached by constituents regarding an article published by CBC North on November 4th regarding Monfwi MLA Jackson Lafferty’s opposition to COVID-19 Secretariat. He stated that the Thebacha MLA commented that she was in full support of the proposed \$90 million COVID-19 Secretariat and that further, she stated that Mayor of Fort Smith, Metis Council President and SRFN Chief were also in full support.

Cr. Couvrette had previously stated that he does not support the \$90 million COVID-19 Secretariat due to current economic and social impacts. He felt that the money is not being well spent by upper government and asked if Council had taken a supportive position on this. He stated that if it is decided that the majority of Council supports the COVID-19 Secretariat, he would also support this but doesn’t believe Council has taken a position.

Cr. Westwell felt that the Council’s stance hasn’t proven to have much influence on GNWT spending from historical reference and asked there is a meaningful change that Council can enact by taking a position. He asked if by taking a position, if Council would lobby the GNWT or if Council’s position would put Administration in an antagonizing position with the GNWT.

Cr. Pischinger thinks the GNWT already committed to the \$90 million COVID-19 Secretariat and stated that Monfwi MLA Jackson Lafferty had questions regarding this but understood it was already moving forward.

Mayor Napier responded that since the beginning of COVID-19 measures in March 2020, the community government and other governments across the NT had pushed for a territorial state of emergency and public health state of emergency so communities would not have to require individually call state of emergencies. She noted that as a result, the GNWT closed borders, and implemented isolation centers, COVID-19 enforcement and testing. Mayor Napier added that municipalities have been meeting with the GNWT every three to five weeks and have requested more enforcement and testing across Canada. She stated that COVID-19 is spreading and that the NT cases has increased to ten. Mayor Napier advised that the MLA has contacted her for support. She stated that not everyone is following regulations and that Fort Smith will continue to be an isolation center and have border control. She stated that if we know where the money is coming from and going, we can make a more transparent process. Cr. Pischinger requested an update on where the GNWT states funds will be spent.

Cr. Westwell has questions and issues with the approach and asked what the COVID-19 Secretariat means to Fort Smith as a community. He felt that it would not be productive going against it as it is already happening.

Cr. Couvrette noted the lack affordable housing and homelessness and felt that the money would be better spent on this. Cr. Couvrette added that the GNWT should consult more with the NT and felt that there the Premier is challenged with transparency. He was displeased that they approved a \$90 million expenditure over a three year period without consultation.

Mayor Napier replied that funds are still being used for border enforcement and isolation centers. She added that the Town received a letter today from SLFN Chief to the COVID-19 Secretariat requesting to keep the check point at the border.

Cr. Campbell was displeased with border control as they do not provide any enforcement.

Mayor Napier stated that opportunities are arising and that the City of Yellowknife recently declared a state of emergency for additional housing for homelessness due to COVID-19. She also that the FCM had pushed for a Universal Broadband Fund in rural and northern communities across Canada. She noted that funding may be made available to access for other things due to the position we are in.

Cr. Westwell stated that these aren't new problems but are long standing needs being enacted by emergency powers.

Administration responded that the City of Yellowknife Council had voted democratically to not allow development in certain areas and the GNWT used emergency powers as they were unable to achieve their own mandate. He stated that they overruled the municipal government's decision as a result, even though the GNWT had nine months to accomplish their goals, since the beginning of the pandemic. He stated that when an emergency occurs, action is first taken, and money determined later. He felt that the GNWT is abusing this by assigning a \$90 million, three-year budget, to an emergency situation. Administration suggested that it be rethought on how isolation centers are being implemented and added, that money has been invested into border check-stops, but that a decision hasn't yet been made to close the winter road.

8. Excusing of Councillors

Mayor Napier advised that D/M Smith and Cr. McArthur provided notice and that they would be unavailable for the meeting in accordance with the Council Procedures Bylaw.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That D/M Smith and Cr. McArthur be excused from the Community Services Standing Committee Meeting on November 10th, 2020.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on December 8, 2020.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That the meeting be adjourned at 8:01 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, November 10th, 2020 at 8:15 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:01 pm.

2. Declaration of Financial Interest

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

3. Review

- a. Agenda – The agenda was reviewed. Administration requested an SDAB expression of interest be added to the agenda.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the agenda be adopted as amended to include an SDAB expression of interest.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 13th, 2020, were reviewed and adopted at the Council meeting of October 20th, 2020.

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

- d. 2020 Capital Plan – The Capital Plan was reviewed.

4. Directors Report

The Director of Municipal Services provided a report on the operations of the Municipal Services Department. The Director advised that Public Works has started removing snow from the streets after heavy snowfalls. He stated Environment Canada has recorded Fort Smith to have received approximately 30cm of snow. He noted that historically the Town usually has approximately 8-10cm of snow this time of year, and 30cm by January.

The Director advised that both fire abatement projects are coming to an end and that both projects are looking good. The Director added that the Town's new Water Truck arrived last week, and that the tank is being disinfected and flushed before usage. Additionally, the Director advised that he would review potential areas for additional street lights with Cr. Campbell and Cr. Pischinger.

The Director reminded of Remembrance Day tomorrow and advised that the Landfill would be closed but that sewage pump-outs would remain scheduled.

Cr. Westwell praised the department for their snow removal efforts.

5. Protective Services Report

Administration provided a report on the operations of the Protective Services department. He stated that the Ambulance department is seeing more alcohol and mental health calls which may be related to the pandemic.

He noted that the Fire and Ambulance departments are at full enrollment with volunteers but that they are often off due to a cough and not responding. He stated that when the volunteers are unavailable, the responsibility falls to the Protective Services Supervisor.

Administration advised that there hasn't been a resolution regarding fire abating Commissioner's land and continuing the fire break although he would like the work to occur before year end.

Cr. Cox noted that it was a quieter month for the Ambulance department but that the Bylaw officer has been busy, and she was encouraged to see the enforcement activity.

Cr. Couvrette was disappointed to see names included in the Bylaw Report. Administration advised that this was missed in the review before distribution and apologized.

- a. Fire Department – The October 2020 statistics and training report was reviewed.
- b. Ambulance Department – The October 2020 statistics report was reviewed.
- c. Bylaw Department – The October 2020 statistics report was reviewed.

6. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes October 1st, 2020 – The SDAB minutes were reviewed. Cr. Westwell advised that the board did not have quorum for the November meeting.

Cr. Cox noted from the minutes that SDAB members were invited to attend a virtual Sustainable Communities Conference and asked if any attended. Administration replied he did not receive feedback from SDAB members but that the Mayor had attended the conference.

Administration replied to Cr. Westwell that there hasn't been a lot of advisory board meetings due to not being able to achieve quorum. He thinks the boards may need to start meeting face to face for lunch meetings.

Administration advised that the GNWT is soliciting expressions of interests to start retailing cannabis. He is unsure if they are looking to move away from liquor stores or independent owners. With this, he stated that municipalities must determine if they want to create zoning and that public consultation would be required. He asked if Council would want to put conditions on zones with the sales of regulated substances. He added that the Town bylaw allows convenience stores in residential zones.

Cr. Westwell understands that the GNWT is trying to transition cannabis from liquor stores.

- ii. SDAB Expression of Interest Liam Case

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Beaulieu

That Liam Case be appointed to the Sustainable Development Advisory Board for a term ending December 31, 2021.

CARRIED UNANIMOUSLY

- iii. SDAB Expression of Interest Jeff OKeefe

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Couvrette

That Jeff OKeefe be appointed to the Sustainable Development Advisory Board for a term ending December 31, 2021.

CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note 2021 O&M Budget and Budget Document – The briefing note and 2021 O&M Budget were reviewed. Administration advised that the briefing note is an evolving document and has been updated since the Corporate Services meeting on November 3rd. He added that the Administration is working hard on the 2021 Budget and it is being fine-tuned daily.

Administration reviewed questions and concerns presented to Council at the Corporate Services meeting. He stated that he prepared Council at the previous meeting for a \$300,000 deficit but that the budget has since been balanced. He stated that most updates in the document discuss revenue generation efforts but first provided an update on the slight surplus. He anticipates as the document evolves the surplus will transition into a slight deficit.

Administration noted that he had advised of approximated \$300,000 of forced growth expenses at the Corporate Services meeting resulting from employee forced growth for 2021 in the amount of \$213,000 salary pressures and the lack of \$80,000 GNWT ALGAP funding for the Assistant SAO position.

Administration advised that the Town had \$137,000 surplus from last year's Budget due to pushing property tax revenues into surplus. He stated that the result in using the surplus against the deficit of \$300,000, resulted in a reduced deficit of \$165,000. Additionally, he stated that forced growth amounts were not as anticipated due to having long-term staff retention, and stated that most Town employees are already at a Step 6. He noted that employees still receive bargained cost of living increases. He noted that the Town sees more staff turnover at the CRC where younger staff are hired for their first employment. He noted staff retention has resulted in a 2.5% return on a million-dollar investment.

Administration added that the Town used to run the After-School Care Program at a loss but since amalgamation with the Daycare, the ASCP is breaking even and has even established net savings.

Administration advised that the Town has also seen savings on annual utility bills for CRC but noted that 2019 Utility budget amounts should be used for the 2021 Budget. He added that most of the heat utilized for the CRC and Pool is supplied by the GNWT from their pellet plant and there have been some irregular billing which needs to be addressed to refine budget amounts for 2021.

Administration stated that the O&M Budget is currently showing a \$46,000 surplus and thinks this will go away as issues are resolved with the Budget. He felt that takes the pressure off aggressive revenue collection. Administration advised that a slight deficit is showing in the Utilities and Environmental Budgets but thinks this will likely be balanced after refining and prior to approving the budget. Additionally, he noted that any revenue generations methods Council decides to undertake would likely go straight to surplus.

He noted that other work needs to be done with the budget document including creating a budget line item for Daycare Salaries as they are currently included with CRC Salaries; the inclusion of 2022 and 2023 projections; increased materials and supplies costs for Protective Services; and slight increases for Ambulance Department salaries and wages. Administration suggested increasing Ambulance revenues by 10% to offset additional salaries and wages costs and noted that Ambulance revenues were also increased by 10% for 2020. He noted that the Town used to see the Ambulance being used equally for Medivacs and standard general public Code One responses, and that this has changed to 40% Medivac responses and 60% general public responses. He added that the Town's Ambulance revenues are heavily weighted for Medivacs and with the change of use, revenue generation for this department may need review.

He noted that there was previous discussion about Federal funding being disbursed to NT communities for COVID-19 relief and stated that the Town would be receiving \$250,000 which would be listed as 2020 revenue.

Administration reviewed a chart of potential property tax increases and the financial impact on properties due to the increase. He noted that property tax revenues can be weighted heavily on different zones. He noted that commercial and industrial properties are billed at a different mill rate than institutional and residential. He noted that the Town has weighted institutional mill rates higher as they are predominantly owned by the GNWT and to take pressure off residential property tax amounts. He noted that there was discussion about taxing undeveloped Commissioner's land and stated that not all of these properties are assessed as institutional. Additionally, he noted from previous discussions that Council does not wish to make adjustments to the Senior Citizens and Disabled Persons Tax Relief Program. He added that Fort Smith has a 22% enrollment in this program whereas Hay River only has a 15% enrollment while also rebating 100% of seniors and disabled persons taxes.

Administration advised of other revenue generation options. He stated that it is bad practice to have budget draw from reserves and that the bylaw is in place to regulate the placement of \$300,000 into reserves each year. He noted that drawing from reserves would be a step backwards, and that there is no need as the budget is now balanced.

Administration provided a level of service decrease overview for if the Town were to close the CRC on Sundays. He stated that the closure would save \$38,000 annually and the closure would affect approximately sixty residents and many birthday parties. He advised that closing the Arena on Sundays, would result in \$10,000 annual savings but that he would anticipate negative feedback from residents.

Administration advised that he is not looking for direction at this point but provided opportunity to Council for discussion. He stated that any minor deficit with the budget could be addressed with a manageable property tax revenue increase.

Cr. Couvrette was pleased with the budget update. He stated that the last two budget discussions alluded to the idea of looking to tax undeveloped property to incentivize owners to develop or sell for the purpose of development. He felt that it is unacceptable for property owners to leave properties undeveloped for a long-period of time and suggested this could lead to economic growth.

Cr. Campbell would not be in favor of decreasing the level of service for the Arena, CRC, or Library. He suggested reducing the purchase price for the Westgrove Subdivision lots to promote development and begin taxation on the properties. Cr. Cox agreed that she wouldn't support closing Community Services facilities.

Cr. Cox appreciated the update regarding the Senior Citizens and Disabled Persons Tax Relief Act. She suggested potentially implementing a cap on future enrollments that would not affect senior or disabled persons currently in the program. She also agreed that increasing institutional property taxes as a means of revenue generation would be in the community's best interest. Cr. Cox thanked Administration for the balanced budget and was pleased that Council did not have to make any difficult budgeting decisions in their term.

Cr. Westwell noted that the 2021 Budget would be the last budget approved by this term of Council. He would like to see the Bylaw department address animal control issues and enforcement of unsightly lands. He noted that the Bylaw Officer covers many different enforcement issues.

Mayor Napier thanked Cr. Westwell for his comments and asked if the Town needs another Bylaw Officer or an on-call dog catcher. She noted that most animal control complaints are received after hours. Administration replied that the surplus Council approved saved the Town from a pandemic-related deficit in 2020 and 2021. He stated without the surplus there will be a deficit next year as well. He added in response to hiring additional Bylaw staff, that concerns brought forward are not related to the level of service of the Bylaw Officer and suggested this be revisited dependent on funding increases. He noted that WSCC requirements would also need to be considered when hiring after-hour Bylaw response. Cr. Campbell noted the need for an after-hours phone line and suggested hiring a contract dog catcher.

Administration advised that the Bylaw is covered under the Protective Services Department but that the municipality had difficulty hiring for the Protective Services Position as the applicants were in favour of working with the Ambulance and Fire Department but not with Bylaw Enforcement. He stated that as a result, the Bylaw Department now reports to the Assistant SAO rather than the Protective Services Supervisor.

Cr. Westwell noted that Bylaw Enforcement has been a long-standing issue and asked if a level of service increase could be funded with enforcement initiatives rather than taxation. Administration advised that the goal with enforcement is for compliance and less tickets issued.

Mayor asked if contracting after-hours animal control services would be in contradiction of the Collective Agreement. Administration replied that it would not be if it is not taking over an existing position and if it is an additional level of service being provided. He stated that when the Union of Northern Workers last went on strike it was due to the contracting out of services. He added that it is best to use the staff available for everyday jobs. Administration replied that he will look into this further and will report back to Council.

Cr. Cox appreciated the discussion and looks forward to receiving more information. She noted that the Bylaw Officer is very busy. She wondered about the department's workload and the possibility of hiring additional part-time, full-time or term positions. She suggested this option be explored when MACA funding is announced and if there are increases to the funding amounts for 2021.

Administration confirmed that Council can change the level of service the Town offers but that his job as Administrator is to have consideration of where the funding to offset the change would be allocated from. He added that review of the Bylaw department is an exercise worth pursuing and that there have been previous discussions about the Bylaw Officer spending dedicated time to traffic control and monitoring the school zone. He stated that the JBT parking lot used to be college housing and that the department never applied for a development permit to turn the empty lot across from JBT into parking lot. He didn't feel there would be much traction from ECE about this as they won't fund their school's playgrounds or crosswalks either. He added that they also placed a parking lot in the empty lot across from the Health Centre and that the crosswalk is on the blind spot of the hill on Breynat Street. He stated that the Town can invest more into the Bylaw department but that it would be nice if community partners assisted too.

8. Excusing of Councillors

Mayor Napier advised that D/M Smith and Cr. McArthur provided notice and that they would be unavailable for the meeting in accordance with the Council Procedures Bylaw.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier

That D/M Smith and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on November 10th, 2020.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 8th, 2020.

10. Adjournment

Cr. Couvrette reminded Council to take a moment of silence Remembrance Day tomorrow.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 9:15 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith Expression of Interest

Date: November 4 2020

Name: Kyle Vos

I am interested in sitting on the: Below.

Council Honouraria Bylaw Review Committee – Ad Hoc

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

Previously to moving to Fort Smith I worked in the Office of the President for a major
telecom provider and tasked with dispute resolution cases, being that I'm not originally from Fort
Smith, I'm able to remain non-partisan and looking for the best choices for our residents and our
community. Currently I'm a pilot for Northwestern Air.

Email: kylevos@live.com

Signature of Applicant