








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

September 20, 2016, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Proclamations/Presentations	
D. Approval of Council Minutes i. Council Minutes	 Council Minutes August 16, 2016.doc
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Community Services iv. Municipal Services	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Corporate Services Minutes September </div> <div style="text-align: center;">  Accounts Paid Part I </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  Community Services Minutes September </div> <div style="text-align: center;">  Municipal Services Minutes September </div> </div>
b. Enactment of Bylaws and Policies	
c. Appointments	
d. Mayor and Council	
e. Administration i. Arctic Winter Games ii. Cabinet Change	
H. Absence of Council Members	
I. Date of Next Council Meeting	
J. Adjournment	
K. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 09-16
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF SEPTEMBER AND THE
NINTH FOR THE YEAR 2016**

PRESENT: Mayor L. Napier-Buckley D/M K. Smith
 Cr. B. McArthur Cr. A. Kikoak
 Cr. B. Tuckey Cr. E. Bell
 Cr. A. Dumont Cr. R. Holtorf

REGRETS: Cr. R. Patel

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

GALLERY: Patti Haaima

Meeting 09-16	7:00 PM
September 20, 2016	Council Chambers

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Napier-Buckley called the meeting to order at 7:02 p.m. and confirmed a quorum of Council was present.

B. APPROVAL OF AGENDA

16-197 Moved by: Cr. McArthur
 Seconded by: Cr. Dumont

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. PROCLAMATIONS/PRESENTATIONS

Mayor Napier-Buckley read the National Teen Driver Safety Week Proclamation passed by Council at the August 16, 2016 Regular Council Meeting.

Whereas, driving is an important and exciting rite of passage for youth. It is also one of the riskiest activities for young people to engage in;

Whereas, teen driver safety is a significant issue in Canada. Young drivers are over represented in all road-related injuries and fatalities.

Where, National Teen Driver Safety Week is a week dedicated to raising awareness and seeking solutions to prevent teen deaths on the road across Canada. Everyone has a role to play in creating change amongst their peers, in classrooms and in their communities;

Therefore, We, Mayor and Council of the Town of Fort Smith, do hereby proclaim the third week in October as National Teen Driver Safety Week.



D. APPROVAL OF MINUTES

16-198 Moved by: Cr. Kikoak
Seconded by: Cr. Bell

That the minutes of Regular Meeting 08-16 of August 16, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES

D/M Smith asked if the paving project is complete and if any issues arose. Administration advised that the contractor was in Town for a Substantial Completion Meeting today. He noted that some of the asphalt density didn't meet grade in the arena parking lot. He noted that he may have the contractor extend the warranty on the product. Cr. Kikoak requested an update on the 50th Celebration plans. She suggested there be a pep rally with a Muffaloose mascot at the four-way stop the Friday at noon a week before the event to make residents aware of birthday. Mayor Napier-Buckley advised that a planning meeting of Council was held for suggestions although she suggested a final meeting be held this week. She noted that the major event planning is complete. She noted that there are posters available with the schedule. Cr. Kikoak requested that Town posters be brought to Anna's Home Cooking.

F. COUNCIL BUSINESS

- a. Introduction and Consideration of Committee Reports
 - i. Corporate Services Standing Committee – D/M Smith asked if the submissions for the Strategic Plan RFP have been reviewed. Administration advised that the evaluation meeting is on September 21, 2016. D/M Smith suggested that Council set a date for a Bylaw Review Committee meeting after the Council meeting.

16-199 Moved By: D/M Smith
Seconded By: Cr. Tuckey

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

CARRIED UNANIMOUSLY

Host Society Dinner – Cr. Tuckey asked how the dinner in Hay River went. Mayor Napier-Buckley advised that the dinner went well although not all of the Chairs were in attendance. She advised that there was informal discussion about the agreement between the Towns of Hay River and Fort Smith. She noted that the agreement is now being drafted between SAOs. Cr. Kikoak was concerned that the Chamber of Commerce and the business community wouldn't be prepared for the games. D/M Smith advised that the Host Society is drafting a detailed business plan to present to the International Committee, once approved, it would be distributed to both Chambers. Mayor Napier-Buckley noted that the International Committee was pleased with the sports venues in Fort Smith. She noted that there were issues with facilities in Hay River.

16-200 Moved By: Cr. Tuckey
Seconded By: Cr. Bell

That Council supports Mayor Napier-Buckley's trip to Hay River on September 12-13, 2016 to attend an AWG Host Society Dinner.

CARRIED UNANIMOUSLY



Accounts Paid List Ending August 31, 2016

16-201 Moved By: Cr. Bell
Seconded By: Cr. Dumont

That the Accounts Paid List for the period ending August 31, 2016, totaling \$410,182.12 be approved.

CARRIED UNANIMOUSLY

DPA-036-16 Saskia Van Mourik

16-202 Moved By: Cr. Tuckey
Seconded By: D/M Smith

That DPA-036-16, submitted by Saskia Van Mourik, to operate a first aid, swift water rescue and safety instruction home occupation business from Lot 22-1, Plan 1439, 18-2 Pigeon Avenue in Fort Smith be approved.

CARRIED UNANIMOUSLY

St. John's Anglican Church Donation Request – Cr. Tuckey asked if the Town would be continuing to invoice for service fees for all requests or only invoice fees for some organizations. Cr. Dumont noted that the Town doesn't practice donating to churches. Cr. McArthur asked what the service fees are for using the machine. Administration advised that it is dependent on the amount of money being processed. He believes the Town is charged 2% in fees. Cr. Kikoak requested that use of the credit card machine be addressed in the donation policy. D/M Smith asked for the total amount in processed payments. Administration has not seen the cheque requisition yet.

16-203 Moved By: Cr. Dumont
Seconded By: Cr. Bell

That Council donate the use of the credit card machine to Saint John's Anglican Church for the processing of auction payments; and

That the Town invoice Saint John's Anglican Church for the incurred service charges.

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

SAO Salary Increment

16-204 Moved By: Cr. McArthur
Seconded By: Cr. Dumont

That Council approves a salary increment for the SAO effective the anniversary date of hire to the next step, pursuant to Appendix A of Bylaw 938.

CARRIED UNANIMOUSLY



- ii. Community Services Standing Committee – Administration provided an update to questions asked at the Community Services meeting. Administration advised that the increase in Parents and Tots statistics is due to the hourly programming increasing from 4 hours, twice per week to 2-4 hours every day. Additionally, he noted that there were 649 Fun Zone participants for the summer, approximately 17 per day, not including parents.

16-205 Moved By: Cr. Tuckey
Seconded By: Cr. Bell

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

CARRIED UNANIMOUSLY

Ann's Angels Beer Garden Request

16-206 Moved By: D/M Smith
Seconded By: Cr. McArthur

That Council approve Ann's Angels Beer Garden Request on Saturday, September 17, 2016 from 12 pm to 9 pm and on Sunday, September 18, 2016 from 12 pm to 6 pm in accordance with Policy 9.11.

CARRIED UNANIMOUSLY

- iii. Municipal Services Standing Committee – Cr. Kikoak asked what the annual wage would be for the Prevention Supervisor. Administration advised that the job description isn't complete yet, although he anticipates the annual wage being approximately \$100,000 which would include benefits and northern living allowance. Cr. Kikoak asked where employee pay rates could be found. Administration advised that bargained employee pay rates are listed in the Collective Agreement which can be located on the UNW website.

16-207 Moved By: Cr. Dumont
Seconded By: Cr. McArthur

That the Municipal Service Standing Committee minutes of September 13, 2016, be adopted as presented.

CARRIED UNANIMOUSLY

Prevention Supervisor

16-208 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That Council approves the reallocation of \$25,000 from the Director of Municipal Services Salaries & Wages and Benefits Budget to fund a Prevention Supervisor for the remainder of 2016.

CARRIED UNANIMOUSLY

b. Mayor and Council

- i. Cr. Tuckey – Cr. Tuckey had discussed the AWGs and volunteerism needed for the games with a volunteer from Hay River. She was pleased to inform about the Town's Snowboard Park Development. Cr. Tuckey was pleased to take part in the Wellness Council. Additionally, Cr. Tuckey looks forward to the Town's 50th Anniversary Celebration and the early opening of the arena on October 1st. She commended Town staff for the hard work that they do.



- ii. Cr. Holtorf – Cr. Holtorf noted the importance of a Communications Plan. He suggested that \$15,000 to \$20,000 be budgeted for communications. Cr. Holtorf has been researching how other communities recognize volunteers. He suggested that a Community Builder Award be given out. He suggested recognizing Pam Walsh for her Kraft Celebration Tour accomplishment.
- iii. Cr. McArthur – Cr. McArthur noted that it is a pleasure to drive on the newly paved roads. He was also pleased with the paving of the arena and JBT parking lots. He suggested that regular mail drops be done to inform residents of upcoming Town events.
- iv. Cr. Bell – Cr. Bell was pleased with the Town's Appreciation BBQ and Long Service Awards. Cr. Bell suggested inviting the advisory boards to future Town barbeques. Cr. Bell is looking forward to the upcoming 50th Anniversary and Strategic Planning. Cr. Bell would like to arrange a meeting with the MLA and put pressure on cabinet with respect to the Cabinet change.
- v. D/M Smith – D/M Smith agrees that alternative forms of communications need to be used now that the Northern Journal has closed its office. He suggested doing more mail drops and creating a communications policy. Administration suggested establishing a policy after determining best practice. He noted that the last Council produced a newsletter without a policy in place. D/M Smith noted local businesses are being bought-out by bigger corporations and felt that a consultation process should be included in the Downtown Development initiative. D/M Smith would also like to meet with the MLA to discuss the change in Cabinet and how it will impact Fort Smith.
- vi. Cr. Dumont – Cr. Dumont was pleased with the paving work and was pleased to see pot holes and pavement breaks fixed. Cr. Dumont advised that he received multiple complaints about the lack of toilet paper in the porta-potties over the weekend at the baseball tournament. He requested that this be looked into for future events. He felt that staff should be available to prepare the facilities events on weekends. Administration advised that the porta-potties were in support of the Town facility although he had not received any requests for toilet paper. He encouraged Council to bring concerns directly to Administration and then bring to Council if the concerns are left unaddressed.
- vii. Cr. Kikoak – Cr. Kikoak sees the lack of communication with the community as a major weakness for Strategic Planning. She is interested in preparing a five-year and twenty-year plan. She felt that alternative advertising methods need to be determined besides social media. She suggested that the community be engaged. She is looking forward to Town's 50th Anniversary Celebration and the Laurie Hobart Memorial Volleyball Tournament.



viii. Mayor Napier-Buckley – Mayor Napier-Buckley has invited the MLA to meet with Council and that the date is being determined. She will advise Council once a date has been selected. Mayor Napier-Buckley advised that the Host Society would be delegating to Council on November 1st. Additionally, she advised that one of the Host Society members has resigned and the Town will be looking to fill the position. Mayor Napier-Buckley advised that the Long Services Awards and Appreciation BBQ were well attended and looks forward to inviting the Town's volunteers in the future. She thanked the Executive Secretary for preparing for the events. Mayor Napier-Buckley advised that college space for the daycare is no longer available and a new space will have to be identified. Mayor Napier-Buckley advised that she would work with Administration in creating newsletter from Mayor and Council. Mayor Napier-Buckley looks forward to working with Cr. Holtorf on different award ideas. Cr. McArthur asked what happened to the daycare building. Mayor Napier-Buckley advised that it did not pass inspections and that it would cost approximately \$1.3 million to fix to a state that's usable as a daycare.

c. Administration

- i. Arctic Winter Games – Administration advised that the direction from Council was to split the games 50/50 between both host communities. He noted that all aspects of the games including the procurement, volunteerism and the events are to be split equitably between both communities. He noted that it is an uphill battle to achieve this goal and that he may have to come back for further direction. He noted that the Host Society has been maintaining an office in Hay River for a year with a number of staffed positions while Fort Smith does not have an office or staffed positions. Also he advised that the International Committee spent three nights in Hay River and only one in Fort Smith. Administration has seen some procurement which has been sole-sourced in Hay River. He noted that he is fighting to write an agreement between the communities with equitable requirements. Administration noted that the Host Society Executive do not think it is possible to be equitable. He also noted that Hay River has more representation on the Host Society executive than Fort Smith. Administration advised that the SAO of Hay River was resistant to put forward equality in the agreement. Additionally, the Town of Hay River is attempting to appoint their SAO to the Host Society Board of Directors. D/M Smith advised that the bid was 60/40 although the actual agreement would be 50/50. He expressed similar concerns to the executive members. D/M Smith advised that an office is being opened in the McDougal Centre. Additionally, he noted that either community cannot host the games without the partnership of the other community. Cr. McArthur asked what member of the Host Society had resigned. Mayor Napier-Buckley advised that Don Webb had resigned.

Cr. McArthur requested that the RCMP be asked to monitor thirty zones while the Bylaw Officer is away. Administration advised that the new Sargent has arrive in Fort Smith and he is community orientated. He anticipates a strong relationship between Council and the RCMP. Mayor Napier-Buckley noted that Sergeant Snodgrass will be doing monthly delegations to Council. She noted that he is eager to work with Mayor and Council on community issues.



- ii. Cabinet Change – Administration suggested a solution be identified while meeting with the MLA. He noted that when Hay River lost the transportation industry, the economy started a downward spiral. They lost NTCL and all the businesses that NTCL supported. He noted that whether the changes are Federal or GNWT, the Town must be aware and responsive to the changes. He noted that the Hospital has already been downgraded to a Health Centre and the NT Power Corporation has been aggressively downsized. Administration advised that the merging of Public Works and Transportation, in conjunction with the Superintendent of PW not residing in Fort Smith and Hay River being the transportation hub of the NWT, imposes a threat to the Public Works Regional Office and positions in Fort Smith. Additionally, he advised that the Town has lost a position in ITI and Lands. He felt that the ITI Regional Office is at risk also. Cr. Holtorf noted that Aurora College was downsized a number of years ago which is threatening to the economy of Fort Smith. Administration suggested that the aboriginal governments be invited to attend the delegation from the MLA to pose a stronger voice on the risks to the community. He noted that the Metis Government has always lobbied to ensure senior positions stay in Fort Smith. Cr. Kikoak noted that SRFN also depends on the demographics of the college.
- iii. Royal Canadian Legion Donation Request – Administration advised that a donation request from the Royal Canadian Legion was forwarded to Council earlier in the day that requested the use of the RCC gymnasium on November 10th from 5:30 to 8:00 pm and November 11th from 9:30 am to 11:30 am for the Remembrance Day Ceremony. Mayor Napier-Buckley doesn't feel that a motion is required as this is for a ceremony on a statutory holiday. Council gave Administration direction to work with the legion in approving their request and for future years.

G. ABSENCE OF COUNCIL MEMBERS

16-209 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That Cr. McArthur and Cr. Holtorf be excused from the Corporate Services Standing Committee Meeting on September 6, 2016.

CARRIED UNANIMOUSLY

16-210 Moved By: Cr. Dumont
Seconded By: Cr. Bell

That Cr. Patel be excused from the Regular Meeting of Council on September 20, 2016.

CARRIED UNANIMOUSLY

H. DATE OF NEXT COUNCIL MEETING

Corporate Services Standing Committee Meeting – October 4, 2016
Community and Municipal Services Standing Committee Meetings – October 11, 2016
Council Meeting 10-16 – October 18, 2016

Mayor Napier-Buckley advised that she would be away for the Regular Meeting of Council on October 18, 2016.




I. **ADJOURNMENT**

16-211 Moved By: Cr. McArthur
Seconded By: Cr. Tuckey


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

CARRIED UNANIMOUSLY

Minutes adopted this 18th day of October, 2016.



Mayor Lynn Napier-Buckley



Certified Correct by the
Senior Administrative Officer Keith Morrison

J. **QUESTION PERIOD**

A question period was offered in accordance with policy.

Patti Haaima asked if Council would be willing to meet with Minister Sebert first then meet with the aboriginal groups. Administration felt that the voice of the community would be stronger with all the local governments present. It was noted that SRFN would be holding their elections on September 26, 2016. Ms. Haaima would confirm the availability of the MLA.