



Town of Fort Smith
Corporate Services Committee
Tuesday, April 10, 2018, at 7:00 pm

Chairperson: D/M Smith
Members: Cr. Bell, Cr. Holtorf, Cr. Dumont, Cr. Patel, Cr. Tuckey
Regrets: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisamarie Pierrot, Executive Secretary
Guests: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Declarations of Financial Interest

D/M Smith, Cr. Tuckey and Cr. Dumont declared a financial interest with respect to Accounts Paid Part II.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Holtorf

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 6, 2018, were reviewed and have been adopted at the Council meeting of March 13, 2018.

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

d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

a. Council Priorities

i. Fire Abatement – D/M Smith asked if the Town will be engaging in fire abatement for the spring. Administration advised that work is not yet underway.

ii. Aurora College Program Review – Administration advised that Minister Moses responded to the Town's request to participate in

- the TEP review in a more meaningful way. D/M Smith advised that Minister Cochrane is the new Minister of Education and suggested contacting the new minister.
- iii. Road to Garden River – Administration advised that Mayor Napier-Buckley is currently in Edmonton for meetings with relevant organizations to discuss the road to Garden River.
 - iv. Youth Crime – Cr. Bell advised that the Fort Smith Metis are willing to partner with Town and RCMP for the COP Program. She advised that they will be recruiting members at the Thebacha Trade Show. She advised that the RCMP is reviewing relevant bylaws for the program and anticipates publishing a press release shortly. She advised that the RCMP will consult with the Mayor regarding the press release prior to its release. She indicated that anyone interested in the program can contact Cr. Bell, Mr. Alan Heron at the Fort Smith Metis office or the RCMP. She welcomed new recruits for the program.
 - v. Daycare – Administration advised that the YWCA is engaged in developing a daycare for Fort Smith and have experience running the women shelter. He indicated that the YWCA is working jointly with the Daycare Society. He advised that the YWCA owns a place in Yellowknife and will be selling to buy a place in Fort Smith for the daycare. He noted that the Town's offer remains to provide a temporary location. He advised that there are discussions on the afterschool program being added to their business module. He indicated that the afterschool program is hard for the Town to administer due to obtaining staff and providing programs. He advised that the Daycare Society requested space to hold regular monthly meetings. He noted that the Town is in partnership with the Daycare Society and could provide the requested space. D/M Smith asked for clarification on the programs that are being provided. Administration advised that if programs are provided daily for children under the age of 12 ECE will consider it a daycare and could charge the Town with running an unlicensed daycare. The Director of Community Services advised that any programs that are provided daily and parents rely on the program is considered childcare by ECE. D/M Smith asked if the Steve Nash Program is considered childcare. The Director of Community Services advised that is not as it is scheduled for two days a week and is a sports program. She advised that programs that are scheduled from Monday to Friday is considered childcare. Cr. Holtorf commended administration and the Director of Community Services for their efforts. He advised that the Federal government has announced new funding and is essential to have a daycare in the community. He suggested partnering with the Salt River First Nation and the Aurora College to provide a daycare. He thinks Council must respond to the petition from Mr. Don Jaque.

5. Finance

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

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That the Accounts Paid Part I for the period ending March 31, 2018, totaling \$267,866.93 be approved.

CARRIED UNANIMOUSLY

D/M Smith passed the chair to Cr. Dumont.

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That that Accounts Paid Part II for the period ending March 31, 2018, totaling \$2,132.36 be approved.

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

ABSTAINED – CR. TUCKEY, CR. DUMONT, D/M SMITH

CARRIED

Cr. Dumont passed the chair to D/M Smith.

6. Bylaw/Policy Review and Development

- a. Bylaw 989 2018 Mill Rate Bylaw – Administration advised that the updates of the mill rates were based on the revenue targets, that were approved in the 2018 operating budget, and the outcome of property assessments. He indicated that the presented mill rates are a 3.5% increase across the board on par with last year. D/M Smith asked for clarification on the increase. Administration advised that the increase includes a 3.5% increase for all residential except country residential which is a 3.6% increase. D/M Smith asked if the school rate taxes from GNWT have been received. Administration advised that the school tax was received late and that it is 2.43%.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That 2018 Mill Rate Bylaw 989 be forwarded to the Regular Meeting of Council on April 17, 2018, for First and Second Reading.

CARRIED UNANIMOUSLY

- b. Cannabis Regulation – Cr. Holtorf requested information on Council's intentions regarding cannabis regulation. He suggested partnering with the Salt River First Nation to update the smoking bylaw to accommodate the legalization of cannabis. Administration advised that municipal's role in the legalization process is minor. He indicated that the distribution and production of Cannabis will be completed by the territorial government. He noted that there will be no changes to the business license bylaw. He

suggested Council wait for a draft bylaw from the territorial government and use as a guiding document to amend the smoking bylaw. He noted that enforcement of the legislation will be done by an environmental health officer from Hay River. He advised that the Town can apply to be an enforcement agent. He noted that the Town policies will be have to be updated with regards to workplace impairment. Cr. Holtorf requested information regarding the taxes that will be collected on sales. D/M Smith advised that the territorial government is not expecting any revenues from the sales tax and that the purpose is to eliminate the black market. Cr. Tuckey thinks that cannabis should be kept regulated where it does not affect the public. D/M Smith suggested discussing impaired driving with the next RCMP delegation.

7. Administration

- a. Briefing Note CPI 2018-2019 Funding Agreement – The briefing note was reviewed. Administration advised that the funding agreement is the annual funding for capital projects and that the amount has not change from last year.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Holtorf

That Council approves the CPI Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$1,114,000.

CARRIED UNANIMOUSLY

- b. Briefing Note O&M 2018-2019 Funding Agreement – The briefing note was reviewed. Administration advised that the O&M funding agreement includes an increase of \$89,000 from last year which will be distributed in nine installments. Cr. Holtorf asked if the increase was identified in the budget. Administration advised that it was not, as the increase was not ofical until after the budget was approved.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Bell

That Council approves the Operations and Maintenance Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$2,068,000.

CARRIED UNANIMOUSLY

- c. Briefing Note Water and Sewer Subsidy 2018-2019 funding agreement – The briefing note was reviewed. Administration advised that the WSS funding agreement includes an increase of \$24,000 from last year which will be distributed in nine installments.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Patel

That Council approves the Water and Sewer Subsidy Funding Contribution Agreement with MACA for fiscal year 2018-2019 in the amount of \$546,000.

CARRIED UNANIMOUSLY

- d. Federation of Canadian Municipalities AGM – Administration advised that Mayor Napier-Buckley requested Councils input on sending delegates to the AGM. D/M Smith advised that the AGM will be held in Halifax on May 31 to June 3, 2018. Cr. Patel supports sending delegates from Council but is unable to attend. D/M Smith advised that the AGM last year was useful and engaging and supports sending councillors. He suggested tabling the discussion to the April 17, 2018 regular meeting of Council.
- e. Regular Meeting of Council 04-18 – Administration requested rescheduling the regular meeting of Council on April 17, 2018 to April 24, 2018 to accommodate the auditors. Cr. Tuckey advised that the third reading of bylaw 989 could be completed if the meeting is not rescheduled. Cr. Dumont advised that he is not available for the rescheduled date. Administration thinks it will be beneficial to have auditors present but they could also be available by conference. The Director of Corporate Services advised that if the meeting is rescheduled tax notices will not be sent out until May. He indicated that the Town will lose out on late charges if tax notices are delayed. He suggested having a special meeting on April 24, 2018. Administration indicated that a special meeting can be scheduled for April 24, 2018. Cr. Tuckey agrees with having the regular meeting on April 17, 2018 and a special meeting on April 24, 2018.

8. Other Business

- a. Correspondence – The March, 2018 correspondence was reviewed.
- b. Licensing Report – The March, 2018 licensing report was reviewed.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from the Corporate Services Standing Committee meeting of April 10, 2018.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be May 1, 2018.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Bell

That the meeting be adjourned at 7:55 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Committee
Tuesday, April 10, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, D/M Smith, Cr. Holtorf,
Regrets : Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Paul Kaeser, Director of
Municipal Services; Lisa-marie Pierrot, Executive Secretary
Guests: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Tuckey called the meeting to order at 7:55 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Dumont

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of March 6, 2018, were reviewed and have been adopted at the Council meeting of March 13, 2018.

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

d. Community Services Master Plan – The Master Plan was reviewed.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The March, 2018 recreation statistics report was reviewed. The Director of Community Services advised that the statistics are slanted as there were no statistics collected during AWG. She advised that regular programs and usage are normal and there is nothing outstanding. She indicated that there were over 500 users during the Wood Buffalo Frolics. She welcomed the new aquatic lead Gord Rothnie. She advised that plans are underway for summer programming. Cr. Bell asked if there are any plans to run the children's gymnastics' program. The Director of Community Services advised that the children's gymnastics' program was not a program that was previously provided. She indicated that as part of the child and youth resiliency funding in the preschool programming they were able to contribute to a developing

movement skills training for the children. She advised that due to staffing this year that program is an open gym program. She advised that she is working on applying for youth centre funding for the Saturday Youth Program. Cr. Holtorf asked for an update on the youth drop in fees. Administration advised that the change in user fees request is currently before the RAB Advisory Board and that the item is currently tabled pending data collection. The Director of Community Services advised that RAB is working on defining the user fees and will be discussing more at their next meeting. Cr. Holtorf asked if the Northern Store still sponsors movies at the Recreation Centre. The Director of Community Services advised that the Northern Store does provide new releases to the Recreation Centre for the weekend movies. Cr. Holtorf asked if there was any discussion on approaching businesses to sponsor other programming. The Director of Community Services advised that the sponsorship policy is currently being reviewed and discussed. Administration advised that a draft sponsorship policy has been completed and reviewed by the RAB Advisory Board and will be presented to Council. D/M Smith is excited about the new aquatic lead starting with the Town. He commended the Town staff during the for their efforts and contributions during the AWG and added that the he received a lot of positive feedback from visitors on the quality of facilities and programs offered in the community. He was very proud to be in associated with the Town of Fort Smith during the AWG.

- ii. Pool Statistics – The March, 2018 pool statistics report was reviewed.
- iii. Arena Statistics – The March, 2018 Arena statistics report was reviewed. The Director of Community Services advised that there were over 1800 users during the Wood Buffalo Frolics and that most of the events happened outside of the Arena. She advised that the Arena is closed for the season.

b. Recreation Advisory Board

- i. RAB Minutes March 5, 2018 – The RAB minutes were reviewed

4. Library

a. Library Services

- i. Library Statistics – The March, 2018 Library statistics report was reviewed. The Director of Community Services highlighted that there was a lot of good use of the Library. She indicated that the Story Time Program was provided during the AWG. She advised that the Library was opened from 1:00-9:00 pm and that many of the young people used the Library everyday for the duration of the day. She indicated that the Day Camp Program was delivered from the Library during the AWG and that discussions are underway with providing extra programs and summer day camps.

5. Administration

- a. AWG – Administration highlighted that pride was felt by the community during the AWG and commended the community on a job well done. He advised that he is working on gathering all the information for costs from the AWG for the additional services that was provided as AWG does require all the information, so they can determine the total cost to run the games. He noted that the Town was able to obtain some legacy items from the AWG which included constructing the snowboard park where the sliding party was hosted to close out the games. He added that the Town was also able to obtain permanent signage located at the border, Enterprise, Buffalo junction, Fort Smith highway entrance, and at all the host facilities. He indicated that there are also boards in place at the Arena so that the Town is now able to host speedskating and there are also figure skating judging stands that are all legacy pieces funded by AWG. Other legacy items includes the opportunity to explore mechanisms on reinvigorating the volunteer community to engage in reviving speedskating, basketball and table tennis. He advised that in terms of recovery, additional recreation and public works staff are being kept to help catch up on work that was left incomplete. He indicated that items were purchased and now need to be disposed of and sold to the next games. He added that receipts have to be processed to figure out the final cost of the games and hired staff are moving on to next games. He advised that there is an estimate of \$50,000 in unsold merchandise that is a direct deficiency and being addressed. He noted that the games were \$32,000 into the contingency fund before the games started and hopes there is room to recover and that the revenues were over generated with respect to in-kind and cash sponsorship. He advised that the Town staff performance was greatly recognized, and received compliments from international and national representatives and suggested a recognition from Council be made to the staff. He suggested that letters be extended to the participating staff and the possibility of AWG merchandise be provided. Cr. Tuckey confirmed the positive feedback regarding Town staff and commended efforts on hosting the sliding party. She agreed with Administration's suggestion. D/M Smith agreed with Administration on staff recognition. He added that there are concerns on the disengagement of the Host Society and that paid AWG staff will be done on April 13, 2018 and advised that AWG Managers will

be done in early June. He indicated that the AWG did receive federal funding but are being held back depending on reporting. He indicated that all expenses should be received by April 20, 2018 and that needs to be reconciled which will also fulfill expectations of sponsorships. He added that there is lots of merchandise for sale, most is located in Hay River and that the office will be closed on April 20, 2018. He advised that board meetings will continue to ensure reporting is completed and the games audit will be completed by independent consultant.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Patel

That letters of commendation be written to the Town of Fort Smith staff and placed in their personnel files for those who participated in the AWG.

CARRIED UNANIMOUSLY

- b. ATM's in Town Facilities – Administration advised that a Yellowknife contractor installed ATM's at the Recreation Centre and Arena and requested to keep them in the facilities for a fee per transaction. He added that both concessions in the facilities are cash only and could potentially receive more revenue. He had no issues with the request and requested input from Council adding that the Mayor did note the potential of vandalism. Cr. Patel asked if a lease fee can be charged to the contractor. Administration advised that the current proposal is a fee per transaction and that there is no competition with other local vendors. Cr. Holtorf disagrees with allowing the ATM's to remain in the facilities as it would open the facilities up to vandalism. Cr. Bell thinks that break and enters and vandalism will continue to happen regardless of the ATM's presence in the facilities. She asked if the Town would be liable if the ATM machine got stolen. Cr. Dumont agreed with Cr. Holtorf and thinks there may not be enough volume of usage to generate revenue. He asked if the Town would have the option to back out. Administration advised that there will be no effect on the Town if the ATM's didn't generate any revenue and added that he will provide a briefing note at the regular meeting of Council. Cr. Dumont asked if the contractor is local and if he will be maintaining the ATM machine's. Administration advised that the contractor is responsible for all the maintenance and is looking to hire a local contractor to maintain. Cr. Tuckey agrees that more information is required.
- c. Thebacha Trade Show – Administration advised that the consultant will not have the Strategic Plan ready for the public to be presented at the Thebacha Trade Show. He suggested presenting other items such as cannabis, COP program, college, waste management plan, and to begin registration for the emergency notification system. He requested that Council be available for the trade show and that the Mayor will be working on the logistics of the trade show with Council. He also suggested on inviting the members of the advisory boards and that Town swag could also be available to provide at trade show. Cr. Patel advised that she will not be in town and suggested

providing short form surveys on postcards as they were more well received in recent years. Cr. Holtorf agreed with the suggested topics but wants to add youth focus and how to engage youth by attracting them to the Town booth. Cr. Patel informed that the Recreation activity schedule was provided in previous years that was well received and suggested providing more copies for the trade show. D/M Smith advised that MACA offers funding for youth engagement workshops for municipal elections and offered to gather information and get interest from youth during the trade show. Administration advised that he had plans to provide the youth training closer to elections in the summer and suggested gathering the interest for the workshop at the trade show. Cr. Tuckey thinks that with positive outcome of interest the students could run a youth election with the municipal election. Cr. Bell suggested on starting a youth advisory board with the group of names. The Director of Community Services advised that RAB identified creating non-voting youth positions on the advisory boards as opposed to creating a youth advisory board. Administration advised that it would be best to generate youth to participate in all advisory boards as regular members.

- d. Donation request – Administration advised that a donation request was received from the St. John’s Anglican Church on April 10, 2018 for their event on April 21, 2018. He indicated that the request is for the use of the Town’s debit machine which was provided in 2016 and that the Anglican Church just had to pay the service charges. He added that the Town’s donation policy does not allow donation to religious group’s but has been done in the past.

RECOMMENDATION

Moved by: Cr. Patel

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.**

CARRIED UNANIMOUSLY

- e. Awards committee – Administration advised that the Aurora College convocation will be happening soon and requested two members from Council to help with the selection for the citizenship award and Duncan McPherson award. Cr. Holtorf and Cr. Patel would like to be on selection committee. Administration advised that their names be provided to Mayor Napier-Buckley and she will facilitate.

- f. Proclamation – Administration advised that a request from the Canadian Cancer Society was received on April 3, 2018 that the month of April be Daffodil Month. Cr. Holtorf asked how that will be communicated to the public. Cr. Tuckey advised that it is communicated through the minutes on the Town’s website. Cr. Holtorf requested that it be posted on the Town website.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That Council proclaims the month of April as Daffodil Month.

CARRIED UNANIMOUSLY

- g. Music Society – Administration advised that he received a request from the Fort Smith Music Society for the use of the Town’s portable stage and Arena ice surface to host an event on May 12, 2018 at no charge. He indicated that in return for donations they have donated musical entertainment to town events. He advised that he will administratively donate the requested items from the Music Society in order to support the growth of their events as they have to fill the void that was left by the dissolution of the Fort Smith Friendship Festival unless Council has any issues with granting their request. He advised that a briefing note can be provided if Council wishes that the request be reclassified as a donation request. Cr. Patel requested a briefing note to include the donation items and asked if the use of the Arena Ice would include the use of Recreation staff. Administration advised that the donation would include staff cost as the Town facilities have to be staffed at all times. D/M Smith thinks that a briefing note should be provided to follow process as they are a society. Administration advised that he will provide a briefing note at the next regular meeting of Council with the recommendation that the Music Society be treated as a partner and that a in-kind donation be made. Cr. Holtorf asked if music is a line item included in the budget. Administration advised that there is \$2,500 in the budget for a music festival, but that the music society is different as they host many events throughout the year. He added that in kind donations of the use of the portable stage was made available to the music festival in the past.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Patel

That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from Community Services Meeting on April 10, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on May 8, 2018.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

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

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, April 10, 2018 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Cr. Bell, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. Holtorf
Regrets: Mayor Napier-Buckley, Cr. Kikoak, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser,
Director of Municipal Services; Lisa-marie Pierrot, Executive
Secretary
Guest: Glenda Apples, Terrence Mackeinzo, Patti Haaima

1. Call to Order

Cr. Dumont called the meeting to order at 9:11 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of March 6, 2018, were reviewed and were adopted at the Council meeting of March 13, 2018.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the RFP contracts have been awarded and that work is underway. Cr. Holtorf asked for an update on the development of the asset management system. Administration advised that there will be a summer student hired to gather data as indicated in the capital plan. He added that the Director of Corporate Services is the lead on that project and is currently in asset management training and that plans are underway on implementing the software. Cr. Holtorf asked what is the minimum value of asset for it to be listed in the software. Administration advised that the quality of the data received from the software will depend on the quality of data entered into the software; the intent is to have as many assets as possible entered.

3. Public works – The Director of Municipal Services advised that the all public works resources were focused on AWG and are now catching up on work that was not completed during AWG. Special consideration is being given to preparation for spring melt
4. Facility Maintenance – The Director of Municipal Services indicated that the facility maintenance workers are concentrating on cleaning up after AWG. The water treatment is short staffed as staff are participating in training for the week. He advised that the remaining staff are removing the ice from the Arena and preparing for summer and catching up on maintenance after the AWG.
5. Environmental – Administration advised that the spring cleanup is usually scheduled for May long weekend and that the landfill has been made available to commercial businesses with no tipping fees, which that has caused a significant reduction in revenues. He added that businesses are stock piling their waste waiting for free tipping fees. He requested feedback from Council regarding the tipping fees. Cr. Holtorf suggested charging a smaller commercial tipping fee. Cr. Patel thinks that commercial fees should be reinstated but at a reduced rate for spring cleanup to prevent stock piling. D/M Smith requested more information on additional waste. Administration advised that the additional waste is not interfering with staff abilities and the only issue is a loss in revenue. D/M Smith asked if there is an estimate on the loss of revenue. Administration advised that the environment revenue is down about \$30,000 but could provide a briefing note. D/M Smith would like the waved spring cleanup tipping fees confined to residential but will more require information.
6. Protective Services
 - a. Fire Department
 - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the fire department had an extra practice and was unsuccessful in recruiting a Protective Services Supervisor. He advised that the Bylaw Officer will be going on deferred leave in June 2018 and plans are underway to staff that position.
 - b. Ambulance Department
 - i. Statistics Report – The March, 2018 statistics report was reviewed. Administration advised that the statistics show an even busier month.
 - c. Bylaw Department
 - i. Bylaw Statistics Report – The March, 2018 statistics report was reviewed. Administration commended the Bylaw Officer for his contributions and extra efforts during the AWG adding the positive response from athletes and how they felt safe walking in the community knowing that the bylaw officer was present. Cr. Holtorf advised that he received concerns regarding the enforcement of the Livery Bylaw and asked if the livery bylaw is being enforced. Administration offered an explanation in camera.

Cr. Tuckey advised it was communicated to her from a concerned citizen and their satisfaction on how Administration is handling the situation. Cr. Dumont agreed that the Town has to address the issue of the enforcement of the Livery Bylaw. Cr. Patel suggested going in camera to discuss the issue at the next meeting. Cr. Holtorf suggested to go in camera as there is enough time to discuss the issue.

In-Camera Session S.23(3)(i)

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Patel

That Council move in-camera to have discussion on the Livery Bylaw in accordance with Section 23(3)(i) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Council move out of in-camera at 9:50 pm.

CARRIED UNANIMOUSLY

7. Other Business

- a. Briefing Note DPA-007-18 Corwin Hann – The briefing note was reviewed.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Bell

That DPA-007-18, submitted by Corwin Hann, to operate a home occupation construction business from Lot 785, Plan 490, 23 Tamarac Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Mayor Napier-Buckley, Cr. Kikoak, and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on April 10, 2018.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on May 8, 2018.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the meeting be adjourned at 9:54 pm.

CARRIED UNANIMOUSLY