



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

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf, Cr. Patel, Cr. Tuckey
Regrets: Cr. Dumont
Staff Present: Jim Hood, Director of Corporate Services; Lisa-marie Pierrot, Executive Secretary
Guests:

1. Call to Order

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

2. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of July 3, 2018, were reviewed and have been adopted at the Council meeting of July 17, 2018. Cr. Holtorf asked for information on the tentative location of the daycare. He acknowledged Administration will be making resources available to the Daycare Society as stated in the minutes. He also recognized that the positive notes indicating that the Daycare will be tentatively opening in January 2019. D/M Smith understands that YWCA is bringing in a modular home to the property across from Lou's Small Engines and is in the process of opening. Cr. Holtorf asked if there is still an active society. Mayor Napier-Buckley advised that the process is being completed by the YWCA and that they own the building. She confirmed that there is an active Daycare Society in Fort Smith.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

3. Governance

a. Council Priorities

- i. Property Tax Issues – The Director of Corporate Services advised that they are still in the process of the property taxes collection and is with the lawyers and they are in the process of pursuing the collections as per the Property Assessment and Taxation Act. This is about a two year process to get to a point where we can have a public auction of property's that are in arrears. The good thing about this is that they do this for a number of communities and make sure they meet all that deadlines and go through the process properly whereas we tried on a number of occasions which have proven to be unsuccessful.

Cr. McArthur asked if a fee is paid to the lawyers for the work completed on the tax collections or do they receive fee only if taxes are collected. Director of Corporate Services advised that any fees that are expended to collect the property tax are added to the property tax therefore the fees paid to the lawyers are the

responsibility of the taxpayer. Cr. Holtorf asked about the beggar property if we are making any progress on that. The Director of Corporate Services advised that this property was not included in the list of property's provided to the lawyers for action. He understands it is still with the territorial and federal government and that there is no action being taken. He added that he was not provided with any update on that issue and that it is out of the Town's hands.

- ii. Commissioner's Land within Municipal Boundaries – Cr. Kikoak asked what steps we can take to obtain the old theatre building and not be responsibility for the remediation. The Director of Corporate Services advised that the Town is still pursuing collection action on that building as if it was still privately owned. He added that it is still in the name of Starlight Corporation. He understands that the Starlight Corporation has been dissolved by the Corporate Registries for lack of filing. He did ask the lawyers on how to acquire that building and if there is a possibility to enter into an agreement with owners and interested parties to acquire that property. It is with lawyers for their legal advice and consideration.
- iii. Fire Abatement – Director of Corporate Services advised that properties in the community have been identified for fire abatement treatment by Administration as part of the FireSmart program. Some of the areas include the slide area where the snowboard park is and there is also an area around Tamarac Trailer Court.
- iv. GNWT Job Reductions – D/M Smith suggested that Council keep updated on the issue of the Trailcross Program. He advised that the tender for operation of the facility is closed and that no bidders have expressed an interest in operating the facility including the current operators. There are about ten people employed at Trailcross which is concerning to Council and suggested on following up with the Minister of Health and Social Services to determine what will happen in the case that there are no interested parties.
- v. Aurora College Program Review – Cr. Kikoak advised that there have been two public meetings one held on Aug 1, 2018 and another on Aug 7, 2018. The meeting on August 7, 2018 was a workshop to establish a work plan, develop key messages and a vision. The group is comprised of interested members of the public and four committee members with a lot of energy. She indicated that the committee's response is getting refined and hopes for a press release in short order. She advised that there was a concern brought forward in that workshop that the writer is from outside of Fort Smith and that the skeleton for our document is really important and that she may need some help to get the northern perspective. She advised that the same consultant that did the Town's strategic plan has been hired to do the response paper. As a result of that concern, the committee organized a video conference with the consultant followed with an NWT Post-secondary Education Committee meeting. From the Committee meeting there was a recommendation that was brought forward. She brought forward the recommendation for the hiring of a special projects casual Communications Officer to work on communications and follow up for the committee. D/M Smith asked for clarification on the scope of work for the Officer, so he/she will be working on the communications component of the strategy and the follow-up that is required around pursuing those communications. Cr. Kikoak confirmed. D/M Smith was unsure if the motion needs to determine whether the employee would be a casual hire and

believes that would be better left to Administration to determine the best way to have that work completed. The Director of Corporate Services advised that by identifying the Officer as a casual employee that limits the ability of Administration to determine how to go about staffing that position. Cr. Holtorf asked for clarification of the recommendation and that it is to hire someone to assist the committee on moving forward with the work plan. Cr. Kikoak confirmed he was correct. Cr. Tuckey indicated that the words and recommendation will be forwarded to the next regular meeting of Council for discussion and supports the recommendation. Cr. McArthur asked if the committee had anyone in particular they were thinking of and if that person would be working with the consultant. Mayor Napier-Buckley advised that the consultant is working on a document to be forwarded to the Standing Committee on Social Development and from that document they would like to build on that and forward a document to the MLA, Premier, and those that are lobbying. They expect the person hired for that position will collect all the contact information, prepare mail drops, letters and other things they would need to contribute to their lobbying needs. Cr. Kikoak advised that within arguments there is a response so those that we will be providing a response which makes it a dynamic situation and we need someone there that will react and argue for us. That type of reaction and response is what will win us the headquarters. Mayor Napier-Buckley just to answer Cr. McArthur there were a couple of names that were discussed but understanding that Administration will be doing the hiring and we could recommend the skills of certain people but that the hiring is done by Administration. Cr. Patel asked that when the consultant was hired she is assuming that was done below the threshold requirement of it being done through RFP. Mayor Napier-Buckley advised that administration did try to go locally first but with the timeframe we were not able to hire locally. We do have a history with the consultant, she has experience with post-secondary education and that is the reason she was hired. D/M Smith advised that MLA Kevin O'Reilly was in the community and took the opportunity to tour the College and went away impressed with the infrastructure. He welcomed Councillors if they are in Yellowknife as he operates with an open-door policy. Cr. Holtorf asked if D/M Smith is still available to present to cabinet for August 20, 2018. D/M Smith advised that he can stay in Yellowknife if that's what Council wants. Mayor Napier-Buckley advised that the document will be done by Friday August 10, 2018 and that they would be meeting on Saturday the 11th. Cr. Tuckey would like clarification that D/M Smith would be returning to the community on August 21st, 2018 and is able to chair the Council Meeting for that date. D/M Smith advised that he is not sure as he may have to stay a day longer to present to the Standing Committee on Social Development.

Recommendation

Motioned by: Cr. Kikoak

Seconded by: Cr. Holtorf

That Council hire a Special Projects Communications Officer for our communications and follow-up for the NWT Post-Secondary Education Committee.

CARRIED UNANIMOUSLY

4. Finance

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Accounts Paid Part I for the period ending July 31, 2018, totaling \$820,028.44 be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note Second Quarter Variance Report – The briefing note and report was reviewed. The Director of Corporate Services advised the preliminary 2018 Second Quarter Variance is complete and presented to Council for review. This document outlines the Town spending for the first six months of 2018. Initial review shows that all budgets (General, Utility, Land Development and Environmental) are within budget. Recreation Revenues continue to be below that of previous years; these are being reviewed to determine where the shortfall is. Initial indicators are that revenues have been dropping since at least 2016; we are currently in the process of rationalizing attendance, attendance tracking mechanisms, revenues, programs and program use, rate increases, and payment mechanisms (i.e., memberships versus drop-in passes) to determine whether use is dropping (potentially due to types of programming offered) usage is changing (i.e., more drop-ins, fewer memberships) or attendance tracking is inaccurate, as current indications are that the decrease in revenue is not associated with a decrease in attendance. Utility costs, specifically heating, are overspent; due to a long, cold winter and an increase in heating fuel costs. The Public Relations and Council Travel budgets are also seeing spending pressure and will be monitored. Arctic Winter Games has resulted in overages in several areas including Salaries & Wages and facility operating costs. Vehicle Repairs & Maintenance costs are up; work is currently underway to procure several new fleet vehicles. Cr. Holtorf asked where the overall budget is if there is a surplus or deficit. The Director of Corporate Services advised that there is no overall surplus or deficit because of the way this report is done which is a variance report. The flow of revenues doesn't always match flow of expenses. Cr. Holtorf asked if he went to each cost center he can get an overall surplus or deficit. The Director of Corporate Services confirmed. D/M Smith asked if the software at the Recreation Centre will be updated to calculate the users and revenues. The Director of Corporate Services advised that all of those are being reviewed and discussed with senior management.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That the Second Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

5. Administration

- a. Briefing Note Appointment of Returning Officer – The briefing note was reviewed. Director of Corporate Services advised that the municipal election is occurring in October and that requires Council to appoint a returning officer. In 2015 and 2012, Margo Harney was Returning Officer for the Municipal Election. Ms. Harney was also returning officer for the arena plebiscite vote in 2014. A formal motion of Council is required to officially appoint Margo Harney as Returning Officer for the 2018 Municipal Election. Deadline for appointment of the Returning Officer for the 2018 Municipal election is August 27, 2018. The date for the 2018 Municipal Election is October 15, 2018. He added that there is an appendix attached to the briefing with further information. Cr. Patel asked if there is an honorarium for this position. The Director of Corporate Services advised that there is a honorarium and she is also responsible for recruiting poll staff who also receive a small honorarium for election day. Cr. Patel asked about the amount and if the policies needs to be reviewed. The Director of Corporate Services advised that there has never been an issue with the amount and is within budget and does not foresee that as an issue this year.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Holtorf

That Margo Harney be appointed the Returning Officer for the 2018 Municipal Election.

CARRIED UNANIMOUSLY

- b. Briefing Note SCES Program – The briefing note was reviewed. The Director of Corporate Services advised that briefing note highlights that ECE come to the Town and advised that the Town will be now administering the SCES program and will not be provide additional funding to do so. He advised that Administration did meet with the Superintendent of ECE and voiced our concerns with this being thrust upon the Town. He indicated that the concerns brought forward were that as the Town we are closest to the public and are not comfortable conducting means tests on our residents. This also makes us responsible for the expenditure of this fund. Administration expressed his concerns with the minister of MACA who was not aware of that department putting that fund on the Town. At which time the superintendent came back to the Town and offered a 15% administration fee to administer the program. He advised that the fee was not a sufficient amount for the Town to administer the program and ECE will continue to administer the program. D/M Smith asked if the position of the Town is not to take on this program and leave that with ECE. The Director of Corporate Services advised that is the position of the Town and that the funds are not sufficient to administer and be accountable for the program. We are also too close to the community to make those decisions. Cr. Holtorf asked if the band would be approached to administer the fund too and what does it consist of. The Director of Corporate Services advised that ECE felt that since we are closer to the situation that the Town would have a better sense of what is required in the community in the sense of employment, we have a EDO that may have an employment strategy and figured that we could administer this program. As far as the Town is concerned that the Town does not have an employment strategy and that is something that ECE should be developing. Cr. Holtorf asked if this is a new program. D/M Smith advised that there has been a confusion as the program is targeted for small communities and not regional centers. He added that the Fort Smith and Hay River was not eligible for this fund. He thinks now the department is trying to get rid of the program and thought that maybe a municipal government would be better able to handle the program with their resources and third-party funding. The problem they are finding is someone to administer this program. The Director of Corporate Services advised that this is a program that is provided to employers to top up minimum wage. The program is not significant enough for the Town to be engaged in the program and that there is a presence of ECE here who can administer the program. The risk, time and resources are not worth pursuing the program. Cr. Holtorf asked how the needs assessment are completed to determine the type of training that is required for education. The foundational review specifically pointed out that every ECE department are the ones that incorporate, gather, and recommend the overall training plan for the region which is being integrated with the territories. This is giving up something that ECE needs to have ownership of to point the direction so there is a bit of play here. How is ECE going to do that if they let this piece go to get an idea of what is needed for training. D/M Smith thinks that is an excellent observation and that should be incorporated into the position paper and how well ECE is operating their own department.

6. Other Business

- a. Correspondence – The July 2018 correspondence was reviewed. Cr. Patel asked where the four-way stop suggestion is located. The Director of Corporate Services advised that it is corner of Winter, Klondike and Field Street. D/M Smith asked if Administration can circulate that suggestion and if a briefing note could be added to the Municipal Services agenda.

Cr. Holtorf asked for an update on the Asset Management System project. The Director of Corporate Services indicated that we did put out an advertisement for an Asset Inventory Specialist and were unsuccessful with that competition. There are considerations of advertising in the fall for that position. The MACA pilot project is continuing because we have

been unable to provide them with a list of assets and we have been removed from their pilot project list. The program is moving forward, and we are still one of the community's that will be participating in that. They are currently in the process of loading the data we have into their system. He advised that he did complete an 8-week course on asset management. As part of the course there were a number of new initiatives that have been identified to form an asset management plan and hopefully, we are bringing a more comprehensive budget for that. Cr. Holtorf asked if there is no current year budget for that. The Director of Corporate Services advised that there is a budget for that item indicated in the capital budget which will need to be reviewed. Cr. Holtorf thought a lot would be done already as he thought the Northern Insurance Program collected a lot of that information. The Director of Corporate Services indicated that is an important element and that MACA is entering all the data we have from the insurance program. There is another level of information that is required as far as condition assessments and more detail of specific components of buildings, we need to gather that information and don't have the resources to do that. The component to that asset management discussion is the discussion of service levels and what is the service that we are currently providing and take all items into considerations. Cr. Patel asked if there was a response received on the invitation letter that was sent out to Cabinet. Mayor Napier-Buckley advised that they were supposed to meet on Friday and was supposed to get back to us she will follow up.

b. Licensing Report – The July 2018 licensing report was reviewed.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Kikoak

That Cr. Dumont be excused from the Corporate Services Standing Committee meeting of August 7, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be September 4, 2018. Cr. McArthur is not here for sept 4.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 7:58 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith
Community Services Committee
Tuesday, August 14, 2018, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, Cr. Holtorf, Cr. McArthur
Regrets : Mayor Napier-Buckley, D/M Smith
Staff Present: Keith Morrison, Senior Administrative Officer; Jeff Schwartzberger, Acting Director of Community Services; Lisamarie Pierrot, Executive Secretary
Guests: Lorraine Tordiff

1. Call to Order
Cr. Tuckey called the meeting to order at 7:00 pm.

2. Review
 - a. Agenda – The agenda was reviewed.

Cr. Patel entered the meeting.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Bell

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of July 10, 2018, were reviewed and have been adopted at the Council meeting of July 17, 2018.

Cr. Kikoak entered the meeting.

Cr. Holtorf would like to thank and congratulate the organizers for the 50th commemorative Fort Smith Landslide event. He advised on what a tremendous job done by the organizers and thanked them for taking the initiative to do this event.

- 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 – Administration advised that the Director of Community Services is on holidays and that he has invited the Acting Director of Community Services. Administration welcomed questions from Council and advised that the Director of Community Services can address the statistics upon her return. He advised that they are analyzing the procedure on obtaining statistics particularly door entries. The reason being is that they are finding that parents are dropping off kids, leaving and coming back to pick them up increasing the number of entries which is not necessarily accurate. This process does not provide a real picture of how the programs are being utilized. There is a briefing note being presented which will address the restructuring of how we run the operations of the recreation building. He highlighted that there was also dialogue in the briefing note that was brought to the Corporate Services Standing Committee meeting on trying to better relate facility usage to revenues. We are coming at it from a number of different directions to rationalize how to better count the usage. One of the things we are finding is added pressure from JBT Elementary school with the change in the school scheduling as indicated in their new school year calendar, every Friday will there is only

a half-day of school. This is adding pressures on providing more programming every Friday afternoon for the elementary school children. He welcomed questions or concerns from Council.

Cr. McArthur advised that there are posts on Facebook of a school teacher that is moving to Fort Smith, who will be opening a Daycare and asked if she has applied for a business license and got all the necessary paperwork completed to open this Daycare. Administration advised that he does not recall processing a business license but will check into that and will also have to check if there has been a home occupation permit submitted. He added that she would also have to follow the necessary requirements set by the Department of ECE to open a Daycare Centre. Cr. McArthur advised that the lady did receive a lot of inquiries and if she does not complete all the required documentation and is unable to run her Daycare there will be a lot of parents without childcare. Cr. Holtorf advised that he interpreted the Facebook posts much more of a Daycare Centre but more of a preschool.

- i. Recreation Statistics – The July 2018 recreation statistics report was reviewed.
- ii. Pool Statistics – The July 2018 pool statistics report was reviewed.

4. Library

a. Library Services

- i. Library Statistics – The July 2018 library statistics report was reviewed. Administration advised that the Director of Community Service will speak to two months' worth of statistics upon her return and welcomed any specific questions.

5. Administration

- a. Briefing Note Sponsorship Policy – The briefing note and draft Sponsorship Policy was reviewed. Administration advised that there are three briefing notes and there are weighty documents and is not looking for a recommendation or a motion from Council. The documents require dialogue, review and digestion and suggested to forward to the bylaw committee for review. He advised that the reason the documents were brought to Council is for Council to review them and start thinking about each and thinks that we could start looking at mechanisms to review each document individually. Specifically, with the Sponsorship Policy, what we are trying to do is create a framework with which private sector businesses can sponsor the Town. We do experience people, organizations, businesses that would like to sponsor the Town in a number of ways and in return they request a number of different things. What we want to do is create a policy that will allow us to do that and capitalize on it as well as include those that have provided sponsorship in the past. What we are trying to do as well is create a document that takes out the emotions and gives us the tools to process these requests. He added that it's hard to create a document that would address all of the different types of sponsorship and satisfying unknown requests and so we have put in words that acknowledges this as a living document. He advised Council to review the documents provided and think about where changes could be made and requested direction from Council on where to have that discussion. He welcomed questions from Council. Cr. Holtorf advised that he has looked into initiatives made with other jurisdictions and suggested that the Town explore mechanisms of creating an art policy. He advised that generally how arts policies are funded through 0.5% of capital funding per year. He added that this is an initiative that is becoming quite popular in other places. There are opportunities to have arts and crafts donations and placed in facilities. He advised that there were also suggestions of having Fort Smith named as the art capital of the North and asked what do we have to stand on in that regard. He indicated that with the community being a college-based community what do we have for art in this community. This may also give us the opportunity for funding proposals. He commended Administration

on the work done on the documents. Administration thinks the Sponsorship Policy is kept broad to include artistic sponsorship as well. One of the reasons we are stalled in the parks and programs project is to give local contractors sponsorship opportunities. He advised that he did have plans to bring forward some large art work initiatives to engage local artist in contributing to large projects such as the cemetery expansion. The other thing is that the Arena is bland and would like to add artwork, honor walls etc. but is on hold pending the sponsorship policy so that we can go and work with the public to get sponsored art for the walls. Another place that was considered for a commissioned community contribution is the park in front of Northern Lights with the removal of the statue. Cr. Patel liked the policy and thinks that it is a good document. She brought attention to section 4 and that she would have had a concern but was satisfied with the wording eliminating her concern. She indicated that with wealthier organizations sponsorships could be skewed and opportunities given to bigger organizations but the wording eliminates that concern. Cr. Kikoak indicated that there was a sponsorship from the Daniels family for a stage for Conibear Park. She wondered if we approached them with the downtown development plan for Conibear park and asked if that is something that should be done. Administration advised that the Daniel's family did approach him and offered a music memorial. He advised that there was no discussion of a dollar amount. He added that he was also approached by Mr. Labine who would like to donate a large Conibear Trap to be placed in that Park. He advised that he didn't have the backing of a document like this policy to properly enter into dialogue with these individuals. He envisions a more focused public engagement when the policy is adopted. Council agreed to have the document forwarded to the Bylaw review committee.

- b. Briefing Note Healthy Foods Policy – The briefing note and draft Healthy Foods Policy was reviewed. It was noted that Minor Hockey, who does a great deal of fundraising through the canteen that we donate, feels that if we force them to make more healthier choices available their revenue will reduce and that will directly result in higher cost to play hockey. He advised that is not the intent and knows that Council would certainly not put a policy in place to do that. The purpose of this policy is to give us the ability to have dialogue with vendors on Town property to make healthier options more available to youth. He advised that he has consulted with a number of coaches who have dialogue with their athletes, talking to them about healthy practice, eating and living. This policy would allow for that healthy lifestyle for athletes by providing extra healthy options but not eliminating the current food that is provided by the vendors such as fries. There are no intentions of removing the deep fryer but rather providing healthier options in addition to the snack options. He is not looking for a recommendation or motion on this policy but to review and decide on how Council wants the dialogue to happen. Cr. Patel thinks this is a good start and that this may create some culture change but is not forcing vendors to take anything off the menus. She suggested offering a label that provides information on healthier options availability. Cr. Holtorf indicated that Council has passed a helmet bylaw that we don't enforce. He does not want to get into this area in terms of enforcing a bylaw. We are not enforcing what we have but can certainly encourage it. Cr. McArthur agreed with Cr. Holtorf. Cr. Dumont agreed with him as well. Cr. Dumont advised that he has been involved with preparing food in the Arena and has heard this every year as people talk about removing the deep fryer. Having the type of food people want is important for revenue generation. He suggested offering healthy food in addition to what is already available. We have to have what will sell. Council agreed to forward the document to the Bylaw Review Committee for discussion.
- c. Briefing Note Smoking and Cannabis Use Bylaw – The briefing note and draft Smoking and Cannabis Use Policy was reviewed. Administration presented the bylaw and advised that previous discussion has forced us to

review the smoking bylaw. In speaking with the GNWT they have a level of authority and authorization in the legalization of Cannabis in such that they are going to have territorial legislation. The Cannabis legislation will mirror the smoking legislation in terms of usage and will be distributed through the same legislation as liquor. This legislation will be enforced by an Environmental Health Officer who is located in Hay River and is vacant. We don't want to get into the enforcement issue and having the Bylaw Officer enforce that as they are not providing additional funding to do so. We do have the authority to expand on the territorial legislation which we have done with this bylaw. This bylaw was copied from the City of Yellowknife's bylaw and changed accordingly. The changes that have been made are aggressive and that there will be no Cannabis smoking on any Town properties. This is before Council and you may wish to soften the document but that is the will of Council. This is the full stop and full enforcement document. This bylaw will be enforced by the Bylaw Officer and anticipates no enforcement issues. Administration is not looking for any recommendations or motions and is providing the document for review. Cr. Holtorf asked for clarification and if there should be 100% mirror of the smoking bylaw on Cannabis use. He was unsure if the current smoking bylaw covers all the parks, play grounds and trails. He indicated that in some places they include a parameter outside of park and have designated smoking areas. Cr. Patel thinks that cannabis needs to be separated from smoking and defined separately and that different things provided such as designed smoking areas. Cr. McArthur advised that there are some buildings that have extended smoking distances from the entrances. He indicated that the smell of cannabis is stronger than regular cigarettes wherever Cannabis smokers go will have to be different than cigarettes smokers. Administration advised that employees are not allowed to smoke cannabis as that will be treated as them being under the influence. There is no requirement to accommodate smokers in WSCC regulations. The current legislation is that people have to be smoking a certain distance of the entrances building and that we are not required to provide designated smoking areas or ash trays. Cr. Kikoak knows that student services at the Aurora College has been discussing this and has done some analyzing to change the designated smoking areas. She suggested on asking them for information on how they approached this issue. Cr. Holtorf asked for clarification on the territorial bylaw status. Administration advised that the document is not a territorial draft and does not know the status of their legislation. Council agreed to have the draft bylaw forwarded to the Bylaw Review Committee for discussion. Cr. Kikoak asked if the Towns properties are close to the same as the City of Yellowknife as the template bylaw may be more accommodating to Yellowknife and not work for Fort Smith as we have a lot of land and authority over that land. Administration couldn't speak actual numbers but advised that the bylaw review committee could pull that information.

- d. Briefing Note Community Services Level of Service Increase Request – The briefing note was reviewed. Administration advised that this is not a level of service increase request but there is a level of service increase which is tied to a department reorganization. He advised that we are seeing increased usages in the Recreation Centre, Library, and Arena which will continue to increase with JBT being closed every Friday afternoon. We need to create an environment to increase programs to accommodate kids hanging out at the facilities. We need to add more staffing to accomplish that. We saw the resignation of the Aquatic Lead, which a difficult position to staff, as the Town does not offer relocation assistance, and these are for specific requirements of that position. So, we started to look at the organizational chart to eliminate that position and get other staff to pick up those responsibilities. With the reallocation of that budgeted salary that would provide for more programming positions. He advised that employee leave is a contributing factor to the salary overages as we have to hire staff to cover for employee leave. There are no backups and the recreation department have to have staff fill in for those on leave or programs and

facilities are closed. He did advise that there is a request asking for additional funds to cover these overages. He brought attention to page two in the briefing note and advised that in 2015 prior to the change of employee statuses we paid an additional \$10,000 for leave and the change-overs from casual to part time the costs went up to \$30,000 and that's the cost to offer staff benefits. The reorganization includes two organizational charts. The aquatic lead has been removed from the current organizational chart, and we have more a matrix managed system. In the proposed organizational chart, there is an administrative lead hand that will handle human resources, administration and other necessary paperwork. There is also a separate position of the programmer who will be handling all programming. With the elimination of the aquatic lead position there is opportunity to allocate more resources to programming. There is a second chart included with the briefing note that highlights the program current allocation against the proposed allocation. Summer school allocations will be changed to address the increased usage of that program. There is an increase allocation to special events to accommodate the increased activities. There is an increase to adult programs. This is all a result of a reorganization of the department and so there is no real money going into this additional increase of programming initiative. Ultimately the briefing is asking the approval of the reorganizational chart and the increased budget to accommodate the overages in salaries.

Cr. McArthur asked that in the case that we don't receive the funding from MACA if Administration has a backup plan to cover the funds. Administration advised that this is responsible budgeting as the funds have been getting spent anyways with the overages every year in salaries and wages as we don't budget for staff leave. The problem is we normally do not provide back up for those that are on leave, but we can't do that at Recreation Centre. We would have a lot more closures and reduced programs.

Cr. Holtorf has no problem approving. He indicated that one of the benchmarks that he used to follow is that we had the Director of Hay River coming to Fort Smith for a number of months acting for recreation staff. This acting Director had the background of familiarity and brought to light there was a 90% of congruent with our facility and services in similarity and that our budget is quite a bit larger. The acting Director also tried to find mechanisms taking into considerations that Hay River a similar mandate and accounted for 1000 more people. Cr. Holtorf wondered on the status of Hay River in terms of operation of the pool. He asked if we have some other reference to go by and suggested considering comparing to the Hay River pool as there are a lot of similarities. Cr. Patel thinks that is good points by Cr. Holtorf and thinks that it's important to get information from staff that are affected. She has no issue with the reallocation of funds as we are filling a lot of things done by GNWT like the JBT half days. She liked the idea of converting staff to part time positions and thinks we need to make sure that entry level staff have a mentor as for many of them this is their first job. She thinks that it is important to have mentorship and training for staff. Administration advised that normally he would bring this in camera, but all employees have been consulted with that's why he is comfortable with talking about it. Senior management received good feedback from the staff and are in support of the reorganization. He added that the aquatic lead was a mid-level position and not a senior management position and we are making supervision and mentorship available to all the staff. With the reorganization it does offer the ability for staff to progress within the organization and so they feel valued and not thinking they are stuck in a dead-end job. The Acting Director of Community Services would like to reiterate that the staff have reviewed the document and are fully on board. The pool will be in good hands in that sense. We do have life guards there that are qualified to do the job and be able to go into leadership roles.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That Council approve an increase of \$35,000 to Recreation and Community Centre wages budget to offset the cost of back filling positions as a result of leave and that this increase become a part of the yearly budget process to ensure that sufficient wages are available to support daily operation of the facility; and

That Council approve the recommended re-organization of the Community Services Department, including removing the Aquatic Lead Position and reallocating wage to increase Recreation Assistant – Programs PY and Lifeguard/Instructor PY.

CARRIED UNANIMOUSLY

- e. Briefing Note Road Closure – The briefing note was reviewed. Administration advised that the Recreation Centre is running this event and will be completed in the same sense as a mud run. The Acting Director of Community Services advised that this is year one of this initiative and will see how this works out. He is getting feedback regarding age groups, running groups and challenges. The road closure would be for the finishing of the event and would increase safety for the participants. Cr. Holtorf asked how will the age category work. The Acting Director of Community Services advised that this event will be open to those 16 years of age and older.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by:

That for the reason of public safety during the Mad Bison Run Event, Council approves the road closure from the corner of Mackenzie Avenue and Breynat Street, Marine Drive to Wolverine Street, Wolverine Street and the Boat Launch Road on August 18th, 2018 from 10:00 am to 1:00 pm.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Mayor Napier-Buckley and D/M Smith be excused from Community Services Meeting on August 14, 2018.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 11, 2018.

8. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Patel

That the meeting be adjourned at 8:20 p.m.

CARRIED UNANIMOUSLY



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, August 14, 2018 at 8:15 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:28 pm.

2. Delegations

- a. Lorraine Tordiff – Lorraine made a presentation to Council. She acknowledged that there is a time limit and requested she be granted additional time to do her presentation. She indicated that there are two issues to be dealt with in her submission. The first being the block that occurred on February 18, 2018 on the ninety degree angle on the sewer where it connects to the Town's main. She indicated that as stated in the chronology provided that the problem clearly occurred beyond her property. The second issue arises from a video that was taken by West End Ent when they cleared the line. The video shows what appears to be a problem in the sewer main.

Mrs. Tordiff is seeking relief under the Town of Fort Smith's bylaw 697 to be compensated for costs incurred to clear the sewer line that became blocked on that portion and land under the jurisdiction of the Town. She advised that as soon as she became aware of the problem she took steps to remediate the damage by immediately calling professional to attempt to remedy the situation, notifying Town officials including the SAO and Mayor of the problem. Throughout the process she has taken all reasonable steps to address the problem and to keep the Town officials informed though she was not given that same courtesy. She advised that she had to vacate her home for 14 days though she was told by Administration that it was not a priority and they were too busy to deal with the matter. She indicated that Council is also made aware by the documentation provided that the professionals involved have indicated that the block occurred at the ninety degree angle where the sewer line from her home connects to the Town's main. She indicated that she had to pay approximately \$6,404.25 to two of the professionals and is awaiting a bill from the third plumber. She indicated that she complied with the Town's bylaws and believes she is entitled to be covered under the insurance that she contributes to on her utility bill. She is seeking an immediate remedy to the situation and compensation and calling for Council to direct Administration to uphold Bylaw 697 and 705 and ensure that she is compensated accordingly. She is also asking for a refund on her utility bill for the days that she had to be out of her home. She indicated that in the package she provided there is a letter, chronology of events, bylaw 697, and two bills from contractors. She advised that she received a good response from the fire department and crew from the water treatment plant. She was happy with their response. The difficulty that she ran into was with administration. She believes she is entitled to compensation under the insurance that exists for this purpose. There must have been a mechanism to help her to do that, she filled in the form provided in the appendix of the bylaw but that there was nobody she can submit the form to as there was nobody interested in pursuing the matter. She indicated

that when the incident occurred the Director of Municipal Services was out of the office and no one to respond to her calls. She was informed that there was no one acting for the SAO at the time who was also out of the office. She advised that it was several days before she would speak with administration. She advised that she was referred to the Director of Municipal Services who helped her deal with the issues indicated in the video. The Director of Municipal Services called her recently to advise that the line has been videoed again and everything is intact and in good condition. The only reason why she felt it necessary to bring the video to the Town attention because it looked like there was a problem in the Town's main. There is an object in the video where the plumber thought there was debris falling at the angle causing a blockage. Mrs. Tordiff presented the referenced video showing the ninety degree angle and potential cause of the blockage. She advised that to date she is \$6,404.25 out of pocket that she had to borrow. She is asking the Town to give her a break with the insurance she pays every month. She thinks she is complying with all of the requirements of the bylaw.

Cr. Patel asked for information on the document that Mrs. Tordiff completed and if it is from her own insurance company. Mrs. Tordiff advised that the form is a claim form included in the appendix of Bylaw 697. She indicated that this form needs to be received by the insurance company from the Town and she acknowledged that she would have to pay a \$500.00 deductible. She thinks she is entitled to the claim and meets all the requirements. She doesn't believe this will be any expense to the Town and will be paid by the insurance company. She advised that there was a worker that came out on a Sunday and acknowledged the cost of call out fees. Cr. Patel advised that with more information provided by administration she hope this will move to the next steps to have this resolved.

Cr. Kikoak asked if the blockage was identified. Mrs. Tordiff advised that the contractor thought it was debris built up over time causing the blockage at the ninety degree angle of the pipe. She advised that the local plumbers could not fix the problem as it was too far out and she believes it is beyond her property line. She indicated that the blockages have been cleared and she can't prove that statement.

Cr. Bell thanked the delegation and hopes that Council can come up with some resolution.

Administration asked if Council would like a briefing note on this issue. Council confirmed.

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of July 10, 2018, were reviewed and were adopted at the Council meeting of July 17, 2018. Cr. Patel asked if there is any date set for the follow up of the strategic plan. Administration advised that the Mayor met with planner and provided her with information collected from council. She has been directed to finalize the document.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that are a couple of initiatives underway. He advised that there is currently a tender that has gone out to purchase some light fleet. The cemetery expansion is currently underway. The landfill expansion project is currently delayed because it was fundamentally over budget. He advised

that is being reviewed and will be brought back in the next capital plan. The tenders just closed to the community's water and waste water initiatives and that project will commence in the fall. He advised that the pavers that were planning to come to the community for local projects are most likely not coming until next year. We have developed a paving list and will likely happen next year with the water and sewer project. He advised the request for proposals for the slope stabilization project is being finalized. He advised that we did receive the funding from the federal government to complete the design work. He added that we currently don't have the funds to do the work and will probably have to partner with the GNWT as most of the problematic lands are commissioners land. We have also tied the project to climate change and hope to assess funding in that regard. He advised that he has received the final report from the Arctic Energy Alliance on the energy audit which provided many good recommendations on work that we can do with short pay back periods. He anticipates the 2019 capital budget will include a block of energy efficient items on a lot of the Town buildings. We are working with the consultant to get our design standards underway for development on parks and play grounds. There are lots of little things underway such as gravel procurements. Cr. Holtorf asked if the plans to have water and sewer services extended to SFRN and if there are any plans to piggy back off of that project in anyway. Administration advised that we have been provided with the designs for that project and that SFRN plans to do a phased approach. The ultimate plan is quite large and we have reviewed all their plans. The consultant that they are using is the same consultant that got hired to do our water and sewer design project. As in any subdivision development, the developer is responsible to address any impacts on municipal infrastructure. The consultant has done a complete water and sewer flow analysis and identified our limits and capacities to produce water and identified weak points. We do have the capacity to fulfil the increased water usage but we don't have the ability to provide heat to that water, so there is a need to provide a second heat exchanger which they will be paying for. They will be supplying an expansion on one of the force mains at the lagoon. One of the things is that they are looking is to expedite services to the gas bar. This is an issue as the water tanks that they have out there are quite small. We have asked them to get bigger tanks as there are lots of calls out and are burning out our staff. With that are looking at installing piped services. Typically what happens is that the contractors build it to the Town standards and once this is in place the Town assumes ownership. But because this is being built on band land that ownership can't be transfered so he was unsure of what that will result in. We would have to develop an agreement on how to achieve that. We will have to review their designs to ensure they meet our needs.

Cr. Bell wondered if we would be lending out anything for the friendship festival this weekend. Administration advised that we are setting up the stage and taking it down for them. They are doing events at the bar. We are providing the stage, bbq, benches, and a bouncy castle. Cr. Bell advised that she will be supporting the event by volunteering.

4. Public Works – Cr. McArthur asked when the new Protective Services Supervisor will be starting. He also asked what project is the tearing up of roads on King Street included in. Administration was unaware of the reasons behind the road work and will check into it. Cr. Holtorf asked if the road to Bell Rock will be paved or be receiving calcium treatment. Administration advised that this year have chosen not to apply calcium treatment due to a transportation difficulty. The short term solution is to water the roads for dust control. Cr. Holtorf asked if the road to Bell Rock been watered lately. Administration advised that he was unaware of how they worked out the watering schedule but will check into that and provide information.

5. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes July 5, 2018 – The SDAB minutes were reviewed. Cr. Patel advised that the board accomplishes a lot in one hour. She advised that there is still no recommendation on how to address housing options and the possibility of restructuring lots sizes and plans. There was a good discussion on derelict properties and empty lots. An interesting discussion includes the taxation on vacant lots which could encourage people to either develop the property's or sell them. This may also affect the prices of privately held lots. Another thing that was identified was the gap between what people are willing to pay for property's versus what it cost private business owners to maintain housing. She advised that there was a document that is provided with the minutes with some good statistics on local demographics. She thinks a lot of what this comes down to is what people are willing to pay for rental units. The meeting was consisted more of discussion and no directives, she thinks that a recommendation will be coming forward from the meeting in the fall. Administration advised that the document provides statistics indicating that 40% of Fort Smith is subsidized housing and that 23% are seniors and don't pay property tax assuming seniors don't live in subsidized housing there may be some cross over in those statistics. That is a relatively disproportionate number compared to any other community in the NWT or in Canada.

6. Protective Services

a. Fire Department

- i. Statistics Report – The June 2018, statistics report was reviewed. Administration advised that the liberty security has been through the town and the increase in the number of security system is resulting in more false alarms. There was one report of a slip, trip and fall which resulted in WSCC claim and bruised tail bone. He advised that Tony Jones would be assuming the Fire Chief role as of September.

b. Ambulance Department

- i. Statistics Report – The July 2018 statistics report was reviewed. Administration advised that this was a busy month.

c. Bylaw Department

- i. Bylaw Statistics Report – The July 2018 statistics report was reviewed. Administration advised that the bylaw had a busy month. There were 11 strays brought to the Animal Shelter which have been adopted out. She will be going out for training on the radar gun in time for the opening of school. She also is preparing advertisements in that regard. Cr. McArthur approved the report.

7. Administration

- a. Briefing Note Four Way Intersection – The briefing note was reviewed. Administration advised that we can put up stop signs at the will of Council. Cr. Tuckey supports the motion as she was made aware from concerned residents that people don't stop for the yield signs and just drive through. Cr. McArthur advised there are many problematic areas with yield signs and that people drive through them and suggested changing all yield signs to stop signs. Cr. Holtorf advised that he can't support the total change as that is a problem with enforcement. Cr. Patel advised the she is fine with that suggestion and advised that waiting and gathering more information will be beneficial as that would give an opportunity to consider having stop signs in other problematic areas. Cr. Bell thinks that right now we should deal with this one in particular and deal with all yield signs later. She supports that spot be changed as there are lots of kids that play in that area. Cr. Kikoak indicated that Field Street increased in residents and knows that yield signs are useful in heavy residential areas

and that does slow the flow of traffic. She added that drivers also have to use their brains and not always have to be told to abide by these laws.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That Council approve the two yield signs placed at the intersection of Field Street, Klondike Ave, and Winter street be replaced with stop signs.

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

ABSTAINED – CR. KIKOAK

CARRIED

- b. Appointment of Acting SAO – Cr. Kikoak asked for the number of days off that was taken by Administration over the summer. Administration advised that he can gather that information and provide it.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That Jim Hood, Director of Corporate Services, be appointed

Acting Senior Administrative Officer from the period of Wednesday, August 22nd, 2018 at 1:00 pm to Tuesday, August 28th, 2018 at 8:30 am.

CARRIED UNANIMOUSLY

8. Other Business

Cr. Tuckey advised there was a Aurora College Committee meeting on Saturday morning where they discussed parts of the report. They were able to come formulate more information to be included in the response paper and will be forwarded to the consultant. She advised that the paper will be submitted before August 15th to the standing committee on Social Development. The report preliminary report is done and is awaiting the final version for review with the added information that was provided on Saturday. Cr. Kikoak indicated that we had put in a recommendation to have a Special Project Communications Officer for support and asked for progress in that. Administration indicated that it is a recommendation and is not a motion. He has requested information from the chair as the motion does not include clarity regarding Council's expectations of that position. Cr. Patel asked if the Mayor is the chair. Cr. Tuckey confirmed. Cr. Holtorf indicated that in the Mayor's absence as Acting Mayor do we have to do this in Mayor's absence. Cr. Tuckey advised that she will be communicating with the Mayor and will provide a better outline to Administration on what is required to be completed.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Mayor Napier-Buckley and D/M Smith be excused from the Municipal Services Standing Committee Meeting on August 14, 2018.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 11, 2018.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That the meeting be adjourned at 9:37 pm.

CARRIED UNANIMOUSLY