



Town of Fort Smith  
Corporate Services Committee  
Tuesday, January 9, 2018, at 7:00 pm

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:00 pm.  
Mayor Napier-Buckley passed the Chair to D/M Smith.

2. Declarations of Financial Interest

Cr. Kikoak and Cr. Patel entered the meeting.

3. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Kikoak**

**That the agenda be adopted as amended to include Salt River Memorandum Agreement and Bylaw Processes.**

**IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. KIKOAK, CR. BELL, CR. HOLTORF, CR. TUCKEY, CR. PATEL**

**ABSTAINED – CR. DUMONT**

**CARRIED**

- b. Minutes – The minutes of December 5, 2017, were reviewed and have been adopted at the Regular Meeting of Council 12-17 of December 18, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. D/M Smith advised that the consultant requested Council provide accomplishments for the updated strategic plan. Cr. Tuckey highlighted some accomplishments that included the pavement of roads, the Arena was kept open more, improving of Community Services, the development of the Waste Management Plan, the development of the Downtown Development Plan, and the Strategic Plan. Cr. Bell indicated that some accomplishments include increasing the amount of street lights, good clearing of roads and sidewalks, and updating bylaws. She also noted that the Waste Management Plan was developed with SDAB. She suggested developing a Communication Strategic Plan. She also highlighted that there is a council representative on the Museum board that increases communication with the Museum. Cr. Holtorf commended finance with having the 20 Year Capital Plan completed which allowed for the rebuilding of the Arena. Cr. Bell highlighted that included in the 20 Year Capital Plan the Town has started saving for the future and the job evaluations and reclassifications was completed. Cr. Dumont commended the work done to complete the street lights. He also suggested adding street poles to the Strategic Plan, to have street poles installed in places that don't have them to light those areas. Cr. Kikoak advised that accomplishments in the strategic plan include strategies in goal E: maintain a safe community including ensure increased and stronger bylaw enforcement, support the provisions of protective

services, implement fire smart program, maintain partnership with RCMP, and ensure pedestrian and vehicular safety. She suggested to focus on goal F; strategy foster relationship with Aurora College Headquarters for the new Strategic Plan. She suggested accomplishing this by hosting an Aurora College street party or something fun to foster community spirit. She noted that AWG will hopefully build on the community spirit. She highlighted some other accomplishments including fostering relationship with JBT/PWK, the landfill study has been completed, reestablishing RAB, and the upgrade to the Arena. She commended the special awards program that contributes to the communication with elders. She also suggested a Councilor attend the elders lunch program that will be started by the Seniors Society. She hopes that the Economic Development Plan will initiate the activities indicated in goals J and K. Cr. Holtorf agreed with Cr. Kikoak and commended the contributions of the Advisory Boards. D/M Smith highlighted some accomplishments that included community engagement with the advisory boards, improvement in governance with the stability of staff, adding to the Town's capacity, continuing improvement on Infrastructure Plan, and the improvement in Community Services. Administration advised that he received a draft plan from the consultant and will distribute to Councilors. He also commended Council on the advancement of the current Strategic Plan.

#### 4. Governance

- a. Council Priorities – Cr. Patel advised that she would like a decision on the low-level radioactive waste. Mayor Napier-Buckley advised that the Federal Government is planning on moving the waste out of the territory indicated at a meeting with the Fort Smith Metis Council. Cr. Holtorf would like to have accommodations as one of the higher priorities. Administration has advised SDAB is concentrating on housing. He also indicated that housing is a fundamental aspect of the Economic Development Plan and will be included in the Strategic Plan as well. Cr. Tuckey indicated that the NWTAC AGM is an opportunity to do some lobbying to get information on green money, property tax issues, and Aurora College. D/M Smith agreed with Cr. Tuckey. Cr. Bell suggested that a daycare be started to coincide with housing, along with updating bylaws. She also suggested completing the Communication Plan in order to get more youth involvement and agreed with initiating the Downtown Development Plan. Mayor Napier-Buckley suggested reviewing zoning and development to coincide with housing and daycare. She agreed with Cr. Bell on discussing the plan to start a Daycare Centre. Administration advised that the priority lists being identified are included in the Strategic Plan. He indicated that Council has updated a lot of bylaws. He advised that a briefing note on Daycare was approved by Council but have since experienced delays from the YWCA. He advised that a committee has commenced in the development of a Communication Plan. He anticipates a recommendation from SDAB in February regarding housing and lands. Cr. Patel suggested sending invitations to Ministers of Cabinet, MLA, and other politicians to initiate discussion on some of the priorities. She highlighted government jobs and education being a high priority in these discussions. Cr. Kikoak would like to do a street closing and have a street party for Aurora College students, she thinks this would show how much the Town appreciates them. She agrees with Cr. Bell and Cr. Patel's suggestion of priorities on communication and the strategic plan. D/M Smith requested information on the Town webpage and Facebook page to contribute to the Communication Plan discussion.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. Kikoak asked if there have been any questions regarding the library door as per cheque number 33427. Administration indicated that he has received that concern regarding the door. He advised that there have been signs posted to use the main door.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Holtorf**

**That the Accounts Paid Part I for the period ending December 31, 2017, totaling \$714,440.15 be approved.**

**CARRIED UNANIMOUSLY**

6. Economic Development

- a. Tourism and Trade Advisory Board

- i. TTAB Minutes December 21, 2017 – That the TTAB Minutes were reviewed. Cr. Dumont advised that TTAB is focusing on merchandising, accommodations, and licensing for AWG. Administration advised that the Economic Development Officer is working on providing space at UGFC for vendors during AWG. He advised that he is exploring options on providing licenses. He suggested providing one blanket license to AWG that would allow for vendors, accommodations, tourism, and transportation. He also suggested providing licenses for one week and in either case the bylaw would have to be amended to accommodate AWG. He advised that TTAB is taking on the lead in lobbying accommodations. Cr. Dumont advised that TTAB also discussed the RV Park. Cr. Bell asked if signs and banners can be installed near the border for AWG with the \$20,000 contribution from ITI. Administration advised that signs have been approved with AWG but none have been posted around Enterprise. D/M Smith asked for the timeline on signs for the lookout. Administration advised that the lookout signs are to be done in cultural languages and was forwarded to ABC for input. Cr. Dumont suggested having a sign for the summer posted at the border indicating that Fort Smith is now fully paved. Cr. Patel suggested adding a sign on the banners near Hay River coming from Enterprise. She supports providing AWG with a blanket license but exclude having an Air BandB so there is no fee to pay for accommodations. Administration advised that they hoped for a one stop marketing concept for AWG. Cr. Kikoak noted that an Air BandB could set precedence with businesses in town. Cr. Tuckey agrees with the one stop marketing concept. D/M Smith advised that AWG is about 30 beds short which does not include visitors. Cr. Kikoak suggested creating a Facebook page for accommodations.

- ii. TTAB Reappointment Kevin Antoniak

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Mayor Napier-Buckley**

**That Kevin Antoniak be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2019.**

**CARRIED UNANIMOUSLY**

- iii. Salt River First Nations Memorandum Agreement – Cr. Holtorf commended the Salt River First Nation on the new building going up on McDougal Road and suggested inviting the Salt River First Nations to meet with the Town and have an open discussion. Mayor Napier-Buckley advised that she will gladly invite. Cr. Patel supports an invite for an open forum and extend to Smith Landing and other local indigenous governments. Cr. Kikoak agrees with Cr. Holtorf.

- iv. Economic Development Plan Update – The Director of Corporate Services provided an update on the Economic Development Plan. He advised that the Economic Development Officer has committed a lot of work towards plans for AWG, business promotions, sales for AWG, and a Town of Fort Smith marketing plan. He advised that she is also working with Hay River to promote AWG merchandise, and securing funding for street banners and prominent signage. He also advised that she also focused on developing plans for the Visitors Information Centre, and creating a NWT website and promoting Fort Smith tourism. He advised that upcoming activities include a business walk, updating the Visitor Information Centre, promotion activities on merchandise. He advised that she is exploring the option of potential Japanese tours beginning in September 2018. Administration highlighted that the primary contact for TTAB is the Economic Development Officer, and that she is also involved in submitting proposals securing funding for land remediation.

#### 7. Bylaw/Policy Review and Development

Mayor Napier-Buckley advised that a request from students at PWK has been brought to her attention; students asked if rates at the Recreation Centre can be dropped to \$2.00. She asked what is the age group for a child and youth. The Director of Corporate Services advised that JBT students are child age and PWK is youth age. Administration advised that rates could be reduced but would have to increase elsewhere. Administration suggested the rates be forwarded to RAB for discussion. He advised that the rates set in the consolidated rates and fees have been set to reflect the 2.5% increases to levy and that there are no other increases. Cr. Kikoak asked if the students indicated what rate would they like to be dropped. Mayor Napier-Buckley advised that students indicated that a lot of them do not have jobs and would like the drop-in fees reduced to \$2.00. Cr. Kikoak supports dropping the drop-in rates for the students indicating that it would encourage communication, exercise, and interaction. Mayor Napier-Buckley advised that the ages are defined on the Town website but is not shown in the bylaw. D/M Smith suggested forwarding to advisory boards for definitions and recommendations. Cr. Bell agreed and suggested changing rates. Cr. Kikoak has concerns with dropping the fees for youth in Pete's gym as they access the same machines as adults and then compete for availability of the limited equipment. D/M Smith indicated that the Arena drop-ins are free. Cr. Holtorf asked if the annual clean up fee is waived during spring clean-up. Administration advised that the fee is \$40 to pick up and the tipping fee is waived. D/M Smith asked if the Town borrowed any money lately to make cash flow. Administration advised that the Town did not.

- a. Bylaw 986 Annual Borrowing Bylaw – The 2018 Annual Borrowing Bylaw was reviewed.
- b. Bylaw 987 Consolidated Rates and Fees – The 2018 Consolidated Rates and Fees Bylaw was reviewed.

#### **RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Tuckey**

**That Bylaw 986 Annual Borrowing Bylaw 2018 and Bylaw 987 Consolidated Rates and Fees 2018 be forwarded to the Council Meeting of January 23, 2018 for first and second reading.**

**CARRIED UNANIMOUSLY**

- c. Bylaw Review Process – Cr. Holtorf suggested reviewing and updating some bylaws. D/M Smith suggested having immediate bylaws discussed at each corporate service meeting and updating one at a time. Cr. Holtorf asked for bylaws that were brought forth from the auditors. Administration

advised that the audit provides a list of outstanding bylaws with a recommendation to have them reviewed and updated.

8. Other Business

- a. Correspondence – The December 2017 correspondence was reviewed.
- b. Licensing Report – The December 2017 licensing report was reviewed.
- c. NWTAC Resolutions – The NWTAC Resolutions were reviewed.

Cr. Kikoak presented 3 resolutions.

Title: Economic Development Policy

Whereas, the NWT Government continues to be dedicated to the expansion and the creation of hydro dams on NWT Rivers as a corner stone of its Economic Development Policy;

Whereas, the Government of the NWT is lobbying to open the Arctic Ocean to off-shore drilling for oil and gas;

Whereas, the likelihood of these initiatives coming to fruition is slim and, meanwhile, the NWT's current economy is largely based on mining development only which has an intrinsic boom and bust character;

Be it resolved, that the NWT Government be asked to facilitate some time in 2018 an Economic Development Symposium which allows for extensive public input to facilitate and foster new ideas on economic growth in the Territory that will result in the stimulation of the local economies in our Towns and Hamlets will result in highly quality, stable new jobs in the communities.

Title: Wild Fires

Whereas, climate change is resulting in localized ripe conditions that seem to cause more severe fire seasons;

Whereas, almost all of the NWT communities are surrounded by old growths and coniferous forest that are ready to burn;

Be it resolved, that the NWT government partner with Municipal and Community Affairs to bring more resources and focus more on ways to safeguard our communities from wildfires at the same time put a high priority on bolstering emergency measures organizations in the communities so they can better deal with the imminent threat from a fire threatening their communities.

Title: Energy

Whereas, the world out of necessity is moving away from petroleum carbon based energy fuels for the generation of electricity and to heat homes; and

Whereas, petroleum carbon based fuels are expensive to ship in our isolated NWT communities and very costly to operate with over time;

Be it resolved, that the NWT Government produce for public scrutiny a concentrated, harmonious and sensible plan to incorporate unused yet readily available forms of energy to all our NWT communities including biomass, wind, and solar power to be implement in such a way as to make our NWT Communities energy independent and in the process create quality long term jobs at the local level.

Cr. Tuckey presented 3 resolutions.

Title: Urban Indigenous definition

Whereas, the communities in the NWT range in indigenous population from 24 to 100% with a territorial average of 50%; and

Whereas, many Federal programs offered serve a predominately indigenous clientele regardless of the nature of the community excluding many NWT communities; and

Whereas, communities are the best placed of all levels of Government to have significant impact on the health and wellness of their residents

Whereas, by these definitions many Federal funding initiatives end up excluding the NWT as a whole; and

Whereas, the development of this definition will:

1. Provide consistency as to what defines an indigenous community between government departments and programs;
2. Allow programming to serve the predominantly indigenous population regardless of the community;
3. Larger communities have capacity to deliver programming that will serve larger regions and centres;
4. These larger communities have a more diverse nature and have a smaller indigenous population;
5. This definition will allow the NWT as a unique physical social and economic environment to participate in infrastructure programs that have been previously designed for the South;
6. Allow communities in the NWT gain funding that will stimulate their economy as well as develop and maintain critical infrastructure integral to the quality of life in the north by securing dollars, supports, and continuity;

Therefore, be it resolved, the NWTAC and the GNWT work in partnership with the federal government to develop and implement a definition of urban indigenous people;

Be it further resolved, NWTAC and the GNWT work in partnership with the Federal Government to resolve the programming to include the NWT and its subsequent communities

Title: Secondary Access Road

Whereas, the ongoing impacts of climate change being experienced in the NWT will continue to increase the vulnerability of seasonal transportation connections to NWT communities by wildfire; and

Whereas, it is critical to provide a year round transportation link to improve resiliency of communities as well as connecting communities to the rest of the NWT and the rest of Canada; and

Whereas, there is a desire to see the majority of the benefits of the road construction and maintenance remains within the NWT; and

Whereas, the development of secondary access roads in NWT communities will

1. Decrease the cost of living by increasing the access to goods and services; and
2. Increases economic activities with the building and maintenance of the highway itself; and
3. Will create meaningful opportunities to diversify the economy and increase business development and increase competitiveness; and
4. develop hospitality and tourism markets and other businesses; and

Therefore, be it resolved, that the NWTAC supports the GNWT in making a developmental strategic transportation corridors like secondary access roads a priority; and

Further to that the NWTAC urges the GNWT and the Government of Canada to financial support in secondary access roads; and

Further to that the development of secondary access roads should be completed in such a way that encourages as much local participation as much as possible in both construction and maintenance; and

Further to that the project should explore innovative partnerships with aboriginal and community governments or developmental corporations.

Title: Waste Management

Whereas, waste management can impact the quality of our environment through preservation of land and/or water in northern regions;

Whereas, waste management can impact the health of wildlife plants ecosystems and people living in the NWT;

Whereas, the NWT has unique challenges such as northern climate small isolated populations and lack of all-season roads;

Whereas, studies show that provincial and territorial wide waste management strategies are integral to achieve quantifiable successes;

Whereas, recycling and composting programs would;

1. prevent recyclable goods and composting ending up in landfills
2. significantly increase the lifetime of many municipal landfills
3. provide economic benefits to local and territorial economies by creating green jobs and convert up to 35% or more of household waste back into healthy soil through composting

Whereas, the GNWT should be seen to be supporting the environmental human and financial health of our natural resources and environment;

Therefore, be it resolved, that the NWTAC and territorial agencies work in cooperation to develop and implement a waste management strategy that meets the needs of the diverse and unique needs of the communities and;

Further the NWTAC take a vital role in the development of this document as they are the voice of the communities of the NWT.

Cr. Patel presented a resolution requesting that Council provide input in to order to complete.

Be it resolved MACA investigate mechanism to encourage municipalities to responsibility maintain healthy reserves for capital projects providing funding for...

Cr. Tuckey agreed with Cr. Patel's resolution and advised on the shortfall of funding, and that NWTAC has rejected federal funding cuts. Administration advised that he has met with other SAO's of tax based communities recently and they have indicated that Yellowknife is bringing resolutions in respect to funding short fall. He also indicated that Charlie Furlong was not reelected as President of NWTAC and thinks that it would be beneficial to have a President from a tax based community. Mayor Napier-Buckley advised that Inuvik did share their resolutions will forward to all for review. Administration advised that there may not be a full Council for the Regular Meeting of Council on January 23, 2018 and he suggested to schedule a special meeting to have first and second reading of Bylaws 986 and 987 along with the discussion and presentation of the NWTAC Resolutions on January 16, 2018. He advised that he can schedule if NWTAC will allow for submission of resolutions on January 17, 2018. D/M Smith advised that if NWTAC does not allow for the submissions on January 17, that the resolutions can be distributed and passed by email and will take an e-vote.

9. Excusing of Councillors

Mayor Napier-Buckley indicated that Cr. McArthur did advised of his absence due to illness.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That Cr. McArthur be excused from the Corporate Services Standing Committee meeting of January 9, 2018.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 6, 2018.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:27 pm.**

**CARRIED UNANIMOUSLY**





Town of Fort Smith  
Community Services Committee  
Tuesday, January 16, 2018, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary; Lisa-marie Pierrot, Executive Secretary  
Guests: Patti Haaima, Don Jaque

1. Call to Order  
Cr. Tuckey 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. McArthur**  
**That the agenda be adopted as amended to include an AWG update.**  
**CARRIED UNANIMOUSLY**
  
  - b. Minutes – The minutes of the December 12, 2017 meeting, were reviewed and have been adopted at the Council meeting of December 18, 2017. Cr. Kikoak asked for information on the lunch with the bunch program. Mayor Napier-Buckley indicated the lunch is every third Friday of the month. Cr. McArthur asked if there is a budget update for the AWG. Administration advised that the budget is balanced if Federal funds are approved for the AWG. He also indicated that the budget will be presented to Council for approval once Federal funding is confirmed.
  
  - 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 December, 2017 recreation statistics report was reviewed.
  
    - ii. Pool Statistics – The December, 2017 pool statistics report was reviewed.
  
    - iii. Arena Statistics – The December, 2017 arena statistics report was reviewed. Cr. Kikoak indicated that there is a requirement for parents to be in the pool with their children during family swim. She indicated that she recently got a refund at the pool and left family swim as her friend was unable to sit on the deck of the pool to watch their children, and they were all asked to leave. She asked how is that encouraging family swim and is it really efficient for the pool to be refunding parents. Cr. McArthur indicated that rules are enforced by different workers; it depends on who is working as he was able to sit with his grandchildren while they went swimming. Mayor Napier-Buckley advised that comments about staff members should be discussed in camera. She also indicated that the policy has an age limit on children that have to be in the pool with a parent. Cr. Dumont advised that public swimming is only provided

to those that are old enough to be in the pool without a parent. He understood the idea of family swim is for a family to swim together. Cr. Tuckey advised that 8 years and under have to have a wrist band and 5 years and under have a different color wrist band as indicated in the policy. Mayor Napier-Buckley advised that the pool schedule indicates; ages 7-8 have to be supervised by someone aged 13 or older, children ages 6 and under have to be within arm's reach of an adult age 16 or older, and children under the age of 16 have to be accompanied by an adult age 18 or older for family swim.

b. Recreation Advisory Board

i. RAB Minutes January 8, 2018 – The RAB minutes were reviewed. Administration advised that RAB reviewed recommendations from the naming committee. He advised that RAB also discussed the hockey scoreboard and introduced the option of participating in the smart cities challenge. He also advised that the request for reduced fees will be forwarded to RAB for discussion. He advised that the recreation, pool, and arena statistics will now be added to the monthly RAB agenda. Cr. Patel asked for an update on the status of the traditional naming for buildings. Administration advised that ABC will be meeting on January 17, 2018 and the traditional naming recommendation is on the ABC agenda.

ii. RAB Reappointments

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Bell**

**That Tim Van Dam, Craig Walsh, Jessica Cox, Gail Hartop, Jeri Miltenberger, Mike Vassal, and Frank Lepine be reappointed to the Recreation Advisory Board for a term ending December 31, 2019.**

**CARRIED UNANIMOUSLY**

4. Library

a. Library Services

i. Library Statistics – The December, 2017, library statistics report was reviewed. Administration advised that the GNWT hired a librarian before Christmas. Cr. Patel asked if there will be regular hours and programming at the Library for AWG. Administration advised that the Library is not an approved venue for AWG. He indicated that the Recreation Centre is approved and will be at full capacity for that week and that the afterschool program may move to the Library. Mayor Napier Buckley indicated that there is no school for that week and asked if the afterschool program would still proceed. Administration advised that the program is changed to full days when there is no school.

b. Advisory Board on Culture – Cr. Holtorf advised that there is an ABC meeting planned for January 17, 2018 after two months of no meetings. He indicated that two expressions of interest forms have been submitted. He also anticipates a recommendation of a culture award addition to the yearly awards.

5. Administration

a. AWG update – Administration advised that AWG will be having the second round of trails this weekend. He advised that parking will be provided with road closure from Thursday to Saturday. He also indicated that there will be a sliding party on Saturday January 20, 2018. He advised that there are advertisements posted to engage the public in attending the trails. He invited Council to attend the events on Friday and Saturday. He advised that an entourage for AWG is currently touring facilities in town and will go to Hay River Thursday, January 18, 2018. Cr. Dumont advised that there is an AWG fundraiser on January 20, 2018 at Dirty O'Fergies.

Cr. Tuckey commends administration on efforts for AWG. Cr. Patel asked if volunteers are needed for the sliding party. Administration confirmed that volunteers are required as there is a shortage of staff due to flu season and encouraged Council to volunteer. Cr. Bell asked if there will be chase the ace happening in Fort Smith. Administration advised that the lottery application has been submitted and is working on a bylaw to accommodate the license.

6. Other Business

Cr. Dumont left the meeting.

- a. Briefing Note Animal Society Donation Request – The briefing note was reviewed. Administration advised that the briefing note is to donate \$500 to the Fort Smith Animal Society. He advised that the donation would be to contribute to the Animal Society’s Gala fundraising event. He advised that the Animal Society will not be doing a calendar but will have the Gala Event instead. He advised that in previous years Council has donated to the calendar and was expensed under advertising, but is unable to do that this year and the donation would be a donation expense.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Kikoak**

**That \$500 be donated to the Fort Smith Animal Society for their fundraising Gala Event on February 24, 2018.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Desnede Farmer’s Market Donation Request – The briefing note was reviewed. Administration advised that the Desnede Farmers Market was unsuccessful in securing funding to pay entertainers for last year that put them into debt. He indicated that they are requesting a donation to cover the debt from last year. Cr. Patel suggested adding the Aurora College street event to the Farmer’s Market.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Town of Fort Smith donate \$500 to the Desnede Farmers Market.**

**CARRIED UNANIMOUSLY**

Cr. Dumont entered the meeting.

- c. Briefing Note Wood Buffalo Frolics Half-Day Civic Holiday – The briefing note was reviewed. Administration advised that the civic holiday for Wood Buffalo Frolics is presented ahead of time in order to give GNWT departments enough time to plan for the holiday. Cr. Kikoak commends the timing of the Wood Buffalo Frolics and thinks that it will be good momentum for the AWG. Administration agreed and hopes it encourages visitors to come to Fort Smith early. Cr. Bell advised that the Northern Life Museum will be hosting events for the AWG and the Wood Buffalo Frolics which will be discussed at their next meeting. D/M Smith advised that cultural performers have not yet been confirmed and indicated that AWG did get funding to pay performers. He also advised that meetings have been increased to once a week to improve communication. Cr. Holtorf asked if the Wood Buffalo Frolics is still hosted by the Town of Fort Smith. Administration advised that there is a committee in place and is led by Patti Haaima. The society will be hosting the Wood Buffalo Frolics. Cr. Tuckey asked if there will be a hockey tournament during the Wood Buffalo Frolics. D/M Smith advised that there will most likely be one.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Patel**

**That the afternoon of Friday March 9, 2018, be declared a half-day civic holiday in conjunction with the Wood Buffalo Frolics activities.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 13, 2018.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 7:41 p.m.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 16, 2018, at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf  
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary; Lisa-marie Pierrot, Executive Secretary  
Guests: Patti Haaima, Don Jaque

1. Call to Order

Cr. Dumont called the meeting to order at 7:41 pm.

2. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of December 12, 2017, were reviewed and were adopted at the Council meeting of December 18, 2017. D/M Smith asked if the Town requested that ENR hold a public engagement workshop on the Waste Reduction Strategy in Fort Smith. Administration confirmed that an invitation was sent to ENR, but to attend a meeting with SDAB. He noted that a letter was received, indicating that the meeting in Hay River was planned in conjunction with the NWTAC AGM and that they would fund up to two delegates from Fort Smith to attend the meeting in Hay River. He noted that a response was not received with respect to the meeting invitation with SDAB, and advised that the Town may send up to two delegates from SDAB to attend the meetings in Hay River. He requested that any Councillors wanting to attend the Waste Reduction Strategy meeting contact him to make arrangements to extend their stay in Hay River for the NWTAC AGM by a day earlier. Administration also advised that he would be attending the meeting in Hay River.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed.
- e. 2018 Capital Plan – The Capital Plan was reviewed. Administration advised that the draft document is for discussion only and that he would bring a modified document to the Council Meeting of January 23<sup>rd</sup> for approval. He noted that the Capital Plan includes job statuses and recommendation for carry-over for projects not completed in 2017. Administration advised that there are big projects upcoming in 2018 including water and sewer infrastructure work, Recreation Centre renovations, and the Landfill expansion. Administration reviewed proposed projects for inclusion in the 2018 Capital Plan.

IT Recommendation – \$25,000 is budgeted and carried over from 2017 to update systems via the approved IT Plan to connect facilities through an intranet system. Administration advised that this work has not yet commenced.

IT Evergreen – \$20,000 is budgeted to replace ten computers; five computers that were not replaced in 2017, and five computers for 2018. He noted that \$10,000 is annually budgeted for the replacement the servers were replaced in 2017. Additionally, he advised that each computer and server are due for replacement every five years.

Integrated Community Sustainability Plan – \$10,000 is being carried from 2017 as the Strategic Plan has not yet been completed.

Asset Management System – \$25,000 is being carried over pending the implementation of MACA's asset management system software. Administration advised that satisfactory progress has not been made and that he is looking to use the money to hire an individual to inventory Town assets.

Drainage – \$50,000 is budgeted annually for capital drainage work. He noted that the design work is being developed prior to construction.

F150 4x4 – \$35,000 is budgeted and carried over from 2017 to replace the 2011 2WD Public Works truck. Procurement will go out in 2018.

Sidewalk Repairs and Improvements – \$25,000 is carried over from 2017 to replace a failing retaining wall on McDougal Road. He noted that an extra \$75,000 is being added for additional sidewalk work in conjunction with the water and sewer work planned for 2018.

Engineering Services – \$50,000 is budgeted annually for when engineering services are required.

Fire Abatement – \$10,000 is annually budgeted for fire abatement work. He noted that a good portion was spent in 2017 to burn brush piles and purchase sprinkler systems. D/M Smith asked if ENR has been performing winter fire abatement work. Administration hasn't heard any updates from them with respect to winter fire abatement work. He advised that the last meetings with ENR was in the summer of 2017, in which an agreement was made to advance fire abatement work on Commissioner's land within municipal boundaries. He noted that as a result of the agreement, the Town has seen a lot of fire wood harvesting in the community. However, he hasn't heard any communication of fire abatement of private properties.

Fire Truck – \$350,000 is budgeted for the replacement of the fire truck which is legislated to be replaced by 2019. Administration advised that the Fire Chief is in the process of finalizing the order for the machine.

F150 4x4 – \$35,000 is budgeted for the purchase of a truck for the Fire Chief. He noted that this would allow the Fire Chief/Protective Services Supervisor to perform Bylaw duties as required. He noted that there currently isn't a location identified for indoor parking for the vehicle.

Street Lighting – \$75,000 is being carried over from 2017. He noted that areas requiring lighting need to be identified and advised that the initiative may be put on hold until a new Protective Services Supervisor is hired.

Communications Equipment – \$50,000 is being carried over from 2017 for the purchase of communications equipment. Administration advised that current radios and communications systems are dated at the end of useful life. He noted the purchase of a new system requires review as a more durable, long lasting system is required.

Animal Shelter Minor Capital – \$10,000 is budgeted for the completion of the mid-life retrofit of the building, including the construction of a quarantine pen and additional work at the back of the building.

Waste Reduction Initiative – \$50,000 was carried over to allow for the purchasing of blue bins for recycling and possibly additional consultation and procurement. He noted that the amount budgeted is arbitrary as he is unsure of the actual amount that would be required.

Landfill Expansion Design – \$150,000 was carried over from 2017 for the design services for the Landfill Expansion project and an additional \$1.35 million is being added to the 2018 Capital Plan to cover construction costs. He noted that the RFP has been prepared for the work.

Landfill Minor Capital – \$25,000 is being carried over from 2017 to upgrade the facility with a new burn pit, fencing and the removal of white metals. He noted that the Town will be soliciting a five-year contract with a contractor that will be removing large, heavy metal items for free of charge in agreement that the contractor is the only receiver of the goods for that period. He is also inquiring about having the contractor collect other large metal items located in the community.

Fire Hydrant Replacement – Administration advised that the budget has been reduced from \$70,000 to \$10,000 as it has been determined that six of the seven hydrants can be repaired rather than replaced.

Vacuum Truck Replacement – \$180,000 is being carried over from 2017 to replace the existing vacuum truck. The existing truck will be retained as a backup to the new unit.

CWWF Design – \$5 million is budgeted for a complete rebuild of water and sewer lines at the downtown intersection of Breynat Street and McDougal Road. He noted \$3.75 million was approved as part of the Clean Water and Wastewater Federal Funding initiative and that a \$1.25 million contribution is required by the Town. Design work is estimated at 5% of the total project cost. Administration advised that there was a significant failure a few years ago, and that the lines are determined to be seventy years old and in a fragile state. Since the failure, the Town has been making spot repairs to valves to get better controls in place.

Water and Sewer System Upgrades – Administration advised that the budget has been partially expended by \$25,000, bringing the new budget to \$100,000 for the replacement and upgrades of various system components, including pumps and pump controllers, building improvements, valve repair, and welding repair that would exceed O&M budget expenditures.

Water Truck Fill Station – \$75,000 is being carried over from 2017 to construct an appropriate water truck fill station. He noted that the current station has safety issues as it overflows and creates ice in the winter. He advised that a consultant has been solicited for design work.

Water Treatment Plant Heating System – \$100,000 is being carried over from \$150,000 to get the third electric boiler system in place. He noted that both boiler burners were replaced in 2017. Additionally, an RFP for the work will need to be prepared and third-party funding could be solicited.

Water Treatment Plant Upgrade Design – \$200,000 is being carried over from 2017 for design services for upgrades to the Water Treatment Plant, Intake, Reservoir, Riser Tower, and Pump Station. Based on the condition report of the Water Treatment Plant, there are no issues with the facility. Work will consist of modernization, housekeeping, and design.

Sewer Flusher – \$50,000 is proposed for the 2018 Capital Plan budget for the replacement of the sewer flusher which has reached the end of its useful life. The current unit is at the point of being non-functional. The budget was increased by \$20,000 for procurement.

Environmental Studies – \$25,000 is being carried over from the \$50,000 budget from 2017 for consulting and contracting fees for completion of water license deliverables. There are currently two outstanding reports.

RCC Electronic Sign – \$15,000 is being carried over from 2017. Administration advised that funding was received from the Cree Language Program to purchase the sign, but the Town is in the process of rescoping the work. He noted that the intent was to mount the sign on the Recreation Centre although there is concern that the sign will not be big enough. Purchase of a new sign will need to be further discussed with user groups and may not be in place for the AWG.

Downtown Development – \$500,000 is being budgeted with the confirmation of a new scope of work. Final payment to the consultant for his work will be issued in 2018 and there is the need to go to tender to implement portions of the plan. Administration advised that further dialogue needs to occur to determine what projects to prioritize. He noted that he hasn't received feedback from Council with respect to the plan. He noted that the Toboggan Hill has been constructed and that the Marine Drive will be closed during events at the Snowboard Park. He noted that the functionality of the Riverside Park area will be changed slowly with the redesign of the Lookout, installation of the washroom facility, and installation of water and sewer lines to the site. He noted that the intent is to take the document developed by the consultant and issue design RFPs for portions of the work.

Recreation Program Equipment – \$75,000 is unspent and carried over from 2017 to develop the Track and Field Facility. Administration advised that the money has gone unspent for a number of years and the item is reoccurring on the Capital Plan. He noted that there hasn't been any engagement from the Track and Field Society. He also has heard feedback from Council that they would like additional lighting for the soccer field. He asked if Council is still interested in pursuing further work on the facility. Cr. Bell suggested the possibility of hosting track meets in Fort Smith every second year be discussed with Hay River Town Council. She felt that this should be in place before pursuing further upgrades. She also suggested engaging PWK High School and JBT Elementary School in the discussion. D/M Smith noted that the GNWT Department of Infrastructure manages the Hay River track facility opposed to operations in Fort Smith. He noted that the Fort Smith facility is strongly used for track and field, soccer, and walking, and thinks that the facility should be completed. He noted that further landscaping work and integration of the tennis courts and javelin pit should be completed. He noted the success in calling an ice user group meeting when renovating the Arena, and suggested hosting another user group meeting for the track facility to pursue further upgrades. He noted that the track facility user groups have not yet been unified and there is no direct programming happening at the site besides soccer and some youth camps. He noted that RAB could also be included in conjunction with user groups for feedback rather than waiting for a society to reestablish. D/M Smith would be pleased to see the facility completed in some capacity. Cr. Kikoak suggested that both schools be engaged as well during consultations for the facility. Administration will leave the budget as is and will review ways to scope the work. He suggested that further work could be incorporated with the downtown development concept and funds from downtown development could be augmented.

Parks and Playgrounds – \$30,000 is annual capital money for Parks and Playgrounds. He noted that money is being spent on parks but not according to the plan. He noted the need to move forward in accordance with the plan and rehabilitate the parks.



RCC Master Planning – \$50,000 is being carried over with an additional \$50,000 being added to the budget to cover design work. He noted that an analysis of the facility space will need to be performed in preparation for design and construction of facility upgrades. He noted that mechanical work will include the addition of a cooling system to the building. \$3.5 million in Small Communities Fund Federal Funding has been approved for the work with a contribution from the Town of \$1 million. He would like Council to reaffirm their want to use the SCF Federal Funding for the Recreation Centre retrofit rather than the construction of an Ambulance building. He noted that the funding is due to be spent by December 31, 2022.

Arena Additions – \$125,000 is being carried over from the \$150,000 budget from 2017 for the completion of interior Arena renovations. He noted that additional locks have been added to doors and the sideboards have been refinished to look new. He advised that a contract has been issued to restrain the exposed exterior wood beams and that the work would not commence until summer. Another contract has been issued to build additional storage cages for the AWGS, additional cubbies for change rooms, and expand them if required. He noted that external power boards were installed to support the Christmas Park and Farmer's Market at the Arena Park.

Library Renovations – \$10,000 of \$15,000 is being carried over to address the carpet in the basement of the facility. He noted that work completed in 2017 includes the construction of a storage room and barrier free door.

Administration advised that a review of the draft 20 Year, Long-term Capital Plan indicates that most requirements are for fleet replacement valued at \$880,000. Prioritization and risk management processes are currently underway. Administration will provide more information at the Council meeting of January 23<sup>rd</sup>. Administration provided an overview of fleet requiring replacement. He advised that the grader is at end of life and is a \$175,000 cost for replacement; three new pick-up trucks for replacement are valued at a combined total of \$105,000; two dump trucks are at end of life are valued at combined total of \$300,000; two flat-bed trucks are near replacement and valued at a combined total of \$100,000; the wood chipper is at end of life, but still works fine, valued at \$15,000; three trailers at end of life, but rarely used, valued at \$30,000 combined; sprinkler reel is at end of life valued at \$15,000 for replacement; sand spreader requires replacement and valued at \$20,000; two water pumps valued at \$80,000; and two mowers valued at \$40,000. He noted that the Town is not saving money by not replacing aged fleet as it puts extra onus on the O&M Budget, however the Town does not have the capacity or funds to purchase all items and as a result will risk manage.

Administration advised that other 2018 Capital Plan additions include a bi-annual amount for de-sludging of the Sewage Lagoon and the need to begin planning for the 2019 retrofit of the Fire Hall. He noted that the planning should include consideration that there is a requirement for an Ambulance Building; that Town Hall and the Library are due for replacement by 2020; and that the \$3.5 million SCF Federal Funding currently allocated for the RCC renovations could be repurposed for these initiatives. He noted that the decision doesn't need to be finalized before the approval of the 2018 Capital Plan.

Administration advised that there was a carry-over of 2017 Capital Projects with a proposed cost of \$9.015 million and that proposed 2018 Capital Projects are totaled at \$905,000, giving the 2018 Capital Plan a total of \$9.920 million. He advised that 2016 balances indicate \$6.626 million available, with additional 2018 funding of \$6.153 million in CPI, Gas Tax, CWWF, and reserve contributions. Administration advised that initial analysis indicates funds are available, however human capacity will need to be assessed as it takes considerable manpower to spend \$10 million across multiple projects. He also noted that the balances provided are unaudited and will change, and that the balances provided are a summary of various funding sources, all of which have specific requirements for spending. He also noted that cost estimates may be revised as scopes are assessed and fleet is risk managed.

Cr. McArthur suggested building a combined Ambulance Bay and Fire Hall where the Mary Kaeser Library is located, moving the Library to the Fire Hall, and renting the new building by the McDougal Centre to be used as Town Hall. Administration advised that the Town owns the property adjacent from the Health Centre and suggested that may be a prime location for the Ambulance Bay. He noted that it may be essential to have emergency services located downtown, but may not be necessary for Town Hall to be located downtown. He noted that further discussion should be driven by Council.

Cr. Holtorf asked with respect to Downtown Development, if the Town is aware of the GNWT's initiative to finish development of Mission Park. Administration advised that the consultant was asked to consider Mission Park as an important historical and cultural component in consideration of Downtown Development initiatives. He advised that the consultant made many attempts to engage ITI in initial dialogue and received no response.

D/M Smith suggested that projects in the Downtown Development Plan could be integrated and that many would be eligible for green funding and grants. Administration noted that capacity within Town Hall is an issue when applying for funding. D/M Smith felt that Federal free-flowing infrastructure funding may not be as readily available for long term projects and suggested Council be creative in pursuing any alternative funding. He suggested that an employee be tasked with pursuing funding opportunities for Capital projects. Administration advised that there is the opportunity to access MACA/LGAP funding to hire an additional trainee SAO to assist in SAO duties including bylaw writing and to pursue funding opportunities. He also noted the need to prioritize the Capital Projects and that there are additional strains and reporting required to access some funding. He noted that the EDO has been utilized to pursue additional funding opportunities and has been successful, but noted that this draws her away from her other tasks. Administration would suggest against borrowing additional money for the completion of projects as the commitment to remit funds would be placed on future Councils. He felt that the Town should not be dependent on borrowing money. He also noted that MACA has a \$10 million borrowing maximum on municipalities and that the Town has already expended this for Arena renovations. Cr. Tuckey advised that the FCM has loans and grants available to apply for, but the application process is highly competitive.

Mayor Napier-Buckley thanked Administration for his work in producing the 2018 Capital Plan. Administration would request feedback on prioritization of the execution of projects as he is not confident that the Town has the capacity to complete \$10 million in Capital Projects in 2018. He noted that some projects are required by legislation to be completed and that there are some deadlines for funding, including for the Landfill Expansion.

Cr. Kikoak's priorities for the Capital Plan include community health, and keeping services and capital expenditures that grow the economy. She felt that the Sewage Lagoon should be legislated to be moved for the overall wellbeing of the community. She would be in favour of removing a few projects from the plan due to the large amount of projects included. She suggested that purchasing communications equipment be removed but evergreen remain. She would suggest prioritizing spending to help the economy and provide a safe community.

D/M Smith is in favour of spending Capital funds to remove any onus from the O&M Budget and for green spending. He noted that the Town spends lots on heating oil and suggested this be taken into consideration. He suggested that the purchase of communications equipment should remain in the budget as it is for emergency measures.

Mayor Napier-Buckley asked if it is possible to construct a garage at the Water Treatment Plant and incorporate the water fill station at the location. Administration advised that the fill station is open to the public and associated with the reservoir.

Cr. Holtorf asked if a priority matrix would be submitted, categorized by legislation, etc. He is in favour of keeping projects associated with the delivery of water, sewer and garbage services, and Landfill Management in the Capital Plan as they are priority for the successful delivery of future services. He would also like projects associated with safety and protective services left in the plan. Administration advised that the priority matrix will be brought to Council with the final Capital Plan.

### 3. Public works

Administration advised that Public Works is undergoing snow removal initiatives after the steady heavy snowfalls over the holidays. He noted that there have been some equipment failures due to the -40 weather conditions. He noted that extreme weather is hard on equipment.

### 4. Facility Maintenance

Administration advised that Facilities Maintenance and the Water Treatment Plant have been busy preparing facilities for events happening over the weekend.

5. Sustainable Development

a. Sustainable Development Advisory Board

i. SDAB Minutes January 4, 2018 – The SDAB minutes were reviewed. Administration advised that SDAB is preparing to make recommendations to Council based on testimonies from local developers to facilitate housing development. He advised that it has been heard from various community groups, the need for additional housing in the community. He noted that SDAB was not prepared to make a recommendation at their last meeting but they discussed potential changes that could be made to the Zoning Bylaw. He noted that it was asked what is affordable housing and the rationalization of the Housing Corporation's housing against the needs of the Aurora College and large employers in the community. He noted that the board would be meeting again on February 1<sup>st</sup> to review possible recommendations to be made to Council. Administration advised that SDAB will also be choosing board members at that meeting to attend the Regional Waste Management Strategy meeting in Hay River on February 14<sup>th</sup>.

ii. SDAB Reappointments

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That Chris Westwell, Tim Gauthier, Keith Hartery, and Frank Lepine be reappointed on the Sustainable Development Advisory Board for a term ending December 31, 2019.**

**CARRIED UNANIMOUSLY**

6. Protective Services

a. Fire Department

i. Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that there were no major fire calls in the month of December.

b. Ambulance Department

i. Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that there were many ambulance calls for the month of December.

c. Bylaw Department

i. Bylaw Statistics Report – The December, 2017, statistics report was reviewed. Administration advised that Bylaw will be addressing cold weather enforcement such as animal control in extreme weather conditions. He noted that the Town will be developing policies which respond to various operations during extreme weather conditions. Cr. Bell noted that there was a warning issued for an unregistered/stolen vehicle at the Water Treatment Plant and requested an update. Administration advised that the matter would have been handed to the RCMP as the Town does not enforce unregistered vehicles and that revenue is not generated for enforcement of the Motor Vehicle Act.

7. Other Business

- a. Briefing Note DPA-039-17 Paul McAdams Home Occupation Permit – The briefing note was reviewed. Administration advised that there is additional correspondence from Mr. McAdams with respect to the business license/development permit, advising that the business will not be operating as a storefront and that any retail business in the community will not be conducted from his home, but from the purchaser's home. Administration advised that in knowing this, there would be no significant increase to traffic and that the characteristics of the neighbourhood would not be changed. With respect to questions asked regarding territorial legislation, the Town does not enforce territorial legislation, but can incorporate a notation on the business license and development permit. Cr. Holtorf appreciated the clarification and felt that more consideration would still be required prior to approval. He would also like more detail on preserving the character of the neighbourhood in future. Mayor Napier-Buckley has the same concerns as Cr. Holtorf in regards to the type of business and how the business will be operated. She advised that a notice would be placed at his household and given to neighbours advising of the business, pending approval of a fourteen day appeal process. D/M Smith has concerns about the sales of smoking accessories, and if it will be enforced through territorial legislation, but doesn't see a reason to vote in opposition of the application.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That DPA-039-17, submitted by Paul McAdams, to operate a home occupation smoking accessories sales business from Lot 272, Plan 207, 25 Pine Crescent in Fort Smith be approved.**

**IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. HOLTORF**

**CARRIED**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 13, 2018.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Buckley**

**That the meeting be adjourned at 9:15 pm.**

**CARRIED UNANIMOUSLY**