













# Town of Fort Smith Corporate Services Committee

Tuesday, January 10, 2017, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. Strategic Plan
5. Governance
6. Finance
  - a. Accounts Paid Part I
  - b. Accounts Paid Part II
7. Human Resources
8. Lands
9. Economic Development
  - a. Tourism and Trade Advisory Board
10. Information Technology
11. Bylaw/Policy Review and Development
  - a. Bylaw 969 Land Acquisition 1822 & 1821, Plan 4389
  - b. BN 2017 Consolidated Rates and Fees Bylaw
12. Administration
13. Other Business
  - a. Correspondence – December, 2016
  - b. License Reports – December, 2016
  - c. BN DPA-046-16 Pierre Chaillon
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes December 6	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I	 Accounts Paid Part II	
 Bylaw 969 Land Acquisition 1822 & :	 BN 2017 Rates and Fees Bylaw 970	
 Correspondence - December, 2016	 License Report December, 2016	
 BN DPA-046-16 Pierre Chaillon		



Town of Fort Smith  
Corporate Services Standing Committee  
Tuesday, January 10, 2017, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey  
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary  
Guests: Patti Haaima, Executive Assistant to MLA Louis Sebert

1. Call to Order

D/M Smith called the meeting to order at 7:02 pm.

2. Declarations of Financial Interest

Cr. McArthur declared a financial interest with respect to the Accounts Paid List Part II.

Cr. Kikoak entered the meeting.

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 6, 2016, were reviewed and have been adopted at the Council meeting of December 20, 2016. Cr. Dumont asked how the Strategic Plan Survey Question about receiving low-level radioactive waste would be changed. Administration changed the question to be more specific around receiving radioactive waste at the Fort Smith Landfill Facility. D/M Smith noted that there are still break-ins happening around Town.

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

d. Strategic Plan – The Strategic Plan was reviewed.

4. Finance

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

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Accounts Paid Part I for the period ending December 31, 2016, totaling \$420,944.60 be approved.**

**CARRIED UNANIMOUSLY**

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed. Cr. Kikoak declared a financial interest.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That that Accounts Paid Part II for the period ending December 31, 2016, totaling \$2,365.40 be approved.**

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

**ABSTAINED – CR. MCARTHUR, CR. KIKOAK**

**CARRIED**

5. Economic Development

- a. Tourism and Trade Advisory Board

D/M Smith noted that the Chamber of Commerce would be holding their AGM on February 8<sup>th</sup>.

6. Bylaw/Policy Review and Development

- a. Bylaw 969 Land Acquisition of Lot 1822, Plan 4389 and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389 – The Director of Corporate Services advised that the lots are adjacent to Westgrove Subdivision and formally known as Lot 199, Plan 14. He advised that an application was made to the GNWT in 2015 to acquire Lot 199 and that the GNWT has subdivided the lot into Lots 1821 & 1822 due to a drainage ditch occupying a portion of the lot. He noted that the request to acquire the lots was sent to the aboriginal governments and no comments were received with respect to transferring to the Town. Administration advised that the area was identified for future expansion along with another lot that the Metis have also expressed interest in. Administration advised that all land transfers require C31 consultation which delays the transfer. D/M Smith asked if the lots were subdivided for zoning purposes. The Director advised that they were initially subdivided due to drainage issues and to lease the portion used for drainage. He noted that with the lots subdivided the Town does have the option to separate zoning or hold the portion for drainage.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

**That Bylaw 969 Land Acquisition of Lot 1822, Plan 4389, in Fort Smith, and Bylaw 971 Land Acquisition of Lot 1821, Plan 4389, in Fort Smith be forwarded to the Council Meeting of January 24<sup>th</sup>, 2017 for First and Second Reading.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Bylaw 970 2017 Consolidated Rates and Fees Bylaw – Administration advised that approving the 2017 Consolidated Rates and Fees Bylaw is the next big step after approving the budget. He noted that there will be several deliverables from approving the bylaw including the revision of the Financial Management Bylaw to commit funds to reserves. He noted that there will be holistic discussion on reserves with the 2017 Capital Plan. Additionally, he advised that the Mill Rate Bylaw would mostly like be brought to Council in March, which includes School Tax information on behalf of the GNWT. He noted that property tax is charged differently per zone. He noted that the revenue requirement is 3.28% to generate a \$100,000 reserve contribution. He noted that GNWT and Institutional properties will be paying more in property tax. Administration advised that the Consolidated Rates and Fees Bylaws includes fee requirements for all bylaws. He noted that tipping fees were increased by 15% and lottery fees were increased by 10% and both rounded as required. The fees have not yet been established for the lagoon or asbestos; he noted that with the implementation of these fees comes the implementation of new policy and procedure which will require amendments to the current documents. Administration advised that the Bylaw Review Committee had met on January 6<sup>th</sup> and reviewed three

bylaws including the Lottery Licensing Bylaw for inclusion of Chase the Ace. He is hoping that the Host Society will be the first to run Chase the Ace. Additionally, they are reviewing the Water & Sewer Bylaw to introduce lagoon tipping fees.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Tuckey**

**That Bylaw 970 The 2017 Consolidated Rates and Fees Bylaw, be forwarded to the Council Meeting of January 24<sup>th</sup>, 2017 for First and Second Reading.**

**CARRIED UNANIMOUSLY**

**7. Administration**

Administration advised that a structural fire occurred on January 8<sup>th</sup> and was the first structural fire in 366 days. He noted that the fire occurred at 2:30 am and was extinguished by 10:30 am.

Administration advised that the Corporate Services Officer has resigned and that her last day is January 19<sup>th</sup>. He will be looking to staff the position. Additionally, he noted that Lana McNeill has worked with the Town for over twenty years and that there will be recognition with her departure.

Administration noted excellent dialogue during the O&M Budget discussions. He commended Council's ability to think forward and noted their comments regarding modifying the application of property taxes from home occupation and commercial. He noted that this may require the revision of how properties are zoned. He felt that this could be addressed through the business licensing process and Business Licensing Bylaw which has been brought to the Bylaw Review Committee. Additionally, further dialogue could be made with the Chamber of Commerce.

Administration also noted Council's need to get a high level of understanding of the budget line items. He noted that there were requests for a Finance Committee, however noted that Corporate Services Standing Committee is the Committee dedicated to finance. He suggested that more budget discussions happen during Corporate Services to get a better understanding. Administration will engage dialogue with different sections of the budget at Corporate Services each month. Also, he would like to include discussion on efficiencies that can be made throughout the year as to relieve the pressure come budget time. He noted that prior to budget discussions will be dialogue on reserves and approval of the 2017 Capital Plan.

Administration advised that correspondence from the Curling Club was distributed with the request to delegate before Council. He will try to schedule the delegation for Community Services on January 17, 2017. Additionally, he will be meeting directly with the club prior to the delegation.

Administration advised that the Day Care Society has exhausted all resources to find a location for the Day Care. They have noted that the best place for the Day Care would be in the Curling Club lounge. He noted that the space is underutilized and is a valuable space that could be put to better use. There is currently a long-standing agreement with the Curling Club and noted that there may be discussion of ice surface maintenance at the delegation. Additionally, he noted that the ice surface is leased for the whole year but only used for six months. Administration advised that Rec Staff will be attending indigenous games to coach archery and suggested the ice surface be utilized for this training. Also, if a location is not found for the community day care by March 1<sup>st</sup> the Day Care Society will not receive government funding.

D/M Smith asked for the value of the lease. Administration advised that the Curling Club is charged \$400 per month for the entire rink, ice plant, lounge and two washrooms. He noted that it costs way more to have CIMCO keep the ice plant running. Cr. McArthur asked how much money the Curling Club initially gave to the Town. Administration is unsure of the exact amount. Administration noted that the fees are highly subsidized by the Town. The Director of Corporate Services advised that both the Curling Club and Seniors Society provided a commitment to Capital contribution when the Recreation Centre was constructed, however he is unsure if both obligations were met.

8. Other Business

- a. Correspondence – The December, 2016 correspondence was reviewed. Cr. Patel requested an update on the letter received from Nick Sibbeston. Mayor Napier-Buckley advised that a description of the book was received with request to purchase.
- b. Licensing Report – The December, 2016 licensing report was reviewed.
- c. Briefing Note – DPA-046-16 Pierre Chaillon Home Occupation Permit. The Director of Corporate Services advised that Mr. Chaillon is not the property owner, however he has written permission to operate his business from the owners of the property. He noted that the business license will not be issued until the development permit is approved.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Tuckey**

**That DPA-046-16, submitted by Pierre Chaillon, to operate a home occupation photography and video services business from Lot 1117, Plan 1764, 8 Dickens Street in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

- d. Tax Relief Program – Cr. Kikoak was happy to hear that Administration would be addressing sections of the budget during Corporate Services meetings. She asked how much revenue the Town is losing from the Tax Relief Program. She asked how many seniors are signed up for the program. She also asked how many seniors have home occupation businesses that aren't being taxed on their business location. D/M Smith noted that there is a line item in the budget which represents 50% of the cost as the other 50% is provided by the GNWT. Cr. Holtorf noted that in other communities with the Tax Relief Program, seniors are unable to apply for a home occupation business license and be eligible for the program. Cr. Holtorf would like to know the trend in increases of seniors in the program. The Director of Corporate Services advised that there is a \$128,400 expense for the Tax Relief Program in the 2017 Budget which is a projection of 2016 expenses. He also noted that 50% of the taxes are received from MACA and it is not part of their regulations that they cannot hold a home occupation business license. He noted that changing the bylaw to not allow seniors participating in the program to have a home occupation business license could be challenged. Cr. Kikoak asked that there be dialogue with the Senior's Society to see if they would be willing to start paying taxes. She also would like the Business License Bylaw amended so that residents with home occupation businesses can't be tax exempt. She requested a briefing note be brought forward for further discussion and that a motion be made at the next Corporate Services meeting. D/M Smith noted that Yellowknife has a cap of \$1,000 per household whereas Fort Smith does not. Administration will prepare a briefing note with the number of seniors and direct revenue loss. It was noted that there was a cap of \$600 per household in 1999 and there was concern about jeopardizing the agreement with the GNWT. Cr. Kikoak is concerned about revenue loss regardless that the GNWT matches funds. Cr. Patel agrees with Cr. Kikoak's comments and would like to see this brought forward. She felt that the program only benefits the wealthier seniors in town. Administration does not want to be in a position of

determining need. Mayor Napier-Buckley advised that there is one tax relief program for seniors and disabled. D/M Smith felt that Cr. Kikoak does have valid concerns around businesses.

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 7, 2017.

D/M Smith advised that he would not be able to attend the February 7, 2017 Corporate Services meeting. He wished Council a Happy New Year.

10. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 8:10 pm.**

**CARRIED UNANIMOUSLY**














# Town of Fort Smith Community Services Committee

Tuesday, January 17, 2017 at 7 pm

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
  - a. Curling Club
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions, Values and Goals
  - d. Community Services Master Plan
5. Recreation
  - a. Recreation Services
    - i. Recreation Stats – December, 2016
    - ii. Pool Stats – December, 2016
    - iii. Arena Stats – December, 2016
  - b. Recreation Advisory Board
    - i. RAB Minutes December 12, 2016
    - ii. RAB Minutes January 9, 2017
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – December, 2016
  - b. Advisory Board on Culture
7. Visitor Services
8. Community Events/Liaison with Community Organizations
  - a. BN 2017 Wood Buffalo Frolics Half-Day Civic Holiday
  - b. BN Fort Smith Ski-Club Funding Support Request
  - c. BN Snow & Ice Association Donation Request
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Minutes December 1	 Vision, Values and Goals.doc	 Community Services Master Plan
 RCC Stats December, 2016	 Pool Stats December, 2016	 Arena Stats December, 2017
 RAB Minutes December 12, 2016	 RAB Minutes January 9, 2017	
 Library Stats December, 2016		
 BN Wood Buffalo Frolics Half Day Civic	 BN Ski Club Funding Support Re	



Town of Fort Smith  
Community Services Committee  
Tuesday, January 17, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. McArthur  
Regrets : Cr. Holtorf  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary

1. Call to Order

Cr. Tuckey called the meeting to order at 7:02 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That the agenda be adopted as amended to include NWTAC AGM Registration and theft and vandalism in the community.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 13, 2016, were reviewed and have been adopted at the Council meeting of December 20, 2016. Cr. Kikoak requested an update on the Gymnastics Coaching Clinic. The Director of Community Services advised that the clinic would be on January 28<sup>th</sup> and they will be accepting registrations soon. D/M Smith asked if there is an update on the proposal to operate the RCC Canteen from Woods Homes. Administration advised that it is being negotiated and led by the Director of Community Services. He will provide a further update under Administration.

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

d. Community Services Master Plan – The Master Plan was reviewed. Cr. Kikoak asked if there was any progress in setting up stakeholder meetings for the Strategic Planning process. Administration advised that it has not been progressed. He noted that the survey will be updated the distributed to stakeholder groups.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The December, 2016 recreation statistics report was reviewed. The Director advised that numbers are consistent with the previous year and down significantly last month due to the holidays. He noted that the statistics have increased by 7000 uses in 2016 from 2015. He noted that college usage has also increased by a few hundred.

ii. Pool Statistics – The December, 2016 pool statistics report was reviewed. The Director advised the stats have decreased from the previous month. He noted that weekend use is strong. He noted that there was an issue with the hot tub pump and it has been resolved. The UNW had sponsored free swims in December.



- iii. Arena Statistics – The December, 2016 arena statistics report was reviewed. The Director advised that arena usage is strong. He noted that the arena was busy during the Christmas Classic. Additionally, the UNW had sponsored free skates.
  
- iv. Community Services Programming Update – The Director advised that the Territorial Curling Championships were moved from Fort Smith to Yellowknife as most teams were from Yellowknife. He noted that the Making Waves Event is sponsored by the Mackenzie Recreation Association and many different northern communities attend. He noted that they would be staying in the Recreation Centre and that 24-hour supervision would be provided. He noted that there would be a snowshoe making clinic the week of March in conjunction with the Wood Buffalo Frolics. Also, he advised that the Soccer Ref Clinic was postponed until March due to low registration. Swimming Lessons for children are beginning this month. The Director advised that the Snowboard Park was groomed by Tyler Nichol over the weekend and that approximately fifty people were using the facility on Saturday. There was a Women's Hockey tournament last weekend with two teams from out of town and three from in town. Old Timers Hockey Tournament is scheduled for February 4<sup>th</sup>-5<sup>th</sup>. There would be a Ski Club Level 1 Instructor Course and Official Training Course this weekend. There are ski races at the end of January and the Loppet is on March 4<sup>th</sup>. There was a Wood Buffalo Frolics organizational meeting earlier in the month and another scheduled for January 17<sup>th</sup>. The Director noted that the Frolics Committee would be forming a society and that the Frolics are scheduled for March 10<sup>th</sup>-12<sup>th</sup>. The Director advised that there would be an author visit, Michael Christie, on February 6<sup>th</sup>. D/M Smith asked what facilities are being used more at the Recreation Centre. The Director will look into this. D/M Smith noted that the change car at the Snowboard Park isn't hooked up and asked when that would be established. Administration is waiting for the NT Power Corporation to hook up power to the change car. He noted that the facility is nearly complete and that the signage needs to be posted. He noted that the Snowboard Society has done multiple membership drives and a few members have taken snowboard coaching training in Yellowknife that was funded by MACA. He noted that TDC has purchased a Snow Cat with the grooming attachment. Additionally, the Community Services Department would be purchasing fifteen snowboards to be owned by the club and that the club will get keys to the change car to use as they please during events. He noted that the society has applied to host the Territorial Snowboard Championships and that they will find out later this week if they will be happening in Fort Smith. He noted that they are also planning a snowboarding event during the Wood Buffalo Frolics. D/M Smith noted that they have lowered age requirements for snowboarding for AWGs.

b. Recreation Advisory Board

- i. RAB Minutes December 12, 2016 – The RAB minutes were reviewed.

- ii. RAB Minutes January 9, 2017 – The RAB minutes were reviewed. Cr. McArthur advised that RAB had requested that the Town purchase TVs for the mezzanine as people had brought their own during a tournament. Another discussion point was the fees for the mezzanine. He noted that they discussed having different rates for fundraising and for non-profit organizations. Administration advised that he has been corresponding with RAB on this and that he is preparing a briefing note to bring to Council next week. He noted that there are no issues with arena rental fees, only when summed with the mezzanine. Administration requested a motion from RAB prior to changing the rates and fees bylaw. He suggested that arena rental fees for a weekend include the mezzanine which wouldn't require a change to the rates and fees. He would still request a motion for the change. He noted that they would like to have the change in effect for the Old Timers Hockey Tournament in February. It was noted that the beer gardens in the mezzanine was operated by the Snow and Ice Society during the Christmas Classic and Women's Hockey Tournament. Administration noted that that situation would be a subletting agreement which requires Town approval prior as they could be running the beer garden for profit. Cr. McArthur noted that was not mentioned at the RAB meeting which changes his opinion on the matter. Administration advised that sharing of groups without permission is against policy and that the policy may need revision. Cr. Kikoak asked if the Snow and Ice Society requested the mezzanine before the holidays. Administration confirmed this although noted that it was not granted as the mezzanine was under construction. Cr. Kikoak suggested donating to the organization in-kind to take pressure off the donations budget. Administration advised that in-kind donations are deducted from the donations budget. D/M Smith noted that the Snow and Ice Society offer cash prizes for their events which attract people from out of town.

4. Library

a. Library Services

- i. Library Statistics – The December, 2016, library statistics report was reviewed. The Director of Community Services advised that the statistics are down from November due to the holidays. He noted that programming has increased from previous years with the Chess Club, Story Time with Santa and other literacy programs. Cr. Kikoak noted that December was a slow month for business this year. Cr. Dumont noted that sales were down throughout the community due to the winter road not being open. Cr. Smith noted that the Chamber of Commerce is looking for new members.

b. Advisory Board on Culture

5. Community Events/Liaison with Community Organizations

- a. Briefing Note 2017 Wood Buffalo Frolics Half-Day Civic Holiday – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Mayor Napier-Buckley**

**That the afternoon of March 10, 2017 be declared a half-day civic holiday in conjunction with the Wood Buffalo Frolics activities.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Fort Smith Ski Club Funding Support Request – The briefing note was reviewed. Administration advised that the Ski Club is looking for additional funding to support preparation of infrastructure work for the AWGs. He noted that the Town already funds the Ski Club with a \$5,000 contribution annually. He noted that they are looking for an additional \$2,500 for both 2017 and 2018. Cr. Patel is supportive of this as she is a participates at the Ski Club. She is hesitant of doing this as a donation. She felt that the donation policy should be reviewed and the definition of a charitable donation should be revised. She noted that the Town is subsidizing activities by people making high incomes. Mayor Napier-Buckley asked if the Town rents ski equipment. Administration advised that the Town used to rent ski equipment although the equipment aged and wasn't replenished. He believes that the ski club has equipment available. Mayor Napier-Buckley asked if the lottery fund could be used to support the initiative. Administration advised that there wasn't additional revenue over the \$24,000, used offset administrative costs, to contribute to the Sport and Recreation Fund. Administration advised that Council has discretionary control over the Public Relations and Donations Budget. Administration noted that the Ski Club has also provided financial accountability with their records and request. Mayor Napier-Buckley asked if the Town runs events at the Ski Club. Administration advised that the Ski Club does their own programming and that they are partners in sport by providing extracurricular activities. Mayor Napier-Buckley noted that the Town put money into infrastructure and costs for the Snowboard Park. Administration advised that approximately \$75,000, of the \$200,000 funded by ITI for Downtown Development, was spent on the Snowboard Park. He noted that Downtown Development is a Capital Project. He is unsure if Capital Funds could be used to support the Ski Club's request as the Town does not own the facility. Cr. McArthur is in favour of supporting the funding request. He asked how many skiers would be attending the AWGs. D/M Smith advised that there would be 120 skiers. D/M Smith also noted that the Town had the crazy potato run at the Ski Club during the 50<sup>th</sup> Anniversary Celebration. Additionally, they will be hosting the Cross-Country Territorial Championships. He noted that the Ski Club will be expending 80% of their saving although the opportunity is once in a lifetime for Canada 150 funds. He noted that Sport North, Mackenzie Valley and the Royal Canadian Legion are all sponsors of individual athletes. Cr. Kikoak asked what value makes assets Capital. Administration advised that purpose is considered when designating an asset as Capital, not value.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Mayor Napier-Buckley**

**That Council approves the funding support for the Fort Smith Ski Club drawing \$2,500 from the 2017 donations budget and \$2,500 from 2018 donations budget.**

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

**ABSTAINED – CR. DUMONT, D/M SMITH**

**CARRIED**

- c. Briefing Note Snow & Ice Association Donation Request – The briefing note was reviewed. Administration advised that this is a new event in Fort Smith that started last year. He noted that the value of having the ambulance on site for the weekend is \$740 and that they have requested a \$2000 monetary donation. Last year Council had donated the ambulance services and a monetary donation of \$750. He noted that accounting has not been received from the organization although typically accounting is not requested for the requested amount. Cr. Patel made a motion to approve the ambulance request in-kind. She noted that the group is actively fundraising and felt that they are capable of accumulating their own funds. Mayor Napier-Buckley asked Cr. Patel if she would be in favour of amending the motion to provide a \$750 monetary donation to the organization. Cr. Patel would like her recommendation to stand as is. Administration asked if the organization would be operating beer gardens for the Old Timers. The Director believe that the Old Timers would be running their own beer garden. Mayor Napier-Buckley asked if the Town could retroactively waive fees. Administration wouldn't recommend waiving fees for 2016. Mayor Napier-Buckley asked how many people come to Town for the event. Administration advised that no reporting or financials were received. Mayor Napier-Buckley sees this as an economic development opportunity.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Mayor Napier-Buckley**

**That Council approves the in-kind donation request of ambulance services during the Snow & Ice Event on February 24-26, 2016.**

**IN FAVOUR – D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**OPPOSED – CR. BELL, CR. MCARTHUR**

**ABSTAINED – MAYOR NAPIER-BUCKLEY**

**CARRIED**

6. Administration

Administration had received correspondence from the Curling Club and advised that they were unable to delegate at the meeting today. He advised that the Community Day Care will be temporarily located in the Recreation Centre as the deadline to receive funding and operate this year is March 1<sup>st</sup>. He noted that Mount Avon was the ideal location however it fell through due to mold in the building. As a result, they will be temporarily operating out of the Recreation Programmers office. Additionally, they will be using the games room and canteen. He noted that there are twenty working families requiring child care. The Community Day Care has also expressed interest in the Curling Club Lounge and noted that they are only open one night a week, six-months per year. He noted that the Day Care Society and the Curling Club will be meeting and hopefully can come to a subletting agreement. Additionally, the Town will renovate as landlord to accommodate the transition if needed. He advised that if an agreement cannot be met by the groups, Administration will bring forth a briefing note for Council to decide the usage of the Curling Club Lounge.

Administration advised that the Curling Club is losing their ice maker and has approached the Town to perform ice making services for them. He noted that initial estimates indicate that this would require two staff members, one day a week costing \$12,000 to the Town. The Town is willing to take on these services at zero cost to the Town. He noted that the \$12,000 could be accumulated through increased rent fees which they think possible. Additionally, if they sublet to the Day Care Society they will additional generate revenue to offset the increased rent fees.

Administration advised that the Curling Club's ice surface also goes unused for six months of the year. Dependent on negotiations between the Curling Club and the Day Care Society, the Town will be inquiring about using the ice surface for gymnastics and archery during off-season.

Cr. Patel is supportive of this and felt that the Town is going above and beyond to support the Day Care Society. She asked how this will impact day homes and noted that there may be a negative effect. Cr. Tuckey had discussed day care capacity for Fort Smith with ECE and they had advised that Fort Smith could open multiple day cares without a negative effect on day homes. She noted that the Town is significant lacking in day homes which is negatively effecting sustainable development. Mayor Napier-Buckley advised that the Day Care Society had released a survey, and local providers had advised that there were in support of a community day care in Fort Smith. She advised that many providers have long waiting lists. Additionally, she noted that the Minister of ECE acknowledges the lack of day cares and childcare in northern communities and that they are working to provide space for community day cares. She noted that there may be potential access to Public Works buildings. Administration advised that the Recreation Programmers Officer, Games Room and Canteen have all be inspected and approved by ECE. He noted that if Woods Homes' proposal is approved to use the canteen, they can work with the Day Care Society to prepare food for the day care. Cr. Kikoak noted that there is slight less demand for day homes.

Administration advised that the Town has been approved library funding for automatic doors and construction of the wheel chair ramp. He noted that the Town is required to contribute \$8,000 to work and that the project will be included in the 2017 Capital Plan.

Mayor Napier-Buckley advised she has been invited to attend the 2017-2018 Budget Address in Yellowknife on February 1<sup>st</sup>. Mayor Napier-Buckley advised that there is also an airport live exercise on February 1<sup>st</sup>. D/M Smith advised that the Budget Address includes the conjoining of the Departments of Public Works and Transportation in Hay River and felt that the meeting would be important to attend as Fort Smith's Regional Centers are at risk. He suggested that MLA Louis Sebert be asked to provide an update on the impacts of the budget to Fort Smith. Cr. Kikoak asked if they take questions from the gallery. Mayor Napier-Buckley will check.

Mayor Napier-Buckley advised that she was invited to attend a meeting on Friday in Hay River to discuss services provided in Hay River's surrounding communities. She noted that Fort Smith was not initially invited, although Mayor Brad Mapes extended an invite to her.

7. Other Business

- a. NWTAC AGM Registration – Mayor Napier-Buckley advised that the AGM is scheduled to happen in Inuvik on May 11<sup>th</sup>-14<sup>th</sup>. She would be required to travel on May 10<sup>th</sup> & 15<sup>th</sup>. Additionally, she advised that the rooms reserved for the conference are set to close next week. She asked if any Councillors are interested in attending. Administration noted Cr. Patel's previous comment that Fort Smith needs to be more represented at NWTAC events. He noted that Council has a travel budget and that sending multiple Councillors and potentially having an appointment to board would be a worthy goal. He noted that smaller communities send their entire Council and that Hay River had sent four delegates in 2016. Cr. Kikoak would be interested in attending. Cr. Patel may be interested depending on work. She thinks it would be worth Council meeting to develop a resolution for the meeting. Cr. Dumont would like to know how many communities have delegates. Administration felt that it is important to have a strong delegation even with a fixed number of votes.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Bell**

**That Mayor Napier-Buckley and three Councillors attend the NWTAC AGM on May 11<sup>th</sup> to 15<sup>th</sup>, 2017.**

**CARRIED UNANIMOUSLY**

- b. Theft and Vandalism – Mayor Napier-Buckley noted that with the frequent and recent vandalism and theft in the community, the RCMP have advised that the Town has the option of doing a community impact statement. Specifically, to instances involving snowmobiles driving on the track facility. Administration advised that the Sgt. Snodgrass would be delegating at next week’s Council meeting. He noted that the track was paid for by the Town although the fence belongs to Public Works and is often left open. He will make efforts to ensure the gate is kept locked. Cr. McArthur noted that not only youth are responsible for vandalism and theft in town. Mayor Napier-Buckley suggested that signage be changed at the track as people often walk strollers and use bikes on the track.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumotn**

**That Cr. Holtorf be excused from Community Services Meeting on January 17, 2017.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 14, 2017.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**










# Town of Fort Smith Municipal Services Committee

Tuesday, January 17, 2017, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. 2016 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
  - a. Sustainable Development Advisory Board
    - i. SDAB Minutes January 12, 2017
11. Protective Services
  - a. Fire Department
    - i. December, 2016 Statistics
  - b. Ambulance Department
    - i. December, 2016 Statistics
  - c. Bylaw Department
    - i. December, 2016 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Municipal Services Minutes December 1         </div> <div style="text-align: center;">             Vision, Values and Goals.doc         </div> <div style="text-align: center;">             2016 Capital Plan         </div> </div>
<div style="text-align: center;">             SDAB Minutes January 12, 2017         </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Fire Department Stats December, 201         </div> <div style="text-align: center;">             Ambulance Department Stats D         </div> <div style="text-align: center;">             Bylaw Department Stats December, 201         </div> </div>



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 17, 2017 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  
Regrets: Cr. Holtorf  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid,  
Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:56 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Mayor Napier-Buckley**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of December 13, 2016, were reviewed and were adopted at the Council meeting of December 20, 2016. Cr. Kikoak requested an update on the fire break work happening in SLFN. She asked if the Town has a schedule for the work. Administration advised that he has forwarded all correspondence to Council. Cr. Kikoak asked if there has been any discussion with ENR about fire abatement. Administration advised that there has been no discussion with ENR. He noted that a fire season preparation meeting happened between MACA and ENR and the Town wasn't included in discussions. There will be an upcoming meeting where the Town will be included. Administration will be working to update the Community Wildfire Plan. Mayor Napier-Buckley advised that she had met with ENR in regards to fire smarting Commissioner's land. She noted that the best preventative measure from a wild fire would be to fire smart properties in the community. Administration advised that fire breaks serve to defend from fires. He noted that wind can take coals and embers past a fire break. He also noted that areas outside of the municipal boundary are not the direct municipal responsibility and are outside of the Town's legislated area. He noted that the Town still has interest but would lobby or have government to government conversations to address concerns. Administration advised that the Community Wildfire Plan identifies the community's responsibility for fire smarting. He also noted that the GNWT is the largest land owner in Town, Commissioner's land. He was disappointed in the lack of initiative ENR has taken in fire smarting Commissioner's land. D/M Smith felt that it is the Department of Land's mandate to fire smart. He noted that MACA was given a failing grade in providing emergency measures for fires and with the School of Community Government, although has done good in supporting drinking water. Cr. Kikoak would like to request more support from MACA in regards to emergency wildfire protection. Cr. Kikoak asked if she needs to make a motion or if the Mayor will write a letter in the next week. She also asked if this could be brought up in the Budget Address. Administration is unsure if the Town officially speaks at the Budget Address. Administration didn't feel a motion is required and noted that a letter still has to be written for the last motion to solicit ENR. Mayor Napier-Buckley will follow up with MACA and ENR. Cr. Kikoak would like discussion on resources, labour, consultation and to request a schedule of when they will be fire abating Commissioner's land. She would also like to offer partnership and offer



Town services to assist in fire abatement. D/M Smith noted that MLA Louis Sebert is the Minister of Lands and suggested he be a good place to begin discussions.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. Administration advised that there wasn't a lot of progress. He will provide a more detailed summary when reviewing the 2017 Capital Plan.

3. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes January 12, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that Administration is getting value from the board by tasking them with establishing guidelines for the tiny homes initiative. She noted that Administration is taking proactive measures with three developers with different tiny home strategies. Cr. Kikoak was pleased with the discussion and that zoning issues were identified. She would like a vision on how Council would like to see the community grow with different zones in the future. Mayor Napier-Buckley noted from the minutes one entrance for multiple highway properties is permitted. She identified the need for an emergency road. Administration noted that emergency roads are included in the Zoning Bylaw. Administration advised that the development of tiny homes does not abide by the current Zoning Bylaw. Additionally, he noted that industrial land may come available from SRFN developments.

4. Protective Services

a. Fire Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration was pleased that there hasn't been a structural fire in 366 days.

b. Ambulance Department

- i. Statistics Report – The December, 2016, statistics report was reviewed. Administration noted that the Ambulance Department had ten calls over the past weekend. He noted a very busy start to 2017. He noted that salaries and wages from last year will have exceeded the 2016 Budget.

c. Bylaw Department

- i. Bylaw Statistics Report – The December, 2016, statistics report was reviewed. Administration was happy that the Bylaw Officer has returned to work. He noted that he will be at work more regularly now. An update on the Prevention Services Supervisor was requested. Administration advised that there are strong applicants and that he needs to prepare interview criteria.

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Cr. Holtorf be excused from the Municipal Services Standing Committee Meeting on January 17, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on February 14, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That the meeting be adjourned at 9:37 pm.**

**CARRIED UNANIMOUSLY**