



Town of Fort Smith  
Corporate Services Committee  
Tuesday, July 3, 2018, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Dumont, Cr. Patel, Cr. Tuckey (Conference Call)  
Regrets: Cr. Holtorf  
Staff Present: Cynthia White Acting Senior Administrative Officer; Jim Hood, Director of Corporate Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

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

2. Declarations of Financial Interest

D/M Smith, Cr. McArthur and Cr. Kikoak declared a financial interest with respect to Accounts Paid List Part II.

3. Review

a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Dumont**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of June 12, 2018, were reviewed and have been adopted at the Council meeting of June 19, 2018. Cr. Patel requested volunteers for the AWG Chase the Ace fundraiser as they are short volunteers in the coming weeks.

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

d. Strategic Plan – The Strategic Plan was reviewed.

Cr. Kikoak entered the meeting.

4. Governance

a. Council Priorities

i. Aurora College Program Review – Mayor Napier-Buckley advised that there is a college committee meeting scheduled for Monday July 25, 2018 and that emails have been sent out to all those residents that were interested in being on the committee. She advised that she will provide a poster requesting interest for members. Additionally, she has spoken with MLA Shane Thompson and MLA Julie Green and advised that they will be providing a press release responding to the Minister of Education. Cr. Kikoak requested that the information that will be sent out to residents so she can post on Facebook. Mayor Napier-Buckley noted that the committee is not for the same participation that was received at the public meeting on the review but are looking for a working group that identifies what we want to do moving forward. Cr. Dumont advised that he will not be available to attend the

meeting on Monday July 9 and that he may not make the Tuesday July 10 meeting as well. D/M Smith advised that he has circulated an email to the committee advising that the Department of Education Culture and Employment did release an education paper in January 2018 that discussed a polytechnic university. He added that the document is not well-publicized but is on ECE website. He noted that the recommendations for a polytechnic University also affects Dechinta Bush University and that they are in opposition to this. He added that the more you read into the paper it is clear the department of ECE is positioning a strategic position.

- ii. Daycare – Administration advised that there is contact with YWCA and have been advised that the Daycare will be open in January 2019. D/M Smith asked if the YWCA and the Daycare Society will need any support or resources from the Town of Fort Smith. Administration advised that the any resources we have available to support getting the daycare open.

iii.

5. Finance

- a. Accounts Paid List Part I– The Accounts Paid List Part I was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. McArthur**  
**Seconded by: Cr. Dumont**  
**That the Accounts Paid List Part I for the period ending June 30, 2018, totaling \$651,346.12 be approved.**  
**CARRIED UNANIMOUSLY**

D/M Smith passed the chair to Mayor Napier-Buckley.

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Bell**  
**Seconded by: Cr. Patel**  
**That that Accounts Paid List Part II for the period ending June 30, 2018, totaling \$13,921.88 be approved.**  
**IN FAVOUR – CR. BELL, CR. DUMONT, CR. PATEL, CR. TUCKEY**  
**ABSTAINED – D/M SMITH, CR. KIKOAK, CR. MCARTHUR**  
**CARRIED**

Mayor Napier-Buckley passed the chair to D/M Smith.

6. Administration

- a. Briefing Note – DPA-016-18 Joan Lepine Home Occupation Permit – Director of Corporate Services advised that the applicant is the owner of the property and that the property is a R1 residential zone. If the application is approved she will be given a copy of policy. Cr. Kikoak was excited by this to have a few more services in the community.  
**RECOMMENDATION**  
**Moved by: Cr. Kikoak**  
**Seconded by: Cr. Dumont**  
**That that DPA-016-18 submitted by Joan Lepine to operate a lawn cutting and yard maintenance business from Lot 178, Plan 18, 12 Dickens Street in Fort Smith be approved.**  
**CARRIED UNANIMOUSLY**
- b. Briefing Note – DPA-013-18 Electrical Shop/Caretakers Unit – Director of Corporate Services advised that the applicant is the owner of the property. The property is zoned General Commercial. He advised that if

there is development for an electrical shop the application could have been approved by the development officer however there is also a caretaker's unit that requires council approval. He advised that plans have been submitted to the fire marshal and has been approved as per bylaw requirements.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That that DPA-013-18 submitted by Brandon Freund to construct an electrical shop and caretaker's unit on Lot 1768, Plan 4325, 55 Highway 5 in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

7. Other Business

- a. Correspondence – The June 2018 correspondence was reviewed. Cr. Patel sent invitation to minister was there a response. Mayor letter was not sent.
- b. Licensing Report – The June 2018 licensing report was reviewed.

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Cr. Holtorf be excused from the Corporate Services Standing Committee meeting of July 3, 2018.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be August 7, 2018.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Dumont**

**That the meeting be adjourned at 7:20 pm.**

**CARRIED UNANIMOUSLY**



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

Chairperson: Mayor Napier-Buckley  
Members Present: Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Regrets : Cr. Tuckey, Cr. Dumont, Cr. Bell  
Staff Present: Cynthia White Acting Senior Administrative Officer; Lisa-marie  
Pierrot, Executive Secretary  
Guests: Toni Heron, Shannon Coleman, Brad Brake

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:03 pm.

2. Delegations

- a. Toni Heron and Shannon Coleman 50th Commemorative Anniversary of the Landslide – Toni Heron advised that she and Shannon Coleman are members representing the 50<sup>th</sup> anniversary of the landslide planning committee. She indicated that they are in the final stages of planning the event which will take place on August 9<sup>th</sup>, 2018 near the riverside area. She advised that as part of the celebrations there will be a large rock and plaque placed in memory of Mrs. Fergusson and all those that were affected by the landslide. She advised that the monumental rock was donated and will be installed by Fort Smith Construction. She indicated that there are a number of members that have committed many volunteer hours and are looking for in kind donations from other organizations. She requested gravel from the Town to be put around the rock. She also requested volunteers from Council to serve and cook for the feast that is scheduled for the event. She indicated that portable toilets, picnic tables and a tent are also required and asked for assistance to provide that from Council. She asked if Council can have the site beautified and the grass mowed around the area for the rock placement. She indicated that they will form a back up plan if weather is a factor that day. She noted that they would need the large tent as part of the back up plan and to play the slideshow created for the event. They will have a book available in commemoration to that whole event. She also requested that the program for the event be placed on the Town of Fort Smith website.

The Director of Municipal Services advised that the large tent that Toni is requesting actually belongs to the Salt River First Nations. Toni asked if someone from the Town can request the use of the tent from the Salt River First Nations. Mayor Napier-Buckley advised that she can request the use of the large tent from the Salt River First Nations.

Cr. Holtorf commended the delegation and asked what will be served for food at the feast. Toni advised that the feast will consist of a fish fry, baked potatoes, corn, coleslaw, and buns. Cr. Holtorf asked if the whole community would be invited. Toni confirmed that the whole community is welcome to attend the celebrations. Cr. Holtorf asked where the monumental rock and plaque be placed. Toni advised that it would not be placed near the sliding area but closer to the forestry where it would have a bird's eye view of the rapids. Cr. Holtorf asked how the slideshow would be presented. Toni advised that the slideshow will consist of pictures and information dating back to the 1960 of families and events that took place. She added that there will also be a showing of a map and how many times that land has slid in that area. Mayor Napier-Buckley indicated that the idea is to have the slideshow at the riverside park.

Cr. Patel thinks this is wonderful work and is an important historical event especially for those that are not from Fort Smith. She thinks there is a lot more than the landslide that will be revealed with this event and she looks

forward to learning more about the history of the landslide. She indicated that once Administration receives all the information and provides to Council then the request can be dealt with at the next Council meeting. She advised that if she is in town during the event she will help with cooking. Toni advised that the committee is receiving a lot of positive feedback. She advised that those affected by the landslide are coming forward and providing valuable information. D/M Smith commended delegation for their presentation and the work that they are doing. He added that it would be nice to see the plaque incorporated into the Thebacha trails interpretative program. He advised that he is unavailable to volunteer for the event as he will not be in town. Toni is grateful for the support from Mayor Napier-Buckley and Council. Cr. Kikoak commended the delegations on their efforts and getting people's stories. She likes the plaque. She asked if there is a bbq. Toni advised that they will also require a BBQ. Shannon indicated that the committee will be providing the food for the feast and requested that the Town provide the equipment to cook. Administration asked if Council want a briefing note. Mayor Napier-Buckley requested a written request from the committee that provides details of what they are requesting before Friday July 13, 2018. Toni confirmed that the committee will send a written request. Cr. McArthur asked Administration if she will form a plan in the case of rain. Administration confirmed and advised that it will be similar to the Canada Day events. Mayor Napier-Buckley advised that she will contact the absent councillors to see if they are available to volunteer for the event. Cr. Holtorf asked how many members are on the committee. Toni advised that there are currently 6 members on the committee and are welcoming more volunteers if anyone is interested. Mayor Napier-Buckley thank the delegation for their presentation.

3. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of June 12, 2018, were reviewed and have been adopted at the Council meeting of June 19, 2018.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed. Cr. Patel advised that there is a funding opportunity with the federal government for capital improvements for facilities for people with accessibility issues. She doesn't know if that is an opportunity that the Town can access but asked if Administration can research and she added there is a deadline of July 31, 2018. She will forward the information to Administration. Administration thinks that the funding is the same funding that was utilized for the ramp installation at the Library and she advised that the funding has a one year time frame to completed the work. Administration will investigate to determine if it can be used during renovation.

4. Recreation

- a. Recreation Services – Administration advised that during the Canada Day events they served about 1000 pieces of fish. They are working towards providing a comic book camp. Staff are also working with the Anglican church on providing arts programs for kids and adults. They are also working with the healthy family's program towards proving the annual kids water day by providing a bouncy castle along with staff to support activities. The farmers market will be staff as last year and include activities for children at their events. She indicated that the EDO will be

back tomorrow and starting the business walks initiative. She advised that TTAB did not have quorum and will be taking a break for the summer. Administration advised will be providing a bouncy castle to SLFN as part of their TLE celebration, much the same as providing support to SRFN for their TLE celebrations. Cr. Kikoak asked for the date of the TLE. Administration advised that it will be on July 17<sup>th</sup>, 2018 out at their site.

- i. Recreation Statistics – The June 2018 recreation statistics report was reviewed. Administration advised that the recreation centre is noticing the summer slowed down use of the gym due to youth playing soccer outdoors. She advised that Pete's gym is also experiencing a decrease in usage due to students leaving. She indicated that in the summer months there are no squash players as squash is a winter sport. The recreation centre is experiencing a high number of attendees for the parents and tot's program which is unusual. The youth drop in continues to be extremely high. There were a couple of events in facility including; the ECE committee meeting, head start graduation, healthy families midwifery postnatal program. She highlighted that the summer programs provided by the recreation is successfully underway. There are 67 registered for the soccer program. The youth t-ball and soft ball program is provided by parent volunteers and there are 71 youth registered in that program. The ultimate frisbee program has picked up. Adult slow pitch has started in June and they are playing 3 times a week.
- ii. Pool Statistics – The June 2018 pool statistics report was reviewed. Administration advised that the pool is experiencing a decrease in attendance compared to last year. She added that they are researching innovative options to increase attendance. The kayak polo wrapped up. They are starting swim lessons in the coming weeks which will also increase attendance. D/M Smith commended Administration for all her efforts with the summer programming. He indicated that programming attracts residents and that providing more programming in the pool may increase attendance. He asked if the recreation centre is doing anything different for the parents and tots program to increase attendance. Administration advised that as part of the indoor playground recommendation indicated in the master plan that have invested in great equipment along with craft supplies. Cr. Kikoak asked for the minimum age for age for a child to be in the pool unsupervised. Administration advised that 7-8 year old have to be supervised by someone 13 or older and that to be unsupervised a child has to be 9.

b. Recreation Advisory Board

- i. RAB Minutes June 2, 2018 – The RAB minutes were reviewed. Cr. McArthur advised that he will provide an update when the board start meetings again after the summer. Cr. Holtorf indicated that the Hay River track and field is maintained by GNWT and asked if the public works department can be approached to share cost for the track field. Administration advise that she is unaware of any communication with the GNWT and will follow up with the SAO upon his return. She indicated that the discussion of the track field is regarding the whole facility and not just sections of the facility. Cr. Holtorf asked what is the car wash indicated the upgrading recommendation's. Administration clarified that it is wash car's. D/M Smith suggested one additional upgrade that could help increase the usage of the track is to provide access to water through a fountain or tap. Cr. Holtorf would like to see the track facility captured as an incentive when talking about the Aurora College Foundational review. Cr. Kikoak asked if Uncle Gabe's Friendship Centre is involved in those conversations as the gym there maybe handy and may also have storage in the back. She doesn't want to invest in any more into the track facility unless cameras are installed

to protect the assets in that facility and would like to see that in the budget. Administration advised that she cant address the camera issue. She advised that Uncle Gabe's Friendship Centre are not always open because of the funding issue and go through times of being shut down completely. Cr. Kikoak asked if there is a sweeping schedule for the track. The Director of Municipal Services advised that sweeping the track has been brought to his attention and is working on how to complete it. He advised that the facility maintenance department was short staffed but is now fully staff and will be working with community services to complete. Administration advised that that concern was also brought forward by a resident who has also offered to paint the bleachers. Cr. Patel acknowledged the RAB board for their efforts in recognizing the AWG committee. Cr. Kikoak highlighted her recent suggestion for volunteer recognition was supported by a member from RAB for a hall of fame. She wondered about the privacy clause that was signed by volunteer and asked if there is anything stopping them from having a permanent list made.

5. Library

a. Library Services

- i. Library Statistics – The June 2018 library statistics report was reviewed. Administration advised that the library attendance has decreased from the previous month which is normal during the summer months. Story time is high which is rare for the summer months but is excited about it and will be continuing to staff story time. Cr. Holtorf indicated that in the absence of the ABC board is there any action that needs to be addressed regarding the Library. Administration thinks that the board is an important committee to revive but doesn't think it is negatively impacting the operation of the Library. Cr. Holtorf advised that Yellowknife City Council got approved from the Truth and Reconciliation Commission to have a full-time position. He asked if Administration can look into accessing that funding.

6. Administration

- a. Briefing Note Fort Smith Metis Council Donation Request – The briefing note was reviewed. Administration advised that the Fort Smith Metis Council is looking for any donation that the Town is able to provide. They build crosses and rough boxes for families and replace old or damaged crosses. She has been advised that in the last couple of months they have completed 8 at a estimated cost of \$500 per gravesite. They are requesting support and have also extended this same request to Smith's Landing First Nations and the Salt River First Nations as is it available to all community members. She advised that Council is a third of way expended of the donation budget for the year and added that there is also a \$1000 budget for cemetery material and supplies. She advised that the budget for the cemetery is infrequently fully spent and that there is nothing spent out of that budget this year. She requested direction from Council. Cr. Patel indicated that she was going to suggest that the \$1000 be made accessible to the Metis for materials and supplies. She didn't support that funds being used for labour as it would be taking away from bargaining unit members to do that work. Administration clarified that the Town does not do that particular work. Cr. Patel asked if they would have access to those supplies without a motion. Administration advised that administration needs direction to access that budget. D/M Smith indicated that the Council needs a motion from the donation budget. The Director of Municipal Services indicated that the metis can invoice for services and would have to be approved through invoicing and was unsure about the donation coding and if that can be completed without a motion but noted that his comments will have to be clarified by Administration. Cr. Holtorf thinks it is an opportunity to access the values of this Council. D/M Smith reminded Council this is standing committee meeting to and that the motion could be

changed at the regular Council meeting. Cr. Kikoak would like to take some time to think about this as it is a precedence they will set for future items. She requested for information on supplies that was previously bought for the cemetery. Cr. Holtorf thinks that a donation policy would be beneficial and set guidelines to providing donations. Cr. Patel clarified that with members that sit on the Fort Smith Metis Council that with this motion there is no conflict of interest as the members are not direct profiting from it. Mayor Napier-Buckley confirmed as this is a service that is provided to all community members. Cr. Holtorf asked if the committee that previously looked after the cemetery still exist. Mayor Napier-Buckley didn't have that information but will look into it.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. McArthur**

**That Council donate \$1000 to the Fort Smith Metis Council for cemetery materials and supplies, \$500 from the donations budget and \$500 from the cemetery budget.**

**IN FAVOUR – D/M SMITH, CR. HOLTORF, CR. MCARTHUR**

**ABSTAINED – CR. KIKOAK, CR. PATEL**

**CARRIED**

- b. Briefing Note Fort Smith Metis Council Petition – The briefing note was reviewed. Administration advised that the request letter is cited with concerns of Mr. McDougal's actions against metis people. The Fort Smith Metis Council has not provided a specific name to have the road change to. She drew attention to section 70 (d) of the cities, towns, and villages act, Council does have the power make changes to bylaws affecting transportation, motor vehicles, and pedestrians. In 1989 a town policy was created and applies to naming buildings street and park but does not address the renaming of streets. There are no GNWT policy's in street naming authority. She requested direction of Council. Mayor Napier-Buckley indicated that the policy states that with the presented petition Council would forward the petition to other local organization for recommendations. Cr. Patel thinks this is a great idea. She would like the other two bands be consulted as the Salt River First nations is developing a building on McDougal Road. She suggested having a community event to address renaming the street. Mayor Napier-Buckley suggested that the community consultation could be done at the landslide. Cr. Holtorf thinks that Administration look at everything on implication as this is major change with the street being the main street and the need for the change with the huge impacts to the residents. He would like an assessment be completed to provide information on the need to change it and the costs associated with that. Cr. Kikoak agreed with Cr. Holtorf. She added that residents bank mortgages, deeds, address changes will all be affected and that there are considerable costs associated with it. There will be a lot of paperwork in the bank for changing address on mortgages. Cr. McArthur agrees with Cr. Holtorf and added that it would take years in paperwork to complete the name change. Cr. Holtorf indicated that the letter was received a year ago and suggested that a call be extended to the Fort Smith Metis to let them know their request is being considered. D/M Smith thinks this is a fantastic idea. He added that there are two other groups that should be involved, the chamber of commerce and emergency resources as they would be impacted. Cr. Patel suggested tasking the ABC board or the bands for potential names. Mayor Napier-Buckley advised that this request was with the ABC board and it came back to Council. Cr. Patel inquired if it would be possible to have ABC generate a short list of potential street names for future consideration. Administration thinks that ABC could take a list of names and that it may be a great project for them when they come back in the fall. Mayor Napier-Buckley advised that she will consult with the chamber of commerce and indigenous groups and how it was done in other communities specific to reconciliation.



7. Other Business

Aurora College Committee - Cr. Holtorf wanted to address the ad hoc committee to address college. What we are hearing, and recognizing is it needs support from administration. We need three hours a day of ongoing of someone's times to communicate to the community of what we are doing and what we have accomplish. They have to develop what their messages are and need to come up with a presentation highlighting a tour. He indicated that they need to get a visit by the legislative standing committee and that their next meeting is on August 15, 2018. He indicated that administration time and a budget is required to administer the committee. He thinks the item should be on each meeting agenda. Cr. Kikoak suggested that names be explored for the committee. Cr. Patel suggested to brain storm a name with the committee and that the terms of reference to guide the committee would be valuable. She suggested recruiting three members for the committee to be a chair and co-chair and one member of the board. She agreed that resources and a budget are required. She suggested that administration can come back with a briefing note to have staff roles shifted to help. She indicated that the legislative standing committee meeting is in August and the Dene National Assembly is coming up. She suggested that a request be extended to indigenous leaders to have a motion presented at the Dene National Assembly supporting the headquarters remain in Fort Smith. Mayor Napier-Buckley advised that no minutes have been taken for the college committee meeting and suggested meeting Thursday June 12, 2018 to discuss the terms of reference. Cr. Holtorf requested that staff be made available for that meeting. D/M Smith suggested that the committee not get side tracked too much with the in terms of reference as it is lots of work. He noted that Council needs to keep in mind that this is not a public opinion contest. Everything starts and ends with the cabinet minister. He added that it is the Premier who appoints a Deputy Minister for the Aurora College he fears that consulting will not be taken into consideration. He advised that lobbying efforts be directed to the Premier as he makes the final decision. Cr. Patel thinks it is important to set terms of reference by Council as Council is putting the resources into it everything is idea sharing and no action. Mayor Napier-Buckley advised that there is already a letter gone out to premier. Cr. Kikoak thinks that there are issues that have to be addressed with the Premier as it is above the capabilities of the Minister. She has concerns for people looking for mortgages for homes in Fort Smith which should be addressed with the Premier.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That the ad hoc committee be resourced with \$5000 and staff for administrative support.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: D/M Smith**

**That Cr. Tuckey, Cr. Dumont, and Cr. Bell be excused from Community Services Meeting on July 10, 2018.**

9. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 14, 2018.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Patel**

**That the meeting be adjourned at 8:40 p.m.**

**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, July 10, 2017 at 8:15 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: D/M Smith, Cr. Kikoak, Cr. Patel, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Tuckey, Cr. Bell, Cr. Dumont  
Staff Present: Cynthia White, Acting Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary

Guest:

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:50 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. McArthur**

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

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of June 12, 2018, were reviewed and were adopted at the Council meeting of June 19, 2018.

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

d. 2018 Capital Plan – The Capital Plan was reviewed.

3. Public works – The Director of Municipal Services advised that work will be completed on paving the road. Employees are continuing with installing multilingual stop signs after receiving confirmation of translation from the Fort Smith Metis. He indicated that the department was short staffed but are now fully staffed and working on getting caught up with work that they were unable to complete. He added that they will review ways to have the track cleaned. Cr. Holtorf indicated that there are a number of pot holes around businesses that are problematic and asked if assistance is provided to businesses to resolves those issues. The Director of Municipal Services thinks that is the responsibility of the businesses and thinks that the Town could provide support but doesn't want to comment to that statement. Cr. Holtorf thinks that some of the problematic areas are on Town property and thinks it would be great to let businesses know that can get help. Cr. McArthur asked if the Town be interested in selling the businesses the supplies to complete the work. Administration advised that would be outside of policies and would have to be reviewed but would likely be seen as a interfering with potential private business markets. Mayor Napier-Buckley indicated that turning right on the street corners are the most problematic areas because the angles are too sharp and asked if it can be filled in a bit so that back tires of vehicles don't go into the ditch. The Director of Municipal Services advised that he is aware of that problem that is breaking away pavement and they do drop gravel off but with rain and other unforeseen circumstances it is a battle. He was unsure of a long term solution but advised that they are doing what they can to temporally correct the issues. Cr. Holtorf asked if Council knows of any pavers coming into town. Administration advised that she is not aware of any scheduled arrivals. The Director of Municipal Services advised that he is also unaware.

4. Facility Maintenance - The Director or Municipal Services advised that the department was short staffed but are now fully and staffed and are working on

maintaining the ditches. They are working to get caught up on beautifying the community.

5. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes June 7, 2018 – The SDAB minutes were reviewed. Cr. Patel advised that there have been a lot of good discussion in terms of zoning and make a climate in Fort Smith. SDAB is also discussing ways to help the market for people looking for rental and permanent units and that they have many ideas. They have identified servicing costs as an issue and are looking at pushing private lands. She thinks SDAB will meet again before coming back with recommendation on affordable housing. D/M Smith thinks it's a great discussion and wanted to point out that there is a park close to the lots purchased for the RCMP, which is the Kay Fergusson Park located on Calder Ave. He indicated that the Town has many lots that are currently not selling and may not support the purchase of other lots for the pilot project without the current lots being sold. He values the work being completed by the SDAB board. Cr. McArthur asked when the development start on the RCMP lots. The Director of Municipal service was unaware but advised that he will check for a development permit.

6. Protective Services

- a. Fire Department – Administration advised that there are no statistics available for the fire department as both the fire chief and deputy fire chief are out of town.

b. Ambulance Department

- i. Statistics Report – The June 2018 statistics report was reviewed. Administration advised that there are no particularly odd number of calls for ambulance and is similar to May and the previous year.

c. Bylaw Department

- i. Bylaw Statistics Report – The June 2018 statistics report was reviewed. Administration advised that we are working with a new bylaw officer and that there was a lot of training happening. There are potential warnings issued. First offence issued for ATV and increased number of Bear calls. Mayor Napier-Buckley asked if the bylaw officer is trained on the radar gun. Administration advised that she is working on getting her radar gun training in the meantime she is still giving speed warnings. Cr. Holtorf asked if the helmets bylaw is being enforced. Administration advised that the helmet bylaw is a difficult bylaw to enforce as tickets are given to parents and helmets are expensive. The Bylaw officer is excited on finding innovative ways to enforce that bylaw. Cr. Holtorf asked if the volunteers from the Fire dept and Animal shelter are invited to the staff appreciation BBQ and the long service awards. Administration advised that the staff appreciation BBQ is scheduled for July 18, 2018 and confirmed that the invitation has been extended to the volunteers from the fire department, animal shelter, and ambulance. Mayor Napier-Buckley asked for volunteers for the staff appreciation BBQ and advised that staff members will also be receiving letters of commendation.

7. Administration

- a. Briefing Note DPA-022-18 Pam Walsh – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Pate**

**That DPA-022-18 submitted by Pam Walsh to operate an online clothing sales business from Lot 25, Block 18, Plan 212, 22 Ptarmigan Street in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

**8. Other Business**

Strategic plan – Mayor Napier-Buckley advised that the consultants are set to meet with Council in August to finalize Council’s comments for the strategic plan. Cr. McArthur asked if the meeting will be done through video conference. Mayor Napier-Buckley advised that the consultant is scheduled to fly to Fort Smith and that is included in the budget. Cr. Holtorf indicated that Administration previously requested an increase to the budget for the consultant fees for her travel and indicated that it would be inexpensive to video conference. Cr. Kikoak asked if the most recent draft strategic plan was sent to Council. D/M Smith asked if there is a meeting date. Mayor Napier-Buckley advised that she needs feedback to be included in the strategic plan. D/M Smith advised that one of the things is it doesn’t provide planning context and challenges. Cr. Holtorf agreed with D/M Smith as there is no mention of key responsibilities. He added that the previous plan did include those items along with the infrastructure deficit. Administration advised that the date of the meeting has not yet been set but will follow up and provide to Council. Also suggested that a skype or teleconference prior to the next in person meeting might help to prepare for the final meeting.

**9. Excusing of Councillors**

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Patel**

**That Cr. Tuckey, Cr. Dumont, and Cr. Bell be excused from the Municipal Services Standing Committee Meeting on July 10, 2018.**

**CARRIED UNANIMOUSLY**

**10. Date of Next Meeting**

The next Municipal Services Standing Committee meeting will be held on August 14, 2018.

**11. Adjournment**

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Kikoak**

**That the meeting be adjourned at 9:20 pm.**

**CARRIED UNANIMOUSLY**