













Town of Fort Smith Corporate Services Committee

Tuesday, June 6, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. AWG 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
 - i. TTAB Minutes May 18, 2017
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – May, 2017
 - b. License Reports – May, 2017
 - c. Briefing Note DPA-021-17
Brenda Tuckey Home Occupation
 - d. Briefing Note First Quarter Variance
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents
 2018 AWG Financial Statements April 30,
   Corporate Services Minutes May 2, 2017 Vision, Values and Goals Strategic Plan
  Accounts Paid List Accounts Paid List Part I Part II
 TTAB Minutes May 18, 2017.doc
  Correspondence License Report May, May, 2017.docx 2017
 DPA-021-17 Brenda Tuckey



Town of Fort Smith
Corporate Services Committee
Tuesday, June 6, 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
Regrets: Cr. Tuckey
Staff Present: Keith Morrison, SAO; Katie Reid, Executive Secretary
Guests: Patti Haaima

1. Call to Order

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

2. Declarations of Financial Interest

Mayor Napier-Buckley and Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II

3. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That the agenda be adopted as amended to include the Economic Development Strategy and Council Priorities, and to remove the AWG delegation.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of May 2, 2017, were reviewed and have been adopted at the Council meeting of May 16, 2017. Cr. Kikoak asked if a letter was received from the Department of Highways with respect to the condition of Highway 5. Mayor Napier-Buckley advised that correspondence has not been received although the issue was discussed with the MLA. Cr. Dumont advised that the road appears to be in much better condition although more work is still required. D/M Smith had noticed social media postings advising the public of the conditions. Mayor Napier-Buckley had met with the Departments of ENR, Forestry, Lands, and MACA to discuss fire abatement of Commissioner's land in municipal boundaries in May and advised that a follow up meeting is scheduled for June 20th. She noted that ENR has compiled a list of high risk areas in the community for fire abatement and requested that the Town also compile a list for focus. Cr. Holtorf requested an update on the AWGs triparty agreement. Administration advised that the Town's lawyer has reviewed the document, with minor proposed changes, and that he is now in review of the document. He anticipates bringing the agreement to the committee meetings for review next week, at which time there will also be an AWGs delegation. Cr. McArthur requested an update on property tax collections. Administration advised that property tax concerns are with PILT and noted that lands were transferred to SRFN from the GNWT without assessment and neither SRFN or the GNWT are taking financial responsibility for assessing the properties. He noted that other property tax issues need to be resolved with the GNWT. Cr. McArthur requested feedback and results of the Economic Development Strategy survey. Administration advised that a formal survey was not released although the EDO continues to solicit feedback from the community. Administration hopes to bring a schedule for Council review at the June 20th Council meeting. Mayor Napier-Buckley suggested property tax arrears be reorganized. Cr. Kikoak asked if there was any movement on the brief on

the foundational review of the college. Cr. Holtorf suggested the Foundational Review Terms of Reference be obtained prior to preparing the brief. Cr. Kikoak requested the Mayor request this from the MLA and that he be included in discussion when drafting the Terms of Reference. Mayor Napier-Buckley has requested a meeting with Minister Moses and is waiting to hear back on his availability. D/M Smith would like to know if Cabinet or Administration is reviewing the Terms of Reference. Cr. McArthur noted that Minister Moses had dissolved the Aurora College Board of Governors and hired an Administrative Director from his home town. Administration advised that ENR has added additional positions at the Regional Office although he can't confirm that they will stay in Fort Smith if reporting to headquarters in Yellowknife. He noted that the reason why the community needs regional positions to stay in the community, is so that regional decisions are made in the region. He noted that if Council doesn't continue to resist the college cuts they GNWT may continue to make reductions. D/M Smith noted that the chip sealing of Highway 5 may impact the MOU with Parks Canada and Public Works & Services. Cr. Dumont is not pleased that the Board of Governors has been dissolved and that campus decisions are being dictated from Yellowknife.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed. D/M Smith noted that the document doesn't fit with current discussions of Council. Administration advised that with a new Strategic Plan, new Visions, Values, and Goals would be developed for the years ahead.
- d. Strategic Plan – The Strategic Plan was reviewed.

4. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. McArthur asked if the payment to Taylor and Company was the final payment. Administration confirmed this. D/M Smith suggested that the arena be recommended to be used for next year's grad ceremonies.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That the Accounts Paid Part I for the period ending May 31, 2017, totaling \$623,095.03 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley declared a conflict and left the meeting.

- 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 Part II for the period ending May 31, 2017, totaling \$10,942.72 be approved.

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

ABSTAINED – CR. MCARTHUR

CARRIED

Mayor Napier-Buckley returned to the meeting.

5. Human Resources

Cr. Holtorf asked if the development of a Human Resources Plan will be included with the Strategic Plan. Administration advised that a large amount of work was completed for HR, including rewriting job descriptions and implementation of new org charts which satisfies the need for a Human Resources Plan. Additionally, the Town has also completed a twenty-year Capital Plan. With respect to the development of a Community Energy Plan, the Town will be applying to Arctic Energy Alliance to review the Plan, although noted that most needs have been met for energy efficiency.

6. Economic Development

a. Tourism and Trade Advisory Board

i. TTAB Minutes May 18, 2017 – The TTAB minutes were reviewed. Administration advised that the main discussion was on the review of the updated tourism guide. Also, funding from ITI was discussed for implementing deliverables in the Economic Development Strategy. Cr. Holtorf asked if the Town's branding logo is being promoted by businesses. Administration advised that branding promotion of the Town's logo is mainly outside of Fort Smith to lure tourists. He noted that there hasn't been a lot of engagement from the public for the logo as the policy requires TTAB and SAO approval. Also, he doesn't see a lot of businesses selling merchandise outside of Fort Smith. He noted that this is included in the strategy however, by offering a brand tool kit and shopping bags with Town logos. Mayor Napier-Buckley requested an update on the request for a giant conibear trap to be placed at Conibear Park made by Mike Labine. Administration advised that the idea was presented to the architect and that the Town hasn't received any information on this besides verbally and felt that further dialogue would be required.

ii. Economic Development Strategy – D/M Smith noted that there was a consensus at the last meeting to discuss the Economic Development Strategy at Corporate Services. He noted that there are nine components to the plan and that prioritization could be done. He asked how the Town expects the document to evolve and move forward. Administration noted that the document is in draft form and that input is still being solicited from the community and Council. He noted that TTAB has also created subcommittees and is working on the document. He anticipates further modifications, followed by prioritization and funding, then Council review. Administration will bring a schedule to the June 20th Council meeting. He welcomed any input for change or additions to the document from Council. Cr. Holtorf suggested that two additional columns be created for a time frame and for resources. He also suggested funding partners be identified. D/M Smith would like a timeline, resources, and a clear lineation of who is the lead and partner. He noted that business incubation is the mandate of ITI and felt that it is important remind them of this rather than do their job. D/M Smith felt that it is important to focus on partnerships and also noted that WBNP is mandated with tourism.

7. Other Business

a. Correspondence – The May, 2017 correspondence was reviewed. Cr. Patel requested an update on the support letter for Radium King. Mayor Napier-Buckley advised that the NLMCC requested a letter of support to apply for funding for maintenance to the Radium King.

b. Licensing Report – The May, 2017 licensing report was reviewed. Cr. Holtorf asked if Liberty Security is a local company. Mayor Napier-Buckley advised that they are an outside company that came in for the Trade Show and now have a local authorized representative. Administration advised that the Town was quoted \$56 per month plus free installation of their security system at the Animal Shelter. Mayor Napier-Buckley noted that there appears to be a number of unlicensed lotteries on Facebook. Administration advised that it can be difficult to enforce online activity.

- c. Briefing Note DPA-021-17 Brenda Tuckey – The briefing note was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Patel

That DPA-021-17, submitted by Brenda Tuckey, to operate a home occupation photography business form Lot 347, Plan 207, 37 Poppy Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

- d. Briefing Note First Quarter Variance – The briefing note was reviewed. Administration advised that all aspects of the budget are under spent and noted that substantial spending and invoicing is still to happen. Also, he noted that revenue is hard to determine early in the year. Administration advised that Grant-in-Lieu is yet to be received from the GNWT and Ambulance recoveries are down due to less usage of the service. Development fees are down due to a number of large projects in 2016. RCC revenues are slightly down and that the reason has yet to be determined. Administration will follow up at the Council meeting on June 20th. Ground Ambulance and Highway Rescue funding has been decreased from \$50,000 to \$21,000. Fines are up due to increase Bylaw Enforcement and staffing of a Casual Bylaw Officer. Lottery Fees are up due to increases in rates. Administration advised that vehicle and equipment repairs and maintenance costs are up due to an aging fleet and noted that the Town will be gradually replacing fleet. Salaries and wages are higher due to allocations; more information will be brought to Council. Administration noted that overtime is not budgeted for.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Bell

That the First Quarter Variance be accepted as presented.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. McArthur

That Cr. Tuckey be excused from the Corporate Services Standing Committee meeting of June 6, 2017.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be July 4, 2017.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 8:27 pm.

CARRIED UNANIMOUSLY















Town of Fort Smith Community Services Committee

Tuesday, June 13, 2017 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
 - a. AWG Host Society
 - i. Financial Statements ending April 30, 2017
 - ii. Revenue Generation Update
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – May, 2017
 - ii. Pool Stats – May, 2017
 - iii. Arena Stats
 - b. Recreation Advisory Board
 - i. RAB Minutes May 19, 2017
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – May, 2017
 - b. Advisory Board on Culture
 - i. ABC Minutes May 10, 2017
 - ii. ABC Minutes June 1, 2017
7. Visitor Services
8. Community Events/Liaison with Community Organizations
 - a. Briefing Note Canada Day Parade Road Closure
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Financial Statements	 Revenue Generation Update	
 Community Services Minutes May 9, 2017	 Vision, Values and Goals.doc	 Community Services Master Plan
 RCC Stats May, 2017	 Pool Stats May, 2017	
 RAB Minutes May 19, 2017.doc		
 Library Stats May, 2017	 ABC Minutes May 10, 2017	 ABC Minutes June 1, 2017.doc
 BN Canada Day Parade Route		



Town of Fort Smith
Community Services Committee
Tuesday, June 13, 2017, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Kikoak, D/M Smith, Cr. Holtorf (Conference Call), Cr. McArthur
Regrets : Cr. Patel
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Paul Kaeser, Director of Municipal Services
Guests: Jessica Cox, Patti Haaima

1. Call to Order

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

2. Delegations

a. AWG Host Society

- i. Financial Statements ending April 30, 2017 and Revenue Generation Update– The financial statements and revenue generation update were reviewed. Host Society members, Jessica Cox and Kevin Smith presented the financial statements. Ms. Cox advised that the B2 Budget would be released in May which would be a clear reflection of the line items displayed in the financial statements. She advised that the financial statements would be formally submitted to both SAO's later in the week along with the Board's key decisions and actions from the Host Society's meeting over the past weekend. The summary of the key decisions and actions will include messaging and items such as the Food Services RFP, Key Performance Indicators, and some policy and administrative changes. Ms. Cox reviewed the highlights in the revenue generation update. She noted that receiving Federal funding has been challenging with a shortfall of \$500,000. She requested any assistance from the Town in lobbying for additional Federal funding.

The Host Society is comfortable that they can reach their potential outreach in Corporate Sponsorship as seen in the budget. She noted that the Host Society is in the process of forming a Sponsorship Subcommittee of local volunteers to ensure receipt of these funds and more.

Ms. Cox advised that in kind contributions are only accepted for requirements identified in the budget.

Ms. Cox commended Town Administration for giving permission to sell truck raffle tickets in Fort Smith. She also thanked the Town for supporting the 300 Days Out Event that was on May 24th. She noted that the 300 Days Out Event was well attended and that they were able to successfully recruit volunteers. Additionally, Ms. Cox advised that the Host Society unveiled their new mascot at the event. She noted that the 200 Days Out Event would be held in Hay River.

Ms. Cox advised that the Society recently had successful test events of Foot Sol in Hay River and Table Tennis in Fort Smith.

Ms. Cox advised that GEM's is the volunteering databases for the AWGs and that it is now open for volunteer sign-up.

Cr. McArthur requested an update on the deficit. Ms. Cox advised that the deficit is \$500,000 in Federal funding.

Cr. McArthur requested an update on the number of volunteers registered in each community. Ms. Cox advised that the Society would be updated at their next meeting. She doesn't anticipate a large number as the database has only been live for a month.

Administration noted \$2.4 million shortfall of money in the bank, \$500,000 in Federal funding and the rest in sponsorship expected to be received in the fall. He noted that there is no variance as this is a new event. He noted that the potential based on outreach in Corporate Sponsorships is what the Society is hoping to achieve in-kind. Administration informed Mr. Shafer that Council is a strong lobbying government and that the Town would like to assist. He asked if the in-kind is cash off-set. Ms. Cox confirmed this and she is confident that the contributions can be secured. She noted that if the funds aren't raised, there will be changes made to the budget.

D/M Smith advised Council that MACA has an experienced representative on the Host Society. He noted that there are a few very large sponsorships, one with Northwestel for \$250,000 and one with ATCO for \$250,000, of both cash and in-kind, that had not been finalized as the Host Society has not confirmed their in-kind requirements. Additionally, he advised that smaller corporate sponsorships are anticipated and \$90,000 in revenue if all raffle tickets for the truck raffle are sold. Administration was pleased to see local representation of the Host Society before Council and that they are working to address concerns in the budget.

Administration asked if the results of the contingency planning will be provided to Administration from the next Host Society meeting with respect strategies and timelines of cost cutting measures to address the deficit and if it will be enough to ensure the appropriate measures are being taken to ensure the games don't go over-budget. Ms. Cox confirmed this and advised that the materials that will be received in the next week would have the answers along with reports and financials.

D/M Smith noted that the Host Society plans to ask our MPs and MLAs to unify to lobby for the shortfall in federal funding. The Host Society would be pleased for Mayor and Council to lobby as well and provide that level of support. He noted that there are funding pots potentially available although they have not found the right one.

Administration asked if their contingency planning is to find additional funding rather than reduce expenses. Ms. Cox confirmed this. She noted that a date has not been set for when a decision to reduce expenses will be made. D/M Smith anticipates September 10th as their final deadline.

Mayor Napier-Buckley asked where the Society anticipates making cuts if necessary. Ms. Cox advised that financial priority will be given to athlete's services, and care and comfort.

Cr. Dumont asked if other Aboriginal Bands in the South Slave Region have been approached to provide funding for the games. Ms. Cox is unsure if they have been asked to provide a corporate sponsorship, although advised that they have been invited to participate in the games.

Cr. McArthur would like to have regular delegations monthly or bi-monthly from the Host Society. Cr. Tuckey agreed with Cr. McArthur.

Administration noted that revenue generation has been identified as a concern since the beginning. He asked if a 3% contingency is sufficient with elevated expenses occurring before the games. Ms. Cox advised that the contingency percentage is standard as in previous games and they do think it is enough.

Administration noted that some of the expenses are off-putting and unbudgeted. After discussing this with Mr. Shafer, he advised that some of the expenses were coded incorrectly and not unbudgeted for. Administration asked if the AWG Manager and Staff are in control and aware of their budgets and what has been spent. He asked if the Host Society is confident in their staff to maintain class-control as expenses rapidly accelerate. Ms. Cox advised that the Host Society does have confidence in their staff and advised that the line item allotments have been rectified in the April 2017, Financial Statements. She noted that the Host Society and Staff are committed to not running a deficit. She assured Mayor and Council how critical it is to be on budget for the event and she looks forward to providing more accurate reporting in September.

D/M Smith advised that the accountants for the games are Ashton Chartered Accountants. He noted that one of the motions approved at the last meeting was to lower the spending authority of the General Manager from \$40,000 to \$20,000, in which he gave his full consent. He noted that a limit has also been placed on executive spending which was not in place before to \$100,000.

Administration advised that a large amount of the financial commitments are in contracts for services and noted that in September these commitments will be made lowering the ability to perform cost control. Ms. Cox advised that other areas of the budget will see reductions and that the contracts in place will be for athlete's services, and care and comfort which are identified as priority items to host the games.

Mayor Napier-Buckley asked if communities that had previously hosted the AWGs exceeded their 3% contingency. Ms. Cox advised that Fairbanks, Alaska, did not run a deficit with a 3% contingency and that she is unsure of Whitehorse, Yukon.

Cr. Kikoak was pleased with Ms. Cox and D/M Smith's placement on the Host Society. She has concerns about the signage and decorations being underspent and the fact that the Fort Smith office does not have a signage. She felt that this is off-putting when trying to attract sponsorships.

Administration also noticed budgets being underspent, such as the media budget. After discussing this with Mr. Shafer he was advised that the media budget was more for online promotion through the website. D/M Smith confirmed this and advised that the funds were provided by ITI. He noted that there will be other forms of advertising happening to engage corporate sponsorships.

Mayor Napier-Buckley asked if the Chamber of Commerce has been engaged for corporate sponsorship. Ms. Cox advised that the RFPs were developed in a way for local businesses to bid on. D/M Smith advised that only two bids were received from Fort Smith businesses. Mayor Napier-Buckley asked if additional points were given to businesses working together. D/M Smith advised that they were not given extra points for working together but were given priority as set out in the local procurement policy. D/M Smith noted that the big RFPs were designed for local businesses to be able to bid on components.

Cr. Tuckey thanked the Host Society for their delegation.

3. 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 May 9, 2017, were reviewed and have been adopted at the Council meeting of May 16, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed.

4. Recreation

a. Recreation Services

- i. Recreation Statistics – The May, 2017 recreation statistics report was reviewed. The Director of Community Services advised that usage has increased from last month and last year.
- ii. Pool Statistics – The May, 2017 pool statistics report was reviewed. The Director advised that the usage has also increased from last month and last year. Both schools have been utilizing the pool during class time.

The Director of Community Services reviewed the Summer Activity Report. He reviewed the pool programming: swimming lessons for kids, Intro to Water Rescue & First Aid, Bronze Medallion Prep, Bronze Medallion, and Bronze Cross. He advised that Fun Zone will be happening at Parks & Playgrounds again throughout the summer. There will be Summer Day Camp at the arena that will have a variety of themes. There will be a variety of special camps throughout the summer including British Soccer, Archery Camp, Flag Football, and Dance Class. The document also includes library and adult programming, along with the dates for community events. Administration advised that the Community Services Department is very busy with upcoming events. Mayor Napier-Buckley was pleased with the update.

- iii. Arena Statistics – There were no arena stats.

b. Recreation Advisory Board

- i. RAB Minutes May 19, 2017 – The RAB minutes were reviewed. Cr. McArthur advised that the board discussed the Open Space Enhancement document for Downtown Development provided by the landscaping architect with Administration.

5. Library

a. Library Services

- i. Library Statistics – The May, 2017, library statistics report was reviewed. The Director of Community Services advised that library usage is down from previous months and years. He noted that computer usage is down also. He noted that there was an author visit in May.

b. Advisory Board on Culture

- i. ABC Minutes May 10, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the cultural asset review was completed in May. The cultural asset review consisted of venues, organizations and events. Cr. Holtorf suggested Thebacha Campus be separated from schools and that college orientation be included in events in the review. Also that the President of the Aurora College be included under people.

- ii. ABC Minutes June 1, 2017 – The ABC minutes were reviewed. Cr. Bell advised that reports were given on the library and museum at the meeting in June. They also looked at the Open Space Enhancement document on Downtown Development. They will be looking at the TRC Calls for Action at the next meeting.

6. Community Events/Liaison with Community Organizations

- a. Briefing Note Canada Day Parade Route Road Closure – The briefing note was reviewed. Administration advised that the Town is supporting many different events and organizations throughout the summer. He noted that Council approval by motion is required for road closures.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That Council approves the following road closures for the Canada Day Celebration 2017.

That Marine Drive adjacent to Riverside Park be closed to traffic on July 1st, 2017 from 11:30 am to 6:00 pm for the Canada Day Celebration;

Furthermore, that the following road closures occur for the Canada Day Parade; from Portage Avenue in front of the RCMP compound to the corner of McDougal Road, along McDougal Road from Portage Avenue to Mills Street, and Mills Street to Wapiti Street from 11:15 am to 12:00 pm.

CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. McArthur

That Cr. Patel be excused from Community Services Meeting on June 13, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on July 11, 2017.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That the meeting be adjourned at 8:29 p.m.

CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

Tuesday, June 13, 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. 2017 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
11. Protective Services
 - a. Fire Department
 - i. May, 2017 Statistics
 - b. Ambulance Department
 - i. May, 2017 Statistics
 - c. Bylaw Department
 - i. May, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. In-Camera Session *CTV Act S.23(3)(e)*
Contract Review
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
 Municipal Services Minutes May 9, 2017	 Vision, Values and Goals.doc	 2017 Capital Plan
 Fire Department Stats May, 2017	 Ambulance Stats May, 2017	 Bylaw Stats May, 2017



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, June 13, 2017 at 8:15 pm.

Chairperson: Cr. Dumont
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, D/M Smith, Cr. McArthur, Cr. Holtorf (Conference Call)
Regrets: Cr. Patel
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services

1. Call to Order

Cr. Dumont called the meeting to order at 8:39 pm. Cr. Dumont welcomed the new Director of Municipal Services, Paul Kaeser.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the agenda be adopted as amended to include discussion on Canada Day, the Everbridge System, the Daycare Society, and Report for AWG expenses.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of May 9, 2017, were reviewed and were adopted at the Council meeting of May 16, 2017. Cr. Bell noted that the rainbow crosswalks are hard to see as the white lines on the outside have not yet been painted.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that a lot of the projects are underway. Some of the smaller Capital Projects will be given to the Director of Municipal Services. He noted that there are funds available for project management to potentially hire a two-year term project manager. He will approach Council with more information on initiative. Cr. Bell asked if the Town is considering a dump site with water and sewer for RVs in conjunction with downtown development as the dump site at Queen Elizabeth Park is only for campers at the park. Administration is looking at the issue and the ownership of the area. Cr. Dumont noted that there is a dumping station in Yellowknife that is open to everyone. Cr. McArthur noted that the Visitor Information Centre in Hay River has free water fill-up and dumping. Administration advised that there is a Bylaw in Fort Smith that states that you must be tied in to water and sewer to receive services in order to not promote backyard camping. He does want to support camping services for residents however, and is in discussion with the Director of Corporate Services and the Superintendent of ITI about the issue. Cr. Kikoak is hoping that seat heaters be installed at the arena in conjunction with improvements. Administration advised that it is not included in the scope of work although there are heaters around the seats which could be turned-up. Cr. Kikoak was disappointed to hear that the seats weren't turned-up as she had heard numerous complaints. Cr. Tuckey noted that some arenas with heated seating are kept at a certain temperature to maintain ice quality and suggested this be tracked. Mayor Napier-Buckley asked for a timeline for installation of the library basement carpet. Administration advised that the contract installation has been awarded to CAB Construction and that work would commence this summer, along with the potential construction of a storage shed attached to the building.

3. Protective Services

a. Fire Department

- i. Statistics Report – The May, 2017, statistics report was reviewed. Administration advised that the fire department has been busier with exercises and prescribed burns. He noted that a lot of energy is going into fire abatement and that the Town is working with ENR on the initiative. A draft fire break has also been designed for around the community.

b. Ambulance Department

- i. Statistics Report – The May, 2017 statistics report was reviewed. Administration has seen a reduction of ambulance revenue although noted twenty-five calls in May. Administration advised that the Cozy Carpets building has come up for sale from the owner to the government. He is corresponding with the MLA to transfer the building to the Town as the GNWT has policy to surplus the infrastructure to partner governments before the public. Administration has a meeting with AMS, Advanced Medical Services, who provide contract ambulance services for the Delta Region and Beh Choko, and that they are interested in taking over the provision of ambulance services in Fort Smith.

c. Bylaw Department

- i. Bylaw Statistics Report – The May, 2017 statistics report was reviewed. Administration advised that the Town has lost their Casual Bylaw Officer as he has taken a contract position with his other employer. He advised that there will be gaps in the bylaw coverage although he is working on a solution to resolve this.

Administration provided an update on the Municipal Services Department. He noted that the Public Works Department has been busy setting up for events, by moving picnic tables, bleachers and barbeques, etc. They have completed line painting but may need to revisit. They will be moving onto crack sealing and sewer flushing next. Administration advised that Public Works has also been busy preparing cover material for the landfill in efforts to compact and cover.

Administration advised that the Water Plant staff are currently doing renovation work on pumps and are short-staffed.

Facilities Maintenance is understaffed with two employees on short term disability and their Supervisor on holidays. In response, the Town has hired two summer students to offset the staffing shortage which will catch up on mowing.

Cr. Tuckey commended the Protective Services Supervisor on the more detailed reporting. D/M Smith noted that AMS is a potential sponsor of in-kind ambulance services for the AWGs.

4. Other Business

- a. Canada Day – Mayor Napier-Buckley would like a Subcommittee of Council to meet later in the week to plan for Canada Day. Councillors Bell, Tuckey, and Kikoak are available to plan for Canada Day.
- b. Daycare Society – Mayor Napier-Buckley advised that the President of the Daycare Society is interested in meeting with the Town and the Aurora College to discuss the next steps of establishing the Daycare Society.

- c. Everbridge System – Mayor Napier-Buckley advised that training has occurred for the Everbridge System and that they have begun uploading data into the system. Mayor Napier-Buckley is looking to reschedule the meeting that was planned for last week. She is looking into ways to have people register for the mass notification system.
- d. Report for AWG Expenses – Cr. Kikoak would like to identify the needs and services for the AWGs and budget for them. It was suggested a duty list be created in collaboration with the Host Society. Mayor Napier-Buckley thought this was a good idea. Administration advised that the needs have yet to be determined by the Host Society. Additionally, he advised that lines of communication need to be in place with the Host Society. He noted that lack of communication of their needs has also resulted in work that may be required being missed on the 2017 Capital Plan. Cr. Kikoak requested the Host Society log their required services as they are determined.
- e. In-Camera Session *CTV Act Section 23(3)(e) Contract Review*. Administration requested the recommendation be tabled due to lack of time left in the meeting and as new information is to be received later in the week.

5. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Cr. Patel be excused from the Municipal Services Standing Committee Meeting on June 13, 2017.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on July 11, 2017.

7. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. McArthur

That the meeting be adjourned at 9:40 pm.

CARRIED UNANIMOUSLY