












Town of Fort Smith Corporate Services Committee

Tuesday, March 7, 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
 - i. TTAB Minutes February 16, 2017
 - ii. Draft Economic Development Plan
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – February, 2017
 - b. License Reports – February, 2017
 - c. Briefing Note – Land Development Fund
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes February 7,	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I	 Accounts Paid Part II	
 TTAB Minutes February 16, 2017		
 Correspondence February 2017	 License Report February 2017	 BN Land Development Fund



Town of Fort Smith
Corporate Services Committee
Tuesday, March 7, 2017, at 7:00 pm

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

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 Part II.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That the agenda be adopted as amended to include a road closure request and discussion on the AWGs.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of February 7, 2017, were reviewed and have been adopted at the Council meeting of February 21, 2017. Cr. Tuckey reiterated the need to keep lobbying the GNWT to not discontinue the Teacher Education Program. Mayor Napier-Buckley noted that the GNWT advised that they have deferred and not cancelled the program and that Council can still lobby. Cr. Holtorf agreed.

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

d. Strategic Plan – The Strategic Plan was reviewed. Cr. Patel requested an update on the online version of the survey. Administration advised that the surveys and prize boxes are being distributed throughout Town facilities. He noted that the Town is in the process of developing an online version of the survey using Survey Monkey. He noted that an extension of the program is required to offer prizes. Additionally, the Town is developing posters with the survey locations and the link to Survey Monkey. Additionally, other mechanisms of distributing the poster will be considered such as mail drops, inserts in water bills or through a communications document. He advised that there would then be a need to engage the stakeholder groups directly. Administration is expecting to run the survey until the end of April and coincide with the Trade Show. The surveys will then be forwarded to the consultant to summarize. Next steps include more focused engagement with the public via advisory boards.

4. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel asked how many people attended the Zamboni course. Administration thinks there was approximately six in attendance. He noted that the catering cost may be for multiple events. Cr. Tuckey requested an update on the ambulance bay. Administration advised that there have been no further rental opportunities. He also noted that the GNWT has engaged contractors in northern communities to operate ambulance services and it may not be in the Town’s best interest to construct a building if the service is assumed by the government.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That the Accounts Paid Part I for the period ending February 28, 2017, totaling \$438,367.48 be approved.

CARRIED UNANIMOUSLY

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That that Accounts Paid Part II for the period ending February 28, 2017, totaling \$3,465.00 be approved.

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

ABSTAINED – CR. MCARTHUR

CARRIED

5. Economic Development

- a. Tourism and Trade Advisory Board

- i. TTAB Minutes February 16, 2017 & Draft ED Plan– The TTAB minutes were reviewed. The Draft Economic Development Plan was reviewed. Administration advised that the Draft Economic Development Plan was presented to TTAB at their last meeting. He noted that the board has been struggling with a mandate and most of their membership is centered around tourism. He noted that the draft plan was well received by the board and that they are forming subcommittees to work with the EDO to reach deliverables. He also reminded the board that they have the strength to make recommendations to Council and they had advised that they would bring forth a recommendation with respect to the GNWT Budget. Administration advised that the document was prepared in house without public consultation. He did not want to engage the public during strategic plan consultation. He requested feedback on the document to make modifications. Administration would like to present the document at the Trade Show on April 29th. He requested that Council familiarize with the document to speak and engage the public. Cr. Holtorf was pleased with the draft plan and noted it that picks up from the existing strategic plan. Cr. Holtorf was also pleased with idea to change TTAB’s name to the Economic Development Advisory Board. Cr. Patel was pleased with the document and suggested tourism be a subheading under business. She also thinks there could other areas of focus for industry. She would happy to present the document at the Trade Show and would be in support of bringing the document to the other advisory boards. Administration was pleased with Council’s input. Cr. Holtorf noted that there are different aspects of tourism, including business and sports tourism. Mayor Napier-Buckley noted that there are lots of sporting events listed in the document and not as many festivals. D/M Smith asked if timelines will be set or prioritization. The Director of Corporate Services doesn’t think timelines should be incorporated until the document is finalized. Administration felt that timelines would go into the EDO Workplan and not to Council.

6. Other Business

- a. Correspondence – The February, 2017 correspondence was reviewed. Cr. Patel requested an update on the correspondence in regards to postal banks. Mayor Napier-Buckley advised that the CPAA was looking for support for the implementation of postal banks in smaller communities. Cr. Patel would like to consider this as a Council. Mayor Napier-Buckley will distribute the letter to Council and suggested discussing further at the next meeting. Cr. Tuckey noted the correspondence received from Henry and Eileen Beaver stating that their taxes were paid in 2012 and requested that a briefing note on the issue be brought forward. Administration advised that the dispute has been ongoing since 1994 and resurfaces yearly. He noted that discussion would happen in-camera as the opinion is confidential. Administration will bring forward an in-camera session at the Municipal Services meeting on March 14, 2017.
- b. Licensing Report – The February, 2017 licensing report was reviewed. D/M Smith noted lots of business renewals in February.
- c. Briefing Note Land Development Fund – The briefing note was reviewed. Administration made a commitment to bring various aspects of the budget to Council every Corporate Services meeting and would be starting with the Land Development Fund. The Director of Corporate Services advised that the Land Development Fund is one of the four budgets approved by Council each year. The purpose of the Land Development Fund is to record the transactions related to the acquisition and disposal of land by the Town. The Town is required to sell land for the cost of acquisition or development and this fund ensures those transactions are recorded appropriately without creating a surplus or a deficit in the General Operation Fund. Revenue is generated from two sources, the sale of land and the lease of other parcels to adjacent property owners for their use. Land sales are almost exclusively from residential lots in Westgrove Subdivision. Lease revenue comes from the lease of four parcels of land to adjacent property owners. The price the Town charges for residential land is based on the cost to develop that land and is 100% recoverable. The Town does not profit from the sale of residential land. To determine the sale price of a parcel, all costs incurred from the acquisition of the raw land to the point the lot is ready for sale are tracked and used to calculate the sale price. This includes the cost to acquire the land, the cost to survey, the cost to service, installation of buried power and phone lines, street lighting and paving of streets. The price for each lot is determined by taking the total development costs and dividing it by the total area of all lots then multiplied by the area of each lot. There are transfers to and from reserves to offset the revenue generated from leases and the amount paid for land leased from the GNWT. This is required as the fund must balance and not show a surplus or deficit. D/M Smith noted that the Town doesn't have a bylaw for charging residents for improvements. Administration confirmed this and advised that there is a mechanism to do this within the CTV Act. He noted that there are mechanisms to do local area improvements and the resident can pay by rider on their property tax, however it needs to be bankrolled. The Director advised that improvements would be reported under the General Operating Fund and not the Land Development Fund. Administration will be inquiring with the auditor about moving lease costs out of the Land Development Fund to the General Operating Fund. The Director spoke to the impact of the development of Westgrove Subdivision. The Director advised that the last phase of Westgrove development was funded with the Town's reserves and not borrowed money. As a result, the audited financial statements show that reserves are underfunded by \$1.5 million which is partially due to services in Westgrove waiting to be sold. When the properties are sold the reserves will be replenished. The Director advised that outstanding receivables also impacts the ability to have money in the bank for Capital Reserves. The impact of developing land with funds on hands impacts the ability to do repairs and major capital projects. Cr. Patel asked if there

would be benefit to selling the lots for less than development costs. Administration advised that the expense would be on the budget to sell the lots for less and noted that there is currently a bylaw in place which states that the land must be sold for its value. To change this an amendment to the bylaw would be required. He noted that the bylaw also makes it difficult to sell lots that are acquired through tax arrears as the amount in arrears must be recovered. The Director advised that when Westgrove was developed the demand was for larger lots and larger homes. He noted that the Town is seeing a shift away from this to smaller homes. He noted that there is potential for the developer to split lots to make them more economically viable. Administration advised that the cost to perform a legal survey can be up to \$10,000 per lot. Cr. McArthur asked what actions are being taken to recover tax arrears. Administration advised that tax arrears are handled under the Corporate Services Officer which is currently a vacant position. The Director of Corporate Services advised that there are a few long standing large tax arrears where there was confusion on who was responsible for taxes on the property. He noted that it is an ongoing issue with the GNWT. He suggested Council lobby the GNWT with respect to the taxes on the property on Woodbison Avenue. For other tax accounts, the Director has been in contact with legal firms to collect outstanding property tax at a low cost to the Town. He noted that two firms will be providing proposals for the service. Cr. McArthur was pleased with the update. Cr. Kikoak suggested discussing the GNWT tax arrears with MLA Louis Sebert who is also the Minister of Lands. D/M Smith thanked Administration and the Director for the presentation.

- d. Wood Buffalo Frolics Honey Bucket Race Road Closure Request – Administration advised that the request was received on short notice and that he is looking for a recommendation of approval for the request. He noted that all road closures are required to be approved by motion of Council. Public Works is prepared to have barricades available for the closure on Saturday, March 11th from 3 to 5 pm for the races. Mayor Napier-Buckley asked if businesses would be advised of the closure. Cr. Tuckey advised that Phoenix Automotive is closed on Saturdays. Cr. McArthur noted that the closure would not affect Fields, although may affect Rapid Corner Store.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. McArthur

That King Street from the Recreation and Community Centre Exit to Franklin Avenue be closed from 3:00 pm to 5:00 pm on Saturday, March 11, 2017, in conjunction with the Wood Buffalo Frolics Honey Bucket Races.

CARRIED UNANIMOUSLY

- e. 2018 Arctic Winter Games – Cr. Kikoak asked for the status of the contract between the Towns of Fort Smith and Hay River for the AWGs. Administration advised that there have been no advancements. He noted that the Town of Hay River first has to put a contract in place with the Host Society before initiating a contract with Fort Smith. He doesn't think a contract will be in place prior to the International Committee visit on March 18th. Cr. Kikoak asked what the Town's authority is over the games with no contract in place. Administration advised that the original bid document was a Council approved document prepared by a bid society. The bid was accepted and a consequent motion was made to split financial risks and benefits 50/50. Council's direct involvement ceased when the Host Society was formed. Administration advised that when the International Committee approved the bid they would only enter into a contract with Hay River and that the Town of Hay River is responsible for entering into a contract with the Host Society and Fort Smith. The intent was to work with Hay River to enter into an agreement with the Host Society and another agreement between the Towns of Hay River and Fort Smith. Administration advised that the Town has no controls without the document in place and as a result there has been inequity between the

Towns. For example, Hay River has had an AWG office six months longer than Fort Smith and have been fully staffed longer. Fort Smith also hasn't been involved in procurement actions. With respect to the 50/50 arrangement, the Host Society consists of equal parts Fort Smith and Hay River; the President from Hay River and Vice President from Fort Smith. In addition to this, each Council has a representative, which is D/M Smith, whom is also Vice President. D/M Smith is sure the contracts will be a discussion point during the International Committee visit. Mayor Napier-Buckley advised that the Mayor of Hay River and SAO have been asked repeatedly to advance the contracts and that we require this information for the auditors. Additionally, Administration advised that MACA is funding the AWGs with \$3.5 million which is being transferred to the Town of Hay River which is why a contract between the Town and Host Society is required in order to pay our portions of our financial contributions. D/M Smith advised that the Town of Hay River has been flowing the funds to the Host Society with no accountability or contract. Cr. Kikoak has concerns with local procurement. Administration advised that the Town of Fort Smith may never receive 50/50 equality and suggested the contract address equality through procurement and staffing policies and that the Town of Fort Smith review and approve the policies prior to implementation. Cr. Patel appreciates the comments and also feels that the Fort Smith does not receive equality. She suggested that Council further discuss this during the next Host Society delegation. Cr. Kikoak felt that there is opportunity to launch new business in the community and asked if a list of service opportunities have been compiled and suggested the EDO be included in discussions. D/M Smith advised that this was discussed during a business opportunities meeting between the Host Society and the Chamber of Commerce. He noted that the RCC Theatre was full for the meeting and that the EDO presented at that time. He noted that the irony is that the Host Society is looking for as much sponsorship as possible.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. McArthur

That Cr. Bell be excused from the Corporate Services Standing Committee meeting on March 7, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

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

9. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Dumont

That the meeting be adjourned at 8:47 pm.

CARRIED UNANIMOUSLY

Sholto Douglas, President of the Thebacha Dog Musers Association advised that the Western Dog Sled Championships would be happening on March 11th & 12th and invited Mayor and Council, and the AWG representatives to attend the event. Mr. Douglas is hoping to bring dog mushing to Fort Smith for the AWGs. He noted that Fort Smith has a long history in dog mushing for mail runs, transportation and hauling freight.








Town of Fort Smith Community Services Committee

Tuesday, March 14, 2017 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats
 - ii. Pool Stats
 - iii. Arena Stats
 - b. Recreation Advisory Board
 - i. RAB Minutes February 13, 2017
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats
 - b. Advisory Board on Culture
 - i. ABC Minutes March 1, 2017
7. Visitor Services
8. Community Events/Liaison with Community Organizations
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 February 14, 2017 Vision, Values and Goals.doc Community Services Master Plan
 RAB Minutes February 13, 2017.doc
 ABC Minutes March 1, 2017.doc



Town of Fort Smith
Community Services Committee
Tuesday, March 14, 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, Cr. Holtorf (Conference Call)
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary
Guests: Eleanor Buckley, Madilyn Buckley

1. Call to Order

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

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That the agenda be adopted as amended to include discussion on RCMP Policing Priorities, the Federation of Canadian Municipalities Conference, the Town of Fort Smith Citizenship Award, the AWG International Committee visit and messaging for TEP.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of February 14, 2017, were reviewed and have been adopted at the Council meeting of February 21, 2017. D/M Smith requested an update on the Daycare Society. Administration advised that the society is pursuing available college housing and that the space provided by the Town is only temporary and sufficient for the society to receive funding. He noted that the society operations are delayed by one month. Administration is also waiting for further dialogue between the Daycare Society and the Curling Club. Mayor Napier-Buckley advised that the society is appreciative of the space the Town has provided.

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

d. Community Services Master Plan – The Master Plan was reviewed. Administration advised that the plan identifies the need for communications and that the Town is looking to purchase a more modern LCD screen for at the Recreation Centre. He is in the process of pricing and including the project in the 2017 Capital Plan.

3. Recreation

a. Recreation Services – Administration advised that there have been lots of absences in the Recreation Department and that he will endeavor to have the reports for Council on March 21st. Administration provided a brief update on the departments. He noted that the Territorial Snowboarding Association is attempting to back out of their commitment to hold Snowboarding Territorials in Fort Smith due to low enrollment. He noted the importance of holding territorials to provide coaching training for volunteers. Additionally, he advised that the Trade Show is on April 29th and that the Town has a double booth booked.

The Director of Community Services provided a review of upcoming events. He advised that the Figure Skating Carnival and South Slave Traditional Games are on March 25-26. Circus Camp is scheduled for April 1-7 for beginner and advance levels. Table Tennis Territorials is on April 22-23.

Administration requested an update on the Wood Buffalo Frolics. The Director advised that a society has formed and taken over the event. Staff aided the society by helping set up events. He noted that dog sledding was well attended. Kids that attended the carnival noted the need to refresh the games.

Cr. Kikoak suggested the Town write a letter to territorial associations about holding events in Fort Smith and communities outside of Yellowknife. Cr. Tuckey advised that Figure Skate Canada was addressed in the past and Yellowknife was reprimanded. D/M Smith advised that the Town had sent a letter to Sport North in 2015 about holding territorial championships in Fort Smith and that the Council prior wrote a similar letter as well. He suggested Fort Smith have better representation on Sport North and other executive sporting boards.

b. Recreation Advisory Board

- i. RAB Minutes February 13, 2017 – The RAB minutes were reviewed. Cr. McArthur provided an update on the meeting of March 13th. He noted that only one participant attended the honey bucket race and raced twice. The board noted that Jeff Schwartzenberger is providing snowboarding lessons to youth. He noted that Territorial Skiing and Snowboarding Championships are to be held this weekend. Cr. McArthur noted that there were no comments made on the Draft Economic Development Plan. It was discussed that there were minor damages to the arena made by a player during a tournament and that the Town is working to recover repair fees. Cr. McArthur noted that there was also discussion about a 4x4 truck driving on the Snowboard Park. Cr. Dumont asked what actions are being taken. Administration advised that the Town is unsure who the culprit is. Administration advised that the Snowboard Park Contractor installed the fencing and gates for the park and will check if the facility needs to be groomed prior to the territorial championship event. D/M Smith was pleased with CBC's article on sporting facilities in the community.

4. Library

a. Library Services

- i. Library Statistics – There were no library statistics.

b. Advisory Board on Culture

- i. ABC Minutes March 1, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the meeting was short and that a museum report was provided. She noted that museum will be receiving an Echoes in the Ice Exhibit and creating a travelling AWG exhibit in conjunction with the Canadian Sports Hall of Fame. She noted that the board would like further direction on how to create a Canada 150 event around TRC Calls for Action. She noted that the AWGs Cultural Manager would be delegating at the next meeting. Cr. Kikoak commended ABC for their efforts. Cr. Bell noted that the board is looking to enhance membership. Mayor Napier-Buckley will attend the next ABC meeting to speak to the Canada 150 event in conjunction with TRC calls for action. Administration advised that the Calls for Action are very specific and that only a couple would apply to the Town and that the event should be from the community and not municipality.

5. Other Business

- a. RCMP Priorities – Cr. Kikoak would like higher order of investigations added to the priorities. Cr. Patel would like the RCMP to be more visible in the community via different types of patrols. She would also like the RCMP to be more involved in traffic enforcement and speeding. She suggested that they provide radar services also. Mayor Napier-Buckley advised that other priorities include domestic violence and drug prevention and awareness. Cr. Kikoak felt that investigation would cover those areas. Administration suggested that the RCMP form better partnerships with the community to receive more information to act on. Cr. Holtorf asked if there is a community wellness group. Mayor Napier-Buckley advised that there was an Interagency Group and that it is not active at this time.
- b. FCM Conference – Cr. Tuckey asked for more information. Mayor Napier-Buckley advised that the conference is in June in Ottawa. She suggested that less delegates be sent to the NWTAC and in turn send a few delegates to the FCM Conference. Cr. Patel asked what value the conference has to the Town. Cr. Holtorf noted that the NWTAC AGM has more value to smaller non-taxed based communities. Administration requested a new motion to send delegates to the FCM Conference and advised that the motion to send delegates to the NWTAC AGM does not need to be amended. Cr. Patel would like resolutions prepared and the AGM agenda familiarized by delegates. Mayor Napier-Buckley advised that resolutions are due by April 1st.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That the Town of Fort Smith send up to three Councillors to the FCM Conference in Ottawa, Ontario in June, 2017.

IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK

OPPOSED – CR. MCARTHUR

CARRIED

- c. Town of Fort Smith Citizenship Award – Administration has received correspondence from the Aurora College asking Council to choose the recipient of the Town of Fort Smith Citizenship Award for convocation on April 21st. He will distribute the email to Council. Cr. McArthur advised that Cr. Holtorf and he had selected the recipient in 2016. D/M Smith asked if the award name was being changed to the Duncan MacPherson Award and if the family was contacted.
- d. AWG International Committee Visit – Cr. Patel advised that the IC would be visiting the South Slave Region via bus to Hay River and Fort Smith. She noted that they arrive in Fort Smith on Sunday and that the Host Society is trying to plan a community event to coincide with the visit. She noted that the Host Society will be sponsoring a swim and that the Town of Hay River is sponsoring a swim. She suggested that the Town donate the swim time as both communities contribute equally. Administration advised that he received written request from the Host Society requesting to sponsor the swim and that there were no indications of a request for the Town of Fort Smith to sponsor the swim. Cr. Patel asked when the swim is scheduled. The Director advised that the swim is scheduled for March 18th from 5:30 to 6:30 pm. Mayor Napier-Buckley noted that the Town hosted a dinner during the last visit and asked if the Host Society is requesting the Town to hold another event. Cr. Patel would like to coincide events with the visit. Cr. McArthur was disappointed to hear that the IC would not be arriving in Fort Smith until Sunday, when the Snowboarding and Skiing Territorial Championships are over. He asked when the contract would be signed between the Towns of Hay River and Fort Smith. Cr. Dumont would like Fort Smith to be

considered for the visit when hosting territorial events. Cr. Dumont and Cr. McArthur suggested considering withdrawing from the games in the consideration of lack of a contract. Cr. Tuckey agrees that a stand should be made with the Town of Hay River. Councillors Dumont, McArthur and Tuckey have heard concerns from the public about lack of a contract and lack equality between the communities. Administration noted that the previous Council approved having a document in place and a 50/50 split in profits and deficits for the games. He has been unsuccessful getting a contract in place after many attempts of corresponding with the Town of Hay River about contractual requirements. Administration advised that he received correspondence on March 10th from the new SAO of the Town of Hay River wanting to rush the documents prior to IC visit. Administration felt that it would be irresponsible to rush the production and approval of a document in five days and prior to the review and approval of Lawyers, Councils and the Host Society. In addition to this, the Town of Hay River would like their lawyers to write the agreement for the Town of Fort Smith. He noted that there may be lost opportunities to cancel the games although there would be no financial risk without a contract in place. He noted that of the \$120,000 financial commitment, only \$50,000 has been given until a contract is in place. Additionally, Administration advised that the IC has not contacted the Town about doing facility tours. Cr. Tuckey advised that she had passed on Administrations information for scheduling. D/M Smith noted the frustration, as Council Representative on the Host Society, trying to address comments and concerns from the community with respect to the contract. He questioned the Town of Hay River of having an ulterior motive and the Town did respond. D/M Smith suspects that the IC will be questioning the Town of Hay River about the lack of agreement. D/M Smith noted that the IC is staying for two days in Hay River and two days in Fort Smith and that the focus will be on the athlete's experience. He noted that there is a social event scheduled for March 20th at 5:30 pm in the Blue Room and that Council is invited. Cr. Kikoak would like parameters in the case of a deficit outlined in the contract. Administration advised that the contract will entail financial controls to offset deficit. D/M Smith felt that Fort Smith is in a better position to host sports than Hay River and suggested that long term capital enhancements done by Hay River not be the financial burden of Fort Smith.

- e. Aurora College TEP Messaging – Cr. Kikoak noted that the community came together quickly when then announcement was made to discontinue TEP. Cr. Dumont noted that News North reported on the cut of the programs and that new intakes would not be accepted into the programs. He doesn't feel that much has been accomplished since the cuts. Cr. Tuckey suggested that interested Councillors meet March 17th at 4:00 pm to discuss further messaging.

6. Date of Next Meeting

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

7. Adjournment

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Patel

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

CARRIED UNANIMOUSLY













Town of Fort Smith Municipal Services Committee

Tuesday, March 14, 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 March 2, 2017
11. Protective Services
 - a. Fire Department
 - i. February, 2017 Statistics
 - b. Ambulance Department
 - i. February, 2017 Statistics
 - c. Bylaw Department
 - i. January, 2017 Statistics
 - ii. February, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. DPA-004-17 Chad Funk
 - b. DPA-005-17 Ann Beaudriault
 - c. In-Camera Session – *CTV Act S.23(3)(f) Property Issue*
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 February 1st </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 March 2, 2017.docx </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Fire Dept Stats February, 2017 </div> <div style="text-align: center;">  Ambulance Stats February, 2017 </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Bylaw Stats January, 2017 </div> <div style="text-align: center;">  Bylaw Stats February, 2017 </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  DPA-004-17 Chad Funk </div> <div style="text-align: center;">  DPA-005-17 Ann Beaudriault </div> </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, March 14, 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, Cr. Holtorf (Conference Call)
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid,
Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:48 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Mayor Napier-Buckley

That the agenda be adopted as amended to include signage.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of February 14, 2017, were reviewed and were adopted at the Council meeting of February 21, 2017. Mayor Napier-Buckley advised that water coolers were ordered and have arrived and that the Town is looking to have water hooked up at Riverside Park. Administration advised that most recreation venues only make water bottles available where there are no water hook ups. Installation of water and sewer at Riverside Park is included in the Downtown Development initiative.

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

d. 2016 Capital Plan – The Capital Plan was reviewed. Administration is hoping to bring the 2017 Capital Plan to Council on March 21st.

3. Sustainable Development

a. Sustainable Development Advisory Board

i. SDAB Minutes March 2, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that Dennis Bevington delegated his tiny home proposal to the board. She noted that local improvement fees were discussed as water and sewer installation costs are expensive to the developer. The board discussed lot sizes and setbacks with Mr. Bevington. It was also noted that condominium legislation is prohibitive in the NWT. She felt that the proposal was creative and would be a positive development for the community. Mayor Napier-Buckley asked if shallow buried pipes would freeze in the winter. Administration advised that the system proposed is tied to a district heating system which would heat the pipes and allow to bury shallower. He noted that SDAB was asked to engage Mr. Bevington on zoning implications and opportunities to relax zoning to facilitate development. Administration advised that local improvements are paid for by the Town and are billed to affected residents by property tax. He noted that the Town does not have the cash flow to fund large developments for private sectors and that the Town needs its funds for Capital reserves. Administration will continue to work with Mr. Bevington to facilitate his development.

4. Protective Services

a. Fire Department

- i. Statistics Report – The February, 2017, statistics report was reviewed. Administration advised that the February report consists of fire practices and a vehicle fire at Grand Detour.

b. Ambulance Department

- i. Statistics Report – The February, 2017, statistics report was reviewed. Administration advised that February was a busy month the Ambulance Department with multiple code ones and busy weekends.

c. Bylaw Department

- i. Bylaw Statistics Report – The January, 2017, statistics report was reviewed. Administration advised that reporting was sparse due to the Bylaw Officer being on leave. He noted that the Town has appointed an on-call, casual bylaw officer in Mr. Schaefer's absence. The on-call bylaw officer will undergo radar training over the weekend. He is also certified to check driver's licenses.

- ii. Bylaw Statistics Report – The February, 2017, statistics report was reviewed.

Administration advised that Karl Cox has accepted the position of Prevention Services Supervisor and that bylaws for appointment as Bylaw Officer and Fire Chief will be brought to the Council meeting on March 21st.

5. Other Business

- a. Briefing Note DPA-004-17 Chad Funk – The briefing note was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That DPA-004-17, submitted by Chad Funk, to operate a home occupation business providing IT consulting from Lot 22-2, Plan 1439, 22 Pigeon Avenue in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note DPA-005-17 Ann Beaudriault – The briefing note was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That DPA-005-17, submitted by Ann Beaudriault, to operate a home occupation business selling Scentsy products from Lot 875, Plan 837, 44 Tamarac Crescent in Fort Smith be approved.

CARRIED UNANIMOUSLY

- c. Signage – Mayor Napier-Buckley has been corresponding with Cree Language Programmer and advised that he has offered to purchase multi-language traffic signs for the Town. She will have Mr. Sanderson contact the SAO. Cr. McArthur advised that there are Cree signs in Kaeser's Store.

- d. In-Camera Session – *CTV Act S.23(3)(f) Property Issue*

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Council move in-camera to discuss a property issue in accordance with Section 23(3)(f) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY