












Town of Fort Smith Corporate Services Committee

Tuesday, November 13, 2018, 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
 - a. Council Priorities
 - i. Property Tax Issues
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
 - vii. Road to Garden River
 - viii. Youth Crime
 - ix. Daycare
6. Directors Report
 - a. Accounts Paid List Part I
 - b. Accounts Paid List Part II
 - c. Correspondence
 - d. License Report
7. Bylaw/Policy Review and Development
8. Administration
 - a. Briefing Note – Third Quarter Variance Report
 - b. Briefing Note – Honoraria Committee
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Corporate Services Minutes October 2,	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid List Part I	 Accounts Paid List Part II	 Correspondence October 2018
 License Report October 2018	 BN - Third Quarter Variance	 BN - Council Honourarium



Town of Fort Smith
Corporate Services Committee
Tuesday, November 13, 2018, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Cynthia White, Director of Community Services; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary
Regrets: Cr. Beaulieu
Guests: Patti Haaima

1. Call to Order
D/M Smith called the meeting to order at 7:00 pm.
2. Declarations of Financial Interest
Cr. McArthur declared a financial interest with respect to Accounts Paid List Part II.
3. Review
 - a. Agenda –The agenda was reviewed. Administration advised Council on the process of the committee meetings and explained each section of the agenda.
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Cox
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of October 2, 2018, were reviewed and have been adopted at the Council meeting of October 11, 2018.
 - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
 - d. Strategic Plan – The Strategic Plan was reviewed.
4. Governance
 - a. Council Priorities
 - i. Property Tax Issues – Administration advised that Property Tax Collection letter have been sent out to residents that have Property Tax arrears and that are most likely to pay are being pursued. He advised that the Beggair property is being pursued and that the property tax is five hundred thousand dollars in arrears. He advised that it is a struggle to get the GNWT to come to the table to negotiate with the Town on their properties. He advised that the revenue of property tax collection is in the books as revenue and if we write off the property taxes the Town will lose five hundred thousand in revenues. He advised that the Town also collects grants in lieu of tax. Administration advised that there are issues with commissioner's land within the community and are in the process of negotiations with the GNWT.
 - ii. Commissioner's Land within Municipal Boundaries – Administration advised that there is a map which is color coded by land owners; the yellow properties are owned by the town, orange is private, purple is commissioners, and green is band land. We

have been stepping up and firesmarting with GNWT who want to block transfer land to municipal.

- iii. Fire Abatement – Administration advised that we have had a meeting with GNWT to update the Community Fire Protection Plan. The Town has completed fire abatement on all our properties. We are working on fire smarting around Tamarac Crescent. The GNWT is getting away from hiring people to fire abate as they want to have it completed by machines. He is still trying to figure out this new GNWT fire abatement as GNWT is trying to move to completing fire abatement with machines. We did buy a multure for one of our bobcats to help with fire abating smaller areas. He advised that the project near the airport is now in the process of burning brush piles. D/M Smith noted that there is also the issue of private owners not fire abating their large properties.
- iv. GNWT Job Reductions – Administration advised that the GNWT job reduction is a Council priority in response to the pressure from the GNWT's Public Works department. The GNWT Public Works Superintendent was relocated to Yellowknife along with management positions at the hospital, and now that Trail Cross is a potential loss. He advised that the Town will be putting out a mail drop which will advise the public on latest information we have.
- v. Aurora College Program Review – Mayor Napier-Buckley advised that after the review had come out we did send an initial response to the GNWT which was followed up with another response paper. She advised that Deputy Mayor Smith and herself did present the first document to the Standing Committee on Social Development and was followed up with a meeting with the Premier where the second document was presented. She advised that after the documents were submitted to the GNWT she noticed that there the GNWT's response includes recommendations that the Town has submitted. There are still outstanding issues such as where the headquarters will be but we will continue to work with the GNWT. She advised that the Minister of ECE will be having a public meeting on November 19, 2018. She advised that the Minister will also be meeting with college students and staff. She advised that the Minister also plans to meet with Council on Monday afternoon. She welcomed Councils attendance at that meeting. She advised she and D/M Smith will be out of town during that time.
- vi. Boundary Expansion – Administration advised that we haven't had a lot of dialogue with the GNWT on this issue. He advised that in the NWT we have commissioners and crown land. We are a territory and not a province. The Federal Government did a transfer of lands to Commissioner. In Fort Smith our lands don't match the transfer. He advised that MACA led the file and found that Bill C35 which is duty to consult was not followed properly. D/M Smith advised that there are no mechanisms to convert lands to agricultural lands.
- vii. Road to Garden River – Mayor Napier-Buckley advised that we had been speaking with Chief from the Mikisew Cree in Fort Chipewyan who were interested in working with the Federal Government to pursue the road in light of the fires in Fort McMurray. She advised that the Town has provided a letter of support to the Mikisew Cree and offered to work with them to help move this forward. Cr. Westwell asked what the root for this priority is. Mayor Napier-Buckley advised that this is not a new item and has been talked about for many years. It was stopped because of lack of consultations with the Mikisew Cree. They now want to pursue so that they have the ability to leave Fort Chipewyan in case of fire. This was also a resolution brought to

the NWTAC. Cr. Westwell asked if the Mikisew Cree are working with Parks Canada. Administration advised that the Parks Canada was removed as obstacles. This was being stopped by Mikisew Cree because of the lack of consultation and what we can do is provide support as Alberta will be funding the road. Mayor Napier-Buckley believes that the Mikisew Cree are meeting with other aboriginal groups in the area to get their support before going to the Federal Government.

viii. Youth Crime – Administration advised that the previous Council was dealing a lot with youth crime. We have petitioned the MLA who is also the Minister of Justice on many of the Youth Crime issues. Administration advised that letters have been extended to the Department of Justice, the Department of ENR and Infrastructure Ministers with respect to the youth crime and potential loss of the Trail Cross centre. He advised that during recent RCMP delegation the RCMP have advised that the Youth committing the break and enters are now targeting businesses. He advised that the letter to the department of ENR is requesting them to secure their facilities as youth continue to break into their facilities. He advised that a letter has been extended to the health department regarding the Trail Cross facility. He advised that the Department of Justice letter includes providing administrative support to the RCMP as they are spending a lot of time escorting inmates. D/M Smith advised that Sgt. Gilbert does delegate to Council every month.

ix. Daycare – Administration advised that there is a minimum of twenty families that suffer from the lack of daycare services in Fort Smith. There has been a Daycare Society formed that had an agreement with the YWCA to purchase a facility for a Daycare. He advised that when the YWCA building burned in Yellowknife, our local society is without the facility once again. We have three rooms that will be leased to them to provide childcare are offering to purchase the equipment they need. The tentative date to have the services available is February 2019. Cr. McArthur asked if it is possible to obtain the building where Our Babies Our Future program was hosted for a Daycare. Administration advised that the building did get mentioned but we already have a building from GNWT and just need the commitment to have it renovated. The building we are targeting is across the street from the Recreation and Community Centre. He advised that there was also discussion about pursuing the Women's Corrections Building as the Early Childhood Development training program would also be an opportunity to provide support to creating a daycare. D/M Smith advised that he could be wrong but heard that the Early Childhood Program may not be offered out of Fort Smith due to no Daycare.

5. Director's Report – Administration advised a report is made to Council on the status of the budget on a quarterly basis. He advised that the report includes expenditures that have already been made for Council to approve and ask questions. The Director of Corporate Services advised that we serve the corporation. He advised that his department is there to support Municipal and Community services departments. He advised that Corporate Services collect money from the public and processes payments. He advised that we also deal with business licenses and home occupations permits. Our function is really to support the corporation in order to function and carry out services to the public. We have been recently working on property taxes. We have been in contact with a law firm in Yellowknife for collection actions. There is a very comprehensive collection action that has to be followed. He advised that pursuing legal action does not cost the Town anything as the property owner pays for the legal fees. He advised that the property tax collection initiative has resulted in fifteen property tax owners agreeing to pay their arrears.

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

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Cox

That the Accounts Paid List Part I for the period ending October 31, 2018, totaling \$570,234.49 be approved.

CARRIED UNANIMOUSLY

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed. Mayor Napier-Buckley advised that earlier in the meeting Cr. McArthur declared financial interest. She advised that approval is a not a decision as these bills have already been paid. The past practice is that those that have cheques in the Accounts Paid List declare a financial interest but if there is a decision to be made you have to state a conflict of interest and leave the room.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the Accounts Paid Part II for the period ending October 31, 2018, totaling \$6,731.08 be approved.

IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. COX, CR. WESTWELL, CR. CAMPBELL, CR. COUVRETTE, CR. PISCHINGER

ABSTAINED – CR. MCARTHUR

CARRIED

- c. Correspondence – The October 2018 correspondence was reviewed.
- d. Licensing Report – The October 2018 licensing report was reviewed.

6. Administration

- a. Briefing Note Third Quarter Variance Report – The briefing note and variance report was reviewed. Administration advised that the variance report includes the budget versus the amount of money spent. He advised that the top section includes revenues and bottom section is expenses. The expenses and revenues are broken into cost centers which include general ledger items. Some of the money we spend is the same every month. We try to identify any issues in the document. The briefing note includes our issues with the variance report. He advised that we are within budget and that there are no red flags. The AWG was a big concern as the games ended in a deficit which would be the responsibility of the Town to absorb. He advised that through diligent work we were able to get the deficit down to a maximum of twenty thousand which can be absorbed by our budget. We have expected revenues from Salt River First Nations and have yet to be billed and some may be the responsibility of the Federal Government. They have a three-year window and have committed to sorting out that issue. The recreation revenues continue to be low. The Town does expenditures very well and has a good control, but we have a revenue problem. We are in the process of rationalizing attendance and attendance tracking mechanisms, programs and program use, rate changes and payment mechanisms to determine the cause. What our review has shown us so far is that our methods for tracking facility and program use need to be improved. Further, there has been a reduction in use of drop-in passes in lieu of annual passes. While this change has resulted in a reduction in revenue, it also is a positive finding as it shows that individual resident use of Town recreation facilities has increased such that annual passes are more cost effective. Finally, family pass sales have slightly decreased. Given that there is no reduction in facility use, this reduction in sales is most likely due to the increased number of low-cost or free family events run by the Town and indicates the success of our efforts to engage low-income and at-risk youth and families in positive wellness activities.

Revenue from water sales is down from previous years. We are uncertain why and reviewing all pertinent information to determine the cause.

Revenue from tipping fees is still lower than budgeted but improving from the past two years as a result of returning to stricter criteria for Spring and Fall Clean-up. We anticipate having revenues meeting expectations in 2019.

Ambulance Salaries & Wages are overspent. This is due to additional scheduling of attendants and payment of honoraria in the absence of the Protective Services Supervisor. It is our intent to address this issue now that the supervisor has been hired.

Telecommunications costs continue to increase as the implementation of cell phones and associated technologies in the workplace continues. The Town is preparing for an organization-wide review of our communication strategies.

Arctic Winter Games has resulted in overages in several areas including Salaries & Wages, marketing, facility operation (including electricity, heating, repairs, maintenance) and the Public Relations budget. The Public Relations budget requires further review to confirm how to address the large overage.

Vehicle Repairs & Maintenance costs are up. It is typical for maintenance costs to increase as infrastructure ages; work is currently underway to procure several new fleet vehicles.

Utility costs, specifically heating, are overspent; due to a long, cold winter and an increase in heating fuel costs.

Some Salary & Wages show to be overspent but note that there is often an offsetting revenue. For example, a facility rental (pool party, hockey tournament) will generate revenue but result in unbudgeted salary expenses. We are working to better track these offsets.

D/M Smith advised that the recommendations will be forwarded to Council for motions. He indicated that the auditor identified the water revenues could be a result of people using less water. Administration advised that is a rationalization that we have to do. He advised that people are charged a base rate and will have to do internal analysis. Our analysis would be against historic billing and see what they are tied to. Cr. Westwell asked what quarter variances will be presented. Administration advised that all four quarter variances will be presented as the audit shows changes that are not consistent with the budget.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Mayor Napier-Buckley

That the Third Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

- b. Briefing Note Honoraria Committee – The briefing note was reviewed. Administration advised that he understands that the difficulty in Council discussing the raise of Council honoraria. He indicated there is a Council Honoraria Bylaw for the services they provide. There is a previous motion on the issue. Council Honourarium Bylaw 903 allows for the remuneration of Mayor and Council for the public service they provide to the Town of Fort Smith. Currently, the Mayor receives \$38,400 annually for an average of four hours of work per day including meeting times. Further, the Mayor receives four weeks of annual leave per year, and participation in Town benefit plans. Councilors receive a \$500 monthly stipend, as well as \$100 per meeting attended. This Bylaw was last updated in 2013. Further, it was reviewed by the Bylaw Review Committee in 2016. While no changes were made at that time, the committee did discuss Section 4(a) and the definition of 'on occasion' regarding use of conference calls to attend meetings, how to address lateness to council and committee meetings,

what is an acceptable reason to be absent from a meeting, how to appropriately manage Mayor leave and attendance, and the need to rationalize the language and definitions in Bylaw 903 with that of Council Procedures Bylaw 902 and Council Code of Conduct Bylaw 879. Bylaw 879 and 902 work hand in hand. He advised that some concerns that have been brought forward include councilors pay is not representative of the amount of work they contribute, childcare costs for councillors attending meetings, and the Mayors hours from half day to full day as the amount of work she does in a day exceeds the half day. There is also concerns that there are pending changes on how council honoraria will be taxed. This is a bylaw and requires three readings which requires public consultation. Past council motioned to have public members involved. The last time council reviewed the bylaw, public members were involved. Based on the direction from past Council there was a call to the public for expression of interest. There are certain things that have to happen for a committee. Cr. Westwell asked for clarification with the collective agreement that the Mayor didn't receive any salary increases as per the collective agreement. Administration confirmed as she is not a union employee. Cr. Couvrette thinks that part of the terms of reference should be nomination of councillors.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That Council establishes a Council Honorarium Review Committee to review and update bylaw 903 establish committee including three members of the public and one member of council.

CARRIED UNANIMOUSLY

Administration indicated that the terms of reference could include review of bylaw 903. D/M Smith indicated that the NWTAC does have a listing of Mayors salary along with childcare Yellowknife provides \$2000.00 a year to councillors. Cr. Westwell, Cr. Couvrette, and Cr. McArthur are interested in sitting on the Ad Hoc Committee.

RECOMMENDATION

Moved by: Cr. Couvrette

Second by: Cr. Campbell

That Council establish an Ad Hoc Committee consisting of Cr. Westwell, Cr. Couvrette, and Cr. McArthur to select three members of the public and one member of Council for the Council Honorarium Review Committee.

CARRIED UNANIMOUSLY

Administration advised that he is still working on organizing a workshop for Council training. He advised that conflict of interest training and an infrastructure tour has to be completed. There is also a need to talk about finances, so that Council is comfortable approving finances. There will be team building exercises included in the training. He advised that Council has to get membership for the bylaw review committee and human resources committee. He advised that he has made inquiries on the Health Board and Museum Board. He advised that the Minister of Health and Social Services will have to request for a Councillor to replace the previous councillor on the Health Board. He advised that the resolutions for NWTAC have to be discussed and the code of conduct bylaw has to be signed by each councilor in front of the SAO.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That Cr. Beaulieu be excused from the Corporate Services Standing Committee meeting of November 13, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be December 4, 2018.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 8:37 pm.

CARRIED UNANIMOUSLY
















Town of Fort Smith Community Services Committee

Tuesday, November 13, 2018 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
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – October 2018 Statistics
 - b. Pool – October 2018 Statistics
 - c. Arena – October 2018 Statistics
 - d. Mary Kaeser Library– September 2018 Statistics
6. Economic Development Report
7. Advisory Boards
 - a. Recreation Advisory Board
 - b. Advisory Board on Culture
 - i. ABC Appointment – Connie Benwell
 - c. Tourism and Trade Advisory Board – TTAB Minutes October 18, 2018
 - i. TTAB Appointment – Helena Katz
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note – YWCA Sutherland House Donation Request
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Community Services Minutes October 9,	 Vision, Values and Goals.doc	 Community Services Master Plan
 Economic Development Plan		
 Recreation Stats October 2018	 Pool Stats October 2018	 Arena Stats October 2018
 Library Stats October 2018	 Economic Development Report	
 ABC Appointment	 TTAB Minutes October 18, 2018	 TTAB Appointment
 BN-WCA Donation Request		



Town of Fort Smith
Community Services Committee
Tuesday, November 13, 2018, at 7:00 pm

Chairperson: Cr. McArthur
Members Present: Mayor Napier-Buckley, D/M Smith, Cr. Westwell, Cr. Pischinger,
Cr. Cox, Cr. Couvrette, Cr. Campbell
Regrets : Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Paul Kaeser, Director of
Municipal Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order
Cr. McArthur called the meeting to order at 8:42 pm.
2. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Westwell
That the agenda be adopted as amended.
CARRIED UNANIMOUSLY
 - b. Minutes – The minutes of October 9, 2018, were reviewed and have been adopted at the Council meeting of October 11, 2018.
 - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
 - d. Community Services Master Plan – The Master Plan was reviewed. Cr. Couvrette asked how the Community Services Master Plan ties to the Capital Plan. Administration advised that the Community Services Master Plan includes a section identified as infrastructure. He advised that most of the work is underway in some way. Cr. Couvrette asked for clarification on the long-term plan. Administration advised that items such as the Centennial Arena that was just about burned down and that we put lots of work on the building. He advised that if Council has any specific questions, they can set up a meeting with Administration to discuss. Cr. Couvrette asked if the Community Services Master Plan is a guiding document in establishing the long-term Capital Plan. Administration advised that it is to some extent. If we create new infrastructure there are additional costs. If we are replacing infrastructure we try to replace as per the plan. We are in the process of completing space analysis on Town facilities. We are in the process of doing the space review of the Recreation and Community Centre. He advised that future development includes the track which will be expended from the Capital Funds. These documents provide us directions on how we do our day to day jobs.
 - e. Economic Development Plan – The Economic Development Plan was reviewed.
3. Directors Report – The Director of Community Services advised that in the department we are starting space use analysis on the Recreation and Community Centre and the Library. We spent capital funds on three new playground structures in the spring for Walters Court, Timber court, and Caribou Crescent as the other parks have large structures. She advised that a new electronic sign has been purchased and was just installed outside the Recreation and Community Centre. She advised that she is working with the Metis Nation Languages Program to get second languages on the slides as they were involved in sponsoring the sign. She advised that she in the process

of developing a yearly work plan. She advised that they are working on some new programming to target 9-12-year-old for JBT STIP days. She advised that they are working to try to engage the younger group in programs at the Library and Recreation Centre. We are working on providing a new elders program to update elders on modern technology. She advised that they are also working on developing the December calendar that includes events with Santa. She advised that the initiative to progress the sliding hill is underway and that many sliding tubes have been purchased. She advised that there will be more library programming with additional staff. She advised that there will be a new weekend story time for male caregivers and their children. There is a big swim event coming up, making waves, in December. Cr. Couvrette asked if there has been any thought on requesting additional funding through ECE to provide additional programming for the JBT STIP days. Administration advised that Council wants to write a letter to ECE and request for additional funding they can. Ultimately, they will say they didn't ask for the Town to run programming. We are just doing it and being proactive with no increase in our funding. When they do choose to fund us, it is always on a one-year application funding. D/M Smith advised that the ECE Minister will be here on Monday.

- a. Recreation Statistics – The October 2018 recreation statistics report was reviewed. The Director of Community Services advised that we are seeing a standard amount of usage similar to last month and the same time last year. She advised that there is no decrease that would affect the revenue. She advised that there is an increase of usage at the afterschool programs which could be a result of additional STIP days at JBT. The parents and tots program continues to have strong attendance and that she was able to secure additional external funding to purchase additional equipment. The funding was used to purchase indoor playground equipment and an indoor climbing wall that is being installed. The youth drop in program has been expanded to Saturday nights for youth and experiences 40-50 youth on those nights. This is a result of UGFC being periodically closed and we do work collaborative with them when they are open. There are also special events included in the statistics and this month the Lawrie Hobart Volleyball Tournament took place and was well attended. There was also the health fair that was hosted in the Gym which attracted 210 people. She advised that despite getting the college contract signed part way through September the number of college students continues to be high with 410 college students which does not include their family. This is now up to 910 for the month of October. The college makes up third of Pete's gym usage. The boot camp and yoga program are now up and running
- b. Pool Statistics – The October 2018 pool statistics report was reviewed. The Director of Community Services advised that the statistics for the pool are similar to last year. The numbers are higher compared to last month because the pool was shut down for regular maintenance last month for the first two weeks. She advised that swim lessons are being offered on weekday's for older kids and weekends for parents and tots. There are two programs that are not running which is the junior lifeguard club and seniors' aquafit as there is nobody qualified to run the programs.
- c. Arena Statistics – The October 2018 arena statistics report was reviewed. The Director of Community Services advised that they had to change the way the statistics are collected to account for users who are not on the ice. She advised that the statistics is a monthly total plus that includes the amount of people off the ice. This is quite a high number for those not on ice. There was the shoot to score event that occurred and included a women's division and was well attended.
- d. Library Statistics – The October 2018 library statistics report was reviewed. The Director of Community Services advised that the

computers continue to experience high usage. We generally see a lot of afterschool use for 8-15-year-old. She advised that the story time program fluctuates depending on the statutory holidays that occur on Monday's. She advised that the story time program also fluctuates depending on the amount of birth in the community.

4. Economic Development Report – Administration advised that economic development has been moved to Community Services. The Director of Community services advised that the this is a new document and will be working with TTAB to stream line. She advised that the EDO has been working hard to provide a dashboard to the community that would include what is a cost for a house, what is the cost of health care, what is the cost for childcare and how many childcare spots are there. She is working to provide anything the public needs to know as a community member which is available through statistics Canada, so you can find what you need to know about Fort Smith. She advised that the EDO is also working on gathering information for business owners such as the cost for starting a business. The information will give us our base line information for a lot of economic goals, so we can decide what our priorities are and how we move those forward and how long it takes us to get there. The second big project is related to business development. The EDO has been doing business walks which is interviews with business owners. The idea is to solicit the business climate, she completed 30 interviews so far and will happen twice a year. There were some discussions on how to make it easier for businesses owners to get established. We want to see that the information as accessible to all those wanting to start a business as a result of the business walks. She advised that the statistics is being provided by the EDO and is open to feedback. She advised that the website usage includes those who are visiting what page and tells us about that person. She advised that we get over 3000 visitors a month to our webpage and works out to over 100 visitors per day. There is a spike there at end of July which was the Paddlefest event. She advised that the pages that are experiencing a high number of visitors is the real estate page and working to finding out where those visitors originate. The other page that experiences a high number of users is the employment opportunities page and if we determine who is visiting the page and from where, there is an opportunity to solicit them for to move to Fort Smith. She advised that there is a 12% increase usage on the Facebook page and use the page to direct users to the Website. There is an average of 834 visitors daily to the Facebook page. The big Facebook posts was the College block party, residential fall clean up and nominations for Council. The Twitter and Instagram pages have also increased usage. The EDO projects that she is working on is reviewing business licenses and business interviews. This is the first time bringing this forward and will be provided on a monthly basis. D/M Smith indicated that the AWG website could provide analytical analysis is a huge help and suggested requesting information from the website administrators.

5. Advisory Boards

a. Recreation Advisory Board

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Cox

That Jonah Mitchell be appointed to the Recreation Advisory Board for a term ending December 31, 2020.

CARRIED UNANIMOUSLY

b. Advisory Board on Culture

- i. Appointments – Connie Benwell and Anna Kikoak. Administration advised that Anna Kikoak is a town employee and that the bylaw doesn't allow her to be a member on an advisory board committee. She is a term and we could make her appointment conditional until her term is done. Cr. Westwell asked if she is a full-time employee. Administration advised that we had this issue in the past and that

the policy doesn't specify the difference with employees. D/M Smith asked if a contractor can sit on board. Administration advised that a contractor can sit on a board but that the Town no longer contracts employees and are now all part time employees. Cr. Westwell agreed with the conditional approval.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Westwell

That Connie Benwell be appointed to the Advisory Board on Culture for a term ending December 31, 2020 and

That Anna Kikoak be appointed to the Advisory board on Culture for a term beginning January 1, 2019 and ending on December 31, 2020.

CARRIED UNANIMOUSLY

- c. Tourism and Trade Advisory Board October 18, 2018 – The TTAB minutes were reviewed. The Director of Community Services advised that the logo process policy is being drafted by a member and will be provided next month. She advised that the Economic Development report and statistics was discussed. She advised that the other item added to the agenda was the Terry Harrold Aviation School which will be underway in February 2019. Cr. Westwell asked that be brought up with the ECE that the government interference with college affairs has actually caused them to rescind the commitment made to the aviation school partnership. This is an exciting program that the GNWT is literally standing in the way of.

- i. Appointment – Helena Katz

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Mayor

That Helena Katz be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2020.

IN FAVOUR – MAYOR NAPIER-BUCKLEY, D/M SMITH, CR. WESTWELL, CR. PISCHINGER, CR. COX, CR. CAMPBELL

ABSTAINED – CR. COUVRETTE

CARRIED

6. Administration

- a. Briefing Note YWCA Sutherland House – The briefing note was reviewed. Administration advised that there is a donation request. Typically, we receive a lot of donation requests around Christmas. As soon as there is a request for cash that would go to Council. He advised that Council has a \$4,500.00 donation budget. The Director of Community Services advised that the Sutherland house provides annual dinner for single families. They asked for \$200.00 to support this dinner and that they typically get 60-80 people attending the dinner. She advised that they gave a list of things that the donation could be expended on. She advised that to date there has been \$1,475.00 spent from the donation budget which is similar to last year's budget. She advised that other requests we should expect is the senior's dinner and toy drive. She advised that the donation budget will be underspent by year end.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Mayor Napier-Buckley

That Council approve the donation of \$200 to the YWCA Sutherland house.

CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That Cr. Beaulieu be excused from Community Services Meeting on November 13, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on December 11, 2018.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Courvette

That the meeting be adjourned at 9:38 p.m.

CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

Tuesday, November 13, 2018, 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. 2018 Capital Plan
5. Directors Report
 - a. Fire Dept – October 2018 Statistics
 - b. Ambulance – October 2018 Statistics
 - c. Bylaw – October 2018 Statistics
 - d. Emergency Preparedness
6. Advisory Boards
 - a. Sustainable Development Advisory Board
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
		
Municipal Services Minutes October 9,	Vision, Values and Goals.doc	2018 Capital Plan
		
Fire Stats October 2018	Ambulance Stats October 2018	Bylaw Stats October 2018



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, November 13, 2018 at 8:15 pm.

Chairperson: Cr. Westwell
Members Present: Mayor Napier-Buckley, D/M Smith, Cr. Pischinger, Cr. Cox, Cr. Couvrette, Cr. Campbell, Cr. McArthur
Regrets: Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

Cr. Westwell called the meeting to order at 9:40 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 9, 2018, were reviewed and were adopted at the Council meeting of October 11, 2018.

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

- d. 2018 Capital Plan – The Capital Plan was reviewed. Administration suggested that the Capital Plan be discussed in December as time is limited and that will give Council the opportunity to review.

3. Directors Report – Administration advised that the Protective Services Officer has been recently hired his name is TJ Moore. He was a bylaw officer in Inuvik and EMT in British Columbia. He advised that one of the roles of that position is to look at combining the fire and ambulance departments. He advised that space analysis for the Ambulance and Fire hall will be the responsibility of the Protective Services Officer. He advised that he is doing lots of good work in streamlining reporting. The Director of Municipal Services advised that his position encompasses water, facilities and public works. He advised that the water treatment plant is working at full operation. The Public Works department is ready for winter grading and sanding the roads. He advised that two staff positions have been filled for water delivery and facility maintenance. He advised that new recruits are in training and are relatively new. He advised that two water treatment plant employees have attended water treatment plant training provided by MACA. Cr. McArthur would like to pass along to the grader operator that he is doing a great job as the roads are nice and wide for the school bus. He added that it is nice to see the Bylaw Officer ticketing those parked in handicapped zones. He indicated that the bylaw truck has been down for two weeks and asked if considerations will be made to have it replaced. Cr. Westwell advised that a new bylaw truck was included in the Capital Plan.

- a. Fire Department – The October 2018 statistics report was reviewed. Administration advised that there is an increase in false alarms as a result of residents installing fire alarms through Liberty Security. He advised that there is a large increase in fire training.

- b. Ambulance Department – The October 2018 statistics reports was reviewed. Administration advised that there were 23 calls in October

which is slow as there is usually a call a day. He advised that a Medivac is where volunteers drive to and from the airport and hospital to put patients on a medivac. He advised that is where GNWT doesn't want to provide service in our hospital. He advised that code 1 is distress and code 2 transport.

- c. Bylaw Department – The October 2018 statistics report was reviewed. Administration advised that there were a lot of warnings issued by the Bylaw Officer. He added that there were no warnings or tickets issued that were Cannabis related and that the legalization was rolled out smoothly. He advised that the Town has created a bylaw and policy for our own work place. He noted that there were a lot of dog issues and that we have a new no nonsense Bylaw Officer.

4. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on November 13, 2018.

CARRIED UNANIMOUSLY

5. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 11, 2018.

6. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 9:55 pm.

CARRIED UNANIMOUSLY