










Town of Fort Smith Corporate Services Committee

Tuesday, February 5, 2019, 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 Priorities
 - 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 Part I
 - b. Accounts Paid Part II
 - c. Correspondence January 2019
 - d. License Report January 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Corporate Services Minutes January 8, 2	 Vision, Values, and Priorities	 Strategic Plan
 Accounts Paid Part I	 Accounts Paid Part II	 Correspondence Jan 2019
 License Report Jan 2019		



Town of Fort Smith
Corporate Services Committee
Tuesday, February 5, 2019, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary
Guests: Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:03 pm. D/M Smith apologized for being late.

2. Declarations of Financial Interest

Cr. Couvrette declared a financial interest with respect to the Accounts Paid Part I. 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. Administration requested that discussion about the potential UNW Strike of GNWT employees be added to the agenda. He advised that he had received correspondence that UNW GNWT employees would begin to strike on Monday, February 11th if bargaining mediation over the weekend was unsuccessful. Administration's concern is that the Library, although a Town building, is staffed with GNWT employees and that he is unsure if he can request Town employees working in the building, from the same union, to cross the picket line. He also noted that there maybe some declared conflict from the Mayor and Councillors when beginning discussions. Administration advised that if the strike is to commence, he would most likely close the Library until further instruction from Council is received. He suggested a Special Meeting of Council be held early next week to address any outcomes of the strike. He also noted that forty-eight hours' notice is required to hold a Special Meeting and that a motion of Council would not be required.

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

Cr. Westwell and Cr. Cox agreed to amend the agenda to include the agenda item under Administration. Cr. Westwell advised that he would declare a conflict at the time of discussion due to his involvement as a Union Executive.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley returned to meeting.

- b. Minutes – The minutes of January 8, 2019, were reviewed and have been adopted at the Council meeting of January 22, 2019. Cr. McArthur requested an update on the Corporate Services Officer position. Administration advised that staff have been relocated to the position as a temporary solution until the audit is complete. He noted that the position would be advertised in April or May. He also noted that the Ms. Pierrot has filled that Accounts Payable position.
- c. Vision, Values and Priorities – The Vision, Values and Priorities were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

4. 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 – Mayor Napier-Buckley advised that the Daycare Society has hired an Executive Director and that they are looking to complete staffing of childcare workers. D/M Smith asked if the Daycare would be opening in February or March. Administration is unsure, although noted that they would most likely not be operational until March.

5. Director’s Report

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.
RECOMMENDATION
Moved by: Cr. Westwell
Seconded by: Cr. McArthur
That the Accounts Paid Part I for the period ending January 31, 2019, totaling \$930,216.25 be approved.
IN FAVOUR – CR. CAMPBELL, CR. MCARTHUR, CR. COX, MAYOR NAPIER-BUCKLEY, CR. BEAULIEU, CR. PISCHINGER, CR. WESTWELL
ABSTAINED – CR. COUVRETTE
CARRIED
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
RECOMMENDATION
Moved by: Cr. Cox
Seconded by: Cr. Couvrette
That that Accounts Paid Part II for the period ending January 31, 2019, totaling \$4,879.96 be approved.
IN FAVOUR – CR. CAMPBELL, CR. COUVRETTE, CR. COX, CR. BEAULIEU, CR. PISCHINGER, CR. WESTWELL
ABSTAINED – MAYOR NAPIER-BUCKLEY, CR. MCARTHUR
CARRIED
- c. Correspondence – The Correspondence for January 2019, was reviewed.
- d. Licensing Report – The January 2019, Licensing Report was reviewed. Cr. Westwell was pleased to see multiple out-of-town business license renewals.

Mayor Napier-Buckley, D/M Smith, Cr. Westwell, Cr. Pischinger, and Cr. Cox declared a conflict and left the meeting.

6. Administration

- a. UNW Strike – Administration advised that he has received correspondence that the UNW would go on strike Monday, February 11th unless a resolution is reached between the UNW and GNWT. He noted that mediation would occur on February 8-9th and that the question was imposed about what the Town would do about operations of the Library. Administration advised that the Library is a Town building, jointly staffed by GNWT and Town employees. He noted that the GNWT Librarian position will be on strike and that although the Library is not a GNWT building, he may have a right to picket the building as his place of work. Administration also must determine if he can ask Town employees to cross the picket line as they share the same union as the GNWT. Administration will gather information and report back to Council at the Special Meeting on Monday, February 11th. He may be seeking direction from Council on how to respond to the issue. He noted that the Collective Agreement between the Town and UNW may include dialogue which may not allow employees to cross the picket line. He also noted that he will try to compile a list of other impacts of the strike that the Town may wish to assist residents with. Cr. Courvrette requested alternative programming be held in other Town buildings in the occurrence that the Library is picketed. Administration confirmed this and advised that staff could provide programming in the daycare rooms in the Recreation and Community Centre, and that books and computers could potentially be set up as well.

Mayor Napier-Buckley, D/M Smith, Cr. Westwell, Cr. Pischinger, and Cr. Cox returned to the meeting.

7. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be March 5, 2019.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Cox

That the meeting be adjourned at 7:27 pm.

CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING JANUARY 31, 2019

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34538 Bank of Montreal	Jim Hood Statement	\$ 2,420.72	Multiple
	\$1028.69 - Christmas lights for downtown		
	\$174.34 - Christmas lights for downtown		
	\$1217.69 - Bell cell phone bill		
34539 GNWT	Employee training	\$ 1,000.00	WTP
34540 Grimshaw Trucking	Freight	\$ 949.91	Multiple
34541 Lou's Small Engines	Propane	\$ 273.00	Arena
34542 Link Home Hardware	Materials and supplies	\$ 2,911.50	Multiple
34543 Territorial Beverages Ltd.	Pop order	\$ 952.86	RCC
34544 NWT Power Corporation	Power bills	\$ 55,000.61	Multiple
34545 Freund Building Supplies	Shovel	\$ 31.49	WTP
34546 Lifesaving Society	Exam fees	\$ 113.00	Pool
34547 Thyssenkrupp Elevator	Maintenance	\$ 1,253.20	RCC/Arena
34548 NEBS Pension Fund	January premiums [R]	\$ 33,537.24	AD
34549 Bank of Montreal	Cynthia White statement	\$ 4,044.24	Multiple
	\$1078.04 - book order		
	\$105.46 - mail drop		
	\$409.96 - webinar fees		
	\$269.03 - ASCP supplies		
	\$2181.75 - book order		
34550 Customer	Christmas light contest 2nd place	\$ 150.00	AD
34551 Globalstar Canada	Sat phone bill	\$ 162.64	AB/FD
34552 Customer	Christmas light contest 3rd place	\$ 100.00	AD
34553 TDC Contracting Ltd.	Repairs/heating oil/gas	\$ 7,075.58	Multiple
34554 NEBS Group Insurance	January premiums [R]	\$ 11,408.80	AD
34555 Cam's Husqvarna Sales & Service	Blade for brush cutter	\$ 31.45	WTP
34556 Customer	Christmas light contest 1st place	\$ 250.00	AD
34557 CANCELLED			
34558 Customer	Refund - bouncy castle rental	\$ 82.00	RCC
34559 Guillevin International Co.	Fire boots and helmet	\$ 1,307.04	PS
34560 Precision Industries	Repair sewer service for customer	\$ 16,679.25	PW
34561 Tube Pro Inc.	Tubes for sliding	\$ 2,706.90	RCC
34562 Cascade Publishing Inc.	Reorder TOFS letterhead	\$ 657.56	AD
34563 Grimshaw Trucking	Freight	\$ 500.55	Multiple
34564 Paul Kaesers Stores Ltd.	Materials and supplies	\$ 730.09	Multiple
34565 Lou's Small Engines	Parts	\$ 395.61	FM
34566 Petty Cash	Replenish Town Hall petty cash	\$ 119.05	AD
34567 Wally's Drugs	Materials and supplies	\$ 533.72	RCC
34568 Freund Building Supplies	Materials and supplies	\$ 396.70	Multiple
34569 Xerox Canada LP	Copiers usage	\$ 913.64	AD
34570 Bank of Montreal	Paul Kaeser Statement	\$ 581.20	
	\$172.12 - Christmas lights for downtown		PW
	\$409.08 - parts for pump		WTP
34571 Yellowknife Book Cellar	Prizes for Literacy nights	\$ 227.27	Library
34572 Commercial Aquatic Supplies	Pool chemicals	\$ 1,102.76	RCC
34573 Taxation Division	December school tax	\$ 4,700.99	AD
34574 Wesclean Northern Sales Ltd.	Freight	\$ 102.75	Multiple
34575 Fields	Materials and supplies	\$ 379.88	RCC
34576 Office Solutions	Office supplies	\$ 523.21	AD
34577 Advanced Medical Solutions	Medical supplies	\$ 331.49	Ambulance
34578 CANCELLED			
34579 Customer	refund overpayment on water account	\$ 69.45	AD
34580 Receiver General	Payroll deductions [R]	\$ 51,539.98	AD
34581 Terry's Carpentry Service	January lease payment	\$ 2,520.00	Ambulance
34582 TDC Contracting Ltd.	Heating oil and parts	\$ 3,462.26	Multiple
34583 Lou's Small Engines	Propane	\$ 81.31	Arena
34584 Northwestern Air Lease	Freight	\$ 48.48	RCC
34585 Mercury Sign Art & Design	Sign for women's hockey	\$ 310.80	RCC



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING JANUARY 31, 2019

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34586 TDC Contracting Ltd.	Bobcat repair/heating oil	\$ 4,531.01	PW
34587 Wesclean Northern Sales Ltd.	Janitorial supplies	\$ 1,339.13	RCC
34588 Arctic Alarm/Diamondtel	Alarm monitoring	\$ 119.60	RCC/Arena
34589 Office Solutions	Office supplies	\$ 1,423.71	RCC
34590 Westech Fire & Safety	Ambulance coveralls	\$ 346.50	Ambulance
34591 Hay River Heavy Truck Sales Ltd.	Oxygen bottles	\$ 201.60	Ambulance
34592 See Accounts Paid List II			
34593 Link Home Hardware	Materials and supplies	\$ 1,629.65	Multiple
34594 Freund Building Supplies	Supplies	\$ 411.74	WTP
34595 Northwestern Air Lease	Water samples freight	\$ 66.33	WTP
34596 Cleartech	Bentonite	\$ 450.03	WTP
34597 See Accounts Paid List II			
34598 Alberta Blue Cross	Refund - invoice cancelled	\$ 290.00	AD
34599 Taylor Architecture Group	Claim #1	\$ 12,841.95	AD
34600 EMCO Waterworks	Heat exchanger and expansion tank	\$ 29,002.91	WTP
34601 David Nairne & Associates Ltd.	Strategic plan	\$ 1,142.31	AD
34602 Northwestel Inc.	Internet bills	\$ 1,046.44	Multiple
34603 TDC Contracting Ltd.	Gas and heating oil	\$ 13,934.22	Multiple
34604 Infosat Communications	Sat phone bill	\$ 169.22	Fire/Ambulance
34605 Arctech Computers Inc.	Offsite back up service and license renewal	\$ 904.26	AD
34606 TDC Contracting Ltd.	Heating oil and vehicle repairs	\$ 3,879.44	Multiple
34607 Wesclean Northern Sales Ltd.	Janitorial supplies	\$ 2,289.00	RCC
34608 Helena Katz	Newsletter for November 2018	\$ 412.50	AD
34609 Taylor and Company	Scope sewer line at residential property	\$ 1,703.37	PW
34610 Bank of Montreal	K. Morrison Statement	\$ 1,847.91	
	\$-1123.40 - Refund Adobe renewal fee		AD
	\$102.26 - Cardstock for Christmas cards		AD
	\$1299.40 - Bell phone bill		Multiple
	\$60.85 - SDAB lunch		AD
	\$60.85 - RAB lunch		AD
	\$60.85 - ABC lunch		AD
	\$87.10 - TTAB lunch		AD
	\$1300.00 - NWTAC conference fees		AD
34611 Kaesers Store	Materials and supplies	\$ 7,880.88	Multiple
34612 Lou's Small Engines	Boiler inspections and propane	\$ 887.25	Multiple
34613 Wally's Drugs	Dry erase markers	\$ 23.08	FD
34614 The Prophet Corporation	Sports equipment	\$ 485.54	RCC
34615 Office Solutions	Materials and supplies	\$ 2,057.95	AD
34616 Customer	Meter deposit refund less bill payment	\$ 22.20	AD
34617 GNWT	Lab fees - water samples	\$ 1,836.45	WTP
34618 Lifesaving Society	Fees	\$ 12.00	Pool
34619 Employee	Reimburse drivers medical	\$ 100.00	PW
34620 Pitneyworks	Refill postage meter	\$ 1,575.00	AD
34621 Employee	Reimburse drivers medical	\$ 100.00	WTP
34622 AECOM	Water and sewer	\$ 2,794.64	PW
34623 3 Star Ventures Inc.	Metals removal from landfill site	\$ 5,239.50	PW
34624 Investors Group	January contributions	\$ 200.00	AD
34625 Paul Kaesers Stores Ltd.	Materials and supplies	\$ 413.09	Multiple
34626 Northwestel Inc.	Phone bills	\$ 4,055.91	Multiple
34627 Town of Fort Smith	January payroll deductions	\$ 776.57	AD
34628 Receiver General	Payroll deductions [R]	\$ 49,203.56	
34629 PSAC	January Union dues	\$ 4,099.31	
34630 GNWT - Taxation Division	January payroll tax [R]	\$ 6,516.87	
34631 Northwestern Air Lease	Freight	\$ 61.20	PS
34632 TDC Contracting Ltd.	Heating oil	\$ 5,302.93	Multiple
34633 See Accounts Paid List II			
34634 Wesclean Northern Sales Ltd.	Janitorial supplies	\$ 684.36	RCC
34635 TOFS Employees Association	January contributions	\$ 296.00	AD



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING JANUARY 31, 2019

CHQ # SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34636 Lou's Small Engines	Propane	\$ 341.25	Arena
34637 Customer	Meter deposit refund	\$ 125.00	AD
34638 Office Solutions	Materials and supplies	\$ 316.64	Library
34639 Roots & Ruminants Farm	2018 flowers	\$ 5,427.45	PW
34640 Customer	Refund meter deposit less final bill	\$ 72.20	AD
34641 Customer	Refund meter deposit	\$ 350.00	AD
34642 Grimshaw Trucking	Freight	\$ 419.37	PW
34643 Mega-Tech	Radar unit calibration	\$ 157.50	PS
34644 NWT Power Corporation	Power bills	\$ 58,942.39	Multiple
34645 Customer	Refund duplicate online payment	\$ 207.90	AD
34646 Fire Prevention Services Ltd.	Service sprinkler system	\$ 1,216.89	FM
34647 TDC Contracting Ltd.	Loader repairs	\$ 1,610.32	PW
34648 Bobcat of the Peace	Parts	\$ 4,651.58	PW
34649 Fields	Materials and supplies	\$ 47.44	PS/RCC
34650 Office Solutions	Materials and supplies	\$ 290.30	RCC/AD
34651 Aurora Ford	Purchase Vehicles	\$ 146,399.40	Multiple
34652 David Purchase	Phone cable	\$ 80.00	PW
34653 Office Solutions	Materials and supplies	\$ 518.17	FM
34654 Ingenious Software	Annual service contract costs	\$ 1,646.40	PS
34655 Northern Life Museum & Cultural	Annual contribution	\$ 25,000.00	AD
34656 Town of Fort Smith	Water bills	\$ 1,053.06	Multiple
34657 Lifesaving Society	Certification fees	\$ 130.00	Pool
34658 TDC Contracting Ltd.	Heating oil and gas	\$ 4,433.59	Multiple
34659 RDV Mechanical	Grader repairs	\$ 1,470.00	PW
34660 McLennan Ross	Legal fees	\$ 1,276.28	AD
34661 Taylor Architecture Group	Claim #2	\$ 14,834.17	AD
34662 Bank of Montreal	Paul Kaeser Statement	\$ 172.00	
	\$172.00 - Vehicle registration new fleet		AD
34663 Bank of Montreal	Cynthia White statement	\$ 798.00	
	\$798.00 - supplies		Library
34664 Bank of Montreal	Jim Hood Statement	\$ 1,219.08	
	\$1219.08 - Bell phone bill		Multiple
34665 Commercial Aquatic Supplies	Pool testing supplies	\$ 1,655.15	Pool
34666 Mercury Sign Art & Design	Sign and decals	\$ 722.40	FM
34667 TDC Contracting Ltd.	Repair and heating oil	\$ 7,683.22	Multiple
34668 Fort Smith Ski Club	2019 contribution	\$ 5,000.00	AD
34669 RDV Mechanical	Water truck repairs	\$ 2,189.83	WTP
34670 Wood Buffalo Frolics Society	2019 contribution	\$ 5,000.00	AD
34671 Millennium Technologies	VHF radios	\$ 2,467.50	PS
EFT Caterpillar Financial Services Ltd.	Lease contract	\$ 3,281.79	PW
34672 MSS Ltd.	Ambulance supplies	\$ 2,394.38	Ambulance
34673 Paul Kaesers Stores Ltd.	Turkeys for Christmas 2018	\$ 2,717.81	AD
34674 Customer	Meter deposit refund	\$ 350.00	AD
34675 Borderline Contracting	Repair fencing at lagoon	\$ 2,782.50	PW
34676 Jet Ice	Rental fee for tank set	\$ 315.00	RCC
34677 Millennium Technologies	Radios	\$ 4,221.00	Ambulance
	Payroll	\$ 110,145.23	
	Payroll	\$ 118,806.76	
	Total	\$ 930,216.25	



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING JANUARY 31, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT
34592	Lynn Napier-Buckley	Travel expense claim	\$ 1,270.85
34597	Lynn Napier-Buckley	Reimbursement - replace cell phone	\$ 700.00
34633	Aurora TPI Travel	Mayor/SAO/Directors travel	\$ 2,909.11
		TOTAL	<u>\$ 4,879.96</u>















Town of Fort Smith Community Services Committee

Tuesday, February 12, 2019 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 Priorities
 - d. Community Services Master Plan
 - e. Economic Development Plan
5. Directors Report
 - a. Recreation – January 2019 Statistics
 - b. Pool – January 2019 Statistics
 - c. Arena – January 2019 Statistics
 - d. Mary Kaeser Library– January 2019 Statistics
6. Economic Development Report
 - a. January 2019 Statistics
7. Advisory Boards
 - a. Recreation Advisory Board Minutes
February 4, 2019
 - b. Advisory Board on Culture Minutes
January 28, 2019
 - c. Tourism and Trade Advisory Board Minutes
January 17, 2019
8. Bylaw/Policy Review and Development
9. Administration
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Community Services Minutes January 15,	 Visions, Values, and Priorities
 Community Services Master Plan	 Economic Development Plan
 RCC Statistics January, 2019	 Pool Statistics January, 2019
 Arena Statistics January, 2019	 Library Statistics January, 2019
 EDR Statistics January, 2019	
 RAB Minutes February 4, 2019	 ABC Minutes January 28, 2019
 TTAB Minutes January 17, 2019	



Town of Fort Smith
Community Services Committee
Tuesday, February 12, 2019, at 7:00 pm

Chairperson: Cr. McArthur
Members Present: D/M Smith, Cr. Campbell, Cr. Couvrette, Cr. Cox, Cr. Pischinger,
Cr. Westwell, Cr. Beaulieu
Regrets: Mayor Napier-Buckley
Staff Present: Keith Morrison, Senior Administrative Officer; Cynthia White,
Director of Community Services; Katie Reid, Executive Secretary
Guests: Czarina Concepcion

1. Call to Order
Cr. McArthur called the meeting to order at 7:00 pm.

2. Review
 - a. Agenda – The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Couvrette
Seconded by: Cr. Cox
That the agenda be adopted as presented.
CARRIED UNANIMOUSLY

 - b. Minutes – The minutes of January 15, 2019, were reviewed and have been adopted at the Council meeting of January 22, 2019.

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

 - d. Community Services Master Plan – The Master Plan was reviewed.

 - e. Economic Development Plan – The Economic Development Plan was reviewed.

3. Directors Report
 - a. Recreation Statistics – The January 2019 statistics report was reviewed. The Director of Community Services advised that Aurora College usage has increased back to normal usage. She noted that Pete’s Gym and drop-in sports are well attended by College Students. She advised that the Recreation Programmer has begun preparation of the daycare rooms for opening in the next few months. She also noted that the squash courts are well used by youth. She indicated that there were no large events held in January at the Recreation and Community Centre.

 - b. Pool Statistics – The January 2019 statistics report was reviewed. The Director indicated morning lane swim usage is high in January and that usage usually decreases in the following months. She also noted Public Swim is well attended as is Seniors swim. She advised that JBT usage is down due to the cold weather as they have not been attending their usual Friday morning swim sessions. She noted that youth swim lessons commenced two weeks ago on Saturday. She indicated that older age groups would begin afternoon swim lessons in the spring. The Director is unsure when kayaking lessons would restart.

- c. **Arena Statistics** – The January 2019 statistics report was reviewed. The Director advised that the Arena has had high usage. She noted that there has been lots of tournaments and excellent usage of the facility during the Women’s Hockey Tournament with over one-thousand visits to the Arena. She indicated high usage for the multi-day figure skating clinic as well. She advised that figure skaters and can-skaters have been practicing their routine for the Skating Carnival in March. The Director looks forward to multiple figure skating and hockey tournaments in the facility over the next month and a half. The Director advised that six rental slots were provided in January and that an additional four rentals were provided as well, which were well used.
- d. **Mary Kaeser Library Statistics** – The January 2019 statistics report was reviewed. The Director advised that the Story Time attendance is low on Tuesdays and that they had switched from holding the program on Monday in effort to be more consistent with less interference of programming. She advised that the Elders and Technology program is attended weekly by approximately five seniors with regular questions and others that attend in and out on a regular basis.

The Director of Community Services provided an update of new programming and upcoming events in February.

She advised that a new Book Club program was held at the Library although nobody attended and that they will continue to pursue the program. Additionally, the Town has partnered with counselling services for Wellness Wednesday and that they are coming to the Library to discuss self-care with anyone interested in attending.

The Director advised that there would be a Swim to Survive Beach Party on February 16th and that it would be a free family event with prizes and games. She indicated that there would be swim to survive training scenarios to keep yourself alive until rescue or self-rescue.

The Director advised that the Big Fun Snowboarding and Sliding Event is upcoming the weekend of February 24th. She noted that there would be an evening snowboarding and sliding event on Friday, and race events on Saturday continuing into Sunday. Invitations have been sent for the event and she is hoping that there will be attendees from out of town as well.

She indicated that there would be more events for Seniors upcoming in March. In December, there was a Pickle Ball and Seniors Tea event. The Director would like to provide more programming opportunities for Seniors and family members for intergenerational-fun activities. Additionally, she advised that Elders in Motion is on Wednesdays.

The Director advised that there would be free Tai Chi sessions offered to the community the last week in February.

The Director advised that the Canada Winter Games is a big upcoming event happening in Red Deer, AB and that there would be many participants from Fort Smith attending. She advised that Shari Olsen is the Official for Table Tennis; Jessica Cox will be attending as Coach for Women’s Hockey with Kiah Vail as an athlete; Nick Kaeser will be attending as Coach with the Junior Curling Team consisting of Sawyer Kaeser, Tristan McPherson, Garret Minute, and Caleb Brake; and the Director advised that she would be taking the Archery Team with two local athletes, Tayla Minute and Ferghus Rutherford-Simon. —_—Jeff O’Keefe and Sarah Pruys will be going as Mission Staff.

4. Economic Development Report

- a. Economic Development Statistics – The January 2019 statistics report was reviewed. The Director advised that the website usage is down 2% for January. She noted that there was 16% increase in usage between 2017 and 2018 most likely as the Arctic Winter Games were approaching. She advised that most viewed items on the website include Christmas events, road closures, and the Gingerbread House contest, and that there are a variety of other notices and events being viewed. She advised that there was a high volume of people viewing the website from Calgary. She indicated that the Visitor section of the website has high usage. Also, there is a high number of views to the Real Estate section and the Municipal Careers section. Additionally, she advised that the number of Facebook followers has increased by 2.6% and that the number of Instagram followers has increased by 6%.

The Director advised that the Economic Development Officer continues to work on the goals in the Economic Development Plan. She noted that the EDO is hosting Friday morning business development sessions for residents in a shared space with Thebacha Business Development. Administration advised the Town continues to struggle with the Department of Industry, Tourism and Investment. He noted that they have attended two sessions but have yet to stay the entire session. He was not pleased with lack of attention ITI has been giving to the Town.

He advised of the ongoing issue that the Superintendent of ITI is to reside in Fort Smith but lives in Hay River. He also noted that the Superintendent is pursuing aggressive projects in Hay River, including an \$8 million fish plant. His focus appears to be with the Town of Hay River and with large projects in Hay River. Additionally, the Minister of ITI also resides in Hay River. Administration is unsure how Fort Smith can get the appropriate level of government and felt that the concerns should continue to be communicated.

Cr. Westwell asked if the previous Mayor and Council addressed their concerns with the Superintendent position in a letter to the ministerial level. D/M Smith advised that there was verbal communication with the local MLA and the Premier in September 2018, during discussions about the Aurora College. He noted that the discussion was situated with losing the Aurora College, and losing senior decision making with respect to the Departments of ITI, Infrastructure, HR and Finance. He noted that the Premier's response was that they cannot control where the Superintendent lives, only where he works. Cr. Westwell suggested a formal letter be written addressing the concerns as a next step.

Cr. Couvrette has heard rumors that his position is in Hay River as it is currently concentrating primarily on the fish plant. He felt that the same argument could be used in the letter, as there is a major Talston Hydro project upcoming, and that their Superintendent be relocated to Fort Smith to balance the economic benefits to the community.

Cr. Cox agreed with Cr. Westwell, that a former letter should be written in regard to the Superintendent's residency. She also noted that the Town partnered with the Aurora College for a business lunch and webinar at the College. She was very pleased with the presentation and hope that there will be additional opportunities or similar webinars. Administration advised that the webinar was a test even to see how it was received with the intent to make a regular schedule of webinars if successful. He was pleased with the positive feedback and to hear the webinar was well received.

Administration advised that a year and a half ago, the Aurora College President position which was based in Fort Smith, was allowed to reside in Yellowknife and the result is that now the GNWT is attempting to move the College to Yellowknife as well. He noted that allowing the position to relocate, resulted in a functional decline of staff support in addition to the local decision making and hundreds of thousands of dollars leaving the community.

He noted that the recent losses augment the loss of the major Power Corporation Head Quarters and that the Hospital was downsized to a Health Centre. He sees the affects with ITI now, and the decision on where ITI chooses to invest. He is unsure if the cause and affect is due to the Superintendent living in Hay River, however ever the Town is not seeing investments made in Fort Smith.

Cr. Couvrette suggested it be included in the letter to request what days decision making in Fort Smith would occur. He also does not agree with the rational of the GNWT stating that they cannot determine where their employees reside. He felt that the job description for the position should identify the geographical area in which the employee resides. Cr. Campbell agreed that a strongly worded letter should be written that the Superintendent reside in Fort Smith full time. Cr. Westwell felt that it is ridiculous to even have to specify as terms should be laid out in the job description and that the impact of the Superintendent's residency in Hay River is a huge loss to Fort Smith. He felt that topic should be made as public as possible for the community to take a stand as a whole. He felt that other communities are most likely dealing with the same issues.

D/M Smith advised that he would bring the comments to the Mayor regarding the letter and advised that it would be a good opportunity to meet with the Ministers during the NWTAC AGM. He agreed that two Superintendents are now residing in Hay River that weren't three years ago. He felt that these would also be good questions for the MLA in terms of protecting positions in Fort Smith. He felt that there are a number of items to discuss with the GNWT and that it might be appropriate to have a community meeting to revisit issues brought up in the past.

5. Advisory Boards

- a. Recreation Advisory Board Minutes February 4, 2019 – The RAB minutes were reviewed. Cr. Cox advised that she was unavailable to attend the meeting. She noted that outdoor rinks and the Facility Use Policy Framework had been discussed at previous meetings.

Administration advised that there was a recommendation made by the board to adopt the Youth Night Agreement and requested that Council not act on the recommendation until a briefing note with context can be brought to the next Community Services meeting.

He noted that the Community Services Department is in the process of preparing a suite of policies, one of which being the Youth Night Agreement. He clarified that the reason an agreement is being adopted is that Youth Night usage has increased dramatically and has turned into a babysitting service. He noted that there has been attempts to bring in alcohol, vandalize the building, and start fires. He noted that the Youth Night Agreement is for parents to sign and provide information to take responsibility and be held accountable for their child. He also noted that the Recreation and Community Services has extended their hours until midnight and don't always pick-up their children by closing time even in cold weather conditions.

He noted that agreement was reviewed by RAB and that they were pleased with the wording, although the Town would like to ensure the document works consistently and that consequences are detailed in aligning documents. He also indicated that the agreement may be made more specific for all programming for obtaining information from parents. He noted that Recreation Staff turn into childcare workers when dealing with difficult children. In addition to this, notification will be given to parents that Town facilities have a zero-tolerance policy and that they will be required to sign a contract when dropping their kids off.

- b. Advisory Board on Culture Minutes January 28, 2019 – The ABC minutes were reviewed. Cr. Beaulieu advised that the Mayor was present for the meeting and that she provided information on Aurora College. She also advised that there was discussion regarding the renaming of McDougal Road and noted that a replacement name was not provided. She indicated that according to the discussion, a letter is to be sent to the Fort Smith Metis Council President and the President of the Metis Nation. The Director of Community Services advised that a recommendation was made to provide the Fort Smith Metis Council with the documents to support them in developing a petition for the street renaming request. She advised that she provided an update on the asset mapping performed by the last board and that they would be updating the map at the next meeting by evaluating cultural assets in the community and create a living document on people, places, and things for engagement to further Town programming.

Administration reviewed the motion, previous briefing note and backstory for the renaming of McDougal Road, and advised that a replacement name was not provided. He advised that the Town does have a bylaw regarding the renaming of streets which requires a petition with approval by a percentage of those in the geographical area. He also noted that there is a cost associated with renaming due to legal fees and changing the legal description of the properties. He clarified that the letter to the Presidents of the Metis Nation and Metis Council has not been actioned yet as the recommendation made by ABC would need to be motioned by Council.

Cr. Westwell felt that this was a neat opportunity for the Town and would like the Town to engage more positively than just providing the documents. He was also curious if legal costs for commercial differ from residential. He noted that other implications in changing the street name would include updating addresses on drivers' licenses and banking/mortgage information.

Administration advised that the Renaming Bylaw requires individuals requesting the name change to complete a successful petition. He noted that if the Town wished to rename, it could be done arbitrarily with no limitations on actions. He advised that it was not the Will of the last Council and advised that the request was treated as a Metis request rather than a community request. Additionally, he advised that it was considered to assist in collecting names or have a petition signed at the front counter of Town Hall, but to change the name without a petition was not considered. He advised of other political implications, in that he is unsure if Salt River First Nation would support the name change request. He thinks that McDougal was not in good relations with the Metis but had good relations with the other bands.

Cr. Couvrette felt that this would be a good opportunity to get community governments together for discussion. D/M Smith noted that there is a significant shift in renaming multiple things lately from colonial names. Additionally, he advised that it was made clear that not all Indigenous Governments are supportive of the initiative.

Cr. Westwell felt that by not submitting a name may make more potential for a community affair. He also noted that the community should wholly have ownership of the name and that the name should be supportive of all the people. D/M Smith will pass on the comments to the Mayor.

- c. Tourism and Trade Advisory Board Minutes January 17, 2019 – The TTAB minutes were reviewed. Cr. Couvrette advised that he was unable to attend the meeting. He noted that Mike Labine stepped down as Chair and resigned from the board, and that Kevin Antoniak has taken on the role as interim Chair. He advised that TTAB's main objective over the last several months, was to bring a recommendation to Council for revision of the Logo Use Policy.

Administration advised that currently all applications for logo use are submitted to TTAB for approval and recommendation and the board felt that the process was very cumbersome. The board felt that unless under unusual circumstance, the whole process be approved by Administration. Administration requested that Council not motion the recommendation until a briefing note can be brought forward on the issue. He will endeavor to bring the briefing note for review to the next Community Services meeting in March. He noted another issue with the logo, that it cannot be reduced in size. He advised that a simplified version of the logo must be created for downsizing for promotion of smaller items.

Cr. Couvrette advised that the board reviews the Economic Development Reports and works closely with the EDO. He noted that the board was given the Strategic Plan to review in detail at a later date and will bring commentary forward for implementation into the Plan. He noted that staff resources are very valuable and an asset to the boards in completing work.

6. Excusing of Councillors

Administration advised that the Mayor notified him that she would be unable to call-in for the meetings.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Cox

That Mayor Napier-Buckley be excused from the Community Services Standing Committee Meeting on February 12, 2019.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on March 12, 2019.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 8:06 p.m.

CARRIED UNANIMOUSLY











**Town of Fort Smith
Municipal Services Committee**

Tuesday, February 12, 2019, 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 Priorities
 - d. 2018 Capital Plan
5. Directors Report
 - a. Fire Dept –January 2019 Statistics
 - b. Ambulance – January 2019 Statistics
 - c. Bylaw – January 2019 Statistics
6. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes January 10, 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
 - a. Briefing Note DPA-002-19 Frank Lepine
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents		
 Municipal Services Minutes January 15,	 Vision, Values, and Priorities	 2018 Capital Plan
 Fire Statistics January 2019	 Ambulance Statistics January 20	 Bylaw Statistics January, 2019
 SDAB Minutes January 10, 2019		
 DPA-002-19 Frank Lepine		



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, February 12, 2019 at 8:06 pm.

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

1. Call to Order

Cr. Westwell called the meeting to order at 8:06 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Couvrette

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of January 15, 2019, were reviewed and were adopted at the Council meeting of January 22, 2019.

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

d. 2018 Capital Plan – The Capital Plan was reviewed. how do community gov budget and plan.

3. Directors Report

a. Fire Department – The January 2019 statistics report was reviewed. Cr. Westwell requested an update on the new fire truck. Administration advised that the truck is being built and that it takes 9-12 months. He noted that the Town is legislated to replace emergency response vehicles at their end of life date. Administration will bring the 2019 Capital Plan to the March Municipal Services meeting.

Administration advised that the Public Works crew has begun snow removal initiatives. He advised that the roads are cleared after a snowfall and that emergency response routes are cleared first. He noted that bus routes are cleared next, followed by secondary roads and cul de sacs. After snow clearing is performed, pushing the snow into the ditches, the snow is then removed from the ditches and brought to snow dumps. He advised that strong snow removal efforts help reduce the amount of water on roads and in ditches in the spring.

Administration advised that recent cold snaps have pushed some frost into resident's water and sewer services. He noted that bad practices were performed in the past, as services are to go into the main line where the main lines are below frostlines and that some services were connected to the manholes which are more open and exposed to the weather allowing frost in the lines in multiple locations. He noted that the Town is also seeing frost freeze water lines under trailers and is hoping that the freezing will discontinue with the pass of the cold snap. He also advised that in the spring when the snow melts, but it is still cold, the frost continues to grow into the ground and the Town will often see another wave of freezing of services in April. However, he noted that the Town has lots of snow this year which serves as an insulating barrier keeping the frost from moving into the ground further.

Administration advised of gaps in coverage as a few employees are off-work with illness. He advised that there are multiple training initiatives ongoing; fall arrest training, confined space training, and instructor mask fitting training.

Administration reviewed the Fire Department Statistics Report for January. Administration was pleased with the training the department is undergoing. He advised that the new Fire Chief has been certified as an NFPA instructor and that nine firefighters are undergoing NFPA certification.

- b. Ambulance Department – The January 2019 statistics reports was reviewed. Administration advised that there were two ambulance calls over the past weekend at the same time and that both ambulance vehicles were being utilized. He noted that January was a standard busy month for the Ambulance Department.
- c. Bylaw Department – The January 2019 statistics report was reviewed. Administration advised that in the January Bylaw Statistics Report, the Bylaw Officer responded to speeding, dogs at large, unregistered ATVs, and general complaints. He noted that the Bylaw Officer was also engaged in an air traffic control emergency and traffic control during a mid-day fire call response on McDougal Road.

4. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes January 10, 2019 – The Sustainable Development Advisory Board minutes from January 10, 2019 were reviewed. Cr. Westwell advised that he spoke at length about the meeting already at a previous Council meeting. He advised that the board was to meet last Thursday however there was not quorum.

Administration briefed Council on a cannabis seminar he attended in Yellowknife. He noted that primary information received from the seminar is that they have released a hap hazard policy that allows for retail sale in the community beyond the liquor store. He noted that residents can apply to retail cannabis at a secondary location. He advised that retail cannabis would require review of the Zoning Bylaw to ensure it is robust enough to allow for this. He asked if it should also be looked into to better regulate the sales of cigarettes and alcohol. He advised of the requirement for public engagement to retail cannabis and noted that any revision of the Zoning Bylaw would also require public engagement. He suggested that Council task SDAB with the initiative once they have completed their affordable and accessible housing initiative.

Cr. Cox asked if TTAB could be tasked with the initiative as well. Administration advised that the first step required in the policy from the Department of Finance is that community engagement be performed to see if the community supports the initiative. He advised that the Department would not accept an answer from Council until community engagement has been performed. If the community and Council approved the request, the Department of Finance would perform an audit of the business followed by an economic impact assessment. When approved by the Department of Finance, the business application would be brought back to the Town for normal processing. He advised that the Town would need to ensure that current zoning regulations would allow for the business. He felt there may be a potential role for TTAB although the economic impact assessment would be performed by the Department of Finance. He noted that the Town does have a definition of a retail store but that it does not define what could be sold. Retail stores are allowed in Town Centre and Commercial zones but are a conditional use in Residential zones.

Administration advised that he has expressed his concern to the Departments in reviewing the Zoning Bylaw now, when there will be a policy established for edibles in nine-months, resulting in the Zoning Bylaw requiring review again. Administration has asked MACA to provide insight of the policy allowing edibles so that the process can be completed together.

Administration advised that a separate entrance is required for entrance into an existing retail store selling cannabis, and that it must be controlled so that only people nineteen or over can sell the product.

Administration also advised that the Department of Finance may issue special use permits for cannabis. He sees this as problematic as the wind cannot be controlled, whereas a fence can be placed around an area where alcohol is being sold.

Cr. Couvrette noted that SDAB is already involved in the affordable housing project and asked if they are ready to take this on now or if Council should wait to task them with this. Administration advised that the affordable housing summary is pending for Council review.

5. Other Business

- a. Briefing Note DPA-002-19 Home Occupation Permit Frank Lepine – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Campbell

That DPA-002-19, submitted by Frank Lepine, to operate a consulting - wildland fire planning home occupation business from Lot 1002, Plan 1260, 3 Winter Street in Fort Smith be approved.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on February 12, 2019.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 12, 2019.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the meeting be adjourned at 8:34 pm.

CARRIED UNANIMOUSLY