













**Town of Fort Smith
Town Council Meeting
Agenda**

October 17, 2017, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Approval of Agenda	
C. Presentations a. Aurora College – President Jane Arychuk & Director of Thebacha Campus Dave Porter	
D. Approval of Council Minutes a. Council Minutes	 Council Minutes September 26, 2017.
E. Business Arising from the Minutes	
F. Declaration of Financial Interest	
G. Council Business	
a. Introduction and Consideration of Committee Reports i. Corporate Services ii. Accounts Paid Part I iii. Accounts Paid Part II iv. Community Services v. Municipal Services	   Corporate Services Accounts Paid Part I Accounts Paid Part Minutes October 3, II   Community Services Municipal Services Minutes October 10 Minutes October 10
b. Enactment of Bylaws and Policies i. Bylaw 981 3 rd Reading Appoint Anand Soochit Tax Collector ii. Bylaw 982 1 st & 2 nd Reading Land Disposal NTHC Lot 1626 Plan 2895	 Bylaw 981 Appoint Anand Soochit Tax C
c. Appointments i. TTAB Pierre-Emmanuel Chaillon ii. RAB Monique Day iii. SDAB Kristielyn Jones	   Pierre-Emmanuel Monique Day Kristielyn Jones Chaillon
d. Mayor and Council	
e. Administration	
H. Proclamations	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 09-17
THE FIRST REGULAR MEETING OF COUNCIL FOR
THE MONTH OF SEPTEMBER AND THE
NINTH FOR THE YEAR 2017**

PRESENT: Mayor L. Napier-Buckley D/M K. Smith
 Cr. R. Patel Cr. R. Holtorf (Conference Call)
 Cr. A. Kikoak Cr. B. Tuckey
 Cr. A. Dumont Cr. E. Bell

REGRETS: Cr. B. McArthur

STAFF: K. Morrison, Senior Administrative Officer
 K. Reid, Executive Secretary

GALLERY: Patti Haaima

Meeting 09-17
September 26, 2017

7:00 PM
Council Chambers

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Napier-Buckley called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present.

B. APPROVAL OF AGENDA

17-207	Moved by: Cr. Bell Seconded by: D/M Smith That the agenda be adopted as presented. CARRIED UNANIMOUSLY
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C. APPROVAL OF MINUTES

17-208	Moved by: Cr. Patel Seconded by: Cr. Bell That the minutes of Regular Meeting 08-17 of August 15, 2017 be adopted as presented. CARRIED UNANIMOUSLY
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17-209	Moved by: Cr. Dumont Seconded by: Cr. Tuckey That the minutes of Special Meeting SP-05-17 of September 5, 2017 be adopted as presented. CARRIED UNANIMOUSLY
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17-210	Moved by: Cr. Dumont Seconded by: Cr. Bell That the minutes of Special Meeting SP-06-17 of September 12, 2017 be adopted as presented. CARRIED UNANIMOUSLY
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D. DECLARATION OF FINANCIAL INTEREST

Cr. Kikoak declared a financial interest with respect to the Accounts Paid Part II.

E. COUNCIL BUSINESS

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee

17-211 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from September 5, 2017 be adopted as presented.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK
ABSTAINED – D/M SMITH
CARRIED

Accounts Paid Part I

17-212 Moved By: Cr. Bell
Seconded By: Cr. Patel

That the Accounts Paid List Part I for the period ending August 31, 2017 totaling \$841,344.56 be approved.

CARRIED UNANIMOUSLY

Accounts Paid Part II

17-213 Moved By: Cr. Dumont
Seconded By: Cr. Bell

That the Accounts Paid List Part II for the period ending August 31, 2017 totaling \$4,761.33 be approved.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. DUMONT
ABSTAINED – CR. KIKOAK
CARRIED

Community Services Standing Committee

17-214 Moved By: Cr. Tuckey
Seconded By: Cr. Dumont

That the attached Community Services Standing Committee minutes from September 12, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

Municipal Services Standing Committee

17-215 Moved By: Cr. Dumont
Seconded By: Cr. Bell

That the attached Municipal Services Standing Committee minutes from September 12, 2017 be adopted as presented.

CARRIED UNANIMOUSLY



DPA-032-17 SK Contracting Ltd. – D/M Smith asked if there were any changes with the application since it was presented at Municipal Services. Administration isn't aware of any changes. Cr. Patel advised that she was away during the Municipal Services meeting and encourages the applicant to use existing multi-family lots for that purpose. Cr. Kikoak thinks that that the initial interest in the property as R1 zoning should be respected. Cr. Holtorf asked if the applicant would need to initiate the appeal process upon being denied the development permit. Administration confirmed this.

17-216 Moved By: Cr. Tuckey
Seconded By: D/M Smith

That DPA-032-17 be approved, conditional on confirmation of transfer of ownership and compliance with all Town bylaws.

OPPOSED – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK
MOTION DEFEATED

b. Enactment of Bylaws:

Bylaw 981 Appoint Anand Soochit Tax Collector First Reading

17-217 Moved By: Cr. Kikoak
Seconded By: Cr. Bell

That Bylaw 981 Appoint Anand Soochit Tax Collector be introduced and given first reading.

WHEREAS, the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it desirable to appoint a person as the municipal collector of taxes for the purpose of carrying out the requirements of the Property Assessment and Taxation Act, S.N.W.T. 1997,c.5,s.5(8); S.N.W.T. 2010,c.16, Sch.A,s.31(3).

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Anand Soochit be appointed a municipal collector of taxes.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That the appointment shall expire upon the termination of employment of Anand Soochit with the Town.
4. That Bylaw 943 be hereby repealed.

CARRIED UNANIMOUSLY

Bylaw 981 Appoint Anand Soochit Tax Collector Second Reading

17-218 Moved By: Cr. Patel
Seconded By: Cr. Dumont

That Bylaw 981 Appoint Anand Soochit Tax Collector be given second reading by title only.

CARRIED UNANIMOUSLY



c. Appointments:

SDAB Appointment Jeff O'Keefe – D/M Smith was pleased with the request for appointment.

17-219 Moved By: D/M Smith
Seconded By: Cr. Tuckey

That Jeff O'Keefe be appointed to the Sustainable Development Advisory Board for a term ending December 31, 2018.

CARRIED UNANIMOUSLY

d. Mayor and Council

- i. Cr. Kikoak – Cr. Kikoak was pleased with the chip-sealing of Highway 5. She requested that the Town look for funding from ITI to purchase a full-page advertisement. Cr. Kikoak would like the Town to research the City of Vancouver's embrace of medical and recreational marijuana, with Fort Smith being the garden capital of the north. Cr. Kikoak requested a delegation with the DEA; she has heard that communities in the NWT are being cut back of full time gym teachers. She felt that this goes against being the healthiest small community in the north and that value is not being placed in sports.
- ii. Cr. Dumont – Cr. Dumont was pleased with the chip-sealing of Highway 5. He would like to see if the final coat of chip-seal would be placed before winter. Cr. Dumont thanked Parks Canada, the Territorial Government and everyone involved with the work. Cr. Dumont advised that more street lighting is required in the darker areas in Town and noted that NTPC did not place street lights in all the places that were requested.
- iii. Cr. Patel – Cr. Patel advised that there have been no hotels available in Yellowknife the entire month due to tourists. She would like Fort Smith to take on the overflow of tourists. She requested that the issue be discussed with TTAB and the Chamber of Commerce. Cr. Patel advised that the GNWT is soliciting feedback on the proposed Carbon pricing and taxes, and asked if Council would like to provide feedback on the issue.
- iv. D/M Smith – D/M Smith would also request a delegation from the DEA. He would like to receive an update on conflicting issues with the SSDEC. He asked if the RCMP are scheduled for an upcoming delegation. D/M Smith commended the Town for partnering with the Farmer's Market and relocating it to the Arena green space. D/M Smith advised that CBC published an article stating that Julie Green has been hammering on the Foundational Review. He noted that the Foundational Review contract has been awarded to a Calgary company, MNP, for \$410,000. D/M Smith provided an update on the AWG M2 Meetings. He advised that planning is progressing but the Host Society is still behind and that board members have been asked to be more involved with volunteer engagement. He noted that comments were received from the International Committee in regards to athletes services and food services. Additionally, they advised of deadlines by priority. D/M Smith advised that the Host Society has also been discussing further restructuring of staff to be more efficient and responsive. He noted that there was a commitment to get updated financials to both Administrations by September 16th which has not yet been met. He advised that the financials should be part of the next Host Society delegation coming forward. D/M Smith gave his condolences to the family of the late Randy Heron.



- v. Cr. Bell – Cr. Bell would also request a delegation from the RCMP. She would also like to extend an invitation to the community to attend. Cr. Bell would like to review the Communications Policy and form a subcommittee to produce regular newsletters every two or three months. Cr. Bell would like to have a newsletter released by the end of October. Cr. Bell would also like to move forward with the placement of multilingual stop signs.
- vi. Cr. Holtorf – Cr. Holtorf was pleased that NWAL has donated two round trips to the Town of Fort Smith. He suggested a formal letter be written and a plaque be awarded to thank them. He was pleased with the Economic Development Strategy and would like to receive an update. He would like Council to be more engaged with the Economic Development Strategy and Strategic Plan. Cr. Holtorf would like to know how the letter from the Fort Smith Metis Council requesting the name change of McDougal Road would be addressed. Cr. Holtorf would also like a delegation from the DEA and Aurora College.
- vii. Cr. Tuckey – Cr. Tuckey supports an RCMP delegation. She suggested a letter be written to support full staffing of the detachment. She noted that frustration in the community is strongly evident. Cr. Tuckey would support a delegation from the DEA. Cr. Tuckey advised that community members she has spoken with are in support of a community daycare. She noted that there are many desperate families struggling without childcare.
- viii. Mayor Napier-Buckley – Mayor Napier-Buckley thanked Council for their comments. She is very excited about the completion of Highway 5. She noted that there will be an event in October to celebrate the completion of Highway 5 and that the Mayor of Fort Smith, Hay River and the MP of the NWT would be attending. Mayor Napier-Buckley advised that she would be travelling to Yellowknife on September 29th to meet with the MP to discuss funding for the AWGs. Mayor Napier-Buckley commended the Host Society on their work during the M2 meetings. She noted that it is going to be a busy six months for the Society moving forward. Mayor Napier-Buckley attended a meeting today with the District Operations and Sales Manager for Northern Store who discussed community relations across the North. She advised that she can forward the information to interested Councillors. Mayor Napier-Buckley advised that upgrades were made to the Snowboard Park including the development of a sliding hill. Mayor Napier-Buckley was unable to attend the open house about the legalization of marijuana, although noted that the Town will need to review bylaws and business licensing. Mayor Napier-Buckley thanked Community Services staff for implementing successful afterschool programming. Mayor Napier-Buckley congratulated all employees and volunteers that received Long Service Awards. Mayor Napier-Buckley advised that the Take Back the Night event this year was a small but powerful event. She noted that the ramp and storage shed at library are near completion. Mayor Napier-Buckley has reached out to the Yellowknife RCMP for information on Citizens on Patrol due to recent issues in the community and is waiting to hear back.



- e. Administration – Administration provided an update on Town operations. He thanked Terry Freund and Kevin Lys for donating their time to complete the Snowboard Park/Tobogganing Hill. He also thanked Northwestern Air Lease for donating two round trips to the Town. Administration will pursue plaques and other ways to thank them. Administration advised that the Lawrie Hobart Memorial Volleyball Tournament is coming up and that the Town is supporting the event in-kind. Administration is waiting for the final information on the Waste Reduction Plan from the consultant. Administration has received the survey results from the Strategic Plan and will move forward with community consultation. Additionally, comments and feedback on Downtown Development are with the consultant. Administration advised that YWCA Board of Daycare has approved providing daycare services in Fort Smith. He noted that the YWCA will speak with the GNWT to access buildings and that the MLA and Town will assist with the initiative. He noted that the RCC may be used as a temporary facility for the daycare as they would like to make the service available in the near future. Administration advised that the cemetery is short on space and that ABC may be engaged with expansion work. Additionally, the letter from the Metis Council requesting the name change of McDougal Road will be brought to ABC for feedback. Administration advised that the EDO is working out the final language for the aboriginal signage and advised he is unsure if funding has been received yet. He noted that funding was to be solicited from the Metis Council for signs last year which has not yet been received. Additionally, Administration advised that funding for additional street lighting is included on the Capital Plan. He noted that the Director of Municipal Services is working with NTPC to determine where street lights were asked to be placed and where they were placed. Administration advised that a Communications Committee may be an effective mechanism to get communications released. Administration advised that with respect to the hotels being full in Yellowknife due to tourism, the CTV is act is proposing to charge an additional 5% room tax which is given back to the community. Administration felt that the implementation of the tax would be detrimental to tourism in Fort Smith and has asked the GNWT to provide an analysis on tourism in communities outside of Yellowknife.

F. **ABSENCE OF COUNCIL MEMBERS**

17-220 Moved By: Cr. Kikoak
Seconded By: Cr. Dumont

That D/M Smith be excused from the Corporate Services Standing Committee Meeting on September 5, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL, DR. DUMONT, CR. KIKOAK
ABSTAINED – D/M SMITH
CARRIED

17-221 Moved By: Cr. Bell
Seconded By: Cr. Tuckey

That Cr. Patel be excused from the Community Services and Municipal Services Committee Meetings on September 12, 2017

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. DUMONT, CR. KIKOAK
ABSTAINED – CR. PATEL
CARRIED



17-222 Moved By: Cr. Tuckey
Seconded By: Cr. Patel

That Cr. McArthur be excused from the Regular Meeting of Council on September 26, 2017.

CARRIED UNANIMOUSLY

G. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – October 3, 2017
Community and Municipal Services Standing Committee Meetings – October 10, 2017
Council Meeting 10-17 – October 17, 2017

H. **ADJOURNMENT**

17-223 Moved By: Cr. Dumont
Seconded By: Cr. Patel

That the meeting be adjourned at 7:58 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 17th day of October, 2017.

Mayor Lynn Napier-Buckley

Certified Correct by the
Senior Administrative Officer Keith Morrison

L. **QUESTION PERIOD**

A question period was offered in accordance with policy.



Town of Fort Smith
Corporate Services Committee
Tuesday, October 3, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel
Regrets: Cr. Tuckey
Staff Present: Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Town of Fort Smith DEA Reps: Laura Aubrey, Ann Pischinger

1. Call to Order

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

2. Delegation

- a. Town of Fort Smith DEA Representatives – Laura Aubrey thanked Council for having them delegate. She advised that she did her best to compile information on short notice from last week. She advised that she would be speaking to Junior Kindergarten, the JBT Snack Program, school time change, and general updates from the SSDEC and funding. She noted that the FSDEA meets every third Thursday of the month and welcomed Councillors to attend the meetings and ask questions.

Ms. Aubrey advised that ECE instructed the implementation of Junior Kindergarten a few years ago. She noted that the FSDEA did not support the implantation but did not have a choice through the Education Act. She noted that local JK operates half-days and provides support to Head Start and Preschool. She noted that the program is very successful with 30 kids registered and two teachers. There currently isn't a waiting list for the program and that children can be enrolled anytime throughout the year.

Ms. Aubrey advised that the biggest problem with the program is the renovation not being complete. JBT staff had to prepare the library for JK students and noted that the rooms were promised to be ready by the start of the program. Additionally, she advised that there is one bathroom for eighty kids to utilize and that often there are line ups of six to seven children. She noted that ECE doesn't sympathize as they want the program to move forward and that an extra staff member was hired to assist with bathroom duties. She noted that the contractor is extremely delayed and that there is a verbal contract for the bathrooms to be ready by October 13th.

Another issue with JK is that they do not provide bussing for the program. Ms. Aubrey advised that a press release was distributed with information on the renovations and bussing. She noted that a letter was sent to the Minister of ECE around the concern and frustrations of JK and encouraged Council to review the documents. She requested pressure from Council to support this. Cr. McArthur advised that the tender for the renovations was not released by the GNWT until August 29th and also noted that JK requires seat belts on buses. Ms. Aubrey advised that a lot of work was done by the DEA to advise the government that they cannot be bussed for multiple reasons. Ms. Pischinger advised that other communities are not bussing JK students either. She noted that in addition to seat belts, an extra person is required on the bus. Cr. Kikoak noted that parents should be able to pick up their kids and should be asking for a bus system when they are home anyways. She also noted that JK finishes at 3:15 pm and parents aren't picking their children up until 4:00 pm.

Additionally, she advised that the entire door structure for security and playground equipment needs to be modified.

Ms. Aubrey advised that the JBT Snack Program runs every year and is dependent on how quickly parents get their donation forms in. She noted that the program is co-funded by other sources and that the program isn't in operation until October 10th. She advised that the program has received \$4,000 from SRFN and \$17,200 from Healthy Families, and that they are waiting for support from other organizations. She noted that parents usually bring in \$5-6,000. Ms. Aubrey advised that approximately \$43,000 was accumulated last year although only \$37,000 was spent which helps the carry over to implement the program earlier in the school year. She noted that Snack Program funding is only used for snacks and not the equipment to run the program.

Ms. Aubrey and Ms. Pischinger provided documents on the school calendar changes. Ms. Aubrey advised that the Collective Agreement between the UNW Teachers Union and GNWT included 100 stip hours. She advised that stip hours are instructional hours outside of teaching hours for preparation and that the school boards were given different set-up of how to use stip times. PWK had brought forward international research with having a later start time in regards to how teenagers function. She advised that PWK stip time is until 9:10 am when classes start and that is on trial basis for the year. The DEA is supportive and is monitoring the change. She noted that the last report from PWK was positive with more students on time for classes and less wondering around the halls. JBT has spread their stip time to full days throughout the year to prepare for report cards and other reporting. Ms. Pischinger advised that PWK is still open at 8:30 am and that a breakfast program is provided. She noted that EA's are there to help and they consider the extra time study hall for the students. She noted that currently 30-40 students are coming to study at 8:30 am.

Ms. Aubrey advised that there is no new funding for the SSDEC and that funding has been reallocated from early kindergarten and special needs. She noted that the GNWT is working on a new funding formula where each section will get a certain amount of funding. She noted that funding will go to DEAs based on per capita.

Cr. McArthur advised that JBT finishes at 3:15 pm and PWK finishes at 3:45 pm. He advised that JBT kids have to sit on the bus for 30 minutes before departing and requested that this be looked into. Ms. Aubrey advised that the DEA would consider this for the next school year. She asked if Council has any other recommendations for this school year to bring forward.

Cr. Dumont asked if the funding formula is the same as in the past. Ms. Aubrey advised that funding is based on the student population from the previous school year and that it is hard to predict one year from the next. Ms. Pischinger advised that there are provisions for the funding and that Fort Smith is considered a magnet community. She noted that that the DEA must apply for special funding to receive more. The funding is based on percentage and can be effected by one student. Ms. Aubrey advised that Council pressure would go along away to request for other provisions to support more. Cr. Dumont asked if communities are billed where the children come from. Ms. Pischinger advised that they are not. Cr. Dumont asked if they cannot be billed back that surplus' be utilized later if needed. Ms. Aubrey advised that with a lot of GNWT cutbacks, surplus' aren't a good thing. Ms. Aubrey advised that teacher funding comes from a formula of pupil to teacher ratio.

Cr. Kikoak asked for the definition of the relationship between FSDEA and the SSDEC. Ms. Pischinger advised that within the South Slave region there five DEAs; one for each community. She noted that one representative from each DEA sits on the SSDEC. Ms. Pischinger advised that she is the rep from the FSDEA on the SSDEC and the Chair of the SSDEC. Ms. Aubrey noted that the DEA doesn't report to the SSDEC but they work collaboratively to support the Education Act. She advised that the FSDEA administers a budget from ECE.

Cr. Kikoak asked what their priorities are this year. Ms. Aubrey advised that they have been snowballed with JK although focus should be on the school system and innovative ways to support teachers and community partnerships. She noted that all of their energy has been on JK for the past three years and that it is difficult to get answers from ECE on the program. Ms. Pichiner advised that the SSDEC's priorities in previous years included literacy and numeracy. Also, to improve reading rates and social responsibility. Cr. Kikoak felt that there isn't enough public input in priorities. She would like to see physical education included in the priorities. She has heard that Shirley Hehn is the only full-time physical education teacher in the NWT. She noted that it is a goal of the Town to be one of most active communities in the NWT. Additionally, she advised that plenty of studies show students learn better when they have been physically active. Cr. Kikoak advised that she had seen the lack of value for physical education during a soccer tournament when the SSDEC wouldn't fund a substitute teacher during tournaments. She noted that this caused the tournament to be rushed and didn't allow the athletes to perform their best. Cr. Kikoak would like to see physical education a priority. Ms. Aubrey appreciated the feedback will bring this forward to the next meeting. She suggested Council provide a motion of priorities to bring forth to align their goals. She also noted that representatives from SRFN and the Metis Council work collaboratively together on the FSDEA.

Cr. Bell asked what the ratio of pupil to teacher is at PWK. Ms. Pischinger isn't certain of the formula off hand but will forward the information. Cr. Bell noted that there are forty students to one teacher in a current Grade Seven class. Ms. Aubrey advised that this was discussed at the last meeting and that they would be splitting up the class. She requested an email be sent with questions to be answered.

Cr. Bell thought it was odd that classrooms aren't ready for JK after three years to prepare. She advised that she has a son in the JK program and is also displeased with the bathroom system. She asked how Council can support in pressuring the GNWT. Ms. Aubrey suggested that a letter be written to the Minister of ECE and agreed that the condition is deplorable. She also noted that Cr. Bell, as a parent, should send an email to the DEA to bring forward to ECE. She encourages parents to contact the school and document incidents in a letter to the DEA. She noted that there is a lot of stress around funding and support for the program, not that the DEA doesn't support the concept. She noted that the delivery of the program has proven challenging. Ms. Pischinger noted that funding should be provided to offer a good program. Ms. Aubrey noted that the department had a lot of time to prepare and issue tenders for the renovations. There has been a lot of broken procedures identified in the process. She gave her appreciation to JBT administration for their work on implementing the program and giving up their library. She noted that teachers were moving furniture for the program until 2:00 am the day before the start date of the program. She also noted that, as the DEA chose to offer half-day JK, less formula funding is provided. She noted that the program is fully funded this year but is unsure if it will be in the years to come.

Cr. Holtorf expressed his discomfort with Council appointing representatives to boards and asked if once appointed, is there a policy for reporting to the Town. He asked if the aboriginal governments have a reporting policy. Ms. Pischinger advised that there is a handbook for roles and responsibilities within the DEA but there is no reporting structure provided by the Town. She noted that SRFN and Metis Council appoint their representatives at their AGM. Ms. Aubrey advised that she did not receive anything from Council on what she is required to do or provide. She requested that this be formalized with a document for understanding and notice. She noted that their positions are appointed and thinks it is important to have priorities. She suggested a process be set-up through a calendar as to when they are to delegate and specify information they are looking for. D/M Smith felt that it would be important to make a broad policy as Council appoints representatives to various boards. D/M Smith is in favour of meeting more regularly.

Mayor Napier-Buckley asked when the DEA reviews their priorities for the year. Ms. Aubrey advised that there isn't an official time and that they come throughout the year. She noted that they work closely with the school's administration and often priorities are from their point. She noted that lately their focus has been mainly on JK. They also work closely and collaboratively with the educational priorities, and with community based initiatives and school priorities. She noted that from December to February the DEA is reviewing their budgets, funding formulas, and action plans. She requested that items to bring forth be submitted before December 25th. Mayor Napier-Buckley asked how the Town can support the DEA in bringing their priorities forth in letters of support or to the Minister, to the Department, and to the SSDEC. She asked if it would be beneficial to also have meetings with the Mayor rather than delegations to partner and further priorities. Ms. Pischinger thought that was a good idea and suggested meeting every two to three months. She noted that she would provide the Executive Secretary with copies of FSDEA meeting packages and minutes. Ms. Aubrey agreed with meeting every two to three months, sharing minutes, and come up with formalization. She felt that the conversation between Council and the FSDEA reps is important and that there has been positive discussion.

Mayor Napier-Buckley asked if the minutes are personally sensitive. They advised that they are not. Mayor Napier-Buckley would like the annual JBT Snack Program donation request included as a line item in the budget. Mayor Napier-Buckley thanked Ms. Aubrey and Ms. Pischinger for the delegation.

3. Declarations of Financial Interest

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

Cr. McArthur asked when the Accounts Paid List structure was changed. The Director of Corporate Services advised that it was requested by Council to not include the names of employees on the list. Cr. McArthur felt that clarity on the Accounts Paid List Part II would be okay to confirm conflicts of interest. The Director advised that as payments have already been made, declarations of financial interest are not required. He suggested that Mayor and Council be advised they are related to the issue in the Accounts Paid List Part II. Cr. McArthur asked why a motion is required for the Accounts Paid Lists and noted that if the motion is defeated the money cannot be taken back. Cr. Holtorf suggested that it is an oversight opportunity to receive information on detailed spending. Cr. Dumont agreed that they are for informational purposes.

4. Review

- a. Agenda –The agenda was reviewed.
RECOMMENDATION
Moved by: Cr. Dumont
Seconded by: Cr. Bell
That the agenda be adopted as amended to include FSDEA follow-up.
CARRIED UNANIMOUSLY
- b. Minutes – The minutes of September 5, 2017, were reviewed and have been adopted at the Council meeting of September 26, 2017. Cr. Holtorf requested an update on the new Volunteer Coordinator position with the 2018 AWGs. D/M Smith advised that the new Volunteer Coordinator is Kevin Hurley and that the position is not assigned to a particular community. Mayor Napier-Buckley asked if he is from Fort Smith or Hay River. Cr. Patel advised that he is from Toronto, On. and that he was the Volunteer Coordinator for the Canada Summer Games.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that a series of consultation meetings will begin in November.

5. Governance

- a. Council Priorities
 - i. Fire Abatement – Mayor Napier-Buckley has requested an update from the Fire Chief who has been working with interagency fire prevention groups.
 - ii. Aurora College Program Review – Mayor Napier-Buckley advised that a Council workshop will need to be scheduled with the consultant preparing the Town’s Brief. She is looking to schedule the meeting in October.
 - iii. Boundary Expansion – Mayor Napier-Buckley advised that the boundary expansion is on hold due to the NWT Metis Nation Land Claim process.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Mayor Napier-Buckley thinks that the accounts paid reports are valuable information for Council. She noted that higher level budget documents give a final oversight of where expenses go throughout the year. Mayor Napier-Buckley would like to keep names in the Accounts Paid List Part II. Cr. McArthur felt that the new formatting didn’t make sense. Cr. Kikoak asked if Council should stop declaring financial interests for the lists. She advised that she would stop declaring a financial interest as meals for advisory boards are budgeted and required.
RECOMMENDATION
Moved by: Cr. Patel
Seconded by: Cr. Dumont
That the Accounts Paid Part I for the period ending September 30, 2017, totaling \$544,749.11 be approved.
CARRIED UNANIMOUSLY
- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.
RECOMMENDATION
Moved by: Cr. McArthur
Seconded by: Cr. Bell
That that Accounts Paid Part II for the period ending September 30, 2017, totaling \$346.37 be approved.
IN FAVOUR – CR. HOLTORF, CR. MCARTHUR, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK
ABSTAINED – MAYOR NAPIER-BUCKLEY
CARRIED

7. Economic Development

a. Tourism and Trade Advisory Board

i. TTAB Minutes September 15, 2017 – The TTAB minutes were reviewed. Mayor Napier-Buckley advised that there is a recommendation from TTAB for the Mayor or Deputy Mayor to attend the NWT Tourism AGM in Inuvik in November. Cr. Patel requested an updated on the Council Travel budget. Mayor Napier-Buckley advised that the budget is overspent and would require a budget allocation. D/M Smith asked if the Town of Fort Smith is a member in good standing with the NWTT. Cr. Patel asked if there is a budget for the EDO to travel if Council cannot attend. The Director advised that the EDO does have a budget. D/M Smith noted that the donated travel from NWAL could be used to offset travel costs. He asked if Council wishes to make a motion or request more information. It was advised that the NWTT AGM in Inuvik is on November 1st to 3rd.

ii. TTAB Appointments – James Heidema, Michel Labine, and Linda Martin

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That James Heidema, Michel Labine, and Linda Martin be appointed to the Tourism and Trade Advisory Board for a term ending December 31, 2018.

CARRIED UNANIMOUSLY

8. Other Business

- a. Correspondence – The September 2017 correspondence was reviewed. Mayor Napier-Buckley advised that further information was received from the Metis Council with respect to Mr. McDougal's role in WBNP which prompted the original letter requesting the name change of McDougal Road.
- b. Licensing Report – The September 2017 licensing report was reviewed.
- c. Briefing Note Salaries – The briefing note was reviewed. The Director advised that the briefing note was brought forward for informational purposes in preparation for upcoming budget discussions. He advised that salaries increase annually due to annual pay steps of approximately 2.5% to 3% and bargained wage increases by 2.25% for 2018. The impact of the increases was displayed in a chart for each department. He advised that with no level of service changes, salary expenses can be expected to increase by \$57,417.04 in 2018, which is equivalent to a 2% property tax revenue increase. Cr. Holtorf asked if the Water Treatment Plant and Environmental are self-sustaining. The Director advised that under normal operations they are self-sustaining although there are labour allocations in the O&M Budget. He noted that the increase should not impact property tax revenue. Cr. Holtorf asked if these increases were removed from the chart if salary increases can be expected to be less than 2%. The Director confirmed this and advised that the exact amount would be dependent on the assessment information provided by the GNWT. Cr. McArthur asked why wages are so high for the Visitor Information Centre. The Director advised that the EDO position is funded through the VIC which is attributable to a substantial portion. Cr. Kikoak asked if the staff are being worked to full capacity. Mayor Napier-Buckley advised that the bargained increases are non-negotiable and wage increases are given upon appraisal review. The Director advised that each employee receives annual performance review and if the employee is meeting expectations they are given a step increase. He noted that in all cases employees are meeting the expectations of their supervisors. He noted that if more is expected from employees it would require reclassification of their job descriptions which may increase steps and pay level. He advised that if an employee is not meeting expectations, they are dealt with in disciplinary actions outside of

pay level and steps. Mayor Napier-Buckley advised that if there are specific concerns Councillors can request to go in-camera for future meetings.

d. Briefing Note Overtime – The briefing note was reviewed. The Director advised that the briefing note is informational in preparation for budget discussions. He advised that salary and wage budgets are most strained in the Recreation, Public Works and Facility Maintenance departments. Overspending is attributable to overtime by salaried employees, and use of casual employees. He noted that the additional hours worked in both cases is due to either increased level of service beyond that of which the Town has planned and budgeted for, or backfill for leave use. A long-serving employee has equivalent to 25% of the year off in leave which is equivalent on a four-man crew to one person always on leave. The level of service is based on all four full-time equivalent positions. As Council is hesitant to reduce the level of service, the practice has been to accommodate this issue with untracked overtime expenditures. There are several ways to address the overspending; budget for additional funds for overtime and use of casual employees, budget for the establishment of new, salaried positions, or reduce the level of service to support the current budget. Of the options, it is recommended to remain status-quo as it appears to be the best solution. Additional staff would require additional equipment and level of service changes will either effect residents or the ability for staff to complete other tasks. Cr. Patel advised that her preference would be to budget for additional salary positions rather than use of casual employees. Cr. McArthur noted that Council will still need to budget for salary increases, to put money away in reserves, and for a level of service increase for AWGs. Mayor Napier-Buckley advised that bylaw requires money to be put into reserves. She noted that weather may not be predictable to hire additional salary employees for particular times when required. Cr. Kikoak would rather pay salaried employees than overtime. She suggested that hiring additional staff for the AWGs may be positive as well. She would support paying regular hourly wages or hiring contracted services rather than overtime for snow removal. She doesn't think it is a good idea to reduce the level of service for garbage pick-up. Cr. Holtorf would like water, sewer, and garbage services budgeted for to raise fees for recovery. The Director advised that the discussion is to maintain the level of service as the Town is unsure of the expectations for the AWGs at this time. He noted that AWGs would require a separate discussion as part of the budgeting process. Cr. Kikoak thinks garbage fees should be raised now to reduce expenditures.

e. Briefing Note Communications Committee – The briefing note was reviewed. Mayor Napier-Buckley advised that it was discussed to establish a Communications Committee at the Council meeting on September 26, 2017. Cr. Bell is interested in joining the Committee. Cr. Holtorf asked if the draft Communications Policy was ever completed. D/M Smith doesn't think the document was formally adopted as it was incomplete. Cr. Patel thinks the Committee should establish their own terms of reference. Cr. Bell's thoughts on creating the Committee was to get Councillors together to create a document to inform the community. D/M Smith noted that the Town has paid for templates to be used for the newsletter. Cr. Bell suggested the Committee meet every two to three months to release a newsletter.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Patel

That the Communications Committee be established for the purpose of public communications, and that this Committee report to the Corporate Services Standing Committee.

Further, that the term of this Committee shall extend indefinitely, and that D/M Smith, Cr. Bell and Cr. Tuckey be appointed to the Communications Committee.

CARRIED UNANIMOUSLY

- f. **DEA Follow-Up**
RECOMMENDATION
Moved by: Cr. Kikoak
Seconded by: Cr. McArthur
That Mayor and Council write a letter to the FSDEA as a thank you for their delegation and as a brief for forming a formal relationship that includes aligning priorities, regular meetings, and sharing minutes.
CARRIED UNANIMOUSLY

9. Excusing of Councillors
RECOMMENDATION
Moved by: Cr. Bell
Seconded by: Mayor Napier-Buckley
That Cr. Tuckey be excused from the Corporate Services Standing Committee meeting of October 3, 2017.
CARRIED UNANIMOUSLY

10. Date of Next Meeting
The next meeting of the Corporate Services Standing Committee will be November 7, 2017.

11. Adjournment
RECOMMENDATION
Moved by: Cr. Kikoak
Seconded by: Mayor Napier-Buckley
That the meeting be adjourned at 9:13 pm.
CARRIED UNANIMOUSLY



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING September 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33102	GNWT	Commissioner for oath's application fee-Michelle Gauthier	\$ 75.00	AD
33103	LGANT	LGANT conference-registration fee	\$ 100.00	AD
33104	Employee	Payroll	\$ 491.84	
33105	Paul Kaesers Stores LTD	Materials/supplies	\$ 2,816.92	Multiple
33106	Link Hardware	Materials/supplies	\$ 626.55	Multiple
33107	Wally's Drugs	Materials/supplies	\$ 87.61	RCC
33108	Town of Fort Smith	Water bills	\$ 1,042.40	Multiple
33109	Freunds Building Supplies	Materials/supplies	\$ 37.78	AD
33110	Receiver General	Payroll deductions (TAX, CPP, UIC) [R]	\$ 38,033.84	
33111	Lifesaving Society	Exam fee	\$ 150.00	RCC
33112	Whispering Pines Cottages	Dance camp accommodations	\$ 945.00	RCC
33113	Rocky Mountain Phoenix	Materials/supplies	\$ 3,288.01	FD
33114	Northwestern Air Lease	Freight for day camp	\$ 301.35	RCC
33115	Fort Smith Paddling Club	Paddlefest ad	\$ 560.00	AD
33116	Fort Smith Metis Council	20 crosses for reserved plots	\$ 630.00	AD
33117	Taxation Division	August school tax remittance	\$ 1,982.21	AD
33118	High Country Refrigeration	Service coolers, ice machine & 3 air conditioners	\$ 1,667.98	Multiple
33119	NAIT	Books for employee	\$ 431.29	WTP
33120	Employee	Reimbursement for boot allowance	\$ 339.70	PW
33121	Thebacha Creations	Superhero capes	\$ 375.00	RCC
33122	Bank of Montreal	Jim Hood statement	\$ 1,351.67	
		\$1351.67 Cell phone bills		Multiple
33123	Bank of Montreal	Chris Bird statement	\$ 653.12	
		\$610.70 Materials/supplies		RCC
		\$10.45 Re-occurring monthly training subscription		RCC
		\$10.45 Re-occurring monthly training subscription		RCC
		\$21.52 Interest on purchases		
33124	Bank of Montreal	Keith Morrison statement	\$ 293.53	
		\$404.37 Batteries		RCC
		\$31.97 Postage fees		AD
		\$55.60 MLA workshop lunch		AD
		\$33.74 Postage fees		FD
		\$18.50 Interest on purchases		
		\$-250.65 Over payment on cheque #32776		Multiple
33125	Aurora College	Training, test for employee boiler class 5	\$ 650.00	Multiple
33126	MSS LTD	Instant ice packs	\$ 296.69	Multiple
33127	GNWT	Land leases	\$ 1,200.00	Multiple
33128	Paul Kaeserse Stores LTD	Materials/supplies	\$ 266.84	Multiple
33129	Link Hardware	Materials/supplies	\$ 836.62	Multiple
33130	NWT Power Corp	August power bills	\$ 30,298.11	Multiple
33131	Freund Building Supplies	Materials/supplies	\$ 2,065.24	Multiple
33132	Xerox Canada LTD	Copier usage, copier lease	\$ 2,343.36	AD
33133	Receiver General	Payroll tax deductions (TAX, CPP, UIC) \$34819.14 [R]	\$ 34,819.14	
33134	Thyssenkrupp Elevator	Maintenance	\$ 1,181.25	RCC
33135	Customer	Refund 2 childrens flag football	\$ 120.00	RCC
33136	NTHSSA-Fort Smith Region	Refund-development application	\$ 150.00	AD
33137	Globalstar	Satellite phone bills	\$ 68.76	AD
33138	Terry's Carpentry Service	Ambulance bay lease	\$ 2,520.00	AMBULANCE
33139	Wesclean Northern Sales LTD	Freight	\$ 2,098.28	Multiple
33140	Customer	Refund meter deposit	\$ 90.00	AD
33141	Customer	Refund course fee bronze cross	\$ 225.00	POOL
33142	AWWOA	Class 3 training	\$ 1,026.00	WTP
33143	AWWOA	Wtp operator prep level 3/4	\$ 1,026.00	WTP
33144	506830 NWT LTD Chase's Pit Stop	Gas	\$ 229.52	BYL
33145	Employee	Refund on water account	\$ 475.60	AD
33146	Employee	Reimbursement-footware	\$ 77.68	POOL
33147	RDV Mechanical	Repair broken pump on vaccum truck, mount bracket to snow	\$ 6,301.96	Multiple

33148	Power Surge Technologies LTD	Power surge water plant switch	\$	20.99	AD
33149	Arctic Alarm/Diamondtel	Alarm Monitoring	\$	59.80	AD
33150	Customer	Refund meter deposit	\$	309.00	AD
33151	Arctech Computers INC	Offsite back up service	\$	262.50	AD
33152	Customer	Refunds on summer daycamp balance	\$	658.00	RCC
33153	Office Solutions	Materials/supplies	\$	2,797.65	Multiple
33154	Purple Foot Productions INC	Film sponsorship for dark night sky movie	\$	850.00	AD
33155	Customer	Refund meter deposit	\$	219.00	AD
33156	Employee	Driver's medical reimbursement	\$	100.00	AMBULANCE
33157	Employee	Reimbursement-ambulance license fees	\$	110.00	AMBULANCE
33158	Employee	Reimbursement-boot allowance	\$	229.95	FM
33159	Grimshaw Trucking	Shipping	\$	86.96	FM
33160	Paul Kaeser Stores LTD	Materials/supplies	\$	265.76	Multiple
33161	Lou's Small Engines	Chainsaw chain	\$	95.53	PW
33162	Link Hardware	Materials/supplies	\$	963.60	Multiple
33163	Northern Life Museum & Cultural Centre	Day camp workshop, summer programming fees	\$	990.00	RCC
33164	Territorial Beverages	Materials/supplies	\$	583.45	RCC
33165	Town of Fort Smith	August water bills	\$	5,730.03	Multiple
33166	Freund Building Supplies	Materials/supplies	\$	401.89	PW
33167	White Ice LTD	White ice	\$	1,336.97	Arena
33168	NEBS Pension Fund	September premiums \$37974.12 [R]	\$	37,974.12	
33169	Carter Industries LTD	Deliver and spray calcium on required road ways	\$	26,040.00	MS
33170	Mercury Sign Art & Design	Name tags	\$	84.00	FD
33171	TDC Contracting LTD	Materials/supplies, GAS	\$	1,937.51	Multiple
33172	NEBS Group Insurance Fund	September premiums \$10414.21 [R]	\$	10,414.21	
33173	Westvac Industrial LTD	Flusher parts	\$	1,599.63	PW
33174	Nu Mechanical	Repair heat on anf water fountain	\$	750.51	FM
33175	Rapid Petroleum	Gas	\$	1,942.77	Multiple
33176	Comtix Tickets INC	Tvek litter free wristbands	\$	198.45	RCC
33177	Infosat Communications	Satellite phone bill	\$	121.70	FD
33178	Power Surge Technologies LTD	Replacement cell phone for water truck	\$	99.74	WTP
33179	Office Solutions	Materials/supplies	\$	773.07	Multiple
33180	Customer	Refund fee for bronze medallion	\$	210.00	POOL
33181	Hay River Heavy Truck Sales LTD	Cylinder rental	\$	201.60	Multiple
33182	SEE ACCTS PAID LIST II				
33183	Aurora Ford	Water tickets	\$	719.84	WTP
33184	Customer	Refund meter deposit	\$	350.00	AD
	EFT Payroll	Pay period, September 1, 2017		\$97,522.89	
	EFT Payroll	Pay period, September 15, 2017	\$	93,263.12	
	EFT Payroll	Pay period, September 29, 2017	\$	109,828.02	

\$ 544,749.11



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING September 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33182	Employee	Turtle filter supplies	\$ 346.37	Library
TOTAL			<u>\$ 346.37</u>	



Town of Fort Smith
Community Services Committee
Tuesday, October 10, 2017, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur
Regrets : Mayor Napier-Buckley
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary

1. Call to Order

Cr. Tuckey called the meeting to order at 7:02 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of September 12, 2017, were reviewed and have been adopted at the Council meeting of September 26, 2017. Cr. Kikoak advised that she was briefed by Don Jaque, Vice President of the Snowboard Society, who advised that the Society would like to hold a winter festival. She asked if the Town would be hosting the Wood Buffalo Frolics this year. She noted that the Snowboard Society is planning a Snow Festival six-weeks before the AWGs. They are planning to have host Dene Games by the Snowboard Park along with other events. Cr. Tuckey advised that there is a Wood Buffalo Frolics Society in place and suggested that Mr. Jaque contact the Society. Administration advised that Mr. Jaque is planning multiple events including Territorials. He was advised to contact Patti Haaima with the Wood Buffalo Frolics Society. Administration advised that Town is only a funding partner for the Wood Buffalo Frolics. He also noted that the stage is available for use when AWGs events are happening. He is currently inquiring to see if the stage can be used in February due to the hydraulics. Cr. McArthur asked if there are any plans for drainage. Administration advised that the design work is with Maskwa Engineering but is not sure if it will be completed before winter. The Town is currently working to make the ditches in place work properly. D/M Smith requested an update on the YWCA and the daycare. Administration advised that the YWCA has approved the establishment of a daycare in Fort Smith and will work with the current society to dissolve their establishment as a society.

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 proofs of the four language stop signs were circulated and noted that funding from the Metis Nation has been received. The Metis Nation will also be funding 50% of the electronic multilingual sign being placed at the Recreation Centre.

3. Recreation

a. Recreation Services

- i. Recreation Statistics – The September 2017 recreation statistics report was reviewed. The Director of Community Services advised that usage has increased from the previous month and year. College use has increased by 180 from last year. He noted that Youth Night programming is strong. Other programming includes the Afterschool Program, Bootcamp, and Yoga.
- ii. Pool Statistics – The September 2017 pool statistics report was reviewed. The Director advised that pool use is steady but has reduced from the previous year. He noted that the reduction is most likely attributable to the three-week closure for annual maintenance. The Director advised that swim lessons started on September 30th for a duration of ten weeks and JBT lessons started with four sets of lessons on Tuesdays.

The Director provided an update on the Community Services department. The Director advised that today was the first regular schedule day at the Arena for user groups. He noted that there was Public and Family Skating over the past weekend for an arena soft opening that was well attended. The Director advised that Story Time at the Library is ongoing and that a local artist has been teaching ukulele. The Director advised that the Lawrie Hobart Memorial Volleyball Tournament is coming up this weekend and that Elders in Motion starts October 18th. He noted that pool swim lessons have started for a duration of ten weeks and that Junior Swim Club for youth ages nine and up is once a week. Pool staff are finishing training for Aqua Fit and are hoping to have the program running soon. Cr. Kikoak asked if Junior Kindergarten students attend the Afterschool Program. The Director advised that they are only licensed for children five years and older. D/M Smith suggested that the Town look at traffic flow in the Recreation Centre parking lot. He asked if the Aurora College use includes usage of the pool. The Director confirmed this.

- iii. Arena Statistics – There were no Arena statistics.

b. Recreation Advisory Board

- i. RAB Minutes September 18, 2017 – The RAB minutes were reviewed. Cr. Bell asked if the Town is still considering placing signage at the NWT Border and at Enterprise to promote the AWGs. Administration advised that the SAO of Hay River, Manager of the Host Society, and himself will be meeting to discuss joint marketing. Additionally, he noted that Hay River has recently hired an Economic Development Marketer. Cr. Kikoak requested that the signs have the northern lights above Fort Smith and that a sign be placed on the winter road from Fort Chip. D/M Smith advised that the Host Society has been in discussion with WBNP about extending the ice road season. Cr. McArthur asked when Council can expect receive the next set of financial statements. Administration advised that the Host Society is still in the red \$500,000 due to the money the GNWT told them to expect from the Federal Government. Administration advised that the Mayor had met with the Premier to discuss this but noted that it did not go positively as the Premier requested financials which could not be provided. He noted that the Premier did commit to following up with the issues in Ottawa and that the Mayors of Fort Smith and Hay River were invited to attend to lobby.

4. Library

a. Library Services

i. Library Statistics – The September 2017, library statistics report was reviewed. The Director advised that usage has increased from the previous month but is down from the previous year. Additionally, computer use has decreased drastically. Library programming includes Story Time and Steam Camp. Steam Camp has been well received by kids. Cr. Patel noted that the computers at the Library were very slow last time she used them and suggested that Town work to improve this. She suggested statistics be taken to see how many books are borrowed each month. The Director advised that the computers were donated by the Aurora College last year. Administration suggested discussing the issue further during budget discussion and including new computers with evergreen. He noted that the GNWT Librarian is set to return to work by the end of October and that he is hoping that additional programming will be put into place. Administration noted that the GNWT has been paying the Town to staff the Library with a Recreation Assistant for approximately a year and is pleased with the return of the GNWT Librarian for higher level staffing.

b. Advisory Board on Culture – Administration advised that there wasn't quorum for the last meeting. He noted that part of the agenda was to tour the Cemetery for expansion planning and that the tour occurred anyways. He advised that the chain link fence would be replaced with a wooden fence. Administration is confident that there are enough plots left to get through the winter.

5. Administration

Administration advised that the outcome of the last Council meeting was the request for multiple delegations. He advised that the FSDEA representatives were asked to delegate on short notice but were responsive. Additionally, the RCMP are unable to delegate until November and that the Aurora College President and the Director of Thebacha Campus would be delegating at the Regular Meeting of Council on October 17th. Administration received a call from the Mr. Daitch, the Consultant developing the TEP Brief, and advised that the Mayor had discussed scheduling a meeting with Council to gather information on the Town's position on the Teacher Education Program. Councillors advised that there were not aware of the meeting. He noted that he wasn't aware of the meeting either and would work to reschedule.

Administration advised that he attended an LGANT Conference over the past week and that there was good training and discussion on the business aspect of the legalization of marijuana. He doesn't foresee the sale of marijuana in residential neighbourhoods as per the current Zoning Bylaw. He noted that distribution will most likely be managed through controlled locations like the liquor store. He noted that there was positive discussion with other government administrators at the conference. He noted discussion on the initiative for communities to form a tax based alliance. He was pleased with this as tax based communities are historically underfunded. Administration advised that ALGAP training funding is available for SAO Trainees to work under the SAO which would help with backfill and bylaw writing.

Administration was pleased with Town operations during his time at the conference. He advised that Town facilities were equipped with security systems and advised that additional alarms are in place for employees working with cash and outside of normal business hours.

Administration advised that the installation of the new locking doors at the Arena will be complete soon. He is also looking to get additional storage space installed and to upgrade the change rooms in time for AWGs. He also noted that there is work ongoing at the animal shelter and that construction on the quarantine pen is being finalized and additional metal roof snow guards are being installed.

Administration advised that a lot of work was done by a previous mayor on the road south to Fort Vermillion. The work was put on halt by the Mikisew Cree First Nation. He advised that Fort Chip is now in favour of the road south and WBNP also sees the benefit in the road. He suggested having a dinner with the involved stakeholders to get the initiative rolling. He noted that after the Fort McMurray fire there is a lot of support from Alberta for secondary escape routes and for forest fire mitigation.

Administration advised that one of the outcomes of the meeting with the Premier is the reinvestment of Municipal and Community Affairs. He noted that the Town will be meeting with them next week to solicit support. He noted that the support will not be for the \$500,000 deficit but hopefully in-kind administrative support. He advised that he would continue to pursue revenue and financial information to further quantify what will be required for the duration of the AWGs.

Administration reviewed the TTAB recommendations brought forward at the Corporate Services meeting of October 3rd. He advised that there is sufficient travel funding for the EDO to attend the NWTT AGM in Inuvik. Administration advised that the Council Travel budget was originally \$10,000 and has been expended by an additional \$4,000 due to Council attending both the NWTAC and AGM, and as the Mayor travelled to Yellowknife to meet with the Premier with respect to the AWGs. He noted that there was an issue from the last Council with respect to the Mayor travelling unapproved and advised that there wasn't opportunity to manage the budget without a motion coming forward. He noted that for the Mayor and Deputy Mayor to attend the NWTT AGM in Inuvik would be approximately \$3-3,500 each and that an additional \$3,000 would be required for the Mayor to travel to Ottawa, ON. to lobby with the Premier for funding for the AWGs. In total, an additional \$10,000 would be required for Council travel. Administration advised that there is \$4,000 left in the Advertising budget and \$5,000 in the Administration Training budget. Cr. Bell asked if the South Slave Friendship Festival funding was spent. Administration advised that the money has gone unspent and could possibly be used. Cr. Tuckey advised that she would be travelling in November to attend NWTAC meetings and could possibly align the AWG lobby with her travel since she will already be there. D/M Smith advised that the Town is a full voting member for NWTT and asked if the EDO is able to vote on behalf of the Town or if would need to be Mayor and Council. He also noted that hotel levies do not seem to support local hotels and that the South Slave Region is usually an afterthought for NWTT. Administration advised that he would require a motion to allocate funds for Council Travel and that he should be able to allocate up to \$7,500. He will check to see if the EDO is able to vote on behalf of the Town but does believe Mayor and Council should attend these events. Administration will bring a motion to Council on October 17th. D/M Smith advised that ITI has funding to attend conferences and asked if the Town has attempted to leverage funding.

Cr. Holtorf would like the Chair at the Council Meeting to recognize the importance of the Campus and highlight initiatives like the daycare during the delegation. D/M Smith suggested that Mayor and Council meet with Mr. Daitch on the TEP Brief on October 24th.

6. Other Business
 - a. Briefing Note JBT Snack Program – The briefing note was reviewed. The Director advised that the donation request is received annually and that Council has donated in the past. Cr. Patel would like the donation included as a line item in the budget.
RECOMMENDATION
Moved by: D/M Smith
Seconded by: Cr. Bell
That the Town of Fort Smith donate \$500 to the 2017-2018 JBT Snack Program.
CARRIED UNANIMOUSLY

7. Excusing of Councillors
RECOMMENDATION
Moved by: D/M Smith
Seconded by: Cr. Patel
That Mayor Napier-Buckley be excused from Community Services Meeting on October 10, 2017.
CARRIED UNANIMOUSLY

8. Date of Next Meeting
The next meeting of the Community Services Standing Committee will be held on November 14, 2017.

9. Adjournment
RECOMMENDATION
Moved by: Cr. Dumont
Seconded by: Cr. Bell
That the meeting be adjourned at 8:08 p.m.
CARRIED UNANIMOUSLY



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

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:14 pm.

2. Review

- a. Agenda – The agenda was reviewed. Cr. Holtorf requested an update on the Asset Management Plan under the 2017 Capital Plan and an update on unsightly lands under Bylaw Department. D/M Smith requested further dialogue on stop signs.

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of September 12, 2017, were reviewed and were adopted at the Council meeting of September 26, 2017. Cr. Kikoak advised that there was a CBC report on a dog that bit three people before it was put down and asked why the dog was only seized after three bites. Administration is unaware of an incident where a dog bit three people. He noted that the Animal Control Bylaw is clear that dogs are to be seized after the first unprovoked attack. He noted that the skin needs to be broken and tracked through a bite report at the hospital. D/M Smith requested an update on Ambulance services. Administration was asked by the MLA to put forward a written request to the GNWT to transfer surplus properties to the Town. He noted that the GNWT has hired a consultant to discuss the nature of the Ambulance Service with the Protective Services Supervisor, the Ambulance Administrator and himself. D/M Smith asked if there have been any development permit appeals. Administration is not aware of any.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed. Cr. Holtorf requested an update on Asset Management. Administration advised that Asset Management is a GNWT led initiative. He noted that a budget line item was carried over to support the system. Fort Smith is Phase 2 of the implementation and is pilot community for the program. Administration advised that MACA had attempted to gather information to populate the system but the quality of data they were using wasn't sufficient. Cr. Holtorf asked if the Town would continue to budget Capital funds and if the Town has an asset management system already. Administration doesn't anticipate further Capital funding for the project and advised that the \$25,000 budgeted was to hire an employee or contractor to populate the software. He noted that only partial data has been collected for the program and that complete data is required to operate a sufficient program. He advised that the Town's insurer also collects information on facilities which was entered into software in the past. He noted that an efficient program will track servicing and parts required for assets.

3. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes September 14, 2017 – The SDAB minutes were reviewed. Administration advised that there are no motions coming forward from the minutes. He noted that there was quorum, but that Council representative was not in attendance. He noted that the board reviewed what they were working on prior to summer and housing initiatives. They had delegations from local developers and will be meeting with John Gray at their next meeting.

4. Protective Services

a. Fire Department

- i. Statistics Report – The September 2017, statistics report was reviewed. Administration advised that there was mostly training in September and some small fires.

b. Ambulance Department

- i. Statistics Report – The September 2017 statistics report was reviewed. Administration advised that September was a busy month for the Ambulance Department.

c. Bylaw Department

- i. Bylaw Statistics Report – The September 2017, statistics report was reviewed. Administration advised that the Bylaw Department has been continuing speed enforcement and animal control. He noted that the Protective Services Supervisor has been asked to focus on unsightly properties. D/M Smith noted that some properties have visibility infractions. Cr. Dumont advised that there are a lot of places where street lighting was requested and not placed. He requested that Cr. McArthur and himself review the areas again and take note of any burnt out street lighting.

5. Administration

D/M Smith looks forward to the placement of the four-language stop signs. Administration advised that the request for a stop sign at Primrose Lane and Pelican Street has been forwarded to Public Works. He noted that there should be a traffic registry populated with traffic controls and noted that the Traffic Bylaw needs to be reviewed. Additionally, speed zones should be reviewed throughout town as well. He noted that at a higher level, there is difficulty finding time to review bylaws as AWGs has become all-encompassing. He noted that the Bylaw Review Committee also needs to review the Water and Sewer Bylaw and the Service Interruption Bylaw, and that the Water and Sewer Bylaw takes precedence as identified by the auditor. D/M Smith advised that a meeting was scheduled with the Regional Director of Executive and Aboriginal Affairs, Yvonne Doolittle, but that he had missed that meeting as he was unaware that it was occurring. He felt that meeting with Ms. Doolittle would be a good opportunity to bring forth concerns around aboriginal affairs. He noted that her portfolio works directly with Cabinet and the Legislative Assembly. He advised that she would be back on October 24th and suggested following up.

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Mayor Napier-Buckley be excused from the Municipal Services Standing Committee Meeting on October 10, 2017.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on November 14, 2017.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Patel

That the meeting be adjourned at 8:57 pm.

CARRIED UNANIMOUSLY



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 981**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A MUNICIPAL TAX COLLECTOR, PURSUANT TO SECTION 83 OF THE PROPERTY ASSESSMENT AND TAXATION ACT S.N.W.T. 1997,c.5,s.5(8); S.N.W.T. 2010,c.16, Sch.A,s.31(3).

WHEREAS, the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it desirable to appoint a person as the municipal collector of taxes for the purpose of carrying out the requirements of the Property Assessment and Taxation Act, S.N.W.T. 1997,c.5,s.5(8); S.N.W.T. 2010,c.16, Sch.A,s.31(3).

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Anand Soochit be appointed a municipal collector of taxes.
2. That this appointment shall come into effect upon this bylaw receiving third reading.
3. That the appointment shall expire upon the termination of employment of Anand Soochit with the Town.
4. That Bylaw 943 be hereby repealed.

READ A FIRST TIME THIS 26th DAY OF September, 2017 A.D.

READ A SECOND TIME THIS 26th DAY OF September, 2017 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2017 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

SENIOR ADMINISTRATIVE OFFICER



Town of Fort Smith

Expression of Interest

Date: **October 4, 2017**

Name: **Pierre-Emmanuel Chaillon**

I am interested in sitting on the: **Tourism and Trade Advisory Board (TTAB)**
Advisory Board/Working Group/Focus Group

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I have a master in conservation biology. Before I moved to Fort Smith, I worked as a conservation & education manager for the provincial parks in Quebec for 6 years. I have participated in the creation and the implementation of a new park rewarded several times (tourism award, cultural heritage award).

I am the owner of a small business in town (photo-video) and I am very interested in local development.

Email: **pchaillon@hotmail.com**

Signature of Applicant



Town of Fort Smith
Expression of Interest



Date:

October 10, 2017

Name:

Monique Day

I am interested in sitting on the:

Recreation Advisory Board
Advisory Board/Working Group/Focus Group

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I am a recreation therapist for the GNWT. I develop plans & implement leisure programming for seniors in the town of Fort Smith. My educational background is in kinesiology, recreation & leisure studies & ergonomics & biomechanics. I enjoy planning community initiatives to get people involved & interested in leisure giving them leisure education tools for life long participation. I am also on the Board of Directors for the Northern Life Museum, a participating member of my professional college, an Alzheimer's Ambassador for the Territory & coach for the FWK Volleyball teams.

Signature of Applicant

monique_day@gov.nt.ca



Town of Fort Smith
Expression of Interest

Date: October 12, 2017
Name: Kristielyn Jones

I am interested in sitting on the: Sustainable Development Advisory Board
Advisory Board/Working Group/Focus Group/Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I have a diploma in Environment & Natural Resources Technology.
I am also enrolled in Business Administration.
I used to be on SDAB in the past for almost a year,
back when they started up again.
Email: Kristielyn.jones@gmail.com


Signature of Applicant