


















# Town of Fort Smith Corporate Services Committee

Tuesday, August 1, 2017, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
  - a. AWG Delegation
    - i. Revenue Generation by Source July 11, 2017
    - ii. Financial Statements June 30, 2017
    - iii. M2 Report and Meeting Plans
    - iv. Relationship Policy: Board Terms and Reference Policy
3. Declaration of Financial Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. Strategic Plan
5. Governance
  - a. Council Priorities
    - i. Highway Condition
    - ii. Property Tax Issues
    - iii. Commissioner's Land within Municipal Boundaries
    - iv. Fire Abatement
    - v. GNWT Job Reductions
    - vi. Aurora College Program Review
    - vii. Property Tax and Boundary Issues
6. Finance
  - a. Accounts Paid Part I
  - b. Accounts Paid Part II
  - c. Second Quarter Variance Report
7. Human Resources
8. Lands
9. Economic Development
  - a. Tourism and Trade Advisory Board
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
  - a. Correspondence – July, 2017
  - b. License Reports – July, 2017
  - c. Briefing Note Property Tax
  - d. Briefing Note TEP Brief
  - e. In-Camera Session *CTV Act S.23(3)(c)*  
*Personnel Issue*
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents						
 Revenue Generation by Source	 Financial Statements	 M2 Report and Meeting Plans				
 Board Terms & Reference Policy						
 Corporate Services Minutes July 4, 2017	 Vision, Values and Goals	 Strategic Plan				
 Accounts Paid Part I			 Accounts Paid Part II			
 BN Second Quarter Variance			 Second Quarter Variance			
 Correspondence July 2017			 License Report		 Briefing Note Property Tax	
 Briefing Note TEP Brief						



Town of Fort Smith  
Corporate Services Committee  
Tuesday, August 1, 2017, at 7:00 pm

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

1. Call to Order

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

2. Delegation

a. AWG Delegation

Revenue Generation by Source July 11, 2017

Financial Statements June 30, 2017

M2 Report and Meeting Plans

Relationship Policy: Board Terms and Reference Policy

Jessica Cox and D/M Smith presented on behalf of the Host Society. She noted that there hasn't been much change since the last delegation and asked if Council had any questions. Cr. Bell requested an update on volunteer recruitment. Ms. Cox advised that the Host Society had originally anticipated recruiting 2,000 volunteers between both Hay River and Fort Smith. To date, 250 people have completed the online registration process, although there are people involved that have not registered yet. Ms. Cox advised that there hasn't been a big push to recruit volunteers and anticipates a clearer view on volunteer numbers by the end of September. She noted that volunteer recruitment is a concern of the Host Society and that they will be hosting active recruitment drives. Additionally, once roles are determined, volunteers will be asked to sign up for specific jobs. Cr. McArthur hopes that numbers pick-up.

Cr. McArthur requested an update on the financial position of the AWGs. Ms. Cox advised that from a financial position, the Host Society expects numbers to improve significantly over the next two months. She also expects a clearer standpoint on sponsorship contributions. Ms. Cox advised that the Host Society had changed their sponsorship plan in June by terminating their partnership with Verge Communications to collect sponsorships and by forming an actively meeting Sponsorship Committee consisting of four Host Society members; two members from Hay River and two members from Fort Smith. D/M Smith advised that Shari Olsen is leading the Sponsorship Committee and that they have developed an action plan. He noted that they will be coming to Council for assistance in mobilizing Corporate Sponsorships, through partnerships with the Chamber of Commerce and businesses. He noted that significant progress has been made since May in acquiring monetary and in-kind contributions.

Cr. McArthur asked about the replacement of Fort Smith AWGs Staff Shelly Mahar and Tracey Hutton. He requested that their replacements be local hires. Ms. Cox advised that staffing has also been a concern of the Host Society and that they are very grateful to Ms. Mahar and Ms. Hutton for their contributions. She noted that the work they have done is very valuable to the standpoint of the Host Society with the AWGs. She noted that it has been made clear that local people need to be hired for staff replacement and that the Host Society shares the concern. D/M Smith advised that he has questioned the staff structure which has led to miscommunication and frustration. As a result, the General Manager is reviewing the reorganization of staff structure to enhance efficiency of communication and reporting.

Administration asked if staff member, Ms. Jennifer Leak, pays rent when residing in Fort Smith and how often she is in the community. D/M Smith advised that housing is provided to AWGs staff in-kind. Cr. Tuckey advised that Ms. Leak has contributed to the community by volunteering with figure skating three times per week throughout the winter. Ms. Cox advised that Ms. Leak is based out of Fort Smith although is not in the community all the time. She noted that with the leaving of Ms. Mahar and Ms. Hutton, Ms. Leak has picked up extra duties which requires her to be between the communities more often.

Administration requested an update on staff overages in the budget due to travel, accommodations, and meals. Administration is trying to determine if having staff in the community is an economic driver and is trying to rationalize to see if there is economic benefit in the community. He noted that Mr. Shafer is supposed to be in both communities 50/50, and is not. D/M Smith advised that the expenditures in the budget are mostly related to hosting International Committee events. He will request a breakdown of expenses be sent to Administration. D/M Smith advised that the AWGs have also leased a vehicle for travelling.

Administration had previously asked that a variance document accompany financials so that cash flow can be reviewed. He noted that a cash flow document has been provided which is very different than a variance document. He noted that the revenue document shows a deficit and doesn't acknowledge unbudgeted expenses. Administration noted that the document shows expenses overbudget by \$100,000 and a deficit of \$250,000 which totals a \$350,000 deficit. He asked if there is tracking to determine the actual deficit. D/M Smith advised that expenses have fluctuated and that there is no realistic picture of required expenses. He felt that there would be a clearer understanding after the M2 meetings. Additionally, he advised that the Executive is aware of the expenses and underfunding, and that the board hasn't yet spoken to reductions. Administration advised that the financial statements have improved since May and that there are less expenses against unpopulated budgets.

Administration felt that staffing and advertising/marketing should be more advanced at this stage. Administration asked where funding was found to reduce the deficit since May. He also asked if in-kind contributions are truly attributable to needs and offset monetary costs. Ms. Cox advised that the General Manager has been very thorough to ensure that in-kind sponsorships are reflective of the needs of the AWGs and not to inflate the financials. Ms. Cox suggested that the reduction in the deficit may be due to closing the sponsorship contract with Verge Communications. D/M Smith noted that a substantial contribution was received from ATCO of \$125,000 of each in-kind and monetary contributions. Other contributions received were from Dominion Diamonds for \$25,000, Canadian Tire for \$10,000, and COOP in Yellowknife for \$100,000 in-kind, for food. Additionally, he advised that corporate sponsorships in the region have not yet been requested and that the Host Society anticipates this as an untapped market. Further, D/M Smith will request a breakdown of sponsors be provided to Administration. Ms. Cox also advised that substantial sponsorships were offered that were not required.

Administration has requested reporting relationships of roles and responsibilities be formed to start planning deliverables, although noted he hasn't received a response back from the General Manager to start the process. He advised that as Council will begin budgeting soon, this will need to be considered.

D/M Smith felt confident that the AWGs are in good shape with a strong volunteer base and new facilities in both communities. He noted that challenges lay with athlete support.

Mayor Napier-Buckley thanked Ms. Cox and D/M Smith for delegating on behalf of the Host Society. She looks forward to further updates and the submission of a variance report in the future. She also would like information submitted on what resources will be required of the Town to be incorporated into the budgeting process. Ms. Cox looks forward to having more information for Council at the September meeting.

3. Declarations of Financial Interest

D/M Smith declared a financial interest with respect to the Accounts Paid Part II.

4. 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 July 4, 2017, were reviewed and have been adopted at the Council meeting of July 18, 2017. Cr. Tuckey requested an update on the Special Meeting to discuss the AWGs Triparty Agreement. Administration had sent comments to the Host Society and has not received a response. He noted that in mid-June, the Town of Hay River had advised that they were acceptable to most of the changes and that they had to follow up with their lawyer and has not heard back. Administration had emailed the Town of Hay River to follow up last week and has not received a response. He is unsure of the delay but will continue to inquire. Cr. McArthur felt the Town of Fort Smith should drop out of the games as the financials are still running a deficit and as no contract is in place. Mayor Napier-Buckley had received a request from the Mayor of Hay River for both Councils to meet. She will follow up with the Mayor for an update on the contract and to look at dates for a joint-Council meeting.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

- a. Council Priorities
  - i. Commissioner's Land within Municipal Boundaries – Cr. Patel advised that the Mayor and she had attended a public consultation session to review the Lands Act and Commissioner's Land Act. She noted that it was interesting to hear the concerns of citizens on leased Commissioner's land. She noted that there was approximately ten people in attendance.
  - ii. Fire Abatement – Mayor Napier-Buckley is continuing to meet with partnering governments on fire abatement initiatives. She noted that the Town has now taken the lead with the meetings. There will be a meeting scheduled in September in which NTPC will be brought to the table.
  - iii. Aurora College Program Review – Mayor Napier-Buckley advised that there is a briefing note later in the meeting to move forward with the initiative.
  - iv. Property Tax and Boundary Issues – Mayor Napier-Buckley advised that there is a briefing note later in the meeting that was previously brought forward for Council review and to move forward with the reconciliation of property tax issues.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel asked if the barbeque repairs were made to the barbeque that caught fire on Canada Day 2016. Administration confirmed this. Mayor Napier-Buckley asked if a power pole would be installed to light trees for this Christmas season. Administration is reviewing the cost to move a mature tree and is looking to decorate the trees at the arena. He noted that a power pole was required for the prior Christmas tree due to the location.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the Accounts Paid Part I for the period ending July 31, 2017, totaling \$517,415.18 be approved.**

**CARRIED UNANIMOUSLY**

D/M Smith declared a conflict and passed the Chair to Mayor Napier-Buckley.

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

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

**That that Accounts Paid Part II for the period ending July 31, 2017, totaling \$621.35 be approved.**

**IN FAVOUR – CR. TUCKEY, CR. MCARTHUR, CR. BELL, CR. PATEL**

**ABSTAINED – D/M SMITH**

**CARRIED**

Mayor Napier-Buckley passed back the Chair to D/M Smith.



- c. Briefing Note Second Quarter Variance Report – The briefing note and report were reviewed. Administration advised that the document outlines the Town’s spending in the first six months of 2017. He noted that initial review shows that all budgets are under spent. Revenue is good; Grants in Lieu are received, and development permitting, fines and lottery licensing revenue has increased. He advised that RCC revenue has caught up and Arena revenue is significantly higher than previous years, although is offset due to additional staffing. Ambulance revenue has decreased with less calls than in previous years and recreation grants are on hold pending accounting deliverables. Administration advised that GNWT Ground Ambulance and Highway Rescue funding is half of what was received in 2015. Additionally, Day Camp and After-school revenues are down due to declining enrollment; analysis indicates the cause being a cyclical demographical change. Administration advised that utility costs are within budget which is attributable to reduced oil costs and a warm winter. He noted that vehicle and equipment maintenance costs have increased due to an aging fleet and that the Capital Plan works to address this over the next several years. Additionally, legislative costs are nearly expended and should require monitoring for the remainder of the year. Legal costs and audit fees are overspent. Administration advised, as in the first quarter, that Public Works and Facilities Maintenance salaries are higher than anticipated due to overtime and use of casual employees to execute a high level of service. Administration will discuss the possibility of incorporating overtime costs into the budget during the budgeting process. Additionally, Ambulance salaries are higher than expected, due to training delays resulting in delayed transition of volunteer honouraria to the Protective Services position. He noted that there are also some unbudgeted costs associated with the EDO position which will be proposed in the 2018 O&M budget upon completion of the Economic Development Plan.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Second Quarter Variance Report be accepted as presented.**

**CARRIED UNANIMOUSLY**

**7. Other Business**

- a. Correspondence – The July 2017 correspondence was reviewed. Cr. Patel requested an update on the correspondence received from the GNWT on Investment Opportunities in the NWT. It was advised that the correspondence would be circulated.
- b. Licensing Report – The July 2017 licensing report was reviewed.
- c. Briefing Note Property Tax – The briefing note was reviewed. Administration advised that property tax arrears and delinquent accounts are currently valued at \$1.7 million, where property tax arrears are defined as unpaid 2016 property taxes and delinquent accounts are defined as unpaid property taxes from 2015 and earlier, and together called past-due accounts and if uncollectable are called bad debt. He noted that there are a variety of reasons for the past-due accounts and presented options to address them. He noted that options include forgiving bad debt, negotiating past-due accounts with the GNWT, collection of past-due accounts, and the sale of lands. Administration advised that the Town budgets \$15,000 each year for bad debt and has accumulated \$615,235.61 to put towards the bad debt. Administration advised that there are currently three accounts identified as uncollectable totaling approximately \$261,028.50; the first two accounts property taxes were levied incorrectly and the third is bad debt from a derelict trailer that was abandoned on a leased lot. Administration advised that the Minister of MACA would also have to approve any forgiveness of taxes and advised that the Town does not have the authority to forgive school tax. Administration advised that he would require instruction from Mayor and Council to initiate action on the forgiveness of debts. He noted that individual briefing notes would be

brought forward for each roll requiring forgiveness. Cr. Bell asked if the bad debts continue to accumulate interest. Administration confirmed this and advised that the majority of the amount owing is in interest. Cr. Bell felt that it is in the Town's best interest to forgive the bad debts before they accumulate more interest. Administration reviewed the past-due accounts to be negotiated with the GNWT. He noted that the first two rolls are for properties that are past-due by \$154,087.04 combined, tied to failed businesses that the GNWT invested in and retains a registered interest in. He noted the GNWT's need to dispose of the properties and that one of the properties could have potentially been used as an ambulance facility. Instead, the GNWT has listed the property on the real estate market, not allowing the Town to collect the owing taxes and not following surplus regulations. The third roll is a past-due account for improvements made on a Commissioner's Land lease within municipal boundaries totaling \$21,653.83. The fourth roll, totaling \$389,050.67, was due to a resident being relocated after the 1968 landslide to a new property issued by the GNWT thought to be IAB Land. The resident was moved to what mistakenly was not IAB and as a result accumulated property tax and interest since the point of moving. Administration would like cooperation from the GNWT to forgive the entire \$389,050.67. Additionally, Administration advised that SRFN Development Corporation owes \$26,639.56 in property tax arrears, and \$211,127.51 in PILT, which is not included in their property tax arrears and delinquent account total. Administration advised that historically, all properties within municipal boundaries are assessed by the GNWT and that the role of the Town is only to establish the mill rate and issue tax notices. The GNWT also has agreements with the Federal Government to assess all Federal lands. He noted that the PILT was not paid as the assessment was not performed by the GNWT and that the properties were recently transferred to SRFN with no agreement in place addressing the assessment of the lands. He noted that multiple requests were sent from the Town to the GNWT to determine the responsibility for assessment. No definitive answers or action was received by the GNWT. As a result, the Town retained private assessment services valued at \$20,772 to assess the transferred lands and determine the appropriate PILT. The Town would like the GNWT to provide clarity on the issue and reimburse the Town for assessment costs to-date. Subsequently, the Town had invoiced SRFN for the PILT in which they advised that many of the properties identified by the GNWT as having transferred have not transferred to SRFN and remain Federal. SRFN has committed to the PILT for the properties that they consider as having transferred. The Director of Corporate Services recommended that Council approach the GNWT to come to the table to rectify the multiple issues. He noted that Administration has exhausted all avenues in dealing with these issues. D/M Smith noted that Council had met with DAIIR in 2013 and that there has been no movement since. He also noted that Premier Bob McLeod is also the Minister of DAIIR and could potentially deal with issues in other departments. Mayor Napier-Buckley advised that she would initiate correspondence. Administration advised that the past-due accounts to be collected total \$891,271.04 and can be collected through more aggressive collection actions. The Director of Corporate Services advised that two law firms were contacted to deliver the service and that the best solution was provided by McLennan Ross. The solution would be cost neutral to the Town as the law firm will add to the cost of the amount owing. He noted that the process may take two to three years and that it is governed by the Property Assessment Taxation Act. He noted that having a third party collect the past-due accounts will distance animosity from the Town and that the law firm can represent the Town in court. He suggested a recommendation be made to support the action in order for Administration to move forward. Administration advised that there is the opportunity to hold a property tax sale and that the last sale was held in 2011, where four of the six properties were sold. He noted that in the process of a land sale the Town does not take ownership of the land. He noted that the Town has three properties for disposal.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the Town of Fort Smith proceed with addressing property tax arrears and delinquent account collections with the use of a third-party contractor.**

**CARRIED UNANIMOUSLY**

- d. Briefing Note Teacher Education Program Brief – The briefing note was reviewed. Cr. McArthur is having second thought about developing the brief and felt that the program is already lost. Cr. Patel agreed that the community feels that the GNWT has made up their mind. Mayor Napier-Buckley clarified that the Minister of ECE declined meeting with Council as they did not want to influence the review. She felt that if the decision was made, that cabinet would influence the review. She noted that many students and families have benefited from the program and that she does not want Council to give up. Cr. Tuckey agrees and doesn't think it is a lost cause. She noted that the Aurora College is a huge economic driver and that the Town would lose 10-20% of the population if the college shut-down altogether. She felt that in giving-up, the GNWT would eventually take more programs away. Cr. Bell thinks Council should continue to fight for the program and noted that the community was at a loss when Social Work Program was discontinued. Cr. Patel asked if the Town is listed as a stakeholder for the development of the foundational review. Mayor Napier-Buckley advised that correspondence from the Minister of ECE stated that the Town would have opportunity to provide input.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That \$10,000 be reallocated from the Advertising Budget to the development of a TEP Brief to be solicited through a tender process  
IN FAVOUR – CR. TUCKEY, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL**

**OPPOSED – CR. MCARTHUR**

**CARRIED**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. McArthur**

**That Cr. Dumont, Cr. Kikoak, and cr. Holtorf be excused from the Corporate Services Standing Committee meeting of August 1, 2017.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be September 5, 2017.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:18 pm.**

**CARRIED UNANIMOUSLY**












# Town of Fort Smith Community Services Committee

Tuesday, August 8, 2017 at 7 pm

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
  
4. Review
  - a. Agenda
  - b. Minutes
  - c. Visions, Values and Goals
  - d. Community Services Master Plan
5. Recreation
  - a. Recreation Services
    - i. Recreation Stats – July, 2017
    - ii. Pool Stats – July, 2017
    - iii. Arena Stats
  - b. Recreation Advisory Board
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – July, 2017
  - b. Advisory Board on Culture
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
  
11. Other Business
  - a. Briefing Note Dark Sky Film Donation
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Vision, Values and Community Services Minutes July 11, 2017      Goals.doc      Master Plan
  RCC Statistics July, 2017      Pool Statistics July, 2017      2017
 Library Statistics July, 2017
 Briefing Note Dark Sky Festival Donatio



Town of Fort Smith  
Community Services Committee  
Tuesday, August 8, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Regrets : Cr. Dumont  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary  
Guests: Patti Haaima

1. Call to Order  
Cr. Tuckey called the meeting to order at 7:00 pm.
2. Review
  - a. Agenda – The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Patel**  
**Seconded by: Cr. Bell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of July 11, 2017, were reviewed and have been adopted at the Council meeting of July 18, 2017. Cr. Kikoak requested that the Fort Smith Music Society be contacted to perform at the AWGs Opening Ceremonies, even if the ceremony will be in Hay River. Cr. Holtorf requested an update on changes to the AWGs budget. Administration advised that the Host Society will have a better understanding of the budget after the M2 Meetings and that they will be delegating to Council in September. D/M Smith noted that there have been substantial improvements to Corporate Sponsorships since the last delegation. He noted that there are currently \$1.12 million in signed agreements including \$249,000 in cash contribution, and that \$1.13 million in agreements have been sent out for signing.
  - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
  - d. Community Services Master Plan – The Master Plan was reviewed.
3. Recreation
  - a. Recreation Services
    - i. Recreation Statistics – The July, 2017 recreation statistics report was reviewed. Administration advised that he would forward any questions on the reports to the Director of Community Services. There were no questions from Council.
    - ii. Pool Statistics – The July, 2017 pool statistics report was reviewed.
4. Library
  - a. Library Services
    - i. Library Statistics – The July, 2017, library statistics report was reviewed.

5. Other Business
  - a. Briefing Note Dark Sky Festival Donation – The briefing note was reviewed. Administration has received a request from two individuals making a film with ties to Fort Smith and the Dark Sky Festival. They are asking for multiple donations from a \$2,000 monetary donation to multiple in-kind donations. He noted that the benefits of the film would be increased exposure of Fort Smith. He advised that there is approximately \$2,500 left in the donations budget and that approximately \$2,000 in donation requests are received around Christmas. Cr. Patel sees value in the project and thinks some contribution should be made. She requested that residents be engaged in participating with the film beyond catering. Administration noted that of the donation requests, the Town would be able to accommodate the request for tables and use of the recreation facility. He suggested that the Town purchase advertising at the end of their film for cash value rather than providing a monetary donation. Administration will provide an updated briefing note for Council.
  
6. Excusing of Councillors

**RECOMMENDATION**  
**Moved by: Cr. Patel**  
**Seconded by: Cr. McArthur**  
**That Cr. Dumont be excused from Community Services Meeting on August 8, 2017.**  
**CARRIED UNANIMOUSLY**
  
7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on September 12, 2017.
  
8. Adjournment

**RECOMMENDATION**  
**Moved by: Cr. McArthur**  
**Seconded by: Cr. Bell**  
**That the meeting be adjourned at 7:20 p.m.**  
**CARRIED UNANIMOUSLY**











# Town of Fort Smith Municipal Services Committee

Tuesday, August 8, 2017, at 8:15 p.m.

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. 2017 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
  - a. Sustainable Development Advisory Board
11. Protective Services
  - a. Fire Department
    - i. July, 2017 Statistics
  - b. Ambulance Department
    - i. July, 2017 Statistics
  - c. Bylaw Department
    - i. July, 2017 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Briefing Note DPA-028-17 Anand Soochit
  - b. Briefing Note SRFN Development
  - c. In-Camera Session *CTV Act S.23(3)(c)*  
*Personnel Issue*
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
 Municipal Services Minutes July 11, 201	 Vision, Values and Goals.doc	 2017 Capital Plan
 Fire Department Statistics July, 2017	 Ambulance Statistics July, 2017	 Bylaw Department Statistics July, 2017
 BN DPA-028-17 Anand Soochit	 BN SRFN Development	





Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, August 8, 2017 at 7:20 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Dumont  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary  
Guest: Patti Haaima

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:20 pm.

2. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Kikoak**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of July 11, 2017, were reviewed and were adopted at the Council meeting of July 18, 2017. Cr. Holtorf asked if a meeting has been scheduled with the Daycare Society and the Aurora College. Mayor Napier-Buckley does not have an update at this time. Administration is considering bringing dialogue on childcare as part of the budgeting process. He noted that childcare programs generate revenue although are expensive to operate. He would like to consider if the Town should continue to provide childcare services or if the Town should partner with the Daycare Society. D/M Smith agrees that it needs to be discussed. Cr. Holtorf asked if the multilingual stop signs were received. Administration does not have an update at this time.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that with the staffing of the Director of Municipal Services position, the Town is progressing with procurements and water and sewer work. He noted that some hydrants, and that the Water Treatment Plant boiler system have been repaired. The Town is also advancing in hiring a project manager to support with facilitating initiatives. Administration advised that the Strategic Plan surveys are being collected and sent to the consultant to compile data, and that the next step would be stakeholder engagement. Additionally, the Waste Diversion Plan has been completed, with the exception of a few minor changes. He noted that the consultant had identified the recycling rider threshold at \$10 in addition to monthly utility bill rates. He noted that with a \$10 rider, the Town would not be able to afford providing recycling services without outside funding, although would be able to support composting. Administration will be reviewing ways to modify the cost to provide a recycling program. He noted that all costs in the document are calculated on trucking materials south. Cr. Tuckey noted that Yellowknife has received funding from the FCM for their recycling initiatives.

### 3. Protective Services

#### a. Fire Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a quiet month for the fire department with only training. He noted that there was a fire at the old movie theatre over the past weekend which links to discussion of the property tax briefing note, discussed at the last Corporate Services meeting, on derelict buildings be held by the GNWT. Administration will work with the office of the Fire Marshall to condemn the building and determine how to transfer the authority for these properties. He noted that the GNWT needs to come to the table and have dialogue about property issues. Additionally, he advised that the MLA has requested a workshop with Council. Administration noted that there was previous discussion about Cabinet meeting in Fort Smith and noted that it has been cancelled due to conflicting dates. He was disappointed that the Town would not have the opportunity to have discussion with Premier Bob McLeod, Minister of DAAIR on property issues.

#### b. Ambulance Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a standard, busy month for the Ambulance Department. He noted that the Protective Services Supervisor has been engaging in Ambulance activity. Additionally, a proposal was received from a contractor to take over the service. Administration had asked the MLA to find out which government department the contractor would enter into an agreement with and as a result, it was advised that MACA only provides \$20,000 for ground ambulance per year. He noted that this indicates that the GNWT has no interest in entering into an agreement with the contractor. Administration advised that after reviewing financials of aggressively increasing medevac fees, the department is turning a profit. He noted that there has been difficulty in maintaining volunteers but anticipates that this will improve with the staffed position of the Protective Services Supervisor. He noted that the service is budgeted to make \$92,000 revenue in 2017 and that \$25,000 is allocated to ambulance replacement each year. Administration noted that current lease payments for ambulance storage is equivalent to mortgage payments and that he will continue to pursue a permanent housing for the ambulance bay.

#### c. Bylaw Department

- i. Bylaw Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a busy month for the Bylaw Department. He noted that there have been lots of dog issues and that the Town is working to be more responsive to these issues. D/M Smith requested feedback on traffic management at Pelican Street and Primrose Lane. Administration advised that there were no incidents at the intersection during the closure of McDougal Road. He noted that the multilingual signs will be placed at the intersection.

### 4. Other Business

- a. Briefing Note DPA-028-17 Anand Soochit – The briefing note was reviewed.

#### **RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That DPA-028-17, submitted by Anand Soochit, to operate a home occupation accounting and booking business from Lot 1359, Plan 1788, 63 Caribou Crescent in Fort Smith, be approved.**

**CARRIED UNANIMOUSLY**

b. Briefing Note SRFN Development – The briefing note was reviewed. Administration advised that the briefing note is for informational purposes only. He noted that all zoning requirements have been met for the development in Town Centre. He noted that the application did not include information on signage and has requested that signage meet regulations of the bylaw as well. He noted that the Town had previously issued a letter of support for the building to be a community centre and noted that one of the proposed usages indicated on the application is for a court house. D/M Smith was pleased with the parking indicated in the application.

c. In-Camera Session – *CTV Act S.23(3)(c) Personnel Issue*

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Council move out of in-camera.**

**CARRIED UNANIMOUSLY**

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on August 8, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 12, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the meeting be adjourned 9:45 pm.**

**CARRIED UNANIMOUSLY**