

















Town of Fort Smith Corporate Services Committee

Tuesday, December 6, 2016, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. RCMP
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
 - c. BN 2017 Draft Budget & 2017 Draft Budget Document
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes November 17, 2016
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – November, 2016
 - b. License Reports – November, 2016
 - c. Appointment of Acting SAO Jim Hood December 19th to January 2nd, 2017
 - d. BN Appointment of Auditor
 - e. BN Arctic Energy Alliance Application
 - f. BN DPA-045-16 Shane Daniels
 - g. BN Women's Hockey Donation Request
 - h. BN Christmas Food & Toy Drive Donation Request
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes November :	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I		
 Accounts Paid Part II		
 2017 Draft Budget & BN		
 TTAB Minutes November 17, 2016.		
 Correspondence November, 2016	 License Report November, 2016	 BN Appointment of Auditor
 BN AEA Application	 BN DPA-045-16 Shane Daniels	 BN Women's Hockey Donation Re
 BN Christmas Food & Toy Drive Donatio		



Town of Fort Smith
Corporate Services Committee
Tuesday, December 6, 2016, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Tuckey, Cr. Dumont, Cr. Patel, Cr. Holtorf (Conference Call)
Staff Present: Keith Morrison, SAO; Katie Reid, Executive Secretary
Guests: Sergeant Ryan Snodgrass

1. Call to Order

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

2. Delegation

- a. RCMP – Sergeant Snodgrass advised that he is the new Sergeant in town and that this is the sixth community in the north he’s lived in. He brought the monthly police report from October if Council had questions. D/M Smith noted that the reports were circulated to Council via email. Council welcomed the new Sergeant to Town. Mayor Napier-Buckley asked if the detachment is full. Sgt. Snodgrass advised that they are currently short one member and will be short two members in January, but will be at full capacity by February. Cr. Patel noted that there has been increased vandalism in Town and asked if the Sergeant could speak to this. Sgt. Snodgrass felt that there is a select group of individuals responsible and many have already appeared before the courts and have conditions. He noted that many of the incidents are committed by youth and youth are hard to enforce under the Justice Act. Cr. Tuckey noted that the Bylaw Officer actively enforces speeding and asked how the RCMP are addressing speeding. Sgt. Snodgrass advised that speeding is one of the RCMP initiatives and that they occasionally partner with the Bylaw Officer to perform patrols. Sgt. Snodgrass advised that he is down to one or two members working in the day which makes it difficult to enforce speeding amongst other important initiatives. Administration advised that the Bylaw Officer has been on an extended absence and noted that speed enforcement is a Territorial Legislation. He felt that more of a presence in the community would reduce speeding and crime. Administration noted that the RCMP seem to be continuously understaffed in Fort Smith. It was asked when the Council priorities would be discussed. Sgt. Snodgrass advised that priorities are made at the start of the fiscal year on April 1st. He noted that he cannot speak to staffing issues as he has no control over this except that they will be at full capacity in February and patrolling more often. Cr. Dumont asked if the RCMP would be doing check stops in December. Sgt. Snodgrass confirmed this and advised that the RCMP has a national driving initiative in December. Mayor Napier-Buckley noted an incident earlier in the year where there was an armed resident on Field Street and the street was evacuated. She would like to provide better communications to the public when situations like this arise and suggested partnering with the RCMP to ensure the community is informed. Mayor Napier-Buckley noted a recent drug bust in Yellowknife of Fentanyl and asked if the RCMP are trained to deal with overdose. Sgt. Snodgrass advised that training is minimal and that RCMP members are equipped with the antidote if exposed. Administration advised that the Ambulance Department is equipped with the antidote. Sgt. Snodgrass had advised that the Detachment’s Drug Unit would be coming to Fort Smith to do educational presentations on Fentanyl. Cr. Kikoak noted the importance of increased patrols and more of a presence in the community as an effort to reduce crime. Sgt. Snodgrass thanked Council for bringing their concerns

forward. Cr. Holtorf asked what the priorities are. The Sergeant noted that they are substance abuse, violence, building positive relationships with the aboriginal community and traffic enforcement. Mayor Napier-Buckley asked how the Town can partner with the RCMP. Sgt. Snodgrass thinks the Town supports the priorities and noted that he hasn't been in town long enough see what is lacking for initiatives. Cr. Bell asked if there is any way get fingerprints or any evidence to catch vandals and asked how incidents are investigated. The Sergeant advised that his staff are not trained to dust for fingerprints and that fingerprints gets sent to Ottawa for a match in the system. He noted that higher profile cases, such as homicide, take precedent over other cases. He noted that the RCMP are able to analyze blood samples. He noted a shortage in RCMP labs throughout the country. Council thanked the Sergeant and welcomed him to town.

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of November 1, 2016, were reviewed and have been adopted at the Council meeting of November 15, 2016. Cr. Dumont noted in the minutes that Council had requested a timeline from WBNP on the paving of Highway 5. D/M Smith advised that there was a press release on November 2nd with a timeline.

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

- d. Strategic Plan – The Strategic Plan was reviewed. Administration advised that the consultants had prepared a survey which was brought to the Christmas MAXX Sale and to the Waste Management Consultation meetings. He noted that 73 surveys in total were completed. He noted that the survey was well received with not many complaints. He will be changing a question around accepting low-level radioactive waste at the landfill. He noted that residents who complete the survey will be entered into a draw to win a prize. He noted that the Town is providing prizes of five, one year all-in-one passes and five, six month all-in-one passes to the RCC. Additionally, he noted that the survey will be inserted into water bills and distributed through mail drops and online. The community will also be engaged with the survey over weekend events.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. Dumont was shocked with the cost of business cards. Administration advised that the cheque was for an accumulation of items and not only business cards. Cr. McArthur noted the payment of interest charges to TDC Contracting and asked why bills are not paid on time. Administration advised that this was discussed at the last meeting and that the Town has a system that ensures that services and materials were received prior to payment which sometimes conflicts payment timing. Cr. Kikoak asked how much Town pays per hour for IT work to Arch Tech. Administration is unsure of the exact rate but it is relatively high. He noted that the work is important and the contractor was on site for the server change over. In addition to this, the contractor is cheaper than hiring staff which is most likely not an option in Fort Smith or for the amount of work required by the Town. D/M Smith asked if payments to CAB Construction for arena work are completed. He understands that there is ongoing mezzanine work

and noted that all dressing room, bathroom doors are broken. Administration advised that the work is substantially complete and that the holdback is released. He noted that there is outstanding warranty work and some additional work to be completed under the existing contract.

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Dumont

That the Accounts Paid Part I for the period ending November 30, 2016, totaling \$1,941,050.60 be approved.

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

ABSTAINED – CR. KIKOAK

CARRIED

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

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Tuckey

That the Accounts Paid Part II for the period ending November 30, 2016, totaling \$4,673.03 be approved.

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

ABSTAINED – CR. MCARTHUR, CR. KIKOAK

CARRIED

- c. Briefing Note 2017 Draft Budget – The briefing note and draft budget were reviewed. Administration advised that the briefing note has been updated. He noted that the unchanged part of briefing note speaks to the budget being status quo and the forced growth issues. He noted that since last budget discussions, he has been able balance the budget with no deficit. The budget has been balanced as a result of the receipt of assessment information from SRFN land and from increasing medivac fees \$200 per call. Additionally, the After-School Program is fully subscribed which will increase revenue. He noted that the rest of the budget was balanced through allocations between O&M, Utility and Environmental. He noted that the Town can still generate extra revenue by raising levies or fees. Cr. Tuckey was pleased with the update and asked if there is a reserve contribution in this document. Administration advised that the budget does not reflect a reserve contribution. He noted that medivac fees were increased to offset the Prevention Service Supervisor position. Administration advised that additional revenue can be generated for reserve contributions although it needs to be justified and protected through bylaw. Cr. McArthur asked if the budget is balanced based on income from 2016. Administration confirmed this. Cr. McArthur asked if there would be a tax increase. Administration advised that a tax increase for reserves, and not to balance the budget, is at the will of Council. Cr. Kikoak requested an update on GAHR. Administration advised that GAHR is Ground Ambulance and Highway Rescue funding that has been used to great success. He noted that the funding has been reduced to \$21,000 from \$50,000 this year. Additionally, Administration advised that Inuvik's Ambulance Department is operated by Health and Social Services. He noted that the services provided are not equitable throughout communities in the NWT. Administration provided a review of the history of tax revenue increases. He requested that Council provide an amount to contribute to reserve and that a bylaw be formed to ensure the commitment that revenue goes to reserves. He noted that user fees were increased by 10% last year. Additionally, he noted that the Lottery Licensing Bylaw needs to be amended to state where revenue is placed and that the Consolidated Rates and Fees Bylaw needs to include fees for Chase the Ace. Administration advised that tipping fees were last increased in 2015 and are not currently representative of landfill fees. He noted that there aren't currently fees for asbestos, paint or batteries. Water and Sewer fees were increased in 2015 and are not representative of the

cost to manage infrastructure. Administration recommends that there will be a \$5-\$10 levy per household to implement the recycling program and would be hesitant to add any increases to rates or levies with the potential implementation of the program. Administration advised that property tax if left unchanged will need a revenue increase of 6% by 2018 to address forced growth. Cr. Patel thanked Administration for the update but doesn't approve a property tax increase as she felt it detours residents from improving their properties. She also doesn't approve a \$5-\$10 levy for the implementation of the recycling program as she felt the project could be cost neutral through alternate funding. Cr. Patel felt that the Senior's Relief Program only benefits wealthy seniors and suggested the program be relooked at. D/M Smith noted that the Town only pays 50% of the senior's taxes and the other half is funded through the GNWT. Cr. Tuckey supports increases to tipping fees and the inclusion of fees for asbestos, etc. Additionally, she would like to see tipping fees summed into the water bill. Mayor Napier-Buckley is in favour of the implementation of the recycling program. Administration felt that a responsible government increases taxes, even if by 1%. Cr. Tuckey would like to see reserve contributions whether it be by levies, tipping fees, etc of at least \$100,000 and would be in favour a 3% tax revenue increase. Cr. McArthur would like a property tax revenue increase of at least 6% to reduce impact of forced growth in upcoming years. Cr. Bell is in favour of increases to lottery and tipping fees. She would also be in favour of a 2-3% property tax revenue increase. Mayor Napier-Buckley is in favour of tipping fee increases and would like reserve contributions through a minimum of 3% property tax revenue increase supported by bylaw. Cr. Kikoak supports a 3% property tax revenue increase and similar for 2018. Cr. Dumont agrees with all increases to contribute to reserves protected by bylaw. Cr. Patel doesn't support a property tax increase, although does support other increases. Additionally, she would like operational costs to be reduced over the next few years by finding operational efficiencies. Cr. Patel doesn't support a Council pay increase. D/M Smith asked how many water bills the Town issues. Administration is unsure but thinks there is around 800. Cr. Holtorf supports an increase in tipping fees to recover costs and would support a \$5 levy on water and sewer.

6. Economic Development

a. Tourism and Trade Advisory Board

- i. TTAB Minutes November 17, 2016 – The TTAB minutes of November 17, 2016, were reviewed.

7. Other Business

- a. Correspondence – The November, 2016, correspondence was reviewed. Cr. Tuckey requested an update on the correspondence received from BluMetric Environmental. Administration advised that the Housing Corporation had hired a contractor to demolish a duplex containing asbestos that wasn't done properly. The Town agreed to temporarily store the material at the landfill so it wouldn't be brought back through Town until it could be dealt with properly. As a result, they hired BluMetric Environmental to complete the work.

- b. Licensing Report – The November, 2016 licensing report was reviewed.

- c. Appointment of Acting SAO Jim Hood

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Jim Hood, Director of Corporate Services, be appointed Acting Senior Administrative Officer from December 19, 2016, to January 2, 2017.

CARRIED UNANIMOUSLY

- d. Briefing Note Appointment of Auditor – The briefing note was reviewed. Administration advised that an RFP was issued for qualified firms to provide auditing services for the years 2016, 2017, and 2018. Four proposals were received. The firm with the highest overall rating was Avery, Cooper and Co. Ltd. This firm has been the auditor for the Town for past three years and Administration is pleased with their work. Additionally, MACA has had no issues with the work the auditors have done for the Town and feel they are familiar with the reporting requirements of municipalizes and applicable legislation.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Avery, Cooper & Co. Ltd. be appointed as the auditors for the Town of Fort Smith to conduct the audits of the 2016, 2017, and 2018 fiscal years.

CARRIED UNANIMOUSLY

- e. Briefing Note DPA-045-16 Shane Daniels – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That DPA-045-16 submitted by Shane Daniels to operate a home occupation sound equipment rental business from Lot 1631, Plan 2895, 6 Wabisca Court in Fort Smith be approved.

CARRIED UNANIMOUSLY

- f. Briefing Note Arctic Energy Alliance Application – The briefing note was reviewed. Administration advised that the application was denied and there would no longer be a requirement for a motion.

- g. Briefing Note Fort Smith Fury Women's Hockey Tournament 2017 – The briefing note was reviewed. Administration advised that the Women's Hockey team is requesting promotional items and a \$200 monetary donation to assist in purchasing healthy snacks and beverages for the dressing rooms during their tournament in January, 2017. Mayor Napier-Buckley noted that the organizers did not request passes. Cr. Tuckey didn't think two three-month passes would be useful to out-of-town teams. The recommendation was defeated. Council requested that the briefing note be revisited at Community Services on December 13th.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

That the Town donate two, three month all-in-one passes to the RCC to Fort Smith Women's Hockey for their tournament in January, 2017.

IN FAVOUR – CR. KIKOAK, CR. DUMONT, CR. PATEL, CR. MCARTHUR

OPPOSED – CR. HOLTORF, CR. TUCKEY, CR. BELL, MAYOR NAPIER-BUCKLEY

TIE BREAK – CR. SMITH OPPOSED

RECOMMENDATION DEFEATED

- h. Briefing Note 2016 Christmas Food and Toy Drive – The briefing note was reviewed. Administration advised that Christmas Toy and Food Drive Organizers are requesting a monetary donation between \$500-\$1000 dollars to assist in purchasing items for hampers to distribute in the community. He noted that Council donated \$500 once in 2015. He noted that Council tends not to donate to religious organizations. Council requested that the briefing note be revisited at Community Services on December 13th.

- i. Christmas Turkeys for Staff and Volunteers of the Town of Fort Smith – Mayor Napier-Buckley would like to purchase turkeys from the Public Relations budget. Cr. Patel does not want to spend Town funds on turkeys. She suggested that all of Council provide money to purchase the turkeys for staff and volunteers.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That Council buy turkeys for the Town Staff, and Fire, Ambulance and Animal Shelter Volunteers from the Public Relations Budget.

IN FAVOUR – CR. TUCKEY, CR. BELL, CR. DUMONT, MAYOR NAPIER-BUCKLEY

OPPOSED – CR. KIKOAK, CR. PATEL, CR. MCARTHUR, CR. HOLTORF

TIE BREAK – D/M SMITH IN FAVOUR

CARRIED

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be January 3, 2017.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Patel

That the meeting be adjourned at 10:00 pm.

CARRIED UNANIMOUSLY















Town of Fort Smith Community Services Committee

Tuesday, December 13, 2016 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. Strategic Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – November, 2016
 - ii. Pool Stats – November, 2016
 - iii. Arena Stats – November, 2016
 - b. Recreation Advisory Board
 - i. RAB Minutes November 21, 2016
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – November, 2016
 - b. Advisory Board on Culture
 - i. ABC Minutes December 7, 2016
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
 - a. Briefing Note Women’s Hockey
 - b. Briefing Note Christmas Toy & Food Drive
 - c. Briefing Note Seniors Society Christmas Dinner
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Vision, Values and Minutes November 1	 Goals.doc	 Strategic Plan
 RCC Stats November, 2016	 Pool Stats November, 2016	 Arena Stats November, 2016
 RAB Minutes November 21, 2016		
 Library Stats November, 2016	 ABC Minutes December 7, 2016.p	
 Briefing Note Women’s Hockey	 Briefing Note Christmas Toy & Foc	 Briefing Note Seniors Society Chri



Town of Fort Smith
Community Services Committee
Tuesday, December 13, 2016, at 7:00 pm

Chairperson: Cr. Tuckey
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Patel, Cr. Kikoak, D/M Smith, Cr. Holtorf (Conference Call)
Regrets : Cr. Dumont, Cr. McArthur
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary
Guests: Patti Haaima, Brad Brake

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: D/M Smith

Seconded by: Cr. Patel

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of November 8, 2016, were reviewed and have been adopted at the Council meeting of November 15, 2016. Cr. Bell asked if Christmas lights contest was advertised. Mayor Napier-Buckley confirmed this.

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 November, 2016 recreation statistics report was reviewed. The Director of Community Services advised that RCC usage has increased 11% from last year and doubled from last month. He noted that the gym usage has more than doubled due various programming including basketball and archery. Additionally, he advised that the fitness room has almost doubled in usage. College use has also increased from last year.

ii. Pool Statistics – The November, 2016 pool statistics report was reviewed. The Director advised that usage is equivalent to the previous month and year on weekends. He is confirming that public swim stats are correct with the RCC. Family swim has significantly increased during the week. Additionally, Youth Night drop-ins have been well attended.

iii. Arena Statistics – The November, 2016 arena statistics report was reviewed. The Director advised that arena stats increased 25% from last month due to three events that were held; two Minor Hockey tournaments and a Shoot to Score clinic.

iv. Community Services Update

Library – The Director advised that there have been family literacy events held at the library over the last few days including Story time and crafts, and table top games. He noted that Bed Time Stories with Santa is scheduled for December 20th. Additionally, the Library is holding a Gingerbread House Contest.

Arena – The Director advised that Skate with Santa is on December 17th at 1:00 pm and the Christmas Classic is scheduled for December 28th-30th.

Recreation and Community Centre – The Director advised that there would be a Soccer Ref Clinic on January 6th to 8th. He noted that the clinic would put on by a local volunteer coach that will be holding a local youth soccer tournament in June. MACA is providing training for snowboard coaching in January. Additionally, Active Start Gymnastics Canada is working with the GNWT and MACA to bring a coaching clinic for beginner gymnastics to Fort Smith for ages six and under. Additionally, TDC used their new Snow Cat to groom the Snowboard Park this past weekend. In February/March there will be National Lifeguard Training and First Aid training available for staff. In February, the Town will be putting on a snowshoe making course. Circus Camp was approved and booked for Easter break. He noted that there will be a new advanced Circus Camp along with the regular beginner's camp. There are usually thirty youth in attendance and the RCC will be actively recruiting volunteers to assist with the camp.

D/M Smith was pleased with the update and to see youth drop-in at the RCC. He asked how many nights a week the program is on. The Director advised that the program is two nights per week; one with programming and one without. D/M Smith asked if stats are tracked for the leased rooms. The Director advised that they are not. Cr. Patel asked if the RCC still rents equipment like snowshoes. The Director confirmed this. She noted that she previously borrowed snowshoes and her information was not taken. The Director advised that there is a rental form and a computer program for rentals. Cr. Holtorf asked if the theatre is still sponsored by Northern. The Director confirmed this and advised that they provide movies. Cr. Holtorf asked for an update on other RCC sponsorships. Administration advised that volunteer coaching is a form of sponsorship. He noted that skate times are also sponsored on occasion. Cr. Kikoak asked if RCC programming is advertised on Facebook and the Town website. Administration confirmed this. Cr. Kikoak asked how many employees post to the website. Administration advised that there are two employees that primarily post on behalf of the Town. Cr. Bell requested an update on Parents n' Tots at the arena as the stats show zero. The Director advised that nobody has shown up although it does happen at the pool. Cr. Kikoak asked if there is opportunity to have kids skates and helmets sponsored and loaned. Administration felt that there is great opportunity and advised that a Sponsorship Policy, with respect the facility more than equipment, has been reviewed by RAB and would be coming to Council soon. He noted that the next step would be creating a sponsorship policy for equipment or funding for young athletes. Also, he noted that the Town would be sending Snowboarding Coaches for training with MACA funding and felt there would be great sponsorship opportunities for the Snowboard Park. Cr. Tuckey advised that the Skating Club and Minor Hockey had skates and helmets for youth but were lost in the arena fire.

b. Recreation Advisory Board

- i. RAB Minutes November 21, 2016 – The RAB minutes were reviewed. Cr. Holtorf requested an update on the RCC Concession RFP. The Director of Community Services advised that the RFP was unsuccessful with no expressions of interest received. He noted that the Town was looking to engage user groups with the rental as a revenue generator to support sports rather than subsidizing other businesses. Administration that the RFP could go out to competition again or the space could be repurposed, although he is optimistic that with RAB's support an organization will be found to run the canteen. Cr. Kikoak believes that the canteen's original purpose was to educate high school students to operate a business. She suggested that PWK or the Travel Club be asked if they are interested in using the space or to user groups during events. Administration advised that this could be done and that rates and parameters could be set for daily rentals.

4. Library

a. Library Services

- i. Library Statistics – The November, 2016, library statistics report was reviewed. The Director advised that the stats have increased from last month although are down from last year. He noted that attendance for Story Time is consistent and increasing. Additionally, the library is holding monthly cultural events and that the Chess Club program is well received. He noted that library programming is slowly increasing.

b. Advisory Board on Culture

- i. ABC Minutes December 7, 2016 – The ABC minutes were reviewed. Cr. Bell advised that the Unattended Children's Policy was reviewed and requested to be forwarded to RAB for review. She noted that the Computer Use Policy was also reviewed and recommended to be sent to Council for approval. Cr. Bell advised that the Friends of the Library had their AGM and held a book sale. They are also planning an event in January for Canada's 150th birthday. She noted that the museum has been busy with events and that their gift shop is open over the holidays. The board also reviewed the GNWT Cultural Strategic Framework document and will continue asset mapping at their next meeting. She requested that the Town surveys be brought to ABC in January.

5. Other Business

- a. Briefing Note Women's Hockey – The briefing note was reviewed. Administration advised that the briefing note was reviewed at Corporate Services and was requested to be brought forward to Community Services. He noted that there was a recommendation to provide RCC passes, however the recommendation was defeated. He advised that they are looking for a donation of promotional items, which do not require a motion of Council, and a monetary donation of \$200 to purchase healthy snacks and beverages for the dressing rooms during their tournament in January. Mayor Napier-Buckley felt that the request falls in line with other donations that Council has made. Cr. Bell would be in favour of donating to the group as the tournament will bring people to Town and purchasing locally.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: D/M Smith

That the Council donates \$200 to the Fort Smith Fury Women's Hockey Team to purchase healthy snacks and beverages for their tournament in January, 2017.

CARRIED UNANIMOUSLY

- b. Briefing Note Christmas Toy & Food Drive – The briefing note was reviewed. Administration advised that the briefing note was reviewed at Corporate Services and was requested to be brought to Community Services. He noted that the Christmas Food and Toy Drive Organizers are looking for a monetary donation of \$500-\$1000 to purchase toys and food for hampers to be distributed in the community. He noted that the Town already supports the Christmas Food and Toy Drive with the Fire Department’s annual food and toy collections and that religious groups are not normally supported. However, he noted that Council donated \$500 in 2015 once. Additionally, the organizers would be willing to accept food and toys in lieu of the monetary donation if it is the will of Council.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Mayor Napier-Buckley

That the Town of Fort Smith purchase \$400 in food and toys to donate to the Christmas Toy and Food Drive.

IN FAVOUR – CR. KIKOAK, CR. BELL, CR. HOLTORF, MAYOR NAPIER-BUCKLEY

OPPOSED – CR. PATEL, D/M SMITH

CARRIED

- c. Briefing Note Seniors Society Christmas Dinner – The briefing note was reviewed. Administration advised that the Senior’s Society has an annual Christmas dinner for their members. He noted that the cost for staff and to lay the flooring down in the gymnasium is approximately \$400. He noted that the RCC staff do have capacity to fulfill the request.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Patel

That Council approves the Seniors Society’s request to assist with their annual Christmas Dinner with an in-kind contribution of \$400.

CARRIED UNANIMOUSLY

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Patel

That Cr. Dumont and Cr. McArthur be excused from Community Services Meeting on December 13, 2016.

CARRIED UNANIMOUSLY

7. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on January 10, 2017.

8. Adjournment

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That the meeting be adjourned at 7:42 p.m.

CARRIED UNANIMOUSLY










**Town of Fort Smith
Municipal Services Committee**

Tuesday, December 13, 2016, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. 2016 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes November 10, 2016
 - ii. SDAB Minutes December 8, 2016
11. Protective Services
 - a. Fire Department
 - i. November, 2016 Statistics
 - b. Ambulance Department
 - i. November, 2016 Statistics
 - c. Bylaw Department
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. Briefing Note 2017 Draft Budget
15. Excusing of Councillors
16. Date of Next Meeting
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Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Municipal Services Minutes November 1 </div> <div style="text-align: center;">  Vision, Values and Goals.doc </div> <div style="text-align: center;">  2016 Capital Plan </div> </div>
<div style="text-align: center;">  SDAB Minutes November 10, 2016 </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Fire Department Stats November, 201 </div> <div style="text-align: center;">  Ambulance Stats November. 2016 </div> </div>
<div style="text-align: center;">  Briefing Note and 2017 Draft Budget </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, December 13, 2016 at 7:45 pm.

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

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:45 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Kikoak

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of November 8, 2016, were reviewed and were adopted at the Council meeting of November 15, 2016. Administration advised that the extended arms for the new street lights are due to arrive in Fort Smith on December 15th. He noted that the NT Power Corporation has requested that the locations for the new lights be marked to ensure they are placed correctly. Cr. Holtorf asked how rates are set for street lights. Administration advised that the Town pays a flat rate per light which includes maintenance and bulbs. He noted that LED lights are being used for the new light poles which are significantly cheaper. D/M Smith attend the public waste management consultation and thought it was interesting. He asked what the next step in the waste management plan process is. Administration advised that the consultants are developing a final report with more justified and robust calculations. He noted that the proposed levy, if implemented, would be \$5-\$10 per household. The final report will break down why that amount is required. He noted that there will be further community consultations if Council decides to implement the plan. The next step in the process is to improve the quality of information and present the findings to Council. It was asked how many households receive water bills. Administration advised that there are approximately 800 households.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The Capital Plan was reviewed. Administration advised that the 2017 Capital Plan would be brought to Council after the O&M Budget is approved. Additionally, he is hoping to bring the 20 Year Capital Plan to Council once a solution is found for the deficit. Cr. Holtorf asked if there would be a lot of carryover from the 2016 Capital Plan. Administration advised that there would be carryover, new projects, and projects coming from the 20 Year Capital Plan.

3. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes November 10, 2016 – The SDAB minutes were reviewed. Cr Patel advised that SDAB held their AGM and that Chris Westwell was appointed as Chair. She noted that the board is looking for direction on projects.
- ii. SDAB Minutes December 8, 2016 – The SDAB minutes were reviewed. Cr. Patel advised that there was a thorough review of the Zoning Bylaw in regards to lack of industrial land in Fort Smith and the tiny home initiative. She noted that the board was quite engaged and may wish to recommend amending the Zoning Bylaw. Cr. Holtorf asked if the Strategic Planning Consultants would be meeting with the advisory boards. Administration advised that the Town is currently doing surveys for the strategic plan and that the next step would be stakeholder meetings. He would like the consultants to meet individually with the advisory boards.

4. Protective Services

a. Fire Department

- i. Statistics Report – The November, 2016, statistics report was reviewed. Administration advised that November was a quiet month for the Fire Department. He noted that the Fire Department has been burning the brush piles behind axe handle hill left from Operation Nanook. He noted that they will be burning brush piles behind the Tamarac Crescent next.

b. Ambulance Department

- i. Statistics Report – The November, 2016, statistics report was reviewed. Administration advised that the Ambulance Department was busy as usual in November. Additionally, he advised that the Job Description for the Prevention Services Supervisor is complete and that the position will be advertised next week in News North. He is hoping to have the position staffed by late January.

Cr. Kikoak asked if the Town has received any correspondence in regards to the Alberta Government fire breaking communities in Alberta. Administration received a call from SLFN's Land Administrator who advised that the Alberta Government would be cutting fire breaks in SLFN land. Cr. Kikoak asked if there is opportunity to have more fire breaks cut. Administration believes that a southern contractor will be performing the work and is unsure of the window for additional work. D/M Smith noted that he is an Executive on the Fort Smith Ski Club and that the fire breaking will promote tourism and trail enhancement. He noted that the project is rapidly approaching. Cr. Kikoak felt that this would be a good opportunity to work with SLFN and the Alberta Government. She encouraged Administration and the Mayor to contact the contractor about doing additional fire breaking. Administration will consider this and bring back additional information. Cr. Patel thanked the Fire Department for doing their annual food and toy drive. Cr. Holtorf hopes the GNWT is involved in the fire breaking initiative. Mayor Napier-Buckley will contact the MLA to see if there are any fire abatement plans for Fort Smith.

- c. Bylaw Department – Administration was happy to have the Bylaw Officer back to work.

- d. Emergency Preparedness

5. Bylaw/Policy Review and Development

Mayor Napier-Buckley noted that the Bylaw Review Committee meeting will be rescheduled as Council met with the MLA on the set date and time of the last scheduled meeting. Administration will plan to have Bylaw Review Committee meetings the first Friday of every month. Mayor Napier-Buckley noted that the next meeting would be on January 6th at 12:00 pm.

6. Other Business

- a. Briefing Note 2017 Draft Budget – The briefing note and 2017 draft budget were reviewed. Administration advised that the budget has been revised since Corporate Services on December 6th. He noted that Corporate Services was fully attended and he has implemented changes as polled by Council. He noted that the budget is balanced with increases to medivac fees of \$200 per call. With a property tax revenue of 3.28%, there would be a surplus of \$100,000 in the O&M Budget. Additionally, there is a surplus of \$103,000 in the Utility Budget and that tipping fees will be increased by 15% resulting in a \$102,000 increase in the Environmental Budget. Administration recommends that the Financial Administration Bylaw be amended to ensure that the \$100,000 surplus in each budget is annually contributed to reserves to ensure it is used for capital projects. He advised that other actions include updating the Mill Rate Bylaw and the Consolidated Rates and Fees Bylaw to reflect new revenue requirements. Administration would like to include additional fees in the Consolidated Rates and Fees Bylaw for asbestos, the lagoon and lottery licensing. He noted that currently any collections over \$24,000 for lottery licensing goes in to a special reserve. He noted the importance of putting money into reserves to replace infrastructure rather than going into debenture and paying interest payments to the bank. Mayor Napier-Buckley asked if the \$300,000 annual reserve contribution will go against the 20 Year Capital Plan deficit. Cr. Tuckey feels that Council needs to put into reserves to prepare for the future. Cr. Tuckey is a rate payer and in support of a 3% increase to contribute to reserves for future planning. She felt that it would be irresponsible to not leave money for asset replacement for future generations. Cr. Patel requested an update in the current amount in reserves. Administration will provide the information with the Capital Plan. Cr. Kikoak is in support of the O&M Budget as presented and suggested levies on the water bills be implemented sooner than later to reduce impact when implementing the waste management initiative. Cr. Patel asked how the \$34,000 advertising budget is being spent. Administration advised that in 2016, \$20,000 was allocated to the Town's 50th Anniversary Celebration Galla Event. He noted that call-out software and Council newsletter templates have also been purchased. In addition to this, the money is used for mail drops, water bill inserts and other forms of communications to engage the public. Cr. Patel felt that the budget should be reduced and Council should be more engaged with messaging. Cr. Patel would like a property tax break for a year for residents to enhance their properties. She also felt that there are a lot of areas in the budget to reduce costs. Cr. Patel supports levies. D/M Smith felt that the Town is a good employer giving employees a 2% salary increase. He also noted that after research, the proposed property tax increase is in line with the cost of living inflation increase and felt that implementing the increase would demonstrate a responsible government. He noted the importance of having funds in reserves to act quickly on purchases that are good for the community, for example the arena after the fire. Cr. Holtorf asked if there would be a press release. Administration confirmed this. Cr. Tuckey advised that there are large upcoming projects and the Town needs to contribute funding for the projects. Cr. Patel requested the interest rate for the reserves. Cr. Patel asked if there are other options rather than amending the Financial Administration Bylaw. Mayor Napier-Buckley advised that the bylaw would be amended to ensure the commitment to the public that the money is going into reserves.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Tuckey

That Council accepts the 2017 Draft Budget as presented in its most recent form.

IN FAVOUR – CR. TUCKEY, D/M SMITH, CR. KIKOAK, CR. HOLTORF

OPPOSED – CR. BELL, CR. PATEL

CARRIED

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Cr. Dumont and Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on December 13, 2016.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on January 10, 2016.

Cr. Tuckey will be calling in to the Council meeting on December 20th. Cr. Bell may not be in Town and Cr. McArthur will be away.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the meeting be adjourned at 9:27 pm.

CARRIED UNANIMOUSLY