








# Town of Fort Smith Corporate Services Committee

Tuesday, January 5, 2016, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Governance Goals and Objectives
5. Governance
6. Finance
  - a. Accounts Paid Part I
7. Human Resources
8. Lands
9. Economic Development
10. Sustainable Development
  - a. Sustainable Development Advisory Board
11. Information Technology
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Correspondence – December, 2015
  - b. License Reports – December, 2015
  - c. Chamber of Commerce Membership
  - d. MACA Training
  - e. In – Camera Session - *CTV Act S.23(3)(d) Personnel Issue*
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents	
 Corporate Services Minutes December 1,	 2015 Corporate Services Goals and O
 Accounts Paid Part I	
 Correspondence December 2015	 Licensing Report December 2015



Town of Fort Smith  
Corporate Services Committee  
Tuesday, January 5, 2016, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Bell, Cr. McArthur, Cr. Dumont, Cr. Patel, Cr. Tuckey, Cr. Holtorf (Conference Call)  
Regrets: Cr. Kikoak  
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary; Melissa Fraser, Receptionist  
Gallery: Louis Sebert, MLA Thebacha

1. Call to Order

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

2. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That the agenda be amended to include discussion about alcohol on Town premises and tax assessment.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of December 1, 2015, were reviewed and have been adopted at the Council meeting of December 15, 2015. Cr. Dumont noted a typographical error in the minutes. Additionally he didn't agree with EMT's not having enough work in Fort Smith to maintain certification. Cr. McArthur asked what budget Council had voted in favour of. Administration advised that Council voted in favour of a 5% tax revenue increase, a 10% user fee increase, and a 15% ambulance recovery increase. Cr. McArthur asked if the letter to MP Michael McLeod in regards to Highway 5 chip sealing had been sent. Mayor Napier-Buckley advised that she is still working on the letter. Cr. McArthur asked when Council would be meeting with the Town of Hay River for a joint Council meeting. Mayor Napier-Buckley advised that she would be setting a date for the meeting soon. Cr. Dumont advised that he would delegate on behalf of the Fort Smith Health and Social Services Board as the Council representative. He advised that the December meeting was cancelled. Cr. Holtorf asked when the ISCP would be reviewed for updating. D/M Smith advised that the Town was required to update the plan as of 2015 and that it is a requirement in receiving Gas Tax funding. Administration advised that the ISCP is comprised of the Strategic Plan, 5 Year Capital Plan, Human Resources Plan and Energy Plan. Cr. Holtorf asked if community consultation is part of the process. D/M Smith confirmed this. Administration advised that he would bring the proposed capital plan to committee in February for approval. Cr. McArthur asked if the Health and Social Services Board will be providing more detailed minutes on a timely basis. Cr. Dumont will advise of the issue at the next meeting.

- c. 2015 Governance Goals and Objectives – The governance goals and objectives were reviewed. D/M Smith noted that Council has not yet established 2016 goals and objectives. Administration offered to bring a proposed list to Council and use strategic planning to determine the goals. However, he advised that due to the incomplete strategic planning process he would not be able to provide the goals until midyear. Administration advised that he would be bring the Priority Matrix Capital Plan, Annual Borrowing Bylaw and Mill Rate Bylaw to committee in February. Additionally he advised that the annual auditing process would begin in March. D/M Smith requested that updating of the goals and objectives be added to the February 2, 2016, Corporate Services agenda. Administration requested that Councillors begin developing a list of goals.

3. Finance

- a. Accounts Paid Part I – The Accounts Paid Part I was reviewed. Cr. McArthur asked if any documents were received for trail mapping. Administration will provide an update for Community Services. D/M Smith was pleased.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Bell**

**That the Accounts Paid Part I for the period ending December 31, 2015, totaling \$574,403.34 be approved.**

**CARRIED UNANIMOUSLY**

4. Sustainable Development

- i. Sustainable Development Advisory Board – Administration advised that there was no quorum at the December, 2015 SDAB meeting. He noted that the board is finishing the RFP to hire a consultant to complete the Waste Management Plan with the funds received from ENR.

5. Other Business

- a. Correspondence December, 2015 – The December, 2015, correspondence was reviewed.
- b. Licensing Report December, 2015 – The December, 2015 licensing report was reviewed.
- c. Chamber of Commerce – Administration would like to see if Cr. Kikoak would be interested in sitting on the Chamber of Commerce board. He advised that Mayor Napier-Buckley would attend meetings until then.
- d. MACA Training – Administration advised that the MACA Roles and Responsibility training is scheduled for January 20, 2016. He noted that if the Consolidated Rates and Fees Bylaw does not receive three readings at Council, it can receive third reading at the Special Meeting. Cr. Dumont advised that he has a Health and Social Services Board meeting on that day and asked if the meeting could be rescheduled. Administration advised the date was set by the MACA Assistant Deputy Minister as they would like to meet with Council that day. Cr. Dumont will see if he can reschedule the Health and Social Services Board meeting. Mayor Napier-Buckley asked if the meeting start time could be delayed to 7:30 pm. D/M Smith also has conflict with the date set.

e. Alcohol on Town Premises – Administration advised that the Arena Use Policy addresses unapproved alcohol use at the arena facility. He noted that the main prize at the Christmas Classic is a case of beer. He noted that the Bylaw hours were adjusted over the holidays and that it was a great success. He noted that the Town is currently drafting an Alcohol Policy to enforce alcohol use. He advised that the Beer Garden Policy is the only current policy for allowing alcohol on Town property and would not apply to rental spaces such as the mezzanine. He noted that the Beer Garden Policy has worked for ball diamond tournaments; however special meetings are sometimes required in order to pass a motion of approval to make the deadline of the request. Administration advised that there have been requests to use the mezzanine area for licensed events, however there is not enough time to process. He noted that there is currently a request from Women's Hockey and anticipates more requests forthcoming. Additionally he advised that the mezzanine will be a high revenue generator. He requested Council's permission to approve the requests without official motion. Additionally he advised that this aspect may be removed from the policy due to the timeframe in approving events. Administration advised that when the policy is complete it will go to RAB then Council for approval. Additionally, he noted that Council had approved a 10% user fee increase and that RAB has made recommendation on where they would like the increase applied. They have made recommendation to waive fee increases for youth and seniors. He noted that these fees will be absorbed in user rental fees. Cr. Tuckey was concerned with elevator use by youth during licensed events. Administration advised that there is special licensing available where youth are allowed to be present at the event. Administration will move forward with the request from Women's Hockey.

f. Tax Assessment – D/M Smith felt that there is misunderstanding between tax assessment and tax revenue. He noted that due to the general assessment, assessment values have increased and residents are concerned that their taxes will equally increase. Administration advised that there is a property tax information paper which discusses property assessment, tax assessment, mill rate and the appeal process. He noted that Mayor is currently working on the documents formatting and pie charts. Administration advised that property tax revenue is money that the Town wishes to make, whereas GNWT assessments assess the value of the home. Additionally he advised that the majority of home have increased in their assessment value. He advised that on average taxes will increase by 5%.

Cr. Holtorf left the meeting.

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

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

**That Council move in-camera with accordance with the Cities, Towns, and Villages Act S. 23(3)(d)**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved: by Cr. McArthur**

**Seconded by: Cr. Patel**

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

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. McArthur**

**That the SAO Performance Evaluation be accepted as presented.**

**CARRIED UNANIMOUSLY**

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Bell**

**That Cr. Kikoak be excused from the Corporate Services Standing Committee meeting of January 5, 2016.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 2, 2016.

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 8:22 pm.**

**CARRIED UNANIMOUSLY**

















# Town of Fort Smith Community Services Committee

Tuesday, January 12, 2015 at 7 pm

## AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
  - a. Agenda
  - b. Minutes
  - c. Governance Goals and Objectives
5. Recreation
  - a. Recreation Services
    - i. Recreation Stats – December, 2015
    - ii. Pool Stats –December, 2015
    - iii. Arena Stats – December, 2015
  - b. Recreation Advisory Board
    - i. RAB Minutes December 7, 2015
    - ii. RAB Minutes January 5, 2016
    - iii. RAB Appointments  
Kalina Thome  
Mike Vassal  
Frank Lepine  
Tim Van Dam
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – December, 2015
  - b. Advisory Board on Culture
    - i. ABC Minutes of December 9, 2015
    - ii. ABC Appointment – Jeremy Turcotte
7. Visitor Services
  - a. Visitor Services
  - b. Tourism and Trade Advisory Board
    - i. TTAB Minutes December 10, 2015
    - ii. TTAB Appointments  
Mike Keizer  
Tim Gauthier
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
  - i. Briefing Note Consolidated Rates and Fees
  - ii. 2015 Consolidated Rates and Fees Bylaw 945
  - iii. 2016 Consolidated Rates and Fees Bylaw
10. Administration
  - a. Special Meeting
  - b. Agendas
  - c. Trail Mapping Update
11. Other Business
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents	
 Community Services December 8, 2015.dc	 2015 Community Services Goals and O!
 Recreation Statistics December, 2016	
 RAB Minutes December 7, 2015.dc	 RAB Minutes January 5, 2016.doc
 RAB Appointments	
 Library Statistics December, 2015	
 ABC Minutes December 9, 2015.dc	 ABC Appointment
 TTAB Minutes December 10, 2015.c	 TTAB Appointments
 Briefing Note - 2016 Consolidated Rates F	
 Bylaw 945 2015 Consolidated Rates a	 Bylaw 964 Consolidated Rates f





Town of Fort Smith  
Community Services Committee  
Tuesday, January 12, 2016, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Patel, D/M Smith, Cr. Holtorf (conference call), Cr. McArthur  
Regrets : Cr. Kikoak  
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Katie Reid, Executive Secretary; D. Melissa Fraser, Receptionist  
Guests: Chris Westwell

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. McArthur**  
**That the agenda be adopted as amended to include discussion on Day Care information, Chip Sealing of Highway 5, Community Wellness Committee, and Chamber of Commerce Representative.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of December 8, 2015, were reviewed and have been adopted at the Council meeting of December 15, 2015. D/M Smith requested an update on the ex-officio position with respect to TTAB. Administration advised that the proposal was put forward by members of TTAB, but has to yet be approved by the board.
  - c. 2015 Goals and Objectives – The goals and objectives were reviewed. Administration advised that the Community Services Program Review sits before RAB and is being brought to the Advisory Board on Culture. Administration advised that there was no quorum at the RAB meeting of January 11, 2016 and that the meeting has been rescheduled for January 18, 2016. Administration advised that the website implementation is completed, although adjustments are still being made.
3. Recreation
  - a. Recreation Services
    - i. Recreation Statistics – The December, 2015, recreation statistics report was reviewed. The Director of Community Services advised that the statistics are consistently strong and are a little bit lower than November. Programming included Skate with Santa and other Christmas events. He had advised that the Christmas classic was very well attended and enjoyed by spectators. Cr. Dumont was pleased with the fireworks display.
    - ii. Pool Statistics – The December, 2015, pool statistics report was reviewed. Statistics for December were strong compared to the previous year's numbers. He noted high numbers in family and public swim. JBT also utilizes the pool once a week for their swimming lessons. Morning swim and parents & tots swim are very consistent.

iii. Arena Statistics – The December, 2015, pool statistics report was reviewed. The Director of Community Services advised that he is working on formatting for this report. There were a number of events at the arena including: AWG Women’s Hockey trials, Christmas classics and fundraising events. The Arena is very well used as the public is very pleased with Arena. There is lots of upcoming training and events coming up for Recreation Department, as explained. Mayor Napier-Buckley asked what the Hi-5 training was. The Director advised that the course teaches staff how to use play as a developmental tool for kids. Mayor Napier-Buckley asked if there is any training planned for library staff. The Director said not at this time although he is looking to put together training for the whole Community Services department.

b. Recreation Advisory Board

i. RAB Minutes of December 7, 2015 – The RAB minutes were reviewed. The strategic planning motion was discussed. Administration advised that the proposed Town strategic planning sessions would include the boards.

ii. RAB Minutes of January 5, 2016 – The RAB minutes were reviewed. The user fee motion was discussed. Administration advised that the motion speaks to the budgeting process in which Council increased user fees by 10%. Options were given to RAB on how to raise recreation fees by 10%; they supported option 2, which did not raise user fees for youth and seniors. Additional revenue will be generated through rental of stages, barbeques and the arena mezzanine.

iii. RAB Appointments – Kalina Thorne, Mike Vassal, Frank Lepine, Tim Van Dam.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Patel**

**That Kalina Thorne, Mike Vassal, Frank Lepine and Tim Van Dam be reappointed to the Recreation Advisory Board for a two year term ending December 31, 2017.**

**CARRIED UNANIMOUSLY**

4. Library

a. Library Services

i. Library Statistics – The December, 2015, library statistics report was reviewed. Library is consistent through December. Quite busy all the time. Mayor Napier-Buckley noted staffing changes and that there hasn’t been a lot of programming, she would like to see that changed for 2016. She was disappointed that there was no Christmas programming either at library and would like to see emphasis on programming.



b. **Advisory Board on Culture**

i. ABC Minutes of December 9, 2015 – The ABC Minutes were reviewed. The Administration noted that the minutes talk to staffing issues. Administration advised that the competition is advertised and that the competition closes on January 15, 2016. Due to the rapid departure of two staff members, the Library was not able to complete programming. Administration advised that the Town is looking for full and part-time employees at Library. Administration says they've had to hire casuals for the Library to back fill staff. The society bank accounts transfer motion was discussed. Administration advised that the advisory boards do not manage bank accounts and that the account would be transferred back to the Friends of the Library society. The Mayor advised that the funds were always LAB funds; and were fundraised through book sales. Mayor Napier-Buckley suggested having Administration examine the bank account further. Cr. McArthur was pleased with the name change.

ii. ABC Appointment – Jeremy Turcotte

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Patel**

**That Jeremy Turcotte to be appointed to the Advisory Board on Culture for a two year term ending December 31, 2017.**

**CARRIED UNANIMOUSLY**

5. Visitor Services

a. **Tourism and Trade Advisory Board**

i. TTAB Minutes December 10, 2015 – The TTAB minutes were reviewed. Administration advised that there was a delegation by Mike Labine to discuss commemorating MacClaus and that the motion was forwarded to ABC. Administration advised that the Town supported repairs of the MacClaus float in just under \$1000. Additionally, Women's Hockey requested use of logo and was approved by TTAB & Administration. The motion for Mayor & Council to write a letter to Cathy Bolstad regarding the Town of Fort Smith being under represented by NWT Tourism was discussed. Administration felt that more background information is required. He suggested waiting until the EDO starts their position in February, 2016. D/M Smith suggested soft action dialogue between TTAB and the Mayor Napier-Buckley.

ii. TTAB Appointments – Mike Keizer and Tim Gauthier. D/M Smith requested an update on ex-officio positions. D/M Smith suggested noting that they are members at large until policy is developed.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Bell**

**That Mike Keizer and Tim Gauthier be appointed as members of public at large to the Tourism and Trade Advisory Board for a two year term ending December 31, 2017.**

**CARRIED UNANIMOUSLY**

6. Bylaw/Policy Review and Development

- i. Briefing Note Consolidated Rates and Fees Bylaw – The briefing note was reviewed. Administration advised that Council gave direction to increase rates and fees by 10% and increase ambulance recoveries by 15%; specifically in Medivac fees. Cr. Holtorf advised he would vote in favor to show his support of Administration. He would like to reinstitute the finance committee. Cr. McArthur questioned why tipping fees didn't change. Administration advised they were increased by 10% last year. D/M Smith requested an update on rental prices of tables and chairs. The Director of Community Services advised that the fee is administered when taking the chairs out of the facility only. D/M Smith asked if the large stage has to be set up by Town staff. Administration replied that the large stage requires staff assembling, smaller trailer stage does not.

**RECOMMENDATION**

**Moved by: D/M Smith**

**Seconded by: Cr. Patel**

**That Bylaw 964 the 2016 Consolidated Rates and Fees Bylaw be adopted as presented.**

**CARRIED UNANIMOUSLY**

7. Administration

- a. Special Meeting – Administration reminded Council that there is MACA Roles and Responsibilities Training at 7:30 p.m., on January 20, 2016. Additionally the Special Meeting will give opportunity for third reading. The ADM of MACA will be present for the meeting. This is Council's opportunity to ask pressing questions in regards to 2016 MACA funding, library funding, ambulance funding and the implementation of the formula funding review. Administration advised that discussion regarding GNWT property assessments may need to be brought to the ADM as well.
- b. Agendas – The process for the use of agendas and backing documents was reviewed by Administration.
- c. Trail Mapping Update – As requested at the Corporate Services committee meeting, an update was provided by Administration regarding the Trail Mapping Project. Administration advised that the work is complete and will be brought to TTAB for review prior to presentation to Council.

8. Other Business

- a. Day care – Public meeting at Aurora College at 7:00 p.m., January 14, 2016, Room 148. ECE and other stake holders are looking for community input from parents & childcare providers on their support or non-support. The facility that was proposed has been inspected and minor changes are to be done.
- b. Chip sealing of Highway 5 – Cr. Dumont suggests Council should actively get in touch with Territorial Gov't for chip sealing funds. He does not want to see same thing happen as in past as he doesn't think Federal Government will give this funding for this chip sealing project every year. Cr. Dumont will be in touch with our MLA and suggested Mayor Napier-Buckley get in touch with the MLA. Mayor Napier-Buckley noted a previous motion by Council in regards to Federal funding. Mayor will have a letter drafted for Council's review. The Mayor will follow up with our MLA, as per request.
- c. Community Wellness Committee – Cr. Holtorf would like an update on the status of the Community Wellness Working Group. The Mayor thanked Cr. Holtorf for his efforts; Mayor Napier-Buckley will follow up and will bring the information to the next Community Services meeting.

- d. Chamber of Commerce Representative – Cr. Holtorf would be interested in serving but would not be able to attend that next meeting. Mayor Napier-Buckley will attend on behalf of Council.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Bell**

**That Cr. Holtorf is appointed to Chamber of Commerce Representative from the Town of Fort Smith.**

**CARRIED UNANIMOUSLY**

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

**That Cr. Kikoak be excused from Community Services Meeting on January 12, 2016.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on February 9, 2016.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 8:18 p.m.**

**CARRIED UNANIMOUSLY**









# Town of Fort Smith Municipal Services Committee

Tuesday, January 12, 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. Governance Goals and Objectives
  - d. 2015 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Protective Services
  - a. Fire Department
    - i. December, 2015 Statistics
  - b. Ambulance Department
    - i. December, 2015 Statistics
  - c. Bylaw Department
    - i. December, 2015 Statistics
  - d. Emergency Preparedness
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Municipal Services Minutes December 8,	 2015 Municipal Services Goals and O!	 2015 Capital Plan
 Fire Department Statistics December,	 Ambulance Stats December, 2015.xlsx	 Bylaw Statistics December, 2015.xlsx



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, January 12, 2016 at 8:25 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:25 p.m.

2. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of December 8, 2015, were reviewed and were adopted at the Council meeting of December 15, 2015.

- c. 2015 Goals and Objectives – The goals and objectives were reviewed.

- d. 2015 Capital Plan – The Capital Plan was reviewed.

IT Recommendation - Administration advised that he is looking to options of having Town departments virtually connected through an IT Plan. He noted that this could be accomplished by using antennas. He noted that this system would work in tandem with emergency response planning. Additionally the IT Plan would include a more secure back-up system. He noted that the Town is soliciting pricing at this point.

Electronic Purchase Order System – Administration advised that the Corporate Services department uses Vadim software for recording financials and producing financial reports. He noted that the program also includes an electronic purchase order system. He noted that the Town is currently training staff to use the software.

Council Chambers Sound System – Administration advised that the Director of Community Services is currently researching options for a sound system for Council Chambers.

Asset Management System – Administration advised that the implementation of an asset management system is a requirement of MACA in receiving Gas Tax Funding. He noted that the system tracks all Town assets including buildings, parts and maintenance. He noted that Town will most like get the system free from MACA.

Drainage – Administration advised that priority drainage projects on both Calder Avenue and McDougal Road have been completed. He noted that the Town will continue to fix drainage problems starting with highest priority locations.

Sidewalk Repairs and Improvements – Administration advised that the Town had installed a wood retaining wall in front of Paul Kaesers home.

Engineering Services – Administration advised that the majority of engineering services was for water and sewer work. He noted that engineering services are 90% complete.

Fire Abatement – Administration advised that the Town had completed fire abatement work between Calder Avenue, McDougal Road and Wilderness. Additionally fire abatement work was completed by the military during Operation Nanook. He noted that the abated areas will have to be revisited every five years.

Animal Shelter Minor Capital Repairs – Administration advised that animal shelter repairs include extending the roof over the exterior dog cages and extending the cat room. Additionally, flooring in the offices will be replaced and a vicious dog kennel will be constructed. He noted that the tender for the work had recently closed.

Waste Reduction Initiative – Administration advised that the initiative is being handled by SDAB. He noted that they are using the funds received from ENR to hire a consultant to work on the initiative.

Landfill Minor Capital – Administration advised that landfill minor capital includes cleaning the facility to prolong life as the facility is reaching its end of life. Administration advised that one initiative to prolong the landfill life is to start a recycling program where one garbage pick-up day would be for recyclables. Cr. McArthur is looking into this as the receiver of the recyclable goods.

Vehicle for Town Hall – Administration advised that the Town has purchased a vehicle for Town Hall, a pick-up truck and a water plant pick-up truck in a joint purchase via tender. He noted that Town Hall requires a small vehicle for daily errands such as mail and deposits. Additionally two pick-up trucks were purchased to replace aging trucks.

Mower – Administration advised that the Town had purchased a new and more efficient lawn mower in 2015.

Side by side – Administration advised that the Town purchased a side-by-side in 2015 to allow access to narrow trails for fire abatement work.

Fire Hydrant Replacement – Administration advised that the work was not finished by the contractor.

Vacuum Truck Replacement – Administration advised that the vacuum truck is in need of replacement.

Water and Sewer Replacement – Administration advised that Town had completed various water and sewer projects through the summer. He noted that major improvements were not completed as the pipe in need of replacing runs down McDougal Road and would require the road be dug up. However, he noted that valves were replaced giving the Town more control over the water system so that when the work is completed it will have less of an impact on residents.



Water Treatment Plant Upgrades – Administration advised that the Water Treatment Plant is due for major renovations including boiler replacement. He noted that the Town is in agreement with the NT Power Corporation to install an efficient electric boiler system with surplus energy for a reduced cost.

Shoring Box – Administration advised that the shoring box is in need of replacement and that it was not replaced in 2015.

Environmental Studies – Administration advised that the Town is now required to produce extensive environmental studies to be allowed to take water from the Slave River and return to the water table as per an agreement with the Mackenzie Valley Land & Water Board.

Christmas Decoration Replacement – Administration commended the Director of Community Services for purchasing the new Christmas ornaments. He was pleased with the display.

Downtown Development – Administration advised that he plans to hire a consultant to work on downtown development opportunities for the Boardwalk, Riverside Park, Conibear Park, the Snowboard Park and Arena Landscaping. He noted that the Snowboard Park must be constructed by summer of 2016 for AWG trials. He noted that ITI might support the initiative with funding and that additional funding can be solicited from Can Nor. Cr. Bell had safety concerns with Riverside Park being used as the festival site.

Recreation Program Equipment – Administration advised that a horse shoe pit was installed in 2015 and was used during the Seniors 55+ Games. He noted that further development has been put on hold due to the pending Community Services Program Review and Community Services Sponsorship Policy. He noted that parks signage has also been put on hold.

RCC HVAC System – Administration advised that the Town is in dispute with Taylor and Company as the Town is being billed for completion of the work and when there is approximately \$150,000 of work left undone. He noted that the Town still has to test the system in the summer.

Arena Additions – Administration advised that arena additions are predominately the electric boiler system. He noted that external funding is being solicited for the project.

Library Renovations – Administration advised that new carpet and linoleum was installed at the library, and basement leak repairs. Mayor Napier-Buckley advised that the library is not wheel chair accessible and requested a ramp be installed.

### 3. Protective Services

#### a. Fire Department

- i. Statistics Report – The December, 2015, statistics report was reviewed. Administration advised that it was similar to last Christmas. There was an 8 a.m. New Year's Day call.

#### b. Ambulance Department

- i. Statistics Report – The December, 2015, statistics report was reviewed. There is an average of 20 to 30 calls per month. There have been over 300 calls for the year. This has been slowly increasing for the past three years. The Director advised that there are fifteen ambulance volunteers and that the department is busy. Additionally fourteen of the members are trained as EMRs. This helps tremendously as the Town is not relying on few members for patient care. He noted that some days there are up to five calls.

c. **Bylaw Department**

- i. **Bylaw Statistics Report – The December, 2015, statistics report was reviewed.**

4. **Excusing of Councillors**

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That Cr. Holtorf be excused from the Municipal Services Standing Committee Meeting on January 12, 2016.**

**CARRIED UNANIMOUSLY**

5. **Date of Next Meeting**

**The next Municipal Services Standing Committee meeting will be held on February 9, 2016.**

6. **Adjournment**

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Patel**

**That the meeting be adjourned at 9:33 p.m.**

**CARRIED UNANIMOUSLY**