













Town of Fort Smith Corporate Services Committee

Tuesday, July 4, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. RCMP Delegation
 - i. Police Report May, 2017
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
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 – June, 2017
 - b. License Reports – June, 2017
 - c. Briefing Note Property Tax
 - d. Briefing Note DPA-022-17
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Police Report May, 2017		
 Corporate Services Minutes June 6, 201	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I		 Accounts Paid Part II
 Correspondence June, 2017	 License Report June, 2017	
 Briefing Note Property Tax	 Briefing Note DPA-022-17	



Town of Fort Smith
Corporate Services Committee
Tuesday, July 4, 2017, at 7:00 pm

Chairperson: Mayor Napier-Buckley
Members: Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel, Cr. Tuckey
Regrets: D/M Smith, Cr. Kikoak, Cr. Bell
Staff Present: Chris Bird, A/SAO
Guests: Patti Haaima, Sergeant Ryan Snodgrass

1. Call to Order

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

2. Delegation

a. RCMP Delegation

- i. Police Report May, 2017 – The Police Report was reviewed. Sgt. Snodgrass advised that he wouldn't go into too much depth with the May report. He advised that there was an armed and barricade incident on the Highway in May and that additional resources were brought in from Yellowknife to address the situation. He noted that there was also a mock disaster at the airport in May and that all agencies that participated did well. Cr. Patel noted that there has been suspicious activity at Bell Rock at night recently and requested more of a police presence. Sgt. Snodgrass will make an effort to make more patrols at Bell Rock. He advised that the detachment is short staffed as Cpl. Cosenzo has moved and as there is another member in the process of moving. He noted that the youth that the detachment was previously dealing with were picked up and arrested last week in Hay River and have a combined total of 96 charges under the Criminal Justice Act prior to any charges being pressed in Hay River. He noted that charging the individuals is very time consuming and frustrating. He believes that the individuals are being sent to Yellowknife. Cr. Dumont noted an incident that occurred on McDougal earlier in the week and that there has been suspicious activity around Tamarac Trailer Court as well. He noted that there is a group of five or six individuals that communicate by whistling. He noted that homes with Liberty Security signs haven't been targeted. Sgt. Snodgrass advised that he is only aware of youth being involved and that a detachment member had chased three of them down on foot in one evening. Sgt. Snodgrass noted the frustration in reading facebook comments advising not to contact the police as they do nothing. He noted that leadership and education from the leadership in the community would be appreciated by the RCMP. He noted that the youth that are involved are looking for unlocked doors and vehicles with keys left in them and strongly suggested that residents lock their belongings. Cr. McArthur acknowledged the difficulty in prosecuting youth with the Youth Justice System and asked if the RCMP are concerned about vigilante groups taking matters into their own hands. Sgt. Snodgrass has heard this numerous times and heard that harm would be caused to youth if caught. In knowing this, the Crown Prosecutor is in agreement to keep the youth in custody. Sgt. Snodgrass does not support keeping youth in custody and noted that the RCMP does not want to do this which is why the Youth Justice Act is in effect. Mayor Napier-Buckley looks forward to receiving the June Police Report. Sgt. Snodgrass noted that Head Quarters has advised not to prepare the

reports until the 15th of the month to ensure accurate reporting. Mayor Napier-Buckley asked if there were any incidents with the graduates or youth over the past few months. Sgt. Snodgrass advised that two members monitored the hill where the grad party was, members also patrolled during the hand games tournament and have also extended patrols towards the golf course. He noted that the number of impaired charges hasn't increased although the detachment is taking a proactive approach by being present. Cr. Tuckey thanked the RCMP for their presence at grad parties. She felt that the presence without intimidation is important. Cr. Dumont was pleased to hear that the RCMP are making more of a presence and felt that it would help. Mayor Napier-Buckley requested that school zones continue to be monitored for speeding even though school is finished for the summer. Mayor and Council thanked the Sergeant for the delegation.

3. Review

- a. Agenda – The agenda was reviewed. Cr. Holtorf asked if a Special Meeting would still be happening to review the Triparty Agreement with the AWGs. Cr. Holtorf would like an update on the Economic Development Strategy. Mayor Napier-Buckley will try to have an update for the Community Services meeting next week.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Patel

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of June 6, 2017, were reviewed and have been adopted at the Council meeting of June 20, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

- a. Council Priorities
 - i. Highway Condition – There was nothing at this time.
 - ii. Property Tax Issues – There was nothing at this time.
 - iii. Commissioner's Land within Municipal Boundaries – There was nothing at this time.
 - iv. Fire Abatement – Mayor Napier-Buckley advised that there would be another fire abatement meeting with partner governments and that the NT Power Corporation will be brought to the table.
 - v. GNWT Job Reductions - There was nothing at this time.
 - vi. Aurora College Program Review – Mayor Napier-Buckley advised that Richard Daitch would be doing the Aurora College Program Review and that a date to meet with him would be determined later in the week for a workshop.
 - vii. Property Tax and Boundary Issues – Mayor Napier-Buckley advised that property tax would be discussed under other business.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. Tuckey requested an update on cheque 32819. Mayor Napier-Buckley advised that the discussion would require an in-camera session. Cr. McArthur asked if cheque 32816 to Taylor & Company is the final payment. Mayor Napier-Buckley will request an update from Administration. Cr. McArthur advised that it was extremely hot in the RCC gymnasium during the PWK Graduation.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. McArthur

That the Accounts Paid Part I for the period ending June 30, 2017, totaling \$586,120.38 be approved.

CARRIED UNANIMOUSLY

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

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That that Accounts Paid Part II for the period ending June 30, 2017, totaling \$200.29 be approved.

CARRIED UNANIMOUSLY

6. Economic Development

- a. Tourism and Trade Advisory Board – There was nothing at this time.

7. Other Business

- a. Correspondence – The June, 2017 correspondence was reviewed. Cr. Tuckey advised that a letter was sent from a Bell Rock resident to the Mayor and SAO, addressed Mayor and Council, about receiving power at their home in Bell Rock. She asked if the email was received and to receive a briefing note on the matter. Mayor Napier-Buckley advised that an email was received and she will request a briefing note for Municipal Services.

- b. Licensing Report – The June, 2017 licensing report was reviewed. Cr. Patel asked if a person is in tax arrears are they still eligible for a business license. Cr. Dumont believes that a person cannot be prohibited from having a business license due to tax arrears.

- c. Briefing Note Property Tax – The briefing note was reviewed. The Director of Community Services will relay any questions to Administration. Cr. Holtorf was pleased with the detail in document and would like to see a recommendation for each category to resolve the arrears, through write-off, sales of lands, etc. along with a timeline for action and reporting to Council. Mayor Napier-Buckley requested that Council review the document thoroughly for further discussion at the Corporate Services meeting on August 1st. Cr. McArthur was pleased with the document however would like to see action taken.

- d. Briefing Note DPA-022-17 John (Jack) Bird – The briefing note was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That DPA-022-17, submitted by John (Jack) Bird to operate a home occupation consulting business from Lot 1703, Plan 4090, 3 Whitford Road in Fort Smith be approved.

CARRIED UNANIMOUSLY

Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. McArthur

That Cr. Kikoak, Cr. Bell and D/M Smith be excused from the Corporate Services Standing Committee meeting of July 4, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be August 1, 2017.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That the meeting be adjourned at 7:45 pm.

CARRIED UNANIMOUSLY















Town of Fort Smith Community Services Committee

Tuesday, July 11, 2017 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
 - a. AWG Host Society
 - b. Chamber of Commerce
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – June, 2017
 - ii. Pool Stats – June, 2017
 - iii. Arena Stats
 - b. Recreation Advisory Board.
 - i. RAB Minutes June 19, 2017
6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – June, 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 Water is Life Gathering
 - b. Briefing Note SLFN Treaty Days
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
		
Council BN: 2018 AWG Food Services	Financial Statement May 31, 2017	Sport Canada - Hosting Program Ca
		
Key Performance Indicators Status Re		
		
Community Services Minutes June 13, 20	Vision, Values and Goals.doc	Community Services Master Plan
		
Recreation Stats June, 2017		
		
Pool Statistics June, 2017		
		
Library Stats June, 2017		
		
BN Water is Life Gathering		
		
BN SLFN Treaty Days		



Town of Fort Smith
Community Services Committee
Tuesday, July 11, 2017, 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), Cr. McArthur
Regrets : Cr. Dumont
Staff Present: Keith Morrison, Senior Administrative Officer; Chris Bird, Director of Community Services; Paul Kaeser, Director of Municipal Services; Katie Reid, Executive Secretary
Guests: Todd Shafer, Patti Haaima

1. Call to Order

Cr. Tuckey called the meeting to order at 7:00 pm.

2. Delegations

- a. AWG Host Society – Todd Shafer, 2018 AWG General Manager, and Kevin Smith, Host Society Vice-President, presented on behalf of the AWGs Host Society. Mr. Shafer advised that monthly reporting has been sent to the Hay River and Fort Smith Senior Administrative Officers. He noted that there are a few major upcoming events including the Mission 2 (M2) meetings from September 11-14th that will start in Fort Smith and conclude in Hay River. He advised that the Contingents would perform a six-month-out tour at that time and that the International Committee would review the plans for the games and provide feedback. He noted that there would also be opportunity to correspond with the Chefs to help finalize plans. Mr. Shafer advised that the M2 would consist mostly of meetings and that there will not be many venue tours. Additionally, he advised that the 200-Days-Out Event would take place on August 28th in Hay River. He noted that milestone events would alternate between Fort Smith and Hay River and that they are a good opportunity to recruit volunteers.

Mr. Shafer advised that there would be an All-Chairs meeting in Fort Smith on August 29th and that notice would go out later in the week. This meeting would provide opportunity for all Sport and Committee Chairs to interact and provide information on their areas. He noted that a similar meeting would occur in Hay River on September 5th.

Mr. Shafer advised that the GEMS online registration system is accessible through the website. The Society is currently in Phase I of recruitment which involves sign-up and shift scheduling. Phase II will be rolled out at the end of August, which will identify roles.

D/M Smith advised that the Society has changed their meeting time to evenings to allow for more time. He noted that the Society would be meeting on July 12th. Additionally, he is hoping to receive the June 30th Financial Statements from Ashton Accountants at that time. He also noted that the Terms of Reference would be coming to the Society for official approval and that any documentation/bylaws will be circulated. D/M Smith advised that board members have been tasked with operational needs at the request of the President.

D/M Smith advised that the Sponsorship Sub-Committee has met since June, although he has not yet been briefed. Mr. Shafer advised that there has been more emphasis on Corporate Sponsorship and sponsorship as a whole. He noted that the Committee has sectioned three areas: grants and foundational partnering, regional level corporate sponsorship, and personal donations from friends of the games. Cr. Holtorf asked if the aboriginal governments have been approached about providing corporate sponsorships. Mr. Shafer advised that the Committee has flagged every government organization in the region as a donor. Cr. Kikoak noted that aboriginal governments may have leverage for federal funding.

Cr. Kikoak noted the Key Performance Indicator document is dated from March and asked if there have been many changes. Mr. Shafer advised that they are in the process of updating the report to the end of June.

Cr. Kikoak asked if the meetings in September are open to the public. Mr. Shafer advised that there will be an opportunity to invite interested parties.

Cr. McArthur asked for an update on volunteer recruitment. Mr. Shafer advised that there are currently 200 volunteers registered under Gems. Mr. Shafer will know how many volunteers are actually needed once the committees identify specific roles for tasks and that mass recruitment would happen at that time.

Cr. McArthur requested an update on the financial stance of the games. Mr. Shafer advised that half of the federal funding anticipated has been received and that the Host Society is still looking to receive an additional \$500,000. Mr. Shafer will have an update on Corporate Sponsorships on July 12th. He is feeling good financially going forward.

Cr. Tuckey advised that Council would like to know in advance the in-kind contributions required by the Town in order to incorporate operational requirements into the budget for 2018. Mr. Shafer advised that there is a staff meeting next week where this will be discussed.

Cr. McArthur asked if GNWT employees will be granted leave to volunteers for the games. D/M Smith advised that it is a matter of policy and that they are waiting for confirmation. Cr. Holtorf asked if Thebacha Campus has been asked to recruit student volunteers.

Cr. Holtorf asked how the 3% contingency is budgeted for. Mr. Shafer advised that 3% contingency is budgeted for unforeseen expenses.

Administration advised that it was asked at the Corporate Services meeting for an update on the triparty agreement. He advised that he is still waiting to hear back from Hay River on the proposed changes.

Administration has reviewed the Financial Statements and noted that the document doesn't present significant change. However, he noted that there sounds to be a lot of positive change and trusts it will yield results. Administration still has concerns with spending and expense control. D/M Smith shares the concern around sponsorship and fundraising, although noted that sponsorships are generally not received until three to six months prior to the games. However, he noted that the concern is acknowledged and that the board is working to improve this.

Administration has concerns with reducing scope and scale of contracts too close to the games when contracts are already in place. Additionally, he noted that Hay River has the same concerns and that they only intend to release funds to meet cashflow needs as their comfort level has not been met either.

Cr. Kikoak asked why futsal and biathlon have much higher budgets. Mr. Shafer advised that a major facility retrofit was required for futsal although noted that the retrofit will not be happening now and that there will be a drastic change in budget. He noted that biathlon budget is high due to the facility requiring additional infrastructure to hold the event.

Council thanked Mr. Shafer and D/M Smith for their delegation.

3. 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 June 13, 2017, were reviewed and have been adopted at the Council meeting of June 20, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed.

4. Recreation

a. Recreation Services

- i. Recreation Statistics – The June, 2017 recreation statistics report was reviewed. The Director of Community Services advised that usage has decreased from the previous month and year. He noted that this is partially due to events being separated in the statistics. Pete's Gym and the Parents 'n' Tots program are consistent in usage. He noted that the arena summary is on the RCC report due to a reduced amount of events being held in the arena during the summer.
- ii. Pool Statistics – The June, 2017 pool statistics report was reviewed. The Director advised that pool usage is strong and consistent. Parents 'n' Tots usage has increased. Rentals are down for the month of June.

The Director advised that summer programming was strong in June and that there was a robust sign-up for different programming. Programs in June included archery, first aid training and registration for British Soccer Camp. He noted that British Soccer Camp was well received with 45 kids registered for the first week in July. Events that happened in June included the Pride Parade, Relay for Life, the Aviation Tour, SRFN Treaty Days, and Canada Day. Programs and events for July includes library programming including novel writing at the library and the Farmer's Market start-up at the arena. August events include Paddlefest, the Water is Life Conference, Summer Splash, the Dark Sky Festival and a Music Society event.

Mayor Napier-Buckley noted that some of the library programming had fees associated. She asked if the summer reading program would be happening this year. The Director advised that they would be trying different programming this year due to low enrollment last year. D/M Smith was impressed with the variety of programming happening throughout the summer. He asked if the majority of kids programming would be happening at the arena and what operational costs are for the arena and if additional staff are required. Administration advised that programs are run by specific employees and that the arena offers a cooler environment with access to immediate outdoor space. Additionally, he advised that the arena is equipped with efficient LED lighting, and that efficiencies and utility costs will continue to be tracked. Administration would like to confirm the operational costs of the arena prior to the budgeting process. Administration advised that the intent is to use the facility year-round and to expand recreation services. He noted that this will help inform decision when retrofitting the recreation centre. Cr. Holtorf asked if the Friends of the Library is still operating. Administration confirmed this and advised that they recently held a book sale.

b. Recreation Advisory Board

- i. RAB Minutes June 19, 2017 – The RAB minutes were reviewed. Administration advised that Don Jaque delegated on behalf of the Snowboard Society at the June RAB meeting. He noted that the Society would like to delineate the responsibility between the Town and the Society to ensure efficient operations. He noted that the request is valid and that he is working to define this. Administration advised that the Town is looking to have the Society operate the Town facility through a memorandum of understanding. Cr. Holtorf asked if the Track and Field Society is still operational. Administration advised that if the Society is still in place, it is not functional. He noted that the facility is mostly utilized by the schools and that the Town needs to find a new owner for the facility. D/M Smith noted that the Track and Field Society is still a society and have a bank account, however he thinks they do not meet regularly due to limited volunteer capacity. He also noted that the facility is actively used as a soccer field. D/M Smith noted that Don Jaque advised that he would bring programming and requests to RAB for recommendation to Council and felt this would be a good vision for the advisory board for all user groups. Cr. Tuckey likes the idea of designating the large tree at the Anglican Church as the Christmas Tree and finalizing the Christmas Park. Mayor Napier-Buckley asked what it would cost to transport a mature tree. Administration advised that there are contractors that specialize in moving mature trees and suggested SRFN be inviting to participate in the relocation of a tree. He noted that the Town has been advised that they would receive a development permit for the construction of SRFN's community hall.

5. Library

a. Library Services

- i. Library Statistics – The June, 2017, library statistics report was reviewed. The Director of Community Services noted changes in the recorded number of usages. He noted that summer usage has decreased from last year. He noted that story time is scheduled three times per week. The Director thinks that the reduced usage is due to the nice weather.

6. Other Business

- a. Briefing Note Water is Life Gathering – The briefing note was reviewed. Administration has identified the request as a partnership rather than a donation for the purpose of a community event. He noted that the Water is Life Gathering will bring people to the community and benefit the community as a whole. Administration felt that this is a good opportunity to see if Council is in agreement. Administration advised that the event is in conjunction with Paddlefest and a Music Society event. He suggested partnering with the Slave River Coalition and continuing the partnership with Paddlefest and the Music Society. Administration has also received a request from the Astronomical Society to use the arena for their Dark Sky Festival. He noted that this is also a community event being an economic driver and suggested partnering with this organization as well. Administration noted that funds in the donations budget are limited and suggested reallocating the \$2,500 donation to the Ski Club to the advertising budget as they have agreed to install Town signage. He noted that this would allow for more donations during Christmas. Cr. Bell advised that she would be helping fundraise for the Water is Life Gathering.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Bell

That Council reallocate the \$2,500 donation to the Ski Club from the 2017 Donations Budget to the 2017 Advertising Budget.

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

ABSTAINED – D/M SMITH

CARRIED

- b. Briefing Note SLFN Treaty Days – The briefing note was reviewed. Administration noted that there is cost associated with providing passes and suggested the request be considered a donation. Cr. Holtorf has concerns with donating the stage and felt there should be a proper policy in place. He also noted that SLFN is not tax affiliated which should be considered when donating. Administration advised that the Town has a MSA with SLFN and that they pay for services. He also noted that there is a rental agreement with the stage that states that 24-hour security is required, along with insurance and assembly by staff only. Mayor Napier-Buckley advised that there are SLFN members that reside in Fort Smith.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. McArthur

That Council approves donating twenty swim passes to SLFN for their Treaty Day event on July 17, 2017, totaling \$160.

CARRIED UNANIMOUSLY

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That Cr. Dumont be excused from Community Services Meeting on July 11, 2017.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next meeting of the Community Services Standing Committee will be held on August 8th, 2017.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. McArthur

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

CARRIED UNANIMOUSLY









Town of Fort Smith Municipal Services Committee

Tuesday, July 11, 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. June, 2017 Statistics
 - b. Ambulance Department
 - i. June, 2017 Statistics
 - c. Bylaw Department
 - i. June, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. Briefing Note Fire Abatement
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
 Municipal Services Minutes June 13, 20	 Vision, Values and Goals.doc	 2017 Capital Plan
 Fire Department Stats June, 2017	 Ambulance Stats June, 2017	 Bylaw Stats June, 2017



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, July 11, 2017 at 8:15 pm.

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

1. Call to Order

Cr. Dumont called the meeting to order at 8:32 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the agenda be adopted as amended to include discussion on the CBC article on the removal of the Christmas Tree, correspondence received about placing a 4-way stop at Primrose Lane and Pelican Street, and correspondence received from a Bell Rock resident requesting power services at Bell Rock.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of June 13, 2017, were reviewed and were adopted at the Council meeting of June 20, 2017. Cr. Holtorf asked if the Daycare Society was interested in meeting with the Town and the Aurora College. The Mayor hasn't heard, but will follow up with the Society. D/M Smith asked if any valuable work was done by Taylor and Company. Administration advised that the contract was divided into two parts: first, to automate the ventilation system and second, to install AC units, if the first was unsuccessful. He noted that it was discovered that the solar wall was on year-round making the building hot. Administration advised that the first part of the project took three years to complete and therefore the Town did not want to pursue the second portion of the contract with Taylor and Company. Administration advised that the Build Canada Fund has been accessed to retrofit the building which will include cooling the facility.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that a number of projects are underway now that the department is at full capacity. Cr. Bell requested an update on Downtown Development. Administration has the draft report to review, he will then bring the report to Council and convert the report into a design. The design will be phased by priority and budget.

3. Sustainable Development

- a. Sustainable Development Advisory Board – Administration advised that the board was unable to get quorum at the June 22nd meeting.

4. Protective Services

Administration introduced Mr. Karl Cox, the Protective Services Supervisor. He noted that his employment with the Town has been a valuable addition to protective services.

a. Fire Department

- i. Statistics Report – The June, 2017, statistics report was reviewed. The Protective Services Supervisor advised that June has been a quiet month for the Fire Department and that there has been no major fires since January. He noted that there were a few training sessions in June and that they extinguished a fire behind the Petro Canada. The Supervisor advised that ENR quickly extinguished a fire on Canada Day by the Water Intake that they had spotted via helicopter. The Supervisor has also been performing fire smart assessments and advised that he will be bringing in sprinkler systems that connect to gutters. He will sell the sprinklers with a fire smart assessment at cost.

b. Ambulance Department

- i. Statistics Report – The June, 2017, statistics report was reviewed. The Supervisor advised that the Ambulance Department had a quieter month in June with only fifteen calls. He noted that there were ten code ones and five medevacs. He noted that the amount of calls has reduced by half from last June.

c. Bylaw Department

- i. Bylaw Statistics Report – The June, 2017, statistics report was reviewed. The Supervisor advised that he has been filling in for the Bylaw Officer in his absence. He noted that there has been a few speeding tickets issued and some dogs seized in the month of June. The Supervisor is working to improve the reporting with more detail and better metrics.

Cr. Bell commended the Supervisor and has noticed his presence in the community. She suggested educating the community to fire smart their own properties. The Supervisor advised that fifteen years ago he had performed ninety fire smart assessments on perimeter properties and that he is hoping to assess the properties again to determine if there has been a change in score. Cr. McArthur asked if the unsightly property on St. Ann's Street has been cleaned. The Supervisor confirmed this. Cr. McArthur noted that there are properties around Town that have garbage at their curbs. Administration advised that the fees were not paid for spring clean-up and as result their garbage was not picked up. Administration is working to resolve this issue. Cr. Holtorf requested an update on the status of volunteers for the Fire and Ambulance Departments. The Supervisor advised that there are 23 firefighters and 14-17 volunteers for the ambulance. D/M Smith suggested that the arena parking lot be offered for parking during SRFN's TLE Days in the future. Administration advised that parking at the event was handled better this year. Additionally, he advised that SRFN did not end up using the road closure.

The Director of Municipal Services provided an update on the department. He advised that the Water Treatment Plan has been busy preparing for utility installation on McDougal Road for new Correctional Centre. The Director anticipates that McDougal Road will be closed for two weeks for the installation. Provisions are being made for residents directly affected by the closure. The Director advised that the department had tested and isolated valves for the major tie in of a six-inch line and manhole. He noted that there will be a detour in place around Primrose Lane. Additionally, he advised that the Protective Services Supervisor will be extending bylaw patrols in the area.

The Director advised that the Facilities Maintenance Department has been busy with preparation and set-up for events including SRFN TLE Days and Canada Day. Additionally, the department has completed the boardwalk, although more repair work could be done. Cr. McArthur asked which contractor is installing the water and sewer services at the new correctional facility. Administration advised that Hay River Contractor, West End Enterprises, is doing the installation. He noted that the contractor is competent to do the work. Additionally, he advised that there have been preplanning meetings with the contractor and that the design drawings have been approved. Cr. McArthur requested an update on the hydrants requiring replacement. Administration is determining which hydrants need to be replaced and which can be repaired. He will work with local contractors once the scope of work is determined. Administration advised that the Town will need to manage the cuts in the pavement for the rest of the summer and that the intent is to pave next summer. He noted that the GNWT intends to pave at the new facility and is incurring all costs for the servicing to the lot, as well as paving the cut on McDougal Road. He noted that the cold patch material was used for a smaller cut on Calder Avenue and that it is holding well. Mayor Napier-Buckley asked how long the water will be shut-off for during the installation of services. He is unsure how long water will be shut-off on McDougal Road for installation of services at the Correctional Centre as the sewer line may interfere with the water line. He noted that there may potentially be a 24-hour shut-off for affected residents. He noted that there are 14-16 residents affected including River Ridge Correctional Centre. Additionally, he advised that the department is managing notifications and will provide temporary water services. Cr. Kikoak requested an update on the Everbridge System. The Protective Services Supervisor is working with the Mayor on the initiative. He has some concerns about the reliability of the internet and is working to get an FM radio station in town. Mayor Napier-Buckley requested an update on the sprinklers to be purchased. The Supervisor advised that they can be hooked to gutters, or false gutters, like fences and will be rolled out with fire smart assessments of properties.

5. Bylaw/Policy Review and Development

- a. CBC Article on Christmas Tree – Cr. Kikoak felt that the relationship between the Town and SRFN was displayed negatively in the article and requested that the Mayor contact the Chief Martselos to advised that the Town values their partnership and is in support of the building. Cr. Holtorf agreed and recommended a letter be sent. Cr. Tuckey would rather a phone call. She is in support of growth, jobs and economic development that will come with the construction of a new community hall. Cr. Patel asked if SRFN had contacted the Mayor about the article or comments. She agreed that the Mayor should contact Chief Martselos once a development permit is received. Mayor Napier-Buckley advised that the CBC reporter in Hay River had focused the story on what he wanted to write. She noted that the Town did know the tree would come down and that she does not want to invalidate the feelings of the public. She noted that the tree was a landmark and gathering place for many years and that it is okay for residents to be upset. She is still in support of the development and will converse with Chief Martselos although she doesn't feel that their partnership is jeopardized due to the tree being removed. She advised that she had spoken with Chief Martselos a few days prior in which she was advised that she would receive a development permit for the community hall.

6. Administration

- a. Correspondence on Four-Way Stop at Primrose Lane and Pelican Street
- b. Correspondence on Request for Power at Bell Rock

Administration will forward the above items as agenda items to the Council Meeting of July 18th due to lack of time. Mayor Napier-Buckley asked when McDougal Road closure will begin. Administration anticipates the closure date will commence July 12th. Mayor Napier-Buckley asked if the placement of a stop sign on Primrose Lane would require bylaw change. Administration confirmed this. He noted that the Traffic Control Bylaw would require updating by the Bylaw Review Committee, along with updating the Traffic Control Registry. Cr. Bell asked if the bylaw would need to be changed when changing the language on existing signs. Administration advised that it would not as the signs are not changing location.

7. Other Business

- a. Briefing Note Fire Abatement – The briefing note was reviewed. Administration advised that a letter was written in March 2017, to the GNWT Lands Department, ENR and MACA with respect to fire abatement of Commissioner's Land within municipal boundaries. Since, there have been two meetings between the Town and GNWT to discuss the issue. As a result of the meetings, the GNWT has developed a Fort Smith Pre-Attack Plan, which indicated proposed firebreaks and ignition lines in and around the municipality. Three of the proposed fire breaks are on airport property where the Town has no development control, except that harvesters are to acquire a Town business license. Additionally, they have indicated a proposed 30-metre wide fire break to the west of Bell Rock. Administration requested a recommendation from Council pre-approving the work for the GNWT to perform. Administration advised that the next steps would consist of maintenance of the treated lands, treatment and maintenance of Town lands, public engagement to facilitate treatment of private lands, conversation of the Bell Rock firebreak as a second exit for residents, and engagement of the NWT Power Corporation to confirm the viability of using their transmission line easement as a firebreak to complete the circle of protection around the town. Cr. Patel was pleased with the update. Cr. Tuckey was pleased with the team work of all agencies and commended the Protective Services Supervisor. Mayor Napier-Buckley noted the urgency to complete the work.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Kikoak

That Council approve the Fort Smith Pre-attack Plan as presented, including the development of a 30-metre wide firebreak on the west side of Bell Rock Estates. Further, that Council approve the treatment of Commissioner's Lands within municipal boundaries to FireSmart standards utilizing any method deemed appropriate by the GNWT.

CARRIED UNANIMOUSLY

8. 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 July 11, 2017.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on August 8, 2017.

10. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That the meeting be adjourned at 9:55 pm.

CARRIED UNANIMOUSLY