














Town of Fort Smith Corporate Services Committee

Tuesday, October 3, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. DEA Town of Fort Smith Representation
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. Property Tax
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
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
 - i. TTAB Minutes September 15, 2017
 - ii. Appointment James Heidema
Appointment Michel Labine
Appointment Linda Martin
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – September 2017
 - b. License Reports – September 2017
 - c. Briefing Note – Salaries
 - d. Briefing Note – Overtime
 - e. Briefing Note – Communications Committee
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents			
 Corporate Services Minutes September	 Vision, Values and Goals	 Strategic Plan	
 Accounts Paid Part I			 Accounts Paid Part II
 TTAB Appointment James Heidema	 TTAB Minutes September 15, 2017	 TTAB Appointment Linda Martin	
 Correspondence September 2017	 License Report September 2017		
 BN Communications Co			



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

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

1. Call to Order

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

2. Delegation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Declarations of Financial Interest

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

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

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Bell

That the agenda be adopted as amended to include FSDEA follow-up.

CARRIED UNANIMOUSLY

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

5. Governance

- a. Council Priorities

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

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Mayor Napier-Buckley thinks that the accounts paid reports are valuable information for Council. She noted that higher level budget documents give a final oversight of where expenses go throughout the year. Mayor Napier-Buckley would like to keep names in the Accounts Paid List Part II. Cr. McArthur felt that the new formatting didn't make sense. Cr. Kikoak asked if Council should stop declaring financial interests for the lists. She advised that she would stop declaring a financial interest as meals for advisory boards are budgeted and required.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

That the Accounts Paid Part I for the period ending September 30, 2017, totaling \$544,749.11 be approved.

CARRIED UNANIMOUSLY

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

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That that Accounts Paid Part II for the period ending September 30, 2017, totaling \$346.37 be approved.

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

ABSTAINED – MAYOR NAPIER-BUCKLEY

CARRIED

7. Economic Development

a. Tourism and Trade Advisory Board

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

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

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Dumont

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

CARRIED UNANIMOUSLY

8. Other Business

a. Correspondence – The September 2017 correspondence was reviewed. Mayor Napier-Buckley advised that further information was received from the Metis Council with respect to Mr. McDougal's role in WBNP which prompted the original letter requesting the name change of McDougal Road.

b. Licensing Report – The September 2017 licensing report was reviewed.

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

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

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

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

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Patel

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

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

CARRIED UNANIMOUSLY

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

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

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

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



Town of Fort Smith Community Services Committee

Tuesday, October 10, 2017 at 7 pm

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations

4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions, Values and Goals
 - d. Community Services Master Plan
5. Recreation
 - a. Recreation Services
 - i. Recreation Stats – September 2017
 - ii. Pool Stats – September 2017
 - iii. Arena Stats
 - b. Recreation Advisory Board
 - i. RAB Minutes September 18, 2017

6. Library
 - a. Mary Kaeser Library
 - i. Library Stats – September 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 JBT Snack Program
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents
   Community Services Vision, Values and Goals.doc Community Services Minutes September Community Services Master Plan
  RCC Stats September 2017 Pool Stats September 2017  RAB Minutes September 18, 2017
 Library Stats September, 2017
 BN JBT Snack Program



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

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

1. Call to Order

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

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of September 12, 2017, were reviewed and have been adopted at the Council meeting of September 26, 2017. Cr. Kikoak advised that she was briefed by Don Jaque, Vice President of the Snowboard Society, who advised that the Society would like to hold a winter festival. She asked if the Town would be hosting the Wood Buffalo Frolics this year. She noted that the Snowboard Society is planning a Snow Festival six-weeks before the AWGs. They are planning to have host Dene Games by the Snowboard Park along with other events. Cr. Tuckey advised that there is a Wood Buffalo Frolics Society in place and suggested that Mr. Jaque contact the Society. Administration advised that Mr. Jaque is planning multiple events including Territorials. He was advised to contact Patti Haaima with the Wood Buffalo Frolics Society. Administration advised that Town is only a funding partner for the Wood Buffalo Frolics. He also noted that the stage is available for use when AWGs events are happening. He is currently inquiring to see if the stage can be used in February due to the hydraulics. Cr. McArthur asked if there are any plans for drainage. Administration advised that the design work is with Maskwa Engineering but is not sure if it will be completed before winter. The Town is currently working to make the ditches in place work properly. D/M Smith requested an update on the YWCA and the daycare. Administration advised that the YWCA has approved the establishment of a daycare in Fort Smith and will work with the current society to dissolve their establishment as a society.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Community Services Master Plan – The Master Plan was reviewed. Administration advised that proofs of the four language stop signs were circulated and noted that funding from the Metis Nation has been received. The Metis Nation will also be funding 50% of the electronic multilingual sign being placed at the Recreation Centre.

3. Recreation

a. Recreation Services

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

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

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

b. Recreation Advisory Board

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

4. Library

a. Library Services

- i. Library Statistics – The September 2017, library statistics report was reviewed. The Director advised that usage has increased from the previous month but is down from the previous year. Additionally, computer use has decreased drastically. Library programming includes Story Time and Steam Camp. Steam Camp has been well received by kids. Cr. Patel noted that the computers at the Library were very slow last time she used them and suggested that Town work to improve this. She suggested statistics be taken to see how many books are borrowed each month. The Director advised that the computers were donated by the Aurora College last year. Administration suggested discussing the issue further during budget discussion and including new computers with evergreen. He noted that the GNWT Librarian is set to return to work by the end of October and that he is hoping that additional programming will be put into place. Administration noted that the GNWT has been paying the Town to staff the Library with a Recreation Assistant for approximately a year and is pleased with the return of the GNWT Librarian for higher level staffing.
- b. Advisory Board on Culture – Administration advised that there wasn't quorum for the last meeting. He noted that part of the agenda was to tour the Cemetery for expansion planning and that the tour occurred anyways. He advised that the chain link fence would be replaced with a wooden fence. Administration is confident that there are enough plots left to get through the winter.

5. Administration

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

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

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

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

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

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

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

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

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

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

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

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










Town of Fort Smith Municipal Services Committee

Tuesday, October 10, 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
 - i. SDAB Minutes September 26, 2017
11. Protective Services
 - a. Fire Department
 - i. September 2017 Statistics
 - b. Ambulance Department
 - i. September 2017 Statistics
 - c. Bylaw Department
 - i. September 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
		
Municipal Services Minutes September	Vision, Values and Goals.doc	2017 Capital Plan
		
SDAB September 14, 2017		
		
Fire Department Stats September, 20	Ambulance Department Stats Se	Bylaw Stats September 2017



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

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

1. Call to Order

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

2. Review

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

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

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

3. Sustainable Development

a. Sustainable Development Advisory Board

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

4. Protective Services

a. Fire Department

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

b. Ambulance Department

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

c. Bylaw Department

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

5. Administration

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

6. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

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

CARRIED UNANIMOUSLY

7. Date of Next Meeting

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

8. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Patel

That the meeting be adjourned at 8:57 pm.

CARRIED UNANIMOUSLY