





Town of Fort Smith  
Corporate Services Committee  
Tuesday, September 5, 2017, at 7:00 pm

Chairperson: Mayor Napier-Buckley  
Members: Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call),  
Cr. Dumont, Cr. Patel, Cr. Tuckey  
Regrets: D/M Smith  
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services;  
Katie Reid, Executive Secretary  
Guests: Town of Hay River SAO, Mayor & Council; SAO Judy Gaucher,  
Mayor Brad Mapes, Cr. Steve Anderson, Cr. Vince McKay, Cr.  
Donna Lee Jungkind, Cr. Keith Dohey, Cr. Jason Coakwell, Cr.  
Kandis Jameson

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:00 pm.

2. Delegation

- a. Town of Hay River Mayor & Council  
In-Camera Session S.23(3)(e)

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That Council move in-camera to have discussion with the Mayor and Council of the Town of Hay River in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

**That Council move out of in-camera at 9:10 pm.**

**CARRIED UNANIMOUSLY**

3. Declarations of Financial Interest

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

4. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of August 1, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017. Cr. McArthur asked if anyone had been hired at the AWG office in Fort Smith. Cr. Patel advised that a new Volunteer Coordinator has been hired.

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

- d. Strategic Plan – The Strategic Plan was reviewed.

5. Governance

a. Council Priorities

- i. Aurora College Program Review – Mayor Napier-Buckley advised that funding the development of a TEP Brief would be discussed in the Special Meeting following Corporate Services.
- ii. Property Tax and Boundary Issues – Administration advised that he has begun discussions with DAAIR about SRFN property tax issues. Additionally, he has had discussions with the MLA about assuming the old Cozy Carpets building. The MLA suggested writing a letter requesting the assumption of the building to the Minister responsible. Administration advised that he is also acquiring legal opinion to gain ownership of the old movie theatre building for the purpose of demolition. Administration advised that the boundary expansion with DAAIR is stalled due to the Metis Nation Land Claim. He noted that the Legislative Assembly wants to finish the land claim by the end of their term and that they do not want the Town's claim to interfere with the Metis claim. Cr. Patel was pleased with the update.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. Patel requested that job titles be listed in the accounts paid list rather than employee's names. Administration advised that the change can be made although noted that the information in the accounts paid list isn't confidential. Cr. Tuckey noted that it is a requirement of the auditor to see specific information with some organizations. Cr. Holtorf felt that it is the role of Council to oversee detailed expenditures, although it may not be required. Administration advised that as the cheques have already been issued, it is not a requirement of the auditor.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Dumont**

**That the Accounts Paid Part I for the period ending August 31, 2017, totaling \$841,344.56 be approved.**

**CARRIED UNANIMOUSLY**

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

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Dumont**

**That that Accounts Paid Part II for the period ending August 31, 2017, totaling \$4,761.33 be approved.**

**IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, CR. PATEL, CR. DUMONT**

**ABSTAINED – CR. MCARTHUR, CR. KIKOAK**

**CARRIED**

7. Human Resources

Cr. Kikoak asked if Administration has inquired about hiring a Human Resources Officer. Administration advised that there is not enough work to constitute a full-time position. He noted that the Corporate Services Officer takes on the role and that the position is being staffed with a new hire tomorrow. He noted that a casual employee was hired while the position was vacant to bring files to date. Additionally, he advised that union issues fall solely upon the SAO to handle.

8. Other Business

- a. Correspondence – The August, 2017 correspondence was reviewed. Cr. Dumont asked if letters addressed to Mayor and Council are sent to Mayor and Council. Mayor Napier-Buckley confirmed.
- b. Licensing Report – The August, 2017 licensing report was reviewed.

- c. Briefing Note Budget Expenses – Administration asked if Council would like to delay the briefing notes on expenses and revenue until the Community Services Committee meeting on September 12, 2017. Mayor and Council agreed to delay the briefing notes.
- d. Briefing Note Budget Revenue – The briefing note was delayed to the Community Services Committee meeting.

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. McArthur**

**That D/M Smith be excused from the Corporate Services Standing Committee meeting on September 5, 2017.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

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

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 9:17 pm.**

**CARRIED UNANIMOUSLY**







# Town of Fort Smith Community Services Committee

Tuesday, September 12, 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 – August 2017
    - ii. Pool Stats – August 2017
    - iii. Arena Stats
  - b. Recreation Advisory Board
6. Library
  - a. Mary Kaeser Library
    - i. Library Stats – August 2017
  - b. Advisory Board on Culture
    - ii. ABC Minutes September 6, 2017
7. Visitor Services
8. Community Events/Liaison with Community Organizations
9. Bylaw/Policy Review and Development
10. Administration
11. Other Business
  - a. Briefing Note – Budget Expenses
  - b. Briefing Note – Budget Revenue
  - c. Briefing Note – Daycare Services
12. Excusing of Councilors
13. Date of Next Meeting
14. Adjournment

Attached Documents		
 Community Services Minutes August 8, 2	 Vision, Values and Goals.doc	 Community Services Master Plan
 Recreation Stats August, 2017	 Pool Stats August, 2017	
 Library Stats August, 2017	 ABC Minutes September 6, 2017	
 Briefing Note Budget Expenses	 Briefing Note Budget Revenues	



Town of Fort Smith  
Community Services Committee  
Tuesday, September 12, 2017, at 7:00 pm

Chairperson: Cr. Tuckey  
Members Present: Mayor Napier-Buckley, Cr. Dumont, Cr. Bell, Cr. Kikoak, D/M Smith, Cr. Holtorf, Cr. McArthur  
Regrets : Cr. Patel  
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 7:00 pm.
2. Review
  - a. Agenda – The agenda was reviewed.  
**RECOMMENDATION**  
**Moved by: Cr. Kikoak**  
**Seconded by: Cr. Bell**  
**That the agenda be adopted as presented.**  
**CARRIED UNANIMOUSLY**
  - b. Minutes – The minutes of August 8, 2017, were reviewed and have been adopted at the Council meeting of August 15, 2017.
  - c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
  - d. Community Services Master Plan – The Master Plan was reviewed.
3. Recreation
  - a. Recreation Services
    - i. Recreation Statistics – The August 2017 Recreation Statistics Report was reviewed. The Director of Community Services advised that numbers are consistent with the previous month and have increased from the previous year. He noted that usage is down for Day Camp over the summer due to families being on holidays. Additionally, Fun Zone had ten kids in attendance regularly. The Director advised that the Town had partnered with Healthy Families for a preschool water day.
    - ii. Pool Statistics – The August 2017 Pool Statistics Report was reviewed. The Director advised that pool usage was strong in August and has doubled from last year. Usage for August has slightly decreased from July. He noted that Lane Swim, Public Swim, and Parents ‘n’ Tots usage has increased.

The Director provided an overview of event held in August. He noted that the Town partnered with various organizations to bring a wide range of events in August. August events include the Water is Life Conference, Paddlefest, Riverstock, the Dark Sky Festival and the Farmers Market. Additionally, he noted that Dance Camp was well attended with 21 kids registered in the 6-9 age group and 17 registered in the preschool age group.

The Director provided an update of upcoming events in September. He noted that the department will be gearing up for a School of Community Government Ice Making Course in the Curling Rink; the Snowboard Consultant has returned to Fort Smith to work on the Snowboard Park; Boot Camp is ongoing at the RCC; Yoga will begin at the end of September; Parents 'n' Tots Story Time is starting at the Library; and Youth Night has started at the RCC and has been well received. The Director advised that the Pool opened today, concluding the annual shut down; and that JBT Elementary School started swimming lessons. The Pool is also looking to start swimming lessons in October. Cr. Bell asked if Aquafit would be starting soon. Chris advised that lessons for Aquafit are being compiled and that he doesn't have a start date at this time. Cr. Kikoak requested an update on work being done at the Snowboard Park. Administration advised that the contractor has arrived in Fort Smith today and will be touring the site tomorrow. He noted that improvements to the facility will be incorporated before the snowboarding season starts. The scope of work includes improvements that will be made to the velocity of the Border Cross to increase the speed when racing; additional space between the beginner and intermediate Rail Jam for the instructor; and work to incorporate a tobogganing hill to the side of the park. Additionally, Administration plans to make revisions to the railing and lookout as winter approaches. He noted that the revision will allow for access to the tobogganing hill. Cr. Kikoak asked when the hill would be hydro-seeded. Administration advised that seeding would most likely be done by a local contractor after the hill is complete and in conjunction with other ditch work. Cr. Holtorf requested an update on the Curling Rink ice plant. Administration is confident that the ice plant is in good working order. Cr. Holtorf requested an update on the Curling Club's request for assistance in making ice. Administration advised that after a cost analysis was performed the Curling Club advised that they would train internally and would no longer require the Town's assistance.

iii. Arena Statistics - There were no Arena stats for August.

4. Library

a. Library Services

- i. Library Statistics – The August 2017, library statistics report was reviewed. The Director advised that the stats are similar to the previous year and that there was no programming in August. He noted that two camps were cancelled due to low enrollment. Cr. Kikoak thinks that weekly programming may be less successful than daily drop-ins. Mayor Napier-Buckley felt that the camp's low enrollment was associated with cost. Cr. Kikoak would like to revitalize the partnership with Aurora College for programming. Mayor Napier-Buckley noted that the Aurora Research Institute in Inuvik does children's programming. Additionally, she would like to have more reliable programming at the Library and implement the Summer Reading Program next year. Administration noted that the library has good usage through visitation. Administration advised that Steam Camp was well attended with a higher cost this year due to a more expensive science package the Town had purchased. He agrees with the need for more regular programming and noted that there is a lack of resources for the facility. He noted that programming had been increased recently as the Afterschool Program has not been running. Administration advised that ABC has developed a list of groups to partner with. Cr. Holtorf would like the Aurora College to delegate to Council early fall.

b. Advisory Board on Culture

- i. ABC Minutes September 6, 2017 – The ABC minutes were reviewed. Cr. Bell advised that the board requested feedback from Council on the asset map and what should be done with it. They also requested an update on Downtown Development. She noted that the Friends of the Library held a book sale over the weekend and that it was well attended. She noted that there was an update on the Northern Life Museum and that they will be having their AGM and a barbeque on September 19<sup>th</sup>. She noted that Museum would be doing Coffee Break News and suggested that the Town partner to extend news beyond social media. Cr. Bell advised that the board would be reviewing the TRC Calls for Action at their next meeting and that they are looking for five additional members to sit on the board. Additionally, they discussed the interpretive walk that was implemented over the summer and that it is used to preserve the stories of the Town. Mayor Napier-Buckley was pleased that the board would be reviewing the TRC Calls for action and advised that she received a letter from the Metis Council requesting the possibility of changing street names in Town reflective of the Calls for Action. She suggested the issue be discussed with ABC. Cr. Holtorf was pleased with the boards work and addressing culture in a meaningful way. He advised that he would provide feedback on the asset mapping that was done. Administration provided an update on Downtown Development. Administration advised that the architect is working on an updated version of the plan with the feedback of residents incorporated. The project is phased by priority and budget, and is being worked on by the consultant. Cr. Holtorf requested an update on the multilingual electronic sign. Administration advised that the Town is waiting for funding for 50% of the sign from the Metis Nation. He confirmed that there would be Cree and Chipewyan translations on the sign and that the Town is committed to purchasing. He noted that there is a delay in the flowing of the funds and that it will be ordered once funding is received. Cr. Bell will update the board.

5. Other Business

- a. Briefing Note Budget Expenses – The briefing note was reviewed. Administration hopes to bring the budget forward in October. He noted that there are four budgets combined in one; General, Utility, Environmental, and Lands. Each budget has two sections; revenue and expense. He noted that balanced budgets have the same money received as expended. Expenses are further broken down into Cost Centres that compile related costs. Within each Cost Centre there are multiple General Ledgers (GLs). Cr. Tuckey was pleased with the document. Cr. McArthur requested an updated on upcoming drainage and ditch work. Administration advised that there are plans for drainage work on McDougal Road and Wilderness Road, and the intersection of Cumming Avenue and King Street. He noted that design work is underway and he is hoping to go to tender this fall.



- b. Briefing Note Budget Revenue – The briefing note was reviewed. Administration advised that expenses varies although revenues are few and are sorted into three areas; GNWT block funding, user fees, and property taxes. Administration advised that GNWT block funding is the most significant revenue source the Town receives. A review of the community funding was conducted a few years ago which determined that the Town is underfunded by \$3.5 million annually inclusive of grants. GNWT block funding is broken down into Unconditional and Conditional Grants. Unconditional grants are treated as unaccounted revenue and conditional grants have restrictions for spending and reporting, particularly Gas Tax and CPI Funding. Administration noted that the Town changed its accounting system to include the expense of the annual decrease value of infrastructure in the O&M budget. He noted that the accounting depreciations may not be realistic, but add up to a million dollars each year. D/M Smith was interested to learn about the depreciation and noted that GNWT mainly leases buildings. Administration advised that user fees are the most impactful on residents of funding sources. User fees are broken down into sales of services, bylaw enforcement revenue, community services revenue, utility revenue, and environmental revenue. Administration advised that operating and replacements costs are offset by user fee revenue and GNWT conditional grants. Property tax revenue is a general fee based on property value that comes from several sources; revenue on taxable properties, revenue on grantable properties and revenue from SRFN in the form of PILT as per their MSA. Administration advised that this is the only revenue that the Town can predictably manipulate to meet any budget shortfalls. Administration advised that other sources of revenue include interest revenue from three sources; accounts receivable, bank interest and property tax interest. Also, there is additional GNWT grants that are applied on yearly. Administration advised that he would bring an informational briefing notes on forced growth and overtime to the October 3<sup>rd</sup> Corporate Services meeting. Cr. McArthur requested an update on property tax collections. Administration doesn't have an update at this time, although he anticipates that the Director of Corporate Services will have more time to work on this with the recent staffing of the Corporate Services Officer.
- c. Briefing Note Daycare Services – The briefing note was reviewed. Administration advised that there is a lack of childcare options in Fort Smith and that the Town has experienced first-hand with difficulties staffing due to employees not being able to find appropriate childcare. The Town currently offers After School Care programming and Summer Day Camp programming, which have many of the same requirements as a Daycare service. He asked if the Town should provide childcare services and if the Town is already providing ASCP and Day Camp, should providing Daycare services also be considered. Alternatively, he asked if the Town should discontinue childcare services altogether. Additionally, he asked if this is the role of the Town or if the service could be used to generate revenue. Administration advised that the current programs offered operate at a deficit and that user fees for a full-subscribed program would generate \$60,000 annually, with an additional \$12,000 funded by the GNWT. He noted that on average the programs are 75% subscribed, resulting in approximate revenue of \$55,000 while \$73,000 is budgeted annually for expenses. Further, this program has proven difficult to staff as there are limited number of employees with the requisite early childhood education certification willing to work the part-time hours offered by these programs. Administration noted that the next option would be to take on full Daycare services, which is driven by a community need. Expanding to full service would be an incremental change that would require additional staffing of early childcare professionals. He noted that with a rate of \$50 per day, a profit of \$40,000 annually would be generated at a 75% enrollment with an annual \$145,000 GNWT contribution. Administration listed a number of non-quantifiable factors to consider. Alternatively,

Administration asked if the Town should stop providing childcare services, or work with local business people to encourage a private sector solution. This option would include termination of the ASCP and potentially Day Camp. He noted that these programs cost the Town \$18,000 annually and are difficult to staff. He also noted that the early childhood certified staff member is also on leave and that the Town has been unsuccessful in hiring a replacement. In response, a new drop-in program was developed that is less expensive than ASCP, is available to all children, and greatly expanded the amount of programming available to local youth. Cr. Holtorf isn't supportive of the Town taking on the role of providing full childcare services. He felt that the Town should be in business through partnership and financials. Administration advised that the Daycare Society had recently made an alliance with the YWCA although he hasn't received an update from the Society is 6-9 months. He noted that the need is now and they are not progressing in a timely manner. He suggested the possibility of the Town initiating a Daycare and having the Society take it over. Administration doesn't have confidence that the Town can staff the required amount of professional positions to operate a Daycare. Administration feels that providing a full Daycare service would be risky and that there may be push back from the private sector. Cr. Tuckey felt that staffing with a 40 hour work week would be more attractive to certified early childcare professionals. Cr. Tuckey can think of four people that are certified and would be potentially interested. Mayor Napier-Buckley hasn't heard from the Daycare Society recently. She has also had discussions with the Manager of properties for the Federal Government and advised that there are no properties available for the Daycare. She doesn't feel that local businesses would be hindered by providing the service and noted that at least one Daycare has shut down since the Mayor had met with ECE and was advised of the shortage. Additionally, she advised that residents of housing units are unable to provide childcare services. D/M Smith noticed that the Town had increased after school programming. He would like the Town to partner with schools and the SSDEC; and to continue to promote healthy living rather than providing a certified Daycare. Cr. Kikoak advised that the Town needs Daycare facilities to attract professionals to Fort Smith. Cr. McArthur would like to see the ASCP and Day Camp programs continue to run in the same capacity as in previous years. Cr. Bell would like the Town to reach out to the Daycare Society to offer them assistance. Administration advised that the briefing note was brought in effort to bring additional revenue generation opportunities for consideration with the 2018 budgeting process.

6. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Dumont**

**That Cr. Patel be excused from Community Services Meeting on September 12, 2017.**

**CARRIED UNANIMOUSLY**

7. Date of Next Meeting

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

8. Adjournment

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Bell**

**That the meeting be adjourned at 9:04 p.m.**

**CARRIED UNANIMOUSLY**










# Town of Fort Smith Municipal Services Committee

Tuesday, September 12, 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. August 2017 Statistics
  - b. Ambulance Department
    - i. August 2017 Statistics
    - ii. Briefing Note – Ambulance Services
  - c. Bylaw Department
    - i. August 2017 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Briefing Note – DPA-32-17 SK Contracting
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Municipal Services Minutes August 8, 2         </div> <div style="text-align: center;">             Vision, Values and Goals.doc         </div> <div style="text-align: center;">             2017 Capital Plan         </div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             Fire Department Stats August, 2017         </div> <div style="text-align: center;">             Ambulance Department Stats Au         </div> </div> <div style="text-align: center; margin-top: 20px;">             Bylaw Stats August, 2017         </div>
<div style="text-align: center;">             Briefing Note DPA-032-17         </div>



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, September 12, 2017 at 8:15 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley, Cr. Bell, Cr. Kikoak, Cr. Tuckey, D/M Smith, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Patel  
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 9:00 pm.

2. Review

- a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Bell**

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

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of August 8, 2017, were reviewed and were adopted at the Council meeting of August 15, 2017.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2017 Capital Plan – The Capital Plan was reviewed.

The Director of Municipal Services provided an update on the Municipal Services Department. He advised that the Water Works Department has been putting a great deal of effort into fire hydrant repairs and was pleased that the Town would only need to replace one hydrant. The Public Works Department has begun flushing mains and sealing road cracks. He advised that Fall Clean-Up is scheduled to occur on September 26-30<sup>th</sup>. He noted that the Facilities Maintenance Department has put a lot of time in pool maintenance during the annual pool shut down and is preparing to begin ice making. Additionally, he noted that the new Bobcats have arrived. Mayor Napier-Buckley asked if tipping fees are being waived during Fall Clean-Up for both commercial and residential vehicles. Administration confirmed this.

3. Protective Services

- a. Fire Department

- i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a busier month for the Fire Department.

- b. Ambulance Department

- i. Statistics Report – The August 2017, statistics report was reviewed. Administration advised that August was a standard busy month for the Ambulance Department with 29 calls.

ii. Briefing Note Ambulance Services – The briefing note was reviewed. Administration brought forward the briefing note to review additional revenue options. He noted that the Town is not funded to provide ambulance services to residents. He noted that most other Canadian jurisdictions provide the service by contractors employed at a provincial level. Historically, the Town has operated the service with an annual \$50,000 deficit. Further, management of this volunteer service has often proven problematic given the difficulties training and maintaining a sufficient volunteer workforce. Administration advised that when the GNWT was approached with this information and the request to assume the provision of the services in Fort Smith, the Town was advised to run the service like a business, and that the GNWT funds the ambulance service through Ground Ambulance and Highway Rescue funding. He noted that the GAHR funding was decreased from an annual \$50,000 to \$21,000 per year in 2016. Additionally, the GAHR funding is application based and not guaranteed. It can also not be used for salaries and is intended to fund highway fire and ambulance services outside of municipal boundaries. In order to address the management and funding issues of the ambulance service, the Town increased medivac fees to the GNWT and hired the Protective Services Supervisor to manage the department. With the increase in fees the Town has turned the annual deficit into a surplus. Additionally, the Town looked at contracting options for combined services. As a result, the Town received a proposal from a contractor to assume the services. The Town made the question to the GNWT of who the contractor would enter into the contract with, in which they were not interested. He noted that the service status quo is currently generating \$90,000 revenue due to the increase in medivac fees. He felt that issues with the service have been resolved and there is potential to make more revenue by increasing medivac rates in 2018. Cr. Tuckey was in favour with continuing status quo and generating revenue.

c. Bylaw Department

i. Bylaw Statistics Report – The August 2017, statistics report was reviewed. Administration advised that there were a number of fines issued in August for speeding, dogs, and helmets. Cr. McArthur asked if Marine Drive would be graded. Mayor Napier-Buckley advised that a matter was brought to CBC regarding a dog and an unhappy resident in the community. She advised Council to contact her if they would like to know the details.

4. Other Business

- a. Briefing Note DPA-032-17 SK Contracting – The briefing note was reviewed. Administration provided additional information from a concerned citizen in opposition of the conditional use. He noted that SK Contracting has put forth a development permit to change the use of the residence from a Single-Family Dwelling to a Multi-Family Dwelling. He noted that the change of use is conditional, requiring Council approval. He noted that there are other multi-family dwellings in the area, not changing the character of the neighbourhood. Administration advised that if Council approves the development, the concerned citizen will have 14 days to express their concerns and that the matter will go to the Development Appeal Board. He noted that the Development Appeal Board does not negatively impact Council, but allows for a second set of eyes on the matter. Cr. Kikoak felt that the laneway/road between the residence requiring conditional use and the concerned citizen, creates an intimate setting between the homes. Administration advised that the road would become a through-road in the case that development occurs behind the homes. D/M Smith asked if the applicant had paid a fine that was previously issued. Administration advised that the issue was not resolved although the Town cannot be biased based on charges. Cr. Bell supports the development as the property is not being extended. Administration noted that the issue is that with two residencies, there will be twice as many vehicles and twice the traffic. D/M Smith feels conflicted and sympathetic to the neighbour's concerns.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: D/M Smith**

**That DPA-032-17 be approved, conditional on confirmation of transfer of ownership and compliance with all Town bylaws.**

**IN FAVOUR – CR. BELL**

**ABSTAINED – MAYOR NAPIER-BUCKLEY**

**OPPOSED – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, D/M SMITH, CR. KIKOAK**

**RECOMMENDATION DEFEATED**

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Tuckey**

**That Cr. Patel be excused from the Municipal Services Standing Committee Meeting on September 12, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on October 10, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. McArthur**

**That the meeting be adjourned at 9:50 pm.**

**CARRIED UNANIMOUSLY**