














Town of Fort Smith
 Committee of the Whole
 Monday, December 5, 2011 at 7:00 pm

AGENDA

- A. Call to Order and Confirmation of Quorum
- B. Opening Prayer
- C. Approval of Agenda
- D. Declaration of Financial Interest
- E. Delegations
 - a. Fort Smith Education Authority Report
 - b. Fort Smith Health Authority Report – Rob Tordiff
- F. Council Business
 - a. Reports from Standing Committees
 - i. Finance & Audit
 - Accounts Paid
 - 2012 Budget
 - MOU Heating
 - ii. Corporate Services & Human Resources
 - Tabled Motion Council Honorarium
 - New Items from December 5 Meeting
 - iii. Municipal Services
 - Contract Award Alternate Heat Source Proposal
 - New Items from December 5 Meeting
 - iv. Community Services
 - b. Reports from Other Organizations/Agencies
 - c. Mayor and Council
 - i. Appointment of Deputy Mayor
 - d. Administration
 - i. Licensing Report
- G. Correspondence
- H. Absence of Council Members
- I. Date of Upcoming Meetings
- J. Adjournment
- K. Question Period

Documents Attached		
 FSA Nov 21 2011 Special Mtg.doc	 FSA Dec 2 FINAL.doc	
 Accounts Paid Part I Nov 18 2011.xls	 Accounts Paid Part II Nov 18 2011.xls	
 EN Council Honorarium.doc	 Bylaw 865 Council Honorarium Bylaw.do	
 Nov 23 ms FINAL.doc	 MS FINAL NOV 24 2011.doc	
 CMS Dec 1 noon final.doc		
 Copy of License Reports (2) Nov.xls		 2011 Correspondence Nov



Town of Fort Smith
Finance and Audit Committee

Monday, November 21, 2011 at 12 Noon

Chairperson: Councillor Claudette James
Members Present: Councillor Brad Marta, Mayor Janie Hobart, Councillor Kevin Smith
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant; Lindsay McIntrye, Director of Municipal Services; Ross De Boer, Interim Director of Community Services

1. Call to Order
Meeting was called to order at 12:10 noon.
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review Draft Budget 2012
 1. The SAO predicted a \$360,000 surplus.
 2. The SAO stated there will be a need for journal entries for and estimated \$250 in bank charges.
 3. The SAO will review the need to make an allowance for vacant director positions.
 4. The SAO will reduce the Lands salary allocation from \$45,000 to \$10,000 as the position has been filled for three months.
 5. The SAO stated training expenses may exceed \$2,000 with recent Lands training.
 6. The SAO advised areas of the Corporate Services budget have been reduced.
 7. The SAO indicated that wages at the Recreation Centre have been reduced as well as Pool wages have increased.
 8. The SAO will add a line item for the Library Services contribution.
 9. The SAO advised the budgeted revenues for bylaw cover all expenses except salaries. The hope is to work towards making the department self-sufficient.
 10. The SAO will correct the \$24,000 double entry for the sport north grant.
 11. Cr. Smith asked about the pool budget and the heating costs. The SAO advised the budget forecast of \$468,000 is \$200,000 less than budget as some costs are charged to administration.
 12. The SAO advised pool structure changes resulted in lower pool salaries. The aquatic lead position is a working staff and there is no pool manager.

13. The SAO noted an increased arena budget due to increased power costs. Questions arose about contracting arena operations but too many complaints have been received in the past and maintenance was not addressed. Staff presence at events had also been an issue. The Mayor suggested increasing the power budget to \$60,000. The SAO advised the ice plant maintenance and the arena is contracted out.
14. The Committee reviewed outdoor rinks. The only functional outdoor rink is located at Trailcross. The line item for outdoor rinks will be reduced from \$1,500 to \$500.
15. The Mayor asked if tennis court net and fencing repairs are needed. The line item will be increased from zero to \$500. Cr. Smith suggested a rental charge for use of the tennis courts. The Tennis Club donated \$4,000 towards the resurfacing of the courts.
16. The SAO advised of complaints about the recreation user fees being too high.
17. The SAO expected \$50,000 for the Library MOU and \$70,000 in future years.
18. The SAO advised the Ski Club had recently submitted financial statements to receive their \$50,000 grant and the Golf Club have not yet applied.
19. Cr. James noted street lighting and Christmas decorations are not included in the operations budget.
20. Fire Abatement budget allocation for 2012 remains at \$70,000. Cr. Marta suggested that some work be done each year. The Mayor stated the Town's properties should be addressed and suggested reviewing the Albert Bourque plan as the first priority.
21. The SAO advised of an alternate heat source proposal and engineering study to be presented.
22. The SAO advised gas tax funding may be available for water license requirements.
23. Cr. Smith asked about the deadline for HVAC Project funding. The SAO advised a portion of funding could be impacted.
24. The SAO will check on the status of security and the key pad swipe system at the Recreation Centre.
25. The SAO advised \$780,000 in capital projects will be transferred to 2012.
26. The SAO proposed a building graffiti cleaning machine to share or rent to others was included in the Capital Plan.
27. The SAO advised the Water License required environmental studies.
28. The SAO proposed a portable stage with sound capabilities. The Mayor advised funding may be available. The Director of Community Services stated doing some work each year on the gym and pool baffles would improve acoustics at the Community Centre.
29. The Director of Community Services advised that the Recreation Centre front door frames are bent making the locking mechanism difficult to operate.
30. The Mayor raised the issue of purchasing tire recycling equipment as opposed to contracting the service.

31. The SAO suggested investigation of a garbage compactor, composting bins and garbage cans under waste management.
32. The Director of Municipal Services stated that the geo-thermal heating project is strictly funding dependent from the GNWT and Environment Canada.
33. Director of Community Services asked about servers. The SAO stated this is in operations.
34. The SAO advised costs for a new sign and stand is approximately \$45,000 (electronic sign \$30,000; stand and installation \$15,000). The SAO is completing a JEPP grant application.
35. The SAO advised the reserves are in better shape than projected. The SAO advised current surplus is unspent money and did not come from reserves or transfers.
36. The Mayor stated that the Library and Town Hall require exterior painting. Town buildings must receive regular maintenance. The SAO advised that the Facilities Department is responsible and Cr. James stated that the Facilities Department can identify areas that need to be painted.
37. The Director of Community Services stated that the Recreation Centre eaves toughing and snow rakes at the front door require maintenance.
38. The Mayor has concerns that only the absolute basics are put into buildings and parks maintenance. Director of Community Services indicated that park needs should be prioritized.
39. Cr. James stated that Council should spend prudently and be realistic about the number of projects that can be accomplished as \$780,000 in capital projects had been pushed back. Cr. James would like to see a balanced budget with no tax increase.
40. The Mayor stated that a one or two percent increase every year is reasonable. Cr. James agreed that tax payers would find a small increase acceptable. Cr. James advised that some residents are asking what the Town is spending money on. Cr. James suggested a plan be implemented for regular maintenance of building exteriors. Director of Municipal Services stated the Facilities Department is working on a list of priorities. The Mayor stated a work inventory is essential.
41. The SAO is reviewing contracting out grass cutting and care of the flower. The Director of Municipal Services requested that Conibear Park be excluded from a contract and that the Town should not cut grass in ditches. The Mayor suggested advising residents that they will be fined if they do not cut the grass in their ditches.
42. Cr. James asked if the Town should continue to clean sidewalks with the Bobcat.
43. The SAO suggested limiting the number of bags of garbage.
44. The Director of Municipal Services will prepare a final 5-Year Capital Plan.
45. The Director of Municipal Services advised that \$210,000 in capital funding for sidewalks and trails will be carried over. The tender for Field Street and Pine Crescent sidewalks came at \$400,000. The Mayor stated

asphalt sidewalks would cost less. The SAO stated \$200,000 could be allocated in the 5-Year Capital Plan every year. The Director of Municipal Services stated a better concrete rate for sidewalks may be obtain if there are other concrete projects and there is no local contractor with asphalt capabilities. The Committee requested that sidewalks and trails be identified separately in the capital plan. The Director of Municipal Services advised the Town may be liable should someone get hurt because the sidewalks repairs have been identified but not completed. The Director of Municipal Services stated that approximately \$310,000 is required for sidewalks on Pine Crescent and the repairs. Cr. James stated Field Street is dangerous because there are no sidewalks and the road is narrow. Cr. Smith requested that cost information for gravel and a chipseal trail along Calder Avenue be provided.

Recommendation

**That \$400,000 be allocated to the line item for sidewalks, and
That a separate line item for trails with funding of \$50,000 be established.**

46. The Mayor asked about renting out tables and chairs. The Director of Community Services was concerned about wear and tear with transporting. The Town will develop a policy before summer regarding rental equipment (new BBQ will not be rented).

The SAO will respond to any questions regarding the budget.

4. Adjournment – The meeting adjourned at 1:33 pm.



Town of Fort Smith
Finance and Audit Committee
Friday, December 2, 2011 at 12 Noon

Chairperson: Mayor Janie Hobart
Members Present: Councillor Brad Marta
Members Absent: Councillor Claudette James
Staff Present: Brenda Black, SAO; W. Harvey Harris, Director of Finance; Anne Sebert, Executive Assistant

1. Call to Order
Meeting was called to order at 12:06 pm.
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
 - a. Review of Minutes – The minutes were reviewed. Cr. Marta requested a copy of the tax sale list.
 - b. Review of Action Items – The SAO provided an update of the action items. The Mayor requested that the SAO have Chris McNutt of Northwestel meet with the Town. The Committee asked the SAO to contact the local Bank of Montreal Manager to assist in obtaining corporate account rates and services. The Mayor requested copies of bank account opening balances for new reserve accounts. The Mayor requested that the Town logo be included on all meeting materials.
 - c. Business Plan – Nothing new at this time.
4. Financial Reports
 - a. Accounts Paid
Lists of Accounts Paid were reviewed.

RECOMMENDATION:

THAT the Accounts Paid Part I for the period ending November 18, 2011, totalling \$1,220,408.58 be adopted as presented.

RECOMMENDATION:

THAT the Accounts Paid Part II for the period ending November 18, 2011, totalling \$25,445.98 be adopted as presented.

- b. Accounts Receivable -Accounts receivable will be reviewed at the January meeting.

- c. Variance Report – The variance report was included with the budget documents reviewed at the working session.
5. Budget – The Mayor requested that a Slave River Look Out Project be included in the capital budget.
6. Audit Report Review – The SAO advised Ashton Chartered Accountants will start the audit process the first week of February 2012 and Drew McQueen is now conducting the interim audit
7. Capital Plan – nothing at this time.
8. Taxation – The tax sale will held December 6.
9. Bylaw/Policy Review and Development – nothing at this time.
10. Other Business
 - a. MOU Heating - The SAO provided an update of discussions with GNWT Public Works and the South Slave Divisional Education Council regarding the outstanding retroactive (2007) heating fees. The fees were reduced by 50% to \$162,000.

RECOMMENDATION

That the retroactive heating costs from 2007 be paid to the South Slave Divisional Education Council as follows: \$62,000 in 2012, \$50,000 in 2013 and \$50,000 in 2014.

- b. Northern Life Museum Funding Increase Request – The Committee determined that the Town is not in a position to offer an increase. The Museum will be asked to contact the aboriginal groups or other grant providers for financial assistance.
- c. JBT Elementary School Yearbook Advertising – The Committee determined that both JBT and PWK year book advertisements can be approved annually under advertising and did not need to come to the Committee.
11. Date of Next Meeting – To be determined.
12. Adjournment – The meeting adjourned at 12:34 pm.

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING November 18, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
25546	Payroll	Pay period ending October 21, 2011	76,430.56	
25547	GNWT	Lands Administration 1 course fee	300.00	Administration
25548	Clerk of the Territorial Court	Garnishee	1,362.81	
25549	BMO MasterCard	Seminar registration fees/magnesium anodes/meeting meals/ Subscription renewal/training accommodation	2,006.01	Fire/WVP/Legislative
25550	T. Berikoff	2011 boot allowance	188.99	Water
25551	V. Hoyles	Travel expenses - Lands Administration course	937.95	Administration
25552	L. Beggair	Refund utility payment made in error	200.00	Water
25553	G. Olvera	Travel expenses - Level 1 Water Treatment course	784.70	Water
25554	Fort Smith Food Bank	Prep/service for staff appreciation/long services dinner	300.00	Legislative
25555	Martha Stewart Living	Subscription renewal	39.90	Library
25556	Kingland Ford	2011 Ford F150 pickup	26,764.50	Public Works
25557	Cascade Graphics	Purchase order forms/blank cheques	1,024.12	Administration
25558	Grimshaw Trucking	Freight	72.41	Recreation
25559	Investors Group	October contributions	400.00	
25560	Paul Kaeser's Stores	After school program groceries/meals/cleaning supplies/ coveralls/coffee supplies/miscellaneous supplies	1,148.51	Rec/tourism/legislative bylaw/wvp/admin
25561	Lou's Small Engines	Service zero turn	317.59	Recreation
25562	North of 60 Books	Refund utility overpayment/meter deposits	304.00	Water
25563	Petty Cash - Town Office	Birthday cards for senior citizens/gas/meals for meetings postage/miscellaneous supplies	212.15	All
25564	Pitney Bowes	Postal equipment lease	1,215.95	Administration
25565	Slave River Journal	SRJ archive binder/45th anniversary ad	444.15	Library/admin
25566	Town of Fort Smith	October payroll deductions/September utility bills	1,808.00	
25567	Receiver General	Tax/PPP/EI	24,145.16	
25568	PSAC	October union dues	2,980.74	
25569	Fields Store	After school program supplies	68.78	Recreation
25570	Receiver General	Garnishee	1,366.35	
25571	L. Sebert	Refund overpayment for tax certificate	30.45	Administration
25572	GNWT - Taxation	October payroll tax	4,398.09	
25573	Northern Stores	Brita system/filter	56.68	Landfill
25574	RDC Services	First aid kit for bylaw truck	53.00	Bylaw
25575	Accu-flo Meter Service Ltd	Meter	459.80	Water
25576	S. Olsen	Reimburse for plungers for fire dept	16.78	Fire
25577	Maintenance Enforcement Prog.	Garnishees	1,510.00	
25578	Brownlee LLP	Legal fees - forensic audit	903.07	Administration
25579	GNWT - HSS	October marriage licence	30.00	Administration
25580	Elite Sportswear	Glass award	165.80	Legislative
25581	Little Shop of Flowers	Birthday gift basket for senior citizen	26.25	Legislative
25582	BZT General Contracting	Electrical outlets at town hall	4,185.40	Administration
25583	TOC Contracting	Heating oil/tow vehicles for fire dept/rad cap	3,736.15	Fire/PW/arena/library
25584	Aurora TPI Travel	Airfare for V.Hoyles - Land administration training	1,843.80	Administration
25585	NWT Recreation & Parks Assoc.	2011 NWTRPA conference fee - R. Deboer	315.00	Recreation
25586	Graffiti	Office supplies	319.34	Administration
25587	Wesclean Northern Sales	Cleaning supplies	686.80	Recreation/arena
25588	Intercall Inc.	Conference call	137.90	Tourism
25589	Manitoulin Transport	Freight	791.57	Legislative
25590	B. MacPherson	Reimburse for turtle supplies	113.40	Library
25591	IU Mechanical	Repair hot tub pumps/install new chimney liner/fix sump pump and fire boiler	3,373.14	Pool/arena
25592	Rapld Petroleum Products	Propane	294.00	Arena
25593	C. MacDonald	Refund utility overpayment	217.40	Water
25594	Mclmoyle Law Office	Legal fees - tax arrears/collection of rental arrears	754.07	Administration
25595	Petty Cash - Arena	Arena float	80.00	Arena
25596	TOFS Employees' Association	October staff contributions	188.00	
25597	Worktech Inc	Asset manager configuration/project management fees	2,039.63	
25598	RC Strategies	Fort Smith master plan	12,330.15	Recreation
25599	BMO c/o Keyprime	Refund utility overpayment	57.50	Water
25600	Challenger Sports	British soccer camps	3,156.00	Recreation
25601	Maskwa Engineering	Roadworks tender review & recommendations/Westgrove on-site inspection, survey, layout/Provide survey of manholes, valves, hydrants	78,099.00	
25602	A. Grenier	Windshield replacement damaged by roadworks contractor	626.01	Public works
25603	V. Johnny	Event planning - coffee house for 45th anniversary	300.00	Recreation
25604	M. Gauthier	Performers fees - coffee house for 45th anniversary	700.00	Recreation
25605	Payroll	Pay period ending November 4, 2011	79,967.78	
25606	GNWT	Community Land Use Planning Course fees	300.00	Lands
25607	Grimshaw Trucking	Freight	113.61	Arena
25608	Paul Kaeser's Stores	Sub sandwiches/fridge/cake/fruit trays/veggie trays/coveralls	3,438.94	All

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING November 18, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
		program supplies		
25609	Lou's Small Engines	Service mowers/repair propane tanks/refill propane tanks	751.21	Facilities/arena
25610	Link Hardware	Shell/miscellaneous material/supplies from August to October	6,073.89	All
25611	Northwestel	Phone bill	4,879.77	All
25612	NWT Power Corporation	Power bills	36,544.67	All
25613	Slave River Journal	Fire prevention week/citizen of the week ads	1,551.90	Fire/legislative
25614	Wally's Drugs	Pampers splashers/coffee supplies	642.16	Pool/WP
25616	Receiver General	Tax/CPP/EI	24,709.78	Public works
25617	Lifesaving Society	Standard first aid	80.00	Pool
25618	Source Office Furniture	Reception station/table/chairs/lateral file	3,026.10	Administration
25619	Fields Store	Supplies	21.00	Recreation
25620	PWK High School	Christmas wreaths	120.00	Legislative
25621	Rocky Mountain Phoenix	Supplies	687.75	Fire
25622	Big Hill Services Ltd	Blade guard	67.70	Arena
25623	Northern Stores	Chill/stew	40.73	Legislative
25624	Northwestern Air Lease	Freight	94.84	Water
25625	RWT Housing Corporation	Refund utility overpayment/meter deposit	273.00	Water
25626	NEBS Pension Fund	November premiums	18,867.73	
25627	BMO MasterCard	Sep & Oct cell phone bill/meals/supplies/accommodations/ Legal fees/Sirius radio subscription/mail drop	6,442.92	All
25628	Postage by Phone	Postage	2,100.00	Admin/water
25629	Aboriginal Engineering	Laboratory services	196.35	Water
25630	Frontier Coachlines	Freight	51.73	Water
25631	Armagh Construction	Westgrove subdivision	411,601.61	
25632	M. Abraham	2011 boot allowance	180.58	Public works
25633	Fire Prevention Services	Annual fire extinguisher inspections	1,454.75	Rec centre/arena
25634	NEBS Business Products	Snowmobile stickers	75.50	Bylaw
25635	Corporate Express	Supplies	396.83	Administration
25636	St. John's Anglican Ladies Guild	Baked goods	300.00	Fire
25637	Pelican Rapids Inn	Accommodations South Slave Friendship Festival	5,161.75	Recreation
25638	GHWT	October school tax	3,313.40	Administration
25639	Terry's Carpentry Service	November rent for 26 York Crescent	2,520.00	Ambulance
25640	Aurora College	Board of Governors coffee break	91.49	Legislative
25641	Little Shop of Flowers	Seniors birthday gift basket	26.25	Legislative
25642	Northwestel Cable	Cable TV/internet	393.54	Rec/Fire/WP
25643	Polar Developments	Accommodations for water treatment course	1,291.50	Water
25644	TDC Contracting	Bulbs/heating oil/service zamboni	6,526.54	PW/WP/admin/arena amb/rec/museum
25645	Royal Canadian Legion	Wreath of poppies	65.00	Legislative
25646	RFS Canada	Copter lease	206.72	Administration
25647	Graffiti	Ink cartridges/laminating film/Acer AX1920/supplies/ Custom rubber stamp	1,022.80	Rec/PW/admin/pool/ library
25648	Westclean Northern Sales	Cleaning supplies	1,519.37	Recreation
25649	NEBS Group Insurance Fund	November premiums	4,695.82	
25650	Ricoh Northern Ltd	Copy usage	715.94	Administration
25651	H. Katz	Book	25.00	Library
25652	Misty's Janitorial	October Janitorial	1,150.00	Admin/library
25653	Joan's Health & Fitness	Bunwiches/soup	126.00	Legislative
25654	Canada Curling Stone	Sharpen curling ice scraper blades & set up on holders	555.69	Recreation
25655	Rapid Petroleum Products	Propane	168.00	Arena
25656	AECOM Canada Limited	Frontier lift station upgrade	525.00	Water
25657	Infosal Communications	Phone bill	60.65	Fire
25658	G. Oliver	Tourism breakfast/business persons breakfast	1,087.00	Tourism
25659	P. Smith	Refund meter deposit	90.00	Water
25660	L. Gillis	Refund after school youth soccer fees	115.00	Recreation
25661	J. Leung	Refund meter deposit	298.25	Water
25662	J. Koo	Refund utility overpayment less amount owing	14.87	Water
25663	Boss Marine/E. Gruben Transport	Refund utility overpayment/tower key deposit	164.20	Water
25664	K. Hunter	Refund utility overpayment/meter deposit	125.23	Water
25665	S. McLean	Refund utility overpayment/meter deposit	219.40	Water
25666	T. Thorne	Refund meter deposit	125.00	Water
25667	Siemens Canada	Supplies	552.30	Recreation
033-01	A. McKenzie	Popcorn machine/cart/supplies	900.00	Recreation
25668	Beaver's Painting	Progress payment - paint Town Hall	4,000.00	Administration
	n/a	Payroll Pay period ending November 18, 2011	76,131.53	
25669	Kingland Ford	Cylinder rentals	390.60	Amb/fire/rec/WP
25670	MSS Ltd	Medical supplies	228.16	Ambulance
25671	GHWT	Arena Level I/HEO Mobile Equip Mice/Road Mtce course fees	800.00	Arena/PW
25672	Investors Group	November contributions	400.00	

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING November 18, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
25673	Unk Hardware	Material/supplies for August to October	3,431.05	Public works
25674	Town of Fort Smith	November payroll deductions	797.75	
25676	Receiver General	Tax/CPP/EI	23,233.54	
25677	PSAC	November union dues	2,733.45	
25678	Locust Mowing	Cat work at landfill	11,313.75	Landfill
25679	GNWT - Taxation	November payroll tax	4,057.85	
25680	Northwestern Air Lease	Freight	84.82	Arena/WP
25681	BMO MasterCard	Vehicle registration/annual fee	108.20	Bylaw/admin
25682	Prevention	Subscription renewal	19.45	Library
25683	Maintenance Enforcement Prog.	Garnishees	1,510.00	
25684	Fire Prevention Services	Annual fire extinguisher inspections	1,510.48	Adm/library/fire/landfill
25685	Pelican Rapids Inn	Phone charges - SSFF	4.92	Recreation
25686	Globalstar Canada	Phone bill	136.29	Fire
25687	M. Labine	Reimburse for Santa float stereo	1,094.80	Legislative
25688	Mercury Sign Art & Design	Signs/step stakes	142.80	Bylaw
25689	J. Panter	Reimburse for balloons/ribbons for fire prevention week	27.16	Fire
25690	TDC Contracting	Heating oil/vehicle inspection/repairs/gas/diesel/supplies	29,318.75	All
25691	Smith Landing First Nation	Gravel purchase	24,473.60	Public works
25692	RFS Canada	Copier leases	3,578.45	Administration
25693	Eile Canada	Subscription renewal	17.60	Library
25694	Maskwa Engineering	Westgrove subdivision site inspection, survey, layout/Road works tender review & recommendations/Ditching - survey existing grades, layout ditch grades	68,352.38	
25696	Ashton Chartered Accountants	Audit fees	35,951.49	Administration
25697	Bobcat of the Peace	Bobcats/tires	20,034.26	Public works
25698	RDV Mechanical	Tire change over	110.25	Ambulance
25699	TOFS Employees' Association	November staff contributions	192.00	
25700	Arctic Alarm Diamondtel	Fire alarm monitoring	46.15	Arena/recreation
25701	G. Oliver	Arena II course food and beverages	420.00	Arena
TOTAL			<u>\$ 1,220,408.58</u>	

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING November 18, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
25433	Freund Building Supplies	Sheds/sand/pump/locks/supplies/misc hardware/ building materials	12,955.96	dog pound/track/WP Rec/pool/arena/PW maintenance
25504	Freund Building Supplies	Lumber/building material/labour to adjust front door locks/ Culverts/batteries/padlock/keys/miscellaneous supplies	4,422.66	Landfill/recreation/ Pool/facilities/pw
25615	Freund Building Supplies	Miscellaneous material/supplies	458.56	Rec/WP
25675	Freund Building Supplies	Webbing/coffee maker/culverts/barb wire/barb wire arm/ Tie wire/material/supplies	7,412.86	Dog pound/arena/rec/ PW
25695	Phoenix Automotive	Winterize vehicle	195.94	Bylaw
TOTAL			<u>\$ 25,445.98</u>	



BRIEFING NOTE

To: Committee of the Whole

Date: November 15th, 2011

Subject: Council Honorarium

Purpose:

To provide Committee of the Whole with a recommendation for the Council Honorarium structure and rates.

Background:

Council appointed a committee composed of community residents, members of Council with the SAO as the Staff Lead to review Council Honorarium. The mandate of the committee was to review the current by-law, review Council Honorarium in a number of other communities, review the structural options for honorarium and develop a recommendation for Council's consideration and implementation.

Discussion:

The committee appointed to review Council Honorarium included the following:

- Chris DeWolf
- Nick Kaesar
- Leon Peterson
- Ron Holtorf
- Bernie Minute

- Staff Lead – Brenda Black, SAO

The composition consists of members of the public including business persons as well as members of Council to ensure a fair assessment of all factors moving forward.

In an effort to be as open as possible to all possibilities, the committee reviewed the current by-law (attached as Appendix A), reviewed a number of different structures used for Council remuneration in various municipalities and also the specific remuneration in a variety of other communities (attached as Appendix B). This review also included consideration of non-monetary benefits that are providing in some other communities.

Additionally, the committee reviewed the specific processes, payment terms and procedures in place in a variety of communities to ensure our recommendation was reasonable. The By-Laws for Yellowknife, Whitehorse and Hay River were each specifically consulted during the committee's review.

Analysis:

A complete review of all the available information resulted in a consensus that the current rates and structure for Council Honorarium is not reasonable given the expectations of members of Council.

Members of Council are expected to be prepared for all meetings that they attend. This entails ensuring that all documentation has been read, reviewed, research that might be required has been completed and the individual is prepared to discuss the particular issue and make recommendations.

It is also understood that members of Council are to become familiar with the work of all committees, even those that they do not attend. This is to ensure that Committee of Whole meetings are effective and all members of Council are informed.

One of the critical issues that warranted consideration by the committee is that the rates must be such that they will serve to attract a diverse and representative pool of candidates for public office. This means that rates need to ensure that a person could be on Council and receive adequate compensation during the time lost from employment to minimize the personal financial impact. The Committee clearly expressed the sentiment that individuals on Council do not expect to make money, however, do not expect to have their lives negatively impacted.

In a number of municipalities, it was noted that members of Council are often provided with a variety of different benefits ranging from Health Care to Day Care. The Committee briefly discussed these possibilities and determined that introducing new benefits would not be appropriate at this time.

Committee reviewed the various structural forms that payment honorarium can take and determined that the most reasonable structure would include a base rate designed to include preparation, community interaction and research time. In addition, the committee recommends that this preparation time should not be considered if the member is not attending the required meetings.

The Committee considered the role of Deputy Mayor and the expectations of the role within the Cities, Towns and Villages Act which is "*shall perform the duties and may exercise the powers of the mayor when the mayor is absent or unable to act*" unless Council has modified this on the direction of the Mayor. The role has not been modified at the Town of Fort Smith. In an effort to consider appropriate compensation for this role, the Committee determined that the "acting pay" proposed would be appropriate compensation for these functions.

In addition to the base rate, the committee believes that a meeting per diem is reasonable to reflect the attendance at the meetings that are required and should never be provided if the member does not attend.

Consideration of the honorarium for the Mayor resulted in a general rule that the Mayor in other communities is normally paid about four (4) times the rate of the regular member of Council. Using this rule of thumb the Mayor's rate will be established at \$38,400.00 annually.

In an effort to ensure that these important considerations are reflected in a recommendation, the committee deemed it appropriate to include some definitions in the by-law and to include some parameters around the payment process.

Recommendation:

THAT Council Honorarium for the Mayor will be set at an annual rate of \$38,400.00 and this position will continue to receive the additional benefits currently in place, however, will not be eligible for meeting per diems;

AND THAT the Council Honorarium be structured in two components, \$6,000.00 annually or \$500.00 per month to reflect the preparation work required, and an additional \$100.00 per official meeting attended;

AND THAT the following definitions be included in the by-law:

Attendance:	Participating in a meeting in person or via conference call on occasion, when attendance is prohibited.
Councillors:	Elected officials that serve as members of Council.
Deputy Mayor:	Elected official duly appointed as Deputy Mayor.
Mayor:	Official elected as Mayor.
Member of Council:	Deputy Mayor and Councillors.
Official Meeting:	Regular or Special Meetings of Council, Committee of the Whole, Standing Committees or other Special Meetings.
Special Meeting:	A meeting that a member of Council has been appointed by resolution to attend and is not being compensating by a third party.

AND THAT the following parameters are included in the Council Honorarium By-Law:

1. If a member of Council misses three official meetings in a month, the member will not be eligible to receive the base honorarium.
2. A member of Council will be compensated for a maximum of two meetings on a single day.
3. A member of Council will only be compensated for official meetings or special meetings of Council.
4. The Deputy Mayor will be paid acting pay when required to act in the role of the Mayor. Acting Pay will be paid on a pro-rata basis determined by the time requirement and shall be paid in increments of ¼ day (one hour). This acting pay will be in addition to a regular meeting per diem if the event meets the requirements of the meeting per diem parameters.

AND THAT this recommendation and related by-law will come into effect January 1, 2012.

AND THAT the Committee undertake an educational news release to ensure that the Community is aware of the process and rationale for the recommendation in addition to ensuring that this report is available on the website and to the general public.

Respectfully submitted,

Brenda Black
Senior Administrative Officer
(On behalf of the Council Honorarium Ad-Hoc Committee)

THE CORPORATION OF THE TOWN OF FORT SMITH

BYLAW #751

A BYLAW OF THE CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR REMUNERATION TO THE MEMBERS OF COUNCIL, PASSED PURSUANT TO SECTION 34 OF THE CITIES, TOWNS AND VILLAGES ACT BEING CHAPTER C-8 OF THE R.S.N.W.T. 1988.

AS the Council of the Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rates of remuneration for the Mayor, Deputy Mayor and Councillors;

NOW THEREFORE the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. The Mayor of the Town of Fort Smith shall receive:
 - (1) An honorarium as per the scale outlined in "Schedule "A" attached to and forming part of this bylaw, in accordance with the following method;
 - (a) A newly appointed Mayor shall be paid an honorarium equal to year one (1) of the honorarium scale.
 - (b) Subject to Council resolution and yearly review, the Mayor's honorarium may be increased by one increment level.
 - (2) An annual vacation with pay of four (4) weeks. If the Mayor is absent on vacation for a period of more than four (4) weeks in any calendar year, the Mayor shall be deducted an amount proportionate to the number of days in excess of four (4) weeks.
 - (3) Benefits as outlined in Schedule "B" attached to and forming part of this bylaw;
2. The Deputy-Mayor shall receive an annual honorarium of \$6,400.00 (Six Thousand Four Hundred Dollars);
3. Each Councillor, other than the Deputy-Mayor, shall receive an annual honorarium of \$4,800.00 (Four Thousand Eight Hundred Dollars).
4. Each member of Council, other than the Mayor and Deputy Mayor shall receive a per diem allowance of \$100.00 (One Hundred Dollars) when required to be on Town business as stipulated by resolution of Town Council. All members of Council shall be reimbursed for travel expenses while on Town business at rates equal to those paid to Municipal Employees.
5. Payment of the honorarium shall be bi-weekly to the Mayor and monthly to Councillors.
6. (1) The position of Mayor shall be considered as part-time and the incumbent shall work a minimum of four office hours per working day.
7. Bylaw #643 is hereby repealed.

Appendix A – Cont'd

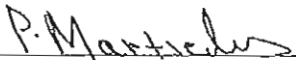
THE CORPORATION OF THE TOWN OF FORT SMITH
BYLAW #751
PAGE 2

8. Honorariums referred to in Section 1, 2, and 3 shall be deemed to contain an expense allowance of one third of the honorarium.
9. When a member of Council is absent from a duly scheduled regular or special meeting of Council or the scheduled monthly Committee of the Whole meeting, that Councillor's monthly honorarium shall be reduced by \$100 (One Hundred Dollars) per missed meeting.

READ A FIRST TIME THIS 26 DAY OF April, 2005 A.D.

READ A SECOND TIME THIS 26 DAY OF April, 2005 A.D.

READ A THIRD TIME THIS 26 DAY OF April, 2005 A.D.



MAYOR



SENIOR ADMINISTRATIVE OFFICER

Appendix A – Cont'd

THE CORPORATION OF THE TOWN OF FORT SMITH

BYLAW #751

SCHEDULE "A"

MAYOR HONORARIUM SCALE

Year 1	\$33,445
Year 2	\$34,453
Year 3	\$35,505
Year 4	\$36,605
Year 5	\$37,755
Year 6	\$38,957

THE CORPORATION OF THE TOWN OF FORT SMITH

BYLAW #751

SCHEDULE "B"

BENEFITS

The benefits referred to in subsection (3) of this Bylaw which shall be paid to the Mayor of Fort Smith during his term of office are as follows:

- a. Participation in the Group Life Accidental Death and Dismemberment, Long Term Disability Insurance Plan, and the Dental and Medical Plan.

Town of Fort Smith

Council Honorarium Ad-Hoc
Committee



Council Honorarium Committee


Agenda - Monday, October 31, 2011

1. Introductions
2. Mandate of Committee
3. Review current By-Law
4. Review Structure Options
5. Review Rates and Structures in similar communities.
6. Next Steps - Suggestions




Council Honorarium Committee

- ▶ Committee Mandate:
 - Committee composed of members of Council and members of the public;
 - Review honorarium for current Council;
 - Review options for payment structures;
 - Review rates in other communities;
 - Develop a recommendation to take to Council on the structure and rates of Council members as well as the effective date.



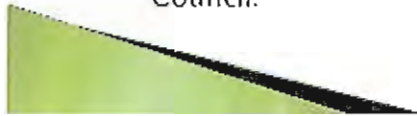
Council Honorarium Review

Current By-Law

- Passed April 26, 2005
 - Rates effective on April 26, 2005
 - All payments to members of Council are eligible for Revenue Canada's one-third tax exemption for expense allowance
 - Flat rates regardless of participation
- 

Council Honorarium Review

- Flat rates for all positions
 - Mayor is paid bi-weekly and the annual rate increases each year;
 - Mayor is considered part-time and expected to work 4 hours per day – 4 weeks vacation per year and is provided with the opportunity to receive benefit coverage under the Town plan;
 - Deputy Mayor is paid monthly and is \$6,400.00 per year with no increase regardless of years of service;
 - No offer of benefits provision for the Deputy Mayor;
 - Councilors are paid \$4,800.00 per year with no increases regardless of years of service;
 - No offer of benefit provision for the members of Council.



Council Honorarium Structures

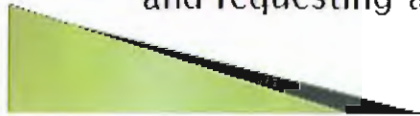
Alternate Structures:

1. Flat rate plus meeting per diem
2. Meeting per diem only with standard meeting length with additional payments for longer meetings
3. Bonus for Committee Chairs or other positions with additional responsibility
4. Benefits offering including life insurance



Council Honorarium Structures

1. Flat rate by position that includes Council, Committee of the Whole and Regular Standing Committee Meeting (usually 3 meetings per month)
plus
\$100.00 per additional meeting that Council has requested a member attend
(To prevent members from attending a number of meetings that are not required and requesting a per diem.)



Council Honorarium Structures

2. Meeting per diem only.

In this scenario, Council members are only paid for meetings they attend including Council, Committee of the Whole, Standing Committees and other meetings Council has requested they attend.

This means that the compensation varies with the most involved members earning the most compensation.



Council Honorarium Structures

3. Bonus for Committee Chairs

This is designed to recognize the individual that is stepping up and taking on the additional responsibility of the chair of a Committee

Honorarium of this sort is usually paid on an annual basis – perhaps \$300.00 per year for chairing the Community Services Standing Committee.



Council Honorarium Structures

4. Benefits offered as additional incentive

- Most often provided additional life insurance
- Members of Council are not “employees” in terms of the Revenue Canada and therefore, cannot receive standard benefits designed for employees
- May provide flat rate self insured benefits
 - \$1,000.00 for medical benefits in accordance with Revenue Canada definition of allowable medical.



Council Honorarium Rate Review

Description	Fort Smith	Fort Simpson	Hay River	Inuvik	Norman Wells
Mayor	\$33,445-\$38,957/yr	165.00/mtg	\$42,600 /yr	\$79,600/yr	\$21,000/yr
Deputy Mayor	\$6,400/yr	\$160.00/mtg	\$12,059/yr	\$200/mtg.	\$18,000/yr
Councilor	\$4,800/yr	\$135.00/mtg	\$9,616/yr	\$150/mtg.	\$15,000/yr
Expense Allowance	Yes	Yes	Yes	Yes	Yes
Add. Meetings	Nil	\$240/day	\$184.32 out of town approved	\$75 - ¼ day \$150 - ½ day \$300 - day	
Additional Benefits	Mayor - Health Benefits & 4 Wks. Paid Vacation				Rec. Centre Membership Councilors - Cost of Living Allowance



Council Honorarium Next Steps

Honorarium to cover the costs of:

- Attending Committee of the Whole and Council Meetings
- Attending Standing Committees
- Attending other Board Meetings when appointed if not paid directly by the board
- Representing Town at all times
- Responding to community inquiries in public as well as by phone and on-line
- Representing and conveying opinions, comments and concerns of the public on their behalf



Council Honorarium Next Steps

1. Determine most appropriate structure
2. Determine parameters/definitions if required in structure
3. Determine appropriate rates
4. Draft recommendation to Corporate Services





THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 865

A By-Law of the Corporation of the Town of Fort Smith, in the Northwest Territories, to provide for remuneration to the members of Council, passed pursuant to Section 34 of the Cities, Towns and Villages Act, being Chapter C-8 of the R.S.N.W.T. 1988.

As the Council of the Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish rates of remuneration for the Mayor, Deputy Mayor and Councillors;

NOW THEREFORE the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. The Mayor of the Town of Fort Smith shall receive:
 - a) An honorarium in the amount of amount of \$38,400 annually plus adjustments in accordance with the attached schedule. The position shall be considered as part-time and the incumbent shall work an average of four hours per working day including office and meeting times.
 - b) An annual vacation with pay of four (4) weeks. If the Mayor is absent on vacation for a period of more than four (4) weeks in any calendar year, the Mayor shall be deducted an amount proportionate to the number of days in excess of four (4) weeks.
 - c) Benefits as outlined in Schedule B attached to and forming part of this by-law.
2. Each Councillor and the Deputy Mayor shall receive an annual base honorarium in the amount of six thousand dollars (\$6,000.00) if in compliance with the parameters outlined in Schedule C.
3. Each Councillor and the Deputy Mayor shall receive an annual meeting per diem of \$100.00 for attendance at official meetings as defined in this by-law.
4. The definitions detailed below will form part of this by-law to ensure the appropriate application of the clauses:
 - a. Attendance: Participating in a meeting in person or via conference call on occasion, when attendance is prohibited.
 - b. Councillors: Elected officials that serve as members of Council.
 - c. Deputy Mayor: Elected official duly appointed as Deputy Mayor.
 - d. Mayor: Official elected as Mayor.
 - e. Member of Council: Deputy Mayor and Councillors.
 - f. Official Meeting: Regular or Special Meetings of Council, Committee of the Whole, Standing Committees or other Special Meetings.
 - g. Special Meeting: A meeting that a member of Council has been appointed by resolution to attend and is not being compensating by a third party.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 865

5. All payments under this By-Law will be made in accordance with the parameters outlined in Schedule C.
6. Honorariums referred to in this by-law shall be deemed to contain an expense allowance of one third of the honorarium.
7. By-Law #751 is hereby repealed.

Read a First Time this _____ day of _____, 2011 A.D.

Read a Second time this _____ day of _____, 2011 A.D.

Read a Third Time this _____ day of _____, 2011 A.D.

Mayor

Senior Administrative Officer



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 865

Schedule A
Honorarium Payment Summary

Mayor Annual Honorarium	\$38,400.00 annually
Councillor	\$ 6,000.00 annually or \$500.00 monthly
Deputy Mayor	Paid as Councillor with pro-rata payment when acting on behalf of Mayor.

The By-Law detailing Council Honorarium should be reviewed at least once during each term of Council.

Schedule B
Benefit Schedule for Mayor

Benefits paid for the Mayor of Fort Smith will include participation in the Group Life Accidental Death and Dismemberment, Long Term Disability Insurance Plan, Dental Plan and Medical Plan.

Schedule C
Parameters for Honorarium Payments

1. If a member of Council misses three official meetings in a month, the member will not be eligible to receive the base honorarium of \$500.00 per month.
2. A member of Council will be compensated for a maximum of two meetings on a single day.
3. A member of Council will only be paid for official meetings or special meetings of Council as defined in the by-law.
4. The Deputy Mayor will be paid acting pay when required to act in the role of the Mayor. Acting Pay will be paid on a pro-rata basis determined by the time requirement and shall be paid in increments of ¼ day (one hour). This acting pay will be in addition to a regular meeting per diem if the event meets the requirements of the meeting per diem.



Town of Fort Smith
Municipal Services Committee Meeting
Wednesday, November 23, 2011 at 8:30 am.

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson
Staff Present: Brenda Black, SAO; Lindsay McIntyre, Director of
Municipal Services; Anne Sebert, Executive Assistant
Absent: Councillor Bernie Minute

1. Call to Order
Meeting was called to order at 8:46 am.
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
 - a. Review of Minutes – The minutes were reviewed.
 - b. Review of Action Items - The action items were reviewed. The SAO provided an update. The Mayor requested the inclusion of three and four year terms of office for Council be included with the plebiscite for the Westgrove Debenture. The Mayor asked that MACA be requested to update their maps as the physical location of Marine Drive is not correct. D/M Johnson stated the public should be advised of ambulance fee increases and asked that it be put on the website, on the electronic sign, advertised in the paper and a mail drop be done.
 - c. Business Plan The Mayor asked that the business plans be reviewed, updated and stored on pcommon.
4. Water and Waste Water
Alternate Heat Source Proposal Evaluation – The Director of Municipal Services provided evaluation material from AECOM regarding secondary fuel sources. The Mayor asked that Sarah Browne of the NWT Association of Communities be contacted as they may have similar information available. D/M Johnson referred to water treatment plant upgrades and filter upgrades completed in the past and asked if the software upgrade is included in the 2012 budget. The Director of Municipal Services advised Council approval is required and will confirm in writing an extension of the quote until Council approval.

5. Public Works
 - a. Traffic Plan Review – The Mayor requested a correction be made to Marine Drive as it is located in the river. The Town will be 40 km/hr. unless otherwise posted. Otherwise posted will include: Highway accesses (Calder Avenue south to Highway 5) will be 50 km/hr., Calder Avenue as well will be 50 km/hr., Playgrounds, schools, and downtown core will be posted at 30 km/hr., and the speed limit at Bell Rock will be 40 km/hr.
 - b. Snow Removal – The Mayor advised there is a need to take care not to damage peoples lawns with snow removal. The Mayor asked if ditches could be leveled rather than dug out in the spring as it leaves a mess. D/M Johnson asked if roads could be made wider when grading as they are too narrow. D/M Johnson stated the main road and business road routes are not plowed for 2 or 3 days and asked that a standard be set with a map of priorities. Priorities include McDougal Road and Calder Avenue, hospital and bus routes and emergency vehicle routes.
 - c. Road Markers – D/M Johnson stated the ditches along Breynat Street and at PWK High School are deep and asked if some kind of guard rail or guide could be installed. Additionally the ditch on the track side of Conibear Crescent up to Calder Avenue is very steep and installation of a guard or markers will help identify where the road ends. The ditch at Breynat Street across from TDC Contracting is also steep and requires attention.
6. Facility Maintenance – nothing at this time.
7. Environmental – nothing at this time.
8. Fleet Management – nothing at this time.
9. Protective Services
 - a. Fire Department – The stats report was reviewed. The Committee requested a comments section for feedback, training, proposed happenings and concerns. D/M Johnson asked if combined training would be happening between the two departments to build relationships. The Director of Municipal Services advised of upcoming combined motor vehicle accident training. D/M Johnson stated the need to address the relationship with town as there seemed to be a gap. D/M Johnson referred to the recent retirement dinner for the outgoing Chief noting Council had not been invited and felt this was inappropriate and needed to be addressed. D/M Johnson suggested creating a fire department newsletter and asked if they understood the requirements for paying taxes and suggested meeting with the four top Fire Department personnel to change their attitude towards the Town. The Mayor advised of the need to appoint a Deputy Chief. The Mayor suggested discussions with Wes Steed about the deputy chief and the relationship of the Fire Department with the Town, and the party issue would need to be addressed. D/M Johnson stated that the whole group should be addressed together.

b. Ambulance – The stats report was reviewed and a comments section and the Town logo will be included on future reports. D/M Johnson wants to see the ambulance department plans to ensure that the ambulance is working towards their goals. D/M Johnson asked that the proposed ambulance building be included in the long term capital plan. D/M Johnson requested a round table meeting with all protective services groups.

c. Bylaw Enforcement – The stats report was reviewed and it was asked that colours be changed for easier reading. Airport livery rate concerns were raised and signage needs to be posted in cabs and at the airport. The SAO was requested to review the bylaw regarding the \$10 per person rate for families as the rate could be per location. D/M Johnson suggested a one destination bulk rate of \$10 per destination and wanted assurance that rates will be posted. The Committee requested follow up on fines issued to the GNWT regarding posting of street numbers. D/M Johnson stated notice should have been provided prior to fines being issued. Notice is on all water bills. D/M Johnson did not agree with the way the Town showed up at building and stated some notice should have been sent.

d. Emergency Preparedness - A budget line item is required for emergency preparedness.

10. Bylaws/Policies Review and Development

Road Assumption Bylaw – The SAO requested that the draft Road Assumption bylaw be reviewed and comments provided. D/M Johnson raised the issue of the Towns responsibility to maintain the right-of-way on Breynat Street to the Highway across from TDC Contracting. D/M Johnson stated it is unclear who owns the road. The Mayor advised the right-of-way is not a road at this time. D/M Johnson also referred to the right-of-way behind the Dental Clinic behind McDougal Road. That property has been sold by the GNWT to the Mabbitts.

11. Other Business – nothing at this time

12. Date of Next Meeting – A special meeting on November 24, 2011 at 8:30 am to address items not finished.

13. Adjournment – The meeting adjourned at 10:25 am.



Town of Fort Smith
Municipal Services Committee Meeting
Thursday, November 24, 2011 at 8:30 a.m.

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant;
Lindsay McIntyre, Director of Municipal Services
Absent: Councillor Bernie Minute

1. Call to Order
Meeting was called to order at 8:52 am.
2. Chemical Room Expansion Proposal
The Director of Municipal Services provided an evaluation of the Chemical Room Expansion proposals submitted by CAB Construction Ltd and Fort Smith Construction. The Director of Municipal Services stated that scoring was not weighted, both contractors were made aware that the Town did not want the pool shut down during construction and both proposals both came in over budget. CAB's price was lower but would require a pool shutdown for approximately three months. Fort Smith Construction's is proposing to build an addition to the existing room requiring no pool down time. D/M Johnson asked about the availability of the Nu Mechanical as Newly is away because his father is very ill. The Director of Municipal Services advised CAB does have staff plumbers and Nu Mechanical provided a letter that their first priority is to this project. The SAO stated the project involved health and safety issues. The SAO suggested advising both companies that they are over budget, providing them with budget information and a different weighting system, requesting a nominal shut down and giving them until December 2 to respond. The Mayor requested a review at the December 5th Municipal Services meeting.
3. Alternate Heat Source Proposal Evaluation
The Director of Municipal Services provided information regarding an alternate heat source for the Water Treatment Plant. The Mayor suggested funding be set aside for reducing energy costs. The SAO suggested reserves be allocated in the 5-year energy conservation plan on a yearly basis. D/M Johnson suggested that the Sustainable Development Advisory Board become involved and work with staff. The Director of Municipal Services will work with AECOM to stay within the budget allocated for this project.

RECOMMENDATION

That AECOM be awarded the Alternate Heat Source Proposal for the budgeted amount of \$50,000.

4. Diesel and Heating Fuel Tender
The Mayor suggested establishing policy standards for businesses should the Town consider looking at splitting practices to share between businesses. The Mayor stated vehicles should be identified by sticker to direct operators to the designated fuel supplier and this should be included in policy. D/M Johnson stated that in the past there have always been two separate tenders, one for heating fuel and one for diesel fuel issued and recommended continuing with this practice. The Director of Municipal Services will issue two separate invitational tenders today with a closing date of December 2.
5. Standing Offer Agreements Evaluation
The Mayor recommended share options for the SOA for heavy equipment and light vehicles including standards for trades, insurance, tools, equipment and priorities can be assigned to anyone who meets the standards. D/M Johnson stated businesses have to keep a comparable stock of materials. Standards must be established for vehicle maintenance. There is also a need for small engine mechanics standards. D/M Johnson asked if Tri-Star is a registered business for small engine repair as they appear to be licensed as a home occupation business and asked that the business license be checked. The Mayor requested business licensing be added to the agenda for the December 5 Corporate Services and Human Resources Standing Committee meeting.
6. Adjournment – The meeting adjourned at 9:55 am



Town of Fort Smith
Community Services Committee
Thursday, December 1, 2011 at 12 Noon

Chairperson: Councillor Kevin Smith
Members Present: Mayor Janie Hobart, Councillor Ron Holtorf
Members Absent: Councillor Sheila Sauteur-Chadwick
Staff Present: Brenda Black, SAO; Ross De Boer, Interim Director of
Community Services; Anne Sebert, Executive Assistant

1. Call to Order
Meeting was called to order at 12:17 pm
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
 - a. Review of Minutes – The Committee reviewed minutes.
 - b. Review of Action Items - The action items were reviewed and the SAO provided an update. The Mayor asked the SAO to obtain the 60th Parallel Visitors report. The Mayor asked the SAO to prepare thank you letters for outgoing long-term advisory board members for the Mayor to sign.
 - c. The Business Plan – Cr. Smith asked about the status of the advisory board bylaws. The SAO is preparing the bylaws and the business licensing bylaw. Cr. Smith requested that the business plans be reviewed in the new year. The Mayor advised that item 35 in the Business Plan should be moved to the Corporate Services Business Plan. The Mayor requested that a letter be sent to the South Slave Friendship Festival Committee giving them a deadline of mid-December to complete their financial reporting requirements and advise them that funding will be turned back to the GNWT if conditions are not met.
4. Recreation
 - a. Recreation Services
 - i. Statistics Report The report was reviewed by the Committee.
 - ii. Pool Statistics Report – The report was reviewed by the Committee.
 - iii. Theatre Camp Funding – The Interim Director of Community Services provided information.
 - a. Recreation Advisory Board – The SAO will contact RC Strategies and advise them of the gaps and request a report addressing spelling and grammar items for December 5. The SAO will write to RC Strategies and point out all the concerns, remind them of the terms of reference and their proposal obligations. The SAO will provide a copy of RC

Strategies proposal to Council. The Mayor stressed the importance of volunteers and identified the need for a coordinator.

- iv. Library
 - a. Library Services
 - i. MOU for Library Services – The SAO advised that the Town will be receiving \$58,000 from the GNWT for Library Services. The SAO will post jobs once the agreement is signed.
 - b. Library Advisory Board -The Mayor will forward minutes to members. The Library Advisory Board wants their funds set aside in a reserve fund with policy established on how funds can be used. The Mayor stated the Friends of the Library Group can help with library activities.
- v. Visitor Services
 - a. Visitor Services –Year End Report –The Mayor stressed the importance of the recommendations in the report and identifying where improvements that can be made. The SAO will assign Katie White to address the recommendations. The Mayor indicated visual indicators of the partnership are required at the Centre.
 - b. Tourism & Trade Advisory Board
The next meeting of the TTAB is scheduled for December 11 at 1 pm in Town Council Chambers. The Mayor advised Council will receive the final Rebranding and Marketing Strategy report at the Committee of the Whole meeting and once approved will move forward with the launch and campaign.
- vi. Community Events/Liaison with Community Organizations – nothing at this time.
- vii. Bylaws/Policies Review and Development – nothing at this time.
- viii. Other Business
 - a. Tokens of Recognition for Outgoing Long Term Advisory Board Members – The Mayor recommended that as well as letters of thanks that outgoing long serving advisory board members receive a token of recognition. The SAO will modify the current staff policy to include all volunteers.
 - b. Track –The SOA will continue to work with Department of Education to finalize an agreement with the College and the South Slave Divisional Education Council.
- ix. Date of Next Meeting To be determined.
- x. Adjournment – The meeting adjourned at 1:20 pm



TOWN OF FORT SMITH LICENSE REPORT

November 10 - December 2, 2011

BUSINESS LICENSES ISSUED

LICH#	HO	BUSINESS NAME	STREET	DESCRIPTION	CONTACT	NEW APPL. /RENEWAL
225	HO	Northern Bed & Breakfast	1 Radium King Drive	bed and breakfast	David Hahn & Ruth Gal	NEW
226	HO	North Shore Construction	28 Wren	construction, renovations, siding, roofing, framing, finishing, drywall, painting and overhead doors	Roy Mansbridge	NEW

DEVELOPMENT PERMITS ISSUED

DPA NO.	DATE ISSUED	APPLICANT	Address	Value	TYPE
DPA-022-11	November 10, 2011	Salt River First Nation	11 Franklin	\$120,000	build garage
DPA-023-11	November 18, 2011	Salt River First Nation	190 Wintergreen	\$175,000	build house
DPA-024-11	November 18, 2011	Salt River First Nation	186 Wintergreen	\$175,000	build house
DPA-025-11	November 18, 2011	Salt River First Nation	188 Wintergreen	\$200,000	build house
DPA-026-11	November 17, 2011	Kevin Antoniak	138 Primrose Lane	\$500	move shed onto property

DOG TAGS ISSUED

Tag #	Name	Breed	Address	Issue Date
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No dog tags were issued during this time frame

FINES ISSUED

Ticket #	Name	Offence	Address of Building	Issue Date
0018	Jeannie Shae	2 dogs at large - first offence	596 Calder	17-Nov-11
0019	Alex Norris	dog at large - first offence	Field Street	24-Nov-11

LOTTERY LICENSES ISSUED



TOWN OF FORT SMITH LICENSE REPORT

November 10 - December 2, 2011

License #	Group	Type of Lottery	Date Issued
11-027	Fort Smith Slopitch Northstars	TV Bingo	November 30, 2011
11-028	Royal Canadian Legion	Raffle	November 30, 2011
11-029	Royal Canadian Legion	Nevadas	November 30, 2011
11-030	Royal Canadian Legion	Wheel	November 30, 2011
11-031	PWK Grad 2012	Raffle	November 30, 2011

CORRESPONDENCE
November 1 to 30, 2011

Outgoing Correspondence

Date	From/To	Description	File #
November 1	Staff/Bev Pischinger	Respond to Dog Complaint	2313
	Mayor/Cindy Lovejoy	Congratulations – 2011 Sport North Scholarship	1124
November 4	Rec Staff/Town	New Pool Schedule	3170
	Staff/Public Notice	Public Meeting C Cans and Land Administration Bylaw 1128	1128
November 14	Staff/Ib Kristensen	Advised Seniors Meeting Request posted to website	3320
	Interim Director Community Services/Lydon McKay	Suspension of Facility Privileges	3120
November 15	Interim Director Community Services/Blaine Dumkee	Equipment failure RCC Theatre	3320
November 18	Staff/CBC/SRJ	Notice of Council Meeting and Public Meeting	1128
November 24	Interim Director of Community Services/Stanley Applegarth	Suspension of RCC Facility Privileges	3150
November 25	Mayor/Chief Coroner	Support Coroner Re-appointments	1830
November 28	Staff/Chris Williams	Rental Property Listed on Website & Rental Landlord List	3320
November 29	Rec Dept./Town	Shop til Ya Drop – Notice for the website	3145
November 30	Mayor/CBC/SRJ	Notice of December 1 Community Tree Lighting	3145
	Staff/Shea Alain	Provided Jessica Hval and Dennis Bevington Contact Information for South Slave Friendship Festival	3135

Incoming Correspondence

Date	From/To	Description	File #
November 1	Sutherland House/Town	Christmas Craft November Activities	3145
	Achieve Training Centre/Town	Conflict Resolution Skills	1580
	National Seminars/Town	Effective Goal-Setting & Planning Skills	1580
	NWT Tourism/Town	Spectacular Northwest Territories Meeting & Conference Planner 2012	3300
	Northern Life Museum/Town	Christmas Arts & Crafts Sale – November 26	3145
	Bev Pischinger/Town	Dog Complaint	2313
	Canadian Environmental Protection/Town	Acquisition opens options for environmental stewardship options	1852
	GNWT/Town	Vince Sharpe Receives Congratulations from GNWT – Medal of Bravery	1810
	Mackenzie Valley Review Board/Town	Avalon Rare Metals – 5 new documents	1961-5
November 2	Mackenzie Valley Review Board/Town	Avalon Rare Metals – 6 new documents	1961-5
	Federation of Canadian Municipalities/Town	FCM News Week of October 31	1955
	MACA/Town	Contact Information for Water and Sewer Training	1820
	National Seminars/Town	Building a Positive, Motivated & Cooperative Team	1580
	NWT Tourism/Town	NWTT Webstore Launch	3300

CORRESPONDENCE
November 1 to 30, 2011

	NTPC/Town	Notice of Power Outage November 6	1961-1
November 3	Diavik Diamond Mines/Town	Yellowknife, NT – Diavik begins wind farm construction at mine site	1962-2
	Mackenzie Valley Review Board/Town	Valleytalk Newsletter November 3	1961-5
	Maekenzie Valley Review Board/Town	Avalon Rare Metals – Note to File regarding Thor Lake DAR Conformity	1961-5
November 4	MACA/Town	Acknowledge Receipt of Bylaw 857 Appointing Vita Hoyles Tax Collector	1211
	Canadian Training Resources/Town	First Time Skills for Supervisors and Managers	1580
November 7	Daniel Chester/Town	National Property Firm looking for property manager in Fort Smith	3520
	Northern Life Museum/Town	Forest Film Fest November 10 at 7 pm	3530
November 8	Royal Canadian Legion/Town	Donation Request for a small item for the Grey Cup celebration	3614
	Public Health/Town	Dog Bite Report	2313
	Canadian Environmental Protection/Town	GLOBE Foundation supports call for sustainable financial sector reform	1852
	SWANA/Town	Groundwater Monitoring eSession	2243
November 9	Federation of Canadian Municipalities/Town	Setting the Agenda for Sustainability: two new municipal green resources	1955
	Federation of Canadian Municipalities/Town	Week of November 7 FCM News	1955
November 10	SWANA/Town	Managing Wastes Produced by Natural Disasters	2243
November 13	Federation of Canadian Municipalities/Town	Request for Proposals – to host FCM’s 2013 or 2014 Sustainable Communities Conference and Trade Show	1955
	Ib Kristensen/Town	Request to include Seniors Lunch with the Bunch on Website	3320
November 14	Blaine Dumkee/Town	Request use of RCC Theatre	3320
	Federation of Canadian Municipalities/Town	Register for November 24 Webinar – Scaled Innovations: Small Community Climate Action	1955
	Federation of Canadian Municipalities/Town	Minister Flaherty reaffirms commitment to Gas Tax Fund and long-term infrastructure plan	1955
	SWANA/Town	Special Members-Only eSession	2243
November 15	Healthy Family Program/Town	National Child Day activities to post on website	3320
	Achieve Training Centre/Town	Conflict Resolution Skills	1580
	National Seminars/Town	Strengthening your People Skills and Coaching, Mentoring & Team-Building Skills	1580
	NWT Tourism/Town	Cooperative Marketing Opportunities	3300
	Canadian Environmental Protection/Town	Conditioner Reduces Hard Water Problems	1852
November 16	WASTECON/Town	Deadline for Wastecon Abstract Submission	2243
	CALA/Town	What’s Your Drinking Water Score	2110
November 17	Canadian Training & Resources/Town	First Time Supervisors and Managers	1580
	Office of the Chief	Re-Appointment Support for Coroners Marion Berls,	1830

CORRESPONDENCE
November 1 to 30, 2011

	Coroner/Town	Anthony Jones, Steven Shelton and Andrew Turner	
	Canadian Legion/Town	Thank you for sanding roads for Remembrance Day Ceremony	3614
	Federation of Canadian Municipalities/Town	Accepting New GMF Funding Applications	1955
	Federation of Canadian Municipalities/Town	FCM News for week of November 14	1955
	MACA/Town	Upcoming Courses: Works Supervision	1580
November 18	Legislative Assembly/Mayor	Visit of the Governor General of Canada	1124
November 21	JBT School/Town	Year Book advertisement	1844
	SWANA/Town	Reducing Single-Use Plastic Shopping Bags	2243
	Federation of Canadian Municipalities/Town	Register for Webinar – Municipal Innovation in Action	1955
	Fort Smith Ski Club/Town	Upcoming Activities and Minutes of November 8 Meeting	3510
	Federation of Canadian Municipalities/Town	CBC Series on Canada's Infrastructure	1955
November 22	SWANA/Town	The Road to Zero Waste Conference	2243
	Canadian Environmental Protection/Town	Solar Structures Include Electric Vehicle Charging Stations	1852
November 23	UBC Continuing Education/Town	Health & Wellbeing in Children, Youth and Adults with Developmental Disabilities Conference	1580
	Kevin Nikkel/Town	HBC Film Footage to be Shown at Fort Chipewyan Municipal Hall	3320
	Karl Johnston/SAO	Unauthorized Use of Copyrighted Image	1600
	Northern Life Museum/Mayor & Council	Request for Increase to Annual Operating Grant 2012/2013	3530
November 24	Mackenzie Valley Review Board/Town	Avalon Rare Metals – 3 new documents	1961-5
	Cheryl Mandeville/Town	Real Estate Information Update for the website	3320
	Diavik Diamond Mines Inc./Town	Niels Kristensen joins Diavik as new president and Chief Operating Officer	1962-2
	Health & Social Services/Town	NWT Addictions Awareness Week Nov 13 to 19	1833
	Blackstone Seminars/Town	How to Write Excellent Briefing Notes Webinar	1580
	NWT Tourism/Town	NWT Tourism Christmas Open House Invitation – Dec.8	3300
	NWT Tourism/Town	New Integrated Marketing Campaign	3300
	EC&E/Town	Defining Moments Canadian Heritage Art Workshop/Contest	1580
November 25	Status of Women/Town	Motivational Interviewing Training Opportunities, Newsletter & Holiday Greetings	1830
	Federation of Canadian Municipalities/Town	FCM News for the Week of November 21	1955
	Canadian Training Resources/Town	First Time Skills for Supervisors and Managers	1580
November 28	Heidi Selzler/Town	Request for Summary or Minutes from the Marketing Meeting – Marketing & Rebranding Strategy	3300
	SWANA/Town	Special Wednesday eSession: Energy Recovery Insights	2243

CORRESPONDENCE
November 1 to 30, 2011

	Library/Town	National Film Board Movie Night: "Turning 32"	3200
	Chris Williams/Town	Request to list rental property	3320
	Learnnet/Town	Canadian Public Arts Funders meet to discuss future directions in public arts funding	1840
	John Hazenberg/Town	Consultant for Behchoko-Request for size of ice rink	3160
	Learnnet/Town	Frozen Eyes Photographic Society Launches NWT-Wide Youth Photography Project	1840
	Kaiser Foundation/Town	Calls for Nominees for Annual Mental Health and Addictions Awards	1833
November 29	Canadian Environmental Protection/Town	Demonstration fuel cell project supports aircraft emission reduction strategy	1852
	Mackenzie Valley Review Board/Town	Avalon Rare Metals Inc. – Thor Lake Project – Thor Lake Site Groundwater Quality Test Results	1961-5
	Aurora Research Institute/Town	Proposal Multi-year Renewal – Dr. Akira Osawa – to continue conducting the following study: Structure, Carbon Dynamics and Silvichronology of Boreal Forests	1841
	Fort Smith Housing Authority/Town	Minutes of Meetings – October and November 2011 via email	1891
	Dept. of Justice/Town	Notice of Land Titles Office Closure during the Christmas Break – Dec. 22 to Jan. 2	1880
	NWT Tourism/Town	Call to Operators – CTC Signature Experience Collection Deadline for Submissions Dec. 15	3300
November 30	National Seminars/Town	Management & Leadership Skills	1580
	National Seminars/Town	Organization Skills for the Overwhelmed	1580
	Blackstone Seminars/Town	How to Write Excellent Briefing Notes Webinar	1580
	Shea Alain/Town	Contact information for South Slave Friendship Festival	3144
	Fort Smith Housing Authority/Town	October & November meeting minutes – hand delivered	1891
	The Canadian Institute/Town	Provincial/Municipal Government Liability	1580
	National Seminars/Town	Effective Goal-Setting & Planning Skills	1580
	Canadian Training Resources/Town	First Time Skills for Supervisors and Managers	1580