Town of Fort Smith
Town Council Meeting
Agenda

December 13, 2011, 7:00 p.m. – Council Chambers

A. Call to Order and Confirmation of Quorum	
B. Opening Prayer	
C. Approval of Agenda	
D. Proclamations/Presentations	
E. Approval of Minutes	2011 Council Mtg Nov 22.doc 2011 Public Meeting Nov 22.doc
F. Business Arising from the Minutes	
G. Declaration of Financial Interest	
H. Council Business	
a. Introduction and Consideration of Committee Reports i. Committee of the Whole ii. Other Committees	Committee of the Whole Dec 5, 2011c
b. Enactment of Bylaws	858 Land Disposal Starling.doc 860 Appoint Bylaw Officer Paul Currie.dc Land Administration Bylaw 862.doc Bylaw 863 amending Fees Bylaw 846 Sche Bylaw 864 amending Spending Authority B Bylaw 865 Council Honorarium Bylaw.do Bylaw 866 Budget Bylaw 2012.doc
c. Appointments i. Appointment of Deputy Mayor	
d. Mayor and Council	
e. Administration	
I. Absence of Council Members	
J. Date of Next Council Meeting	
K. Adjournment	
L. Question Period	

COUNCIL OF THE TOWN OF FORT SMITH
MEETING 11-11
THE FIRST REGULAR MEETING OF COUNCIL FOR THE MONTH OF NOVEMBER AND THE ELEVENTH FOR THE YEAR 2011

PRESENT:	Mayor J. Hobart Cr. R Holtorf Cr. C. Westwell	D/M B. Johnson Cr. B. Marta
ABSENT:	Cr. K. Smith, Cr. C. James, Cr. B. Minute, Cr. S. Sauteur-Chadwick	
STAFF:	B. Black, SAO; M. Gauthier, Receptionist; L. McIntyre, Director of Municipal Services	
GALLERY:	Marie Swanson, Glen Freund, Megan Wohlberg	

Meeting 11-11	7 PM
November 22, 2011	Mary Kaeser Library

A. CALL TO ORDER & CONFIRMATION OF QUORUM

Mayor Hobart called the meeting to order at 7:34 pm and confirmed a quorum of Council was present.

B. OPENING PRAYER

Mayor Hobart led the opening prayer.

C. APPROVAL OF AGENDA

236-11 Moved by: Cr. Holtorf
Seconded by: Cr. Westwell

"THAT the agenda be adopted as amended to include an in camera session."

MOTION CARRIED UNANIMOUSLY

D. PROCLAMATIONS/PRESENTATIONS

There were no proelamations or presentations.

E. APPROVAL OF MINUTES

237-11 Moved by: Cr. Marta
Seconded by: D/M Johnson

"THAT the minutes of Regular Meeting 10-11 of October 25, 2011, be adopted as presented."

MOTION CARRIED UNANIMOUSLY

238-11 Moved by: Cr. Marta
Seconded by: Cr. Westwell

"THAT the minutes of Special Meeting SP-03-11 of October 26, 2011, be adopted as presented."

MOTION CARRIED UNANIMOUSLY

F. **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

G. **DECLARATION OF FINANCIAL INTEREST**

Deputy Mayor Johnson declared a conflict of interest on Accounts Paid Part II and Cr. Marta declared conflict of interest regarding the appointment of Cr. Westwell to the Fort Smith Housing Board.

H. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

i. **COMMITTEE OF THE WHOLE**

239-11 Moved By: D/M Johnson
Seconded By: Cr. Holtorf

"THAT the Accounts Paid Part I for the period ending October 14, 2011, totalling $600,599.12 be adopted as presented."

MOTION CARRIED UNANIMOUSLY

Deputy Mayor Johnson declared a conflict of interest and left the room.

240-11 Moved By: Cr. Marta
Seconded By: Cr. Holtorf

"THAT the Accounts Paid Part II for the period ending October 14, 2011, totalling $17,378.62 be adopted as presented."

MOTION CARRIED UNANIMOUSLY

Deputy-Mayor Johnson returned to the room.

241-11 Moved By: D/M Johnson
Seconded By: Cr. Westwell

"That the audited financial statements for December 31, 2011, be adopted as presented."

MOTION CARRIED UNANIMOUSLY

Cr. Westwell noted that it is exciting to see the Town moving toward policics that are more modern.

242-11 Moved By: D/M Johnson
Seconded By: Cr. Marta

"That the Bidding Procedure for Subdivision Policy CP 203 be approved as amended."

MOTION CARRIED UNANIMOUSLY

243-11 Moved By: D/M Johnson
Seconded By: Cr. Holtorf

"That the Town of Fort Smith enter into a lease agreement with Sundog North Inc. for use of the Access Road located on Lot 1432, Plan 1846."

MOTION CARRIED UNANIMOUSLY

Salt River First Nation Development Application DPA-022-11

244-11 Moved By: D/M Johnson
Seconded By: Cr. Holtorf

"That upon receipt of letters of support from Salt River First Nation and Smith's Landing First Nation, Council will approve the development application DPA-022-11."

MOTION CARRIED UNANIMOUSLY

Cr. Westwell asked where the reserve money was coming from and the Senior Administrative Officer noted that the money was coming from the emergency equipment reserves.

245-11 Moved By: D/M Johnson
Seconded By: Cr. Holtorf

"That although in contravention of Bylaw 809 and the Local Preference Policy and beyond the budget allocation for the bunker gear, we recommend this tender be awarded to TDC Contracting Ltd in accordance with their bid in the amount of $45,549.24 in order to build local capacity and support local business."

MOTION CARRIED UNANIMOUSLY

246-11 Moved By: D/M Johnson
Seconded By: Cr. Westwell

"That the Purchasing Policy be amended to provide for local, northern and southern preference categories using the GNWT model."

MOTION CARRIED UNANIMOUSLY

247-11 Moved By: D/M Johnson
Seconded By: Cr. Westwell

"THAT Council accept the report from K2 Communications in principle with a final report and approval consideration to be completed by Council following the community input and workshop by no later than December 15, 2011."

MOTION CARRIED UNANIMOUSLY

Committee of the Whole Minutes

248-11 Moved By: D/M Johnson
Seconded By: Cr. Marta

"THAT the minutes of the Committee of the Whole meeting of November 15, 2011, and the attached Standing Committee minutes be approved as presented."

MOTION CARRIED UNANIMOUSLY

ii. **OTHER COMMITTEES**

Enactment of Bylaws
Bylaw 858 Land Disposal Bylaw

Cr. Westwell recommended that items such as this be delegated to a staff position rather than go through Council if possible.

249-11 Moved By: Cr. Westwell
Seconded By: Cr. Holtorf

"That the Land Disposal Bylaw 858 to sell Lot 1704, Plan 4090 to Brent Starling and Celestine Evans be introduced and given first reading."

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of the lands described hereunder, and
NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of two Brent Starling and Celestine Evans a joint tenants, a freehold interest or fee simple title in the following parcels of land; the whole of Lot 1704 Plan 4090 FORT SMITH 13 Wanderingspirit Street, in consideration for the sum of Fifty Thousand One Hundred Dollars and Twenty Eight Cents ($50,100.28)

MOTION CARRIED UNANIMOUSLY

250-11 Moved By: Cr. Marta
Seconded By: Cr. Westwell

"That the Land Disposal Bylaw 858 to sell Lot 1704, Plan 4090 to Brent Starling and Celestine Evans be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Bylaw 863 to Amend the Ambulance Fees

251-11 Moved By: Cr. Westwell
Seconded By: Cr. Holtorf

"That Bylaw 863 amending the Consolidated Rates and Fees Bylaw 846 Schedule "B" Ambulance Fees be introduced and given first reading."

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to make changes to the Ambulance fees;
NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows;

1.0 APPLICATION

1.1 That Schedule "B" of the Consolidated Rates and Fees Bylaw 846 page 1 of 1, is hereby replaced with a new schedule "B", for Ambulance Fees page 1 of 1 attached hereto:

MOTION CARRIED UNANIMOUSLY

252-11 Moved By: Cr. Marta
Seconded By: Cr. Holtorf

"That Bylaw 863 amending the Consolidated Rate and Fees Bylaw 846 Schedule "B" Ambulance Fees be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Bylaw 860 to Appoint an On-Call Bylaw Officer

253-11 Moved By: Cr. Westwell
Seconded By: Cr. Marta

"That Bylaw 860 to appoint Paul Currie as an on call Bylaw Officer be introduced and given first reading."

WHEREAS, the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it uecessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;
NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That Paul Currie be appointed as an on-call Bylaw Enforcement Officer for the Town of Fort Smith."

MOTION CARRIED UNANIMOUSLY

254-11 Moved By: Cr. Marta
Seconded By: Cr. Holtorf

"That Bylaw 860 to appoint Paul Currie as an on-call Bylaw Office be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Bylaw 861 to Appoint a Fire Chief

255-11 Moved By: Cr. Holtorf
Seconded By: Cr. Westwell

"That Bylaw 861 to appoint a Fire Chief be introduced and given first reading."

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, has enacted a by-law to establish the Fort Smith Volunteer Fire Department;
AND WHEREAS the Fire Prevention Act, R.S.N.W.T. 1988 establishes the Fire Chief or acting Fire Chief as a Local Assistant to the Fire Marshal of the Northwest Territories for the purposes of carrying out the provisions of that Act within the limits of the municipal corporation;

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

1. APPLICATION

That Westly Steed be appointed Fire Chief for the Town of Fort Smith.

MOTION CARRIED UNANIMOUSLY

Cr. Westwell asked when third reading would be, we should appoint as quickly as possible.

256-11 Moved By: Cr. Westwell
Seconded By: Cr. Holtorf

"That Bylaw 861 to appoint a Fire Chief be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Bylaw 864 to Amend the Spending Authority Bylaw 809

257-11 Moved By: Cr. Holtorf
Seconded By: Cr. Westwell

"THAT Bylaw 864 to amend the Spending Authority Bylaw 809 be introduced and given first reading.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories deems it necessary to make changes to the Bylaw #809 Spending Authorities Bylaw;
NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, at a duly assembled meeting enacts as follows:

1. That the section 2, Schedule 'B', TRANSACTIONS BETWEEN $1,501.00 AND $5,000.00 be deleted and replaced by the following:"

Purchase of materials and/or services between $1501.00 and $5000.00 need not be tendered. Quotes are to be recorded and serve as back-up should documentation be required at the time the order is placed. The quotation sheet is to be attached to the purchase order or contract.

A minimum of two suppliers is acceptable for requests for materials and/or services of more than $1500.00 but not exceeding $5000.00. Written quotations must be used for this level as more permanent

documentation is required.

Sole sourcing may be permitted providing that there is no other supplier or contractor available to provide the material and/or services. A report must be attached to the purchase order or contract copy to support the sole sourcing.

MOTION CARRIED UNANIMOUSLY

258-11 Moved By: Cr. Westwell
Seconded By: Cr. Holtorf

"That Bylaw 864 to amend the Spending Authority Bylaw 809 be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Land Administration Bylaw 862

259-11 Moved By: Cr. Holtorf
Seconded By: D/M Johnson

"That the Land Administration Bylaw 862 be given second reading by title only."

MOTION CARRIED UNANIMOUSLY

Third reading will not go forward until it confirmed if the bylaw has to go to Municipal and Community Affairs.

b. Appointments
Appointment to the Fort Smith Housing Authority Board

Cr. Marta declared a conflict and left the room.

260-11 Moved By: Cr. Holtorf
Seconded By: D/M Johnson

"That Councillor Chris Westwell be appointed as the Town of Fort Smith representative on the Fort Smith Housing Authority Board."

MOTION CARRIED UNANIMOUSLY

Cr. Marta returned to the room.

261-11 Moved By: Cr. Holtorf
Seconded By: D/M Johnson

"THAT Lisa Hudson, Deborah Heron and Sara Anne Peterson be appointed to the Library Advisory Board for a two year period ending December 31, 2013."

MOTION CARRIED UNANIMOUSLY

c. Mayor and Council

Cr. Holtorf noted that Mayor Hobart would be inviting the newly elected Premiers and MLA to the community and challenges himself and Council to come up with ideas to discuss with them when they visit. He would like to see an economic shift. He noted that during the election the Legislative Assembly made devolution a priority. There will be a number of government positions moving from Ottawa to the North. He also noted that the Town should attempt to address the rental situation.

Cr. Holtorf stated that Council should look at the bigger picture on the Business Plan.

D/M Johnson asked if the Council will received more information in regards to the work plans regarding the budget. The Senior Administrative Officer stated that the work plans are ready and she will forward them to Council.

Cr. Westwell felt that after the last Committee of the Whole there was some confusion on what the final direction was on communication. He put forward a motion that Administration prepares a proposal on more effective communication procedures. Cr. Holtorf noted that changes should also be made in procedures. He noted that other municipalities have resolution or action reports. It is important to look at how we process information.

262-11 Moved By: Cr. Westwell
Seconded By: D/M Johnson

"THAT the Town of Fort Smith Administration prepare a proposal to Council that details possible changes to the current committee structure and meeting schedule that would allow for improved communication between Administration and Council and a more effective Council governance by the next Committee of the Whole meeting on December 6, 2011."

MOTION CARRIED UNANIMOUSLY

Cr. Westwell asked if there was a budget report available. SAO will have a document to review before next meeting.

Cr. Westwell stated that the Town should look at Local Improvement Levies for financing projects such as road improvements. The levies would not be nsed for new capital projects but would be used for maintenance of existing items and replacement costs. The Town should look at more focused levies to build up funds for specific areas.

Mayor Hobart will be sending a letter to the NWTAC informing them that the Town is pulling support on that resolution as it is written. The resolution should be specific to the Northwest Territories Government. Emergency preparedness training and requirement was also discussed. Mayor Hobart noted that NWTAC is pressure Aurora College to resume providing emergency preparedness training. Mayor Hobart also noted that Ron Dennil is willing to talk to Council the next time he is in Fort Smith to provide training sessions. He would be explaining NORCIX. Council indicated interest. NWTAC is working on and we can request to be a pilot community for energy audits for our entire facility base. Mayor Hobart informed Council that she told that that we would be willing to be a pilot community. MACA and GNWT may be able to provide personnel to assist in the implementation phase of ICSP. They can also help us use the data we received from the self-assessment workshop. NWTAC was also able to obtain group insurance for the Town employees and members of Council through NORCIX and they will be sending us information. MACA gave a presentation on the things they do for municipalities and there is funding available for fire departments but noted that no funding is available for Ambulance and nobody takes responsibility for the ambulance department. It is a jurisdictional issue between MACA and Health and Social Services. The Mayor requested a meeting with the MLA to discuss this further. It needs to be resolved at the GNWT level. The Mayor also informed Council that she met with the MLA regarding

the library MOU and received a response today from the ECE Minister's officer that the Town will be receiving a letter advising us of where we are at with that process. Mayor Hobart also had a chance to speak with the Premier. She invited him to a meeting with Council. The Premier is planning to visit in the New Year, possibly January or February.

d. Administration

Administration did not have any items to discuss.

I. ABSENCE OF COUNCIL MEMBERS

263-11 Moved By: Cr. Westwell
Seconded By: Cr. Marta

"THAT Cr. James, Cr. Smith, Cr Minute and Cr. Sauteur-Chadwick be excused from the Regular Meeting of Council for November 22, 2011."

MOTION CARRIED UNANIMOUSLY

J. DATE OF NEXT COUNCIL MEETING

Municipal Services - November 23, 8:30 a.m.
Community Services - December 1, Noon
Corporate Services - November 24, 5:15 pm
Finance & Audit - November 24, Noon
Committee of the - Whole December 5, 7:00 pm
Regular Meeting of Council - December 13, 7:00 pm

Mayor Hobart asked that a date be set for a working session for the budget. A date was set for December 1 at 7:00 pm.

K. IN CAMERA SESSION

264-11 Moved By: Cr. Holtorf
Seconded By: Cr. Westwell
" That the meeting move in camera at 8:59 p.m. to deal with a personnel issue in accordance with Section 23.3.c. of the Cities, Towns and Villages Act."

MOTION CARRIED UNANIMOUSLY

265-11 Moved By: Cr. Holtorf
Seconded By: Cr. Westwell
"That the meeting move out of camera at 9:40 p.m."

MOTION CARRIED UNANIMOUSLY

L. ADJOURNMENT

266-11 Moved By: Cr. Holtorf

"THAT this meeting is adjourned at 9:41 P.M."

MOTION CARRIED UNANIMOUSLY

Minutes adopted this _____day of_____, 2011.

_____
Mayor Janie Hobart

_____
Certified Correct by the
Senior Administrative Officer Brenda Black

L. **QUESTION PERIOD**

A Question period was offered in accordance with policy.

There were no questions.

TOWN OF FORT SMITH
PUBLIC MEETING

PRESENT:	Mayor J. Hobart Cr. R Holtorf Cr. C. Westwell Cr. B. Marta	D/M B. Johnson Cr. B. Minute
ABSENT:	Cr. K. Smith, Cr. C. James, Cr. S. Sauteur-Chadwick	
STAFF:	B. Black, Senior Administration Officer, M. Gauthier, Receptionist	
GALLERY:	Marie Swanson, Glen Freund, Don Tourangeau, Megan Wohlberg, Daniel Freund, Tony Clements, Debbie Hansen, Debbie McArthur	

Public Meeting	7:00 PM
November 22, 2011	Mary Kaeser Library

The purpose of the Public Meeting is to obtain community input regarding C Cans in Residential neighborhoods and to review changes to the new Land Administration Bylaw

A. **CALL TO ORDER**

Mayor Hobart called the meeting to order at 7:05 pm.

B. **BACKGROUND INFORMATION**

The public meeting was held to get input from the community on having C Cans in residential neighborhoods and review changes to the new Land Administration Bylaw.

C. **DELEGATIONS**

Don Tourangeau informed the Council that the C Can he purchased is brand new and is a neutral colour. He also has permission from neighbors on either side of his property that can see his yard from their kitchen windows. He presented letters to Council from the neighbors. He noted that it is not big and cumbersome. Most people would not be able to see it from his back yard. It is cost effective and comes pre-assembled, which would be convenient for people. Cr. Westwell clarified that it had to go to Council because there was no existing policy or bylaw. Cr. Minute thinks it is a great idea as long as it follows our current bylaws. Cr. Marta approves of C Cans as long as all the appropriate bylaws are followed. D/M Johnson noted that criteria for what would be acceptable would have to be detailed. Mayor Hobart noted that she was not in favor of the C Cans but could agree if guidelines were clearly defined. She said she spoke to a number of people in the community and received suggestions for restrictions. Some of the restrictions that should be included are what types of things a C Can can be used for, a limit on the number of cans on a property, maximum size, location on the property and prohibit stacking. Cr. Minute noted that one of his main concerns is that he sees a marked difference between residential and commercial. That if commercial businesses choose to sell, deal or use C Cans they should not be expected to follow the same restrictions as residential properties. He noted that all the concerns regarding C Cans were related to residential properties.

Marie Swanson noted that she does not see the difference between C Cans and accessory buildings under the general plan and zoning bylaw. She does not see a difference between C Cans and other storage sheds you buy from Sears or Freund's Building Supplies or make yourself. C Cans are portable and there should not be separate rules for C Cans.

Debbie Hansen stated that C Cans are not unsightly. There are a number of properties in Town that are a lot more unsightly than C Cans. The Town should be concentrating on cleaning those messes up first rather than worrying about C Cans.

Mayor Hobart noted that the C Can issue would go to the next Corporate Services Standing Committee where a bylaw will be drafted up.

Mayor Hobart explained the changes to the Land Administration Bylaw. She noted that the Town is simply updated the bylaw because it has not been updated for over 15 years.

No comments were made regarding the New Land Administration Bylaw.

F. **ADJOURNMENT**

Moved By: Cr. Westwell

"THAT this meeting is adjourned at 7:24 pm."

Minutes adopted this _____of_____, 2011.

_____
Mayor Janie Hobart

_____
Certified Correct by the
Senior Administrative Officer Brenda Black

G. **QUESTION PERIOD**
A Question period was offered in accordance with policy.

Town of Fort Smith
Report of the Committee of the Whole
Monday, December 5, 2011

PRESENT:	Mayor J. Hobart Cr. B. Marta Cr. R. Holtorf Cr. C. James	D/M B. Johnson Cr. K. Smith Cr. C. Westwell
ABSENT:	Cr. S. Sauteur-Chadwick, Cr. B. Minute	
STAFF:	Brenda Black – Senior Administrative Officer Lindsay McIntyre – Director of Municipal Services W. Harvey Harris – Director of Finance Anne Sebert – Executive Assistant	
GALLERY:	Marie Swanson, Rob Tordiff	

A. CALL TO ORDER AND CONFIRMATION OF A QUORUM

Mayor Hobart called the meeting to order at 7:00 p.m. and confirmed a quorum was present.

B. OPENING PRAYER

Mayor Hobart led the opening prayer.

C. APPROVAL OF AGENDA

Moved by: Cr. Holtorf
Seconded by: Cr. Marta

That the agenda be approved as amended to include the Rebranding and Marketing Strategy.

MOTION CARRIED UNANIMOUSLY

D. DECLARATION OF FINANCIAL INTEREST

D/M Johnson declared a financial interest in the Accounts Paid Part II.

E. DELEGATIONS

The District Education Authority representative was not available to provide a report.

Fort Smith Health and Social Services CEO, Robert Tordiff, provided an update on activities at the Fort Smith Health Centre. Mr. Tordiff advised that Phase I of the construction will be completed in the spring of 2012. Mr. Tordiff identified the Health Centre goal to work with agencies to enhance programs that focus on prevention and education. He stated that the Town walking trails provide excellent benefit to people and that Public Health is working with the Recreation Centre and the pool to provide non-competitive programs for weight maintenance and to prevent arthritis. Mr. Tordiff stated that the Health Centre is looking at partners to fund raise for the palliative care patio and garden. Mr. Tordiff recognized the Volunteer Ambulance Department for service to the community.

F. COUNCIL BUSINESS

a. Reports from Standing Committees

i. Finance and Audit Committee

The minutes were provided to Council and reviewed. The Chair brought forward the recommendations arising from the November 21, 2011, budget meeting and the December 2, 2011, meeting. Minutes of November 21 attached as Appendix "A"; Minutes of December 2 attached as Appendix "B", Accounts Paid Part I of November 18, 2011, attached as Appendix "C"; Accounts Paid Part II of November 18, 2011, attached as Appendix "D".

132.11 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."

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

D/M Johnson left the meeting due to a financial interest in the Accounts Paid Part II.

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

D/M Johnson returned to the meeting.

135.11 RECOMMENDATION
"THAT the retroactive heating costs from 2007 to June 2010, be paid to the South Slave Divisional Education Council as follows: $62,000 in 2012, $50,000 in 2013 and $50,000 in 2014."

The SAO reviewed changes to the budget. The budget includes a 2% property tax increase and the Council honorarium increase. For health and safety reasons the priority of trails was increased to ten. Questions can be emailed to the SAO before December 13.

136.11 RECOMMENDATION
"THAT the 2012 Budget be approved."

ii. Corporate Services & Human Resource Committee

The minutes were provided to Council and reviewed. There were no recommendations arising from the December 5, 2011, meeting. The December 5 minutes are attached as Appendix "E".

The Mayor advised that the staff Christmas lunch will be held at noon on December 15.

The SAO presented a draft business license bylaw for review. Council requested a more detailed definition for home occupations. Further review of the bylaw will take place at the next Committee of the Whole meeting.

Council will set a date at the December 13 Council meeting for a working session to review the meeting process.

The SAO provided background information regarding the Council Honorarium Review. The Mayor requested the addition of Acting Deputy Mayor.

D//M Johnson took the Chair and Mayor Hobart spoke to the issue.

Mayor Hobart stated the proposed rate increase to the Council Honorarium impacts Council. The Mayor stated Council needs to recognize their work and the benefit to the

Town. The Mayor stated that Council is one of the lowest paid in the Northwest Territories.

The Mayor took the Chair and advised that the bylaw will proceed to first and second reading at the December 13 Council meeting.

Tabled Recommendation 131.11 be brought back to the table.

131.11 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 or Acting 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:

If a member of Council misses three official meetings in a month, the member will not be eligible to receive the base honorarium.

A member of Council will be compensated for a maximum of two meetings on a single day.

A member of Council will only be compensated for official meetings or special meetings of Council.

The Deputy Mayor or Acting 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."

iv **Municipal Services Committee**

The minutes were provided to Council and reviewed. The Chair brought forward the recommendations arising from the November 23, 24 and December 5, 2011, meetings. The minutes of November 23, attached as Appendix "F"; minutes of November 24, attached as Appendix "G"; and minutes of December 5, attached as Appendix "H".

137.11 RECOMMENDATION
"THAT AECOM be awarded the Alternate Heat Source Proposal for the budgeted amount of $50,000."

138.11 RECOMMENDATION
"THAT TDC Contracting Ltd. be awarded the heating fuel supply contract based on their tender submission price of $1.052 per litre for the year 2012."

139.11 RECOMMENDATION
"THAT TDC Contracting Ltd. be awarded the diesel fuel supply contract based on their tender submission price of $1.098 per litre for the year 2012."

140.11 RECOMMENDATION
"THAT at the expiry of the 2012 contract, and if we go to tender, that the tendering date will be changed to June 30 to coincide with the heating season."

141.11 RECOMMENDATION
"THAT Fort Smith Construction Ltd. be awarded the Chemical Room Expansion contact in the amount of $27,700."

v **Community Services Committee**

The minutes were provided to Council and reviewed. There were no recommendations arising from the December 1, 2011, meeting. The December 1 minutes are attached as Appendix "I".

Cr. James advised that a group is forming a society to access funding for the track. The Mayor stated that there is a need to establish policy to create specific reserves should groups wish to fundraise.

The Tourism and Trade Advisory Board requested approval of the Rebranding and Marketing Strategy.

142.11 RECOMMENDATION
"THAT the Rebranding and Marketing Strategy prepared by K2 Communications, be approved as presented.

b. Reports from Other Organizations/Agencies

There were no reports from other organizations.

c. Mayor and Council

i. Cr. Holtolf thanked Town staff for continuing with operations during the Town Hall renovations.
ii. D/M Johnson asked when the ambulance fee increase will be advertised. The SAO advised after passing of the bylaw.
iii. D/M Johnson asked about the status of the Health Lease Services at the Recreation Centre. The SAO is working with Health Centre staff.
iv. Cr. James attended recent GNWT devolution and decentralization meetings and advised 175 new jobs are coming to the territories. D/M Johnson suggested meeting with Hay River Council to lobby for jobs. The Mayor suggested including Fort Resolution and conducting a review of the general plan and zoning bylaw for housing.
v. The Mayor presented a briefing note regarding the appointment of a Deputy Mayor. The Mayor advised that the Deputy Mayor is appointed for a one year period. D/M Johnson put her name forward.

143.11 RECOMMENDATION
"THAT Councillor Brenda Johnson be appointed Deputy Mayor for the remainder of the mandate."

vi. The Mayor advised that the Governor General will be in Fort Smith on December 9. A community welcoming reception will be held at the Recreation Centre gym from 12 noon until 1 pm.

vii. Cr. Smith advised of a GWNT/Alberta trans-boundary water agreement workshop is to be held on December 8 and 9 at the Roaring Rapids Hall.

d. Administration

i. The Licensing Report was reviewed. Cr. Holtorf requested a year end report of business licenses and development permits.

ii. The SAO advised that a new Recreation Programmer has been hired and will be arriving from Nova Scotia next week.

G. CORRESPONDENCE

Council was provided with a list of correspondence and advised that if they required a copy they should contact the Executive Assistant.

H. ABSENCE OF COUNCILLORS

Moved by: Cr. Westwell
Seconded by: Cr. Marta

That Cr. Sheila Sauteur-Chadwick and Cr. Bernie Minute be excused from the Committee of the Whole meeting of December 5, 2011.

MOTION CARRIED UNANIMOUSLY

I. DATE OF UPCOMING MEETINGS

Council Meeting - December 13, 2011, at 7 p.m.
Rebranding and Marketing Strategy Meeting - December 11, 2011, at 1 p.m. in Town Council Chambers.

The Mayor welcomed the newly appointed Director of Finance Mr. Harvey Harris.

J. ADJOURNMENT

The meeting was adjourned at 8:56 p.m.

_____
MAYOR JANIE HOBART

_____
Certified Correct by Brenda Black
SENIOR ADMINISTRATIVE OFFICER

K. Question Period

A question period followed the meeting.

Appendix "A"

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 Jamie 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 an 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 and 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 at 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 has 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 is 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 the 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 obtained 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.

Appendix "B"

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 to June 2010, 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/WP/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/wp/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/CPP/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	499.80	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 - H55	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	TDC 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	NU Mechanical	Repair hot tub pumps/install new chimney liner/fix sump pump and fire boiler	3,373.14	Pool/arena
25592	Rapid Petroleum Products	Propane	294.00	Arena
25593	C. MacDonald	Refund utility overpayment	217.40	Water
25594	McIlmoyle 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	Shelf/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	Chili/stew	40.73	Legislative
25624	Northwestern Air Lease	Freight	94.84	Water
25625	NWT 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	GNWT	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	Copier 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	Wesclean 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	Infosat 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	GNWT	Arena Level I/HEO Mobile Equip Mtce/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	Link 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 Lending First Nation	Gravel purchase	24,473.60	Public works
25692	RFS Canada	Copier leases	3,578.45	Administration
25693	Elle Canada	Subscription renewal	12.60	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 Accountents	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		$ 1,220,408.58	

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/locksets/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		$ 25,445.98	

Appendix "C"

Accounts Paid Part I Nov 18 2011.xls

Appendix "D"

Accounts Paid Part II Nov 18 2011.xls

Appendix "E"

Town of Fort Smith
Corporate Service & Human Resources Committee
Monday, December 5, 2011, at 12 Noon

Chairperson:	Mayor Janie Hobart
Members Present:	Councillor Chris Westwell, Councillor Ron Holtorf
Staff Present:	Brenda Black, SAO; W. Harvey Harris, Director of Finance; Anne Sebert, Executive Assistant

1. Call to Order
   The meeting called to order at 12:16 pm.

2. Declaratiou 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 the minutes.
   b. Review of Action Items – The action items were reviewed and the SAO provided an update. The Committee requested that the Business License Bylaw and meeting structure be added to the action items list. The Committee requested a working session to review the meeting structure.
   c. Business Plan – The SAO will update the business plan.

4. Governance
   a. Strategic Planning –nothing at this time.
   a. Bylaws, Policies and Procedures
      i. Draft Business License Bylaw Review – The Committee reviewed the draft business license bylaw and requested that the definition for home occupations be expanded. The Committee has concerns with construction and trades in home occupation businesses and requested that the zoning bylaw be referenced in detail. The Mayor suggested that Council be provided with a copy of the bylaw for input and other jurisdictions be researched.
      ii. Standing Offer Agreements – The Committee recommended developmeut of policy and standards for standing offer agreements as well as criteria for businesses.
   b. Communications – nothing at this time.
   c. Council Governance/Training – nothing at this time.
   d. Legal – nothing at this time.
   e. Liaison with other governments/agencies – nothing at this time.

5. Lands – nothing at this time.

6. Economic Development – nothing at this time.

7. Sustainable Development – nothing at this time.

8. Information Technology
   a. IT Update – The Committee asked the SAO to provide an update.

9. Human Resources
   a. Hiring – nothing at this time.
   b. Job Descriptions – The Committee requested that the SAO provide job descriptions for Library Services.
   c. Appeals – nothing at this time.
   d. Safety Committee – nothing at this time.
   e. Collective Agreement – The Mayor requested a collective bargaining meeting following the December 5, 2011, Committee of the Whole meeting. Cr. Holtorf has concerns that there is no plan in place and recommended hiring a lead. The SAO will provide a plan with meeting dates.
   f. Council Sponsored Activities – The Mayor will ask Council to set a date for the staff Christmas luncheon at the December 5, 2011, Committee of the Whole meeting.

10. Other Business – nothing at this time.

11. Date of Next Meeting – To be determined.

12. Adjournment - The meeting adjourned at 1:05 pm.

Appendix "F"

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 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 pccommon.

4. Water and Waste Water
   a. 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 the 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 the Town as there seemed to be a gap. D/M Johnson referred to the recent retirement dinner for the outgoing Fire 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 Fire Chief. The Mayor suggested discussions with Wes Steed about the Deputy Fire Chief position 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 aud 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 they are working towards their goals. D/M Johnson asked that the proposed amhulance 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 charge 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

a. 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 and McDougal Road. That property has been sold by the GNWT to the Mabbitt family.

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.

Appendix "G"

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 Ltd. 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 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 5 Municipal Services meeting.

3. Alternate Heat Source Proposal Evaluation
   The Director of Municipal Services provided information regarding an alternate heat souree 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 annually. 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 revenues between businesses. 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's 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 requested 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

Appendix "H"

Town of Fort Smith
Municipal Services Committee Special Meeting
Monday, December 5, 2011, at 8:30 a.m.

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; W. Harvey Harris, Director of Finance
Absent:	Councillor Bernie Minute

1. Call to Order
   Meeting was called to order at 8:53 am.

2. Declaration of Financial Interest
   There were no declarations of financial interest.

3. Tender Awards – Heating Fuel & Diesel Fuel
   The Director of Municipal Services reviewed the tender submissions with Committee members. The Mayor suggested future tenders be issued to coincide with the heating season ending June 30 to prevent concerns with changes to contractors midway through the season.

RECOMMENDATION
That TDC Contracting Ltd. be awarded the heating fuel supply contract based on their tender submission of $1.052 per litre for the year 2012.
RECOMMENDATION
That TDC Contracting Ltd. be awarded the diesel fuel supply contract based on their tender submission of $1.098 per litre for the year 2012.
RECOMMENDATION
That at the expiry of the 2012 contract, and if we go to tender, that the tendering date will be changed to June 30 to coincide with the heating season.

4. Chemical Room Expansion Project
   The Director of Municipal Services provided an overview of renegotiated proposals from Fort Smith Construction Ltd. and CAB Construction Ltd.

RECOMMENDATION
That Fort Smith Construction Ltd. be awarded the Chemical Room Expansion contract in the amount of $27,700.

5. Adjournment – The meeting adjourned at 9:05 am.

Appendix "I"

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 the 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.
   b. 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.
5. 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.
      ii. 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.

6. 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.

7. Community Events/Liaison with Community Organizations – nothing at this time.

8. Bylaws/Policies Review and Development – nothing at this time.

9. Other Bnsiness
   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 SAO will continue to work with Department of Education to finalize an agreement with the College and the South Slave Divisional Education Council.

10. Date of Next Meeting - To be determined.

11. Adjournment – The meeting adjourned at 1:20 pm.

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO DISPOSE OF A FREEHOLD INTEREST OR FEE SIMPLE TITLE IN LAND FOR THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, PASSED PURSUANT TO SECTION 54 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to dispose of the lands described hereunder, and

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

1. THAT the Municipal Corporation of the Town of Fort Smith is hereby authorized to dispose of to Brent Starling and Celestine Evans a joint tenants, a freehold interest or fee simple title in the following parcels of land; the whole of Lot 1704 Plan 4090 FORT SMITH 13 Wanderingspirit Street, in consideration for the sum of Fifty Thousand One Hundred Dollars and Twenty Eight Cents ($50,100.28)

2. THAT the Mayor and Senior Administration Officer of the said Municipal Corporation of the Town of Fort Smith, or lawful deputy of either of them are hereby authorized in the name and on the behalf of the Municipal Corporation of the Town of Fort Smith, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this Bylaw and to affix thereto the corporate seal of the Municipal Corporation of the Town of Fort Smith as the act and deed thereof, subscribing their names in attestation of such execution.

3. THIS Bylaw shall come into effect upon receiving Third Reading and otherwise meets the requirements of the Section 54 of the Cities, Towns and Villages act.

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 ADMINISTRATION OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

_____

Senior Administrative Officer

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO APPOINT A BYLAW ENFORCEMENT OFFICER, PURSUANT TO SECTIONS 70 AND 137 OF THE CITIES, TOWNS AND VILLAGES ACT S.N.W.T. 2003, c.22

WHEREAS, the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;

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

1. That Paul Currie be appointed an on-call, casual Bylaw Enforcement Officer for the Town of Fort Smith.

2. That this appointment shall come into effect upon this bylaw receiving third reading.

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

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

_____

Senior Administrative Officer

THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 862

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO REGULATE LAND ADMINISTRATION IN THE TOWN OF FORT SMITH, PASSED PURSUANT TO CTV, SNWT 2003, C. 22, SECTION 70 AND SECTIONS 53, 54 AND 55.

WHEREAS THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH is authorized to purchase, sell, lease or otherwise acquire and dispose of real property;

AND WHEREAS Section 55 of the Cities, Towns and Villages Act requires the Town to adopt a Land Administration By-Law to provide for policy and procedures relating to the acquisition, holding and disposal of real property;

NOW THEREFORE, the Council of the Municipal Corporation of the Town of Fort Smith, in regular session, duly assembled, hereby enacts as follows:

TITLE

1. This By-Law may be cited as "The Land Administration By-Law."

DEFINITIONS

2. In this By-Law:

   (a) "Acquisition of Land" means the purchase, lease or other means of acquiring land;

   (b) "Town" means the Municipal Corporation of the Town of Fort Smith, which is represented by the Senior Administration Officer or his or her designate, except when decisions of Council are required;

   (c) "Council" means the Council of the Municipal Corporation of the Town of Fort Smith;

   (d) "Developed Land" means land in which the necessary municipal infrastructure has been placed to all improvements to be built or installed thereon;

   (e) "Development Costs" means the Town's direct and indirect costs of developing a lot or another specific area of land for disposition to the public, and which may include:

      (i) land acquisition;

      (ii) fees for appraisal, legal services, surveying, planning and engineering designs and project management;

      (iii) land excavation and filling;

(iv) roads, lanes, parking areas, curbs, sidewalks, boulevards, and all necessary appurtenances;

(v) water, sanitary and storm sewer systems, including service connections and all necessary appurtenances;

(vi) electrical transmission systems, including service connections and all necessary appurtenances;

(vii) parks and recreational improvements; and

(viii) financing charges, including interest;

and which may be increased or reduced by up to 25% for site specific factors. The amounts of capital grants or contributions from the Government of the Northwest Territories for the development of the land shall be deducted from the Town's costs in determining Development Costs.

(f) "Disposal of Land" means the sale, lease or other means of disposing of land;

(g) "Land" means real property or an interest therein, other than an easement or restrictive covenant;

(h) "Lot" means a specific area of land, the boundaries of which are:

(i) shown on a plan registered in Land Titles Office, or

(ii) described in the certificate of title to the land;

(i) "Market Value" means the value of land based on the amount that a willing buyer would pay to a willing seller. This value shall be determined by a professionally qualified land appraiser or by public tender;

(j) "Minister" means the Minister of Municipal and Community Affairs;

(k) "Municipal Infrastructure" means those facilities or amenities normally put in place on developed or undeveloped lands to allow improvements to be built or installed and which may include, all or one of the following:

(i) roads, lanes, parking areas, curbs, sidewalks, walkways, boulevards and all necessary appurtenances;

(ii) water, sanitary and storm sewer systems, including service connections and all necessary appurtenances;

(iii) electrical transmission systems, including all necessary appurtenances;

(iv) parks and recreational improvements;

(v) land required for, or in connection with, any of the facilities described in 2(k) of this By-Law, or any other facilities deemed to be required by Council.

(l) "New Lots" means a lot or lots created after the date of passing this By-Law;

(m) "Off-Site Levy" means a surcharge levied by the Town pursuant to Sections 7 to 11 against the purchaser of land from the Town or against a tenant leasing land from the Town;

(n) "Quarry" means any work or undertaking in which granular materials are removed from the ground or the land by any method, and includes all ways, work, machinery, plant, building and premises belonging to or used in connection with the quarry;

(o) "Site-Specific Factors' means factors which may be used, where applicable, in addition to or subtracting from the cost of developed land and which may consist of:

(i) the size of the parcel;

(ii) the site conditions;

(iii) the desirability of location;

(iv) the existing adjacent land uses; and

(v) the land's zoning;

(p) "Undeveloped Land" means land which does not have the municipal infrastructure necessary to use the land for its intended purpose.

APPLICATION

3. This By-law, except as otherwise authorized by By-Law, applies to all sales, leases or other disposition of lands by the Town.

ACQUISITION & DISPOSAL OF LAND

4. The acquisition of land by purchase, lease or other means from another party by the Town shall be authorized by By-Law. In the case of a lease of un-surveyed lands, a description of the parcel and sketch sufficient to identify the property to be leased must be attached to the By-Law.

5. The sale, lease or other disposition of Town lands shall be authorized by By-Law. Such By-law shall contain:

(a) a compete legal description of the lands to be acquired, sold, leased or otherwise disposed of;

(b) the minimum consideration to be paid for the acquisition, sale, lease or other disposition of the lands; and

(c) in the case of a lease of un-surveyed lands, a description of the parcel and sketch

sufficient to identify the property to be leased be attached to the By-Law.

6. No By-Law for the acquisition, sale, lease or other disposition of land, shall be passed until:

   (a) it has been established through a search at the appropriate Land Registry Office, that the town may lawfully acquire, sell, lease or otherwise dispose of the lands;

   (b) an inspection of the said lands has been made on behalf of the Town establishing the occupancy thereof and the improvements thereon, the easements affecting the same, and other pertinent facts relating to the lands, if any;

   (c) the Senior Administrative Officer has certified the assessed value of the said land and any improvements thereon, and that the zoning requirements relating thereto are appropriate in reference to the proposed sale or other disposition thereof.

OFF-SITE LEVIES

7. The Town may levy charges against land being developed, whether by the Town or by a private developer, to pay for all or part of the capital costs of any municipal infrastructure which is located outside the boundaries of the land being developed, including, but not limited to:

   (a) new or expanded facilities for the storage, transmission, treatment , or supply of water:

   (b) new or expanded facilities for the transmission, treatment, or disposal of sewage;

   (e) new or expanded storm sewer drainage facilities;

   (d) new or expanded roadways or sidewalks; and

   (e) land required for, or in connection with, any of the facilities described in 7(a), 7(b), 7 (c), 7 (d);

8. The Town may designate by By-Law areas of the town in which off-site levies shall be levied. The amount of the off-site levy may be a fixed amount payable for each lot or may be an amount per unit basis on some measurable criteria such as the frontage, area, or fair market value of a lot.

9. In determining the amount to be raised by off-site levies for municipal infrastructure, the Town shall deduct the amount of any capital grants received from the Territorial or Federal governments for the completion of any portion of the municipal infrastructure for which the off-site levy is being made.

10. All off-site levy revenue shall be deposited in a separate fund to be used for the purpose for which the levy was made.

ESTABLISHING THE PRICE OF LAND

11. The price of new lots shall be determined by development costs, any off-site levies and the allowance, if any, for site specific factors.

12. The annual lease rate for land leased by the Town shall not exceed ten percent (10%) of the established lot price.

TERMS & CONDITIONS OF LAND DISPOSAL

13. (a) The Town shall not dispose of any land until such time as the land has been posted and advertised for sale in a locally circulated newspaper for a minimum of two (2) weeks. Posting shall be in the Town Office and in three (3) prominent locations within the community.

Such notice shall include but not be limited to the following:

(i) date of posting;

(ii) closing date of posting;

(iii) legal description of land;

(iv) location;

(v) price of land;

(vi) local improvement charge and/or off-site levies, if any; and

(vii) zoning

14. (b) Subsection 13(a) shall not apply to:

(i) lands required by the Federal or Territorial Government;

(ii) lands which can only be of use to an adjoining owner(s);

(iii) additional adjacent lands required for expansion of an owner's lot;

(iv) proposals for the use of crown land which are, in the view of Council, unique or specialized to the degree that advertising for wider disposal would not be in the best interests of the Town;

(v) lands required for the installation of electric power, telephone or other communication utilities.

15. All persons wishing to purchase or lease land from the Town shall submit an "Application to Purchase Land" or an "Application to Lease Land".

16. The Town will conduct a bidding process in accordance with its procedures for all lots available at a given time. Following the completion of the procedure, remaining lots will be sold on a first-come, first-serve basis. Effectively this means that the first individual to enter into a completed agreement including deposit will be sold the respective property.

17. In the case of Commercial, Industrial or Town Centre lots, Council may entertain proposals for the disposal of land.

18. In the event that no offers are received for the purchase of the advertised property, the lot(s) shall be listed in the land bank register and may be disposed of on a "first come first serve" basis.

19. If a private developer wishes to purchase undeveloped land from the Town and to build or install municipal infrastructure to develop the land, then, before approving the disposal to the private developer, the Town shall:

    (a) have first obtained a cost estimate establishing that the private developer will be able to develop and sell lots at a lower cost than the price the Town would be required to charge under this by-law;

    (b) require a developer to provide a letter from a financial institution confirming that the developer has sufficient financial resources to complete the development of the subject land;

    (c) require the developer to enter into an agreement with the Town requiring the developer to dispose of vacant land by way of a bidding process, tender or proposal call, unless a building has been constructed or installed on the land and the building is sold with the land;

    (d) specify by agreement with the developer any requirements for the development of the land pursuant to Section 37 of the Planning Act, R.S.N.W.T., 1988, c.P-7 including any restrictions on the use of the lands;

    (e) transfer title to the developer, subject to a caveat to ensure compliance with subsections 19 (c) and 19 (d) if applicable; and

    (f) require that the development of the municipal infrastructure be completed with a reasonable period of time to ensure an adequate supply of serviced land is maintained in the Town.

21. No lands shall be sold by the Town to a tax exempt institution unless an agreement has first been made with the purchaser, providing that subject lands will revert back to the Town for the original purchase price should the institution no longer require the lands.

22. If a parcel of land is re-zoned and thereby becomes available for sale, it must be posted before sale, as per Section 13, and may not be committed for sale in advance even though re-zoning was done at the request of an applicant.

LAND SALE REGISTER

23. A register of all land which has been approved for disposal by the Town shall be maintained. The information in the register shall include:

    (a) a sketch, identifying the size and location of the land;

    (b) the full legal description, if any;

    (c) the price of the land;

    (d) conditions of disposal; and

    (e) a record of pending disposals.

24. The register shall be open for inspection by the public at the Town Office during normal business hours.

LAND DEVELOPMENT FUND

25. All revenues from the disposal of land shall be held in the Land Development Fund.

26. Procedures for the management and operation of the fund shall be established by Council.

27. The Town shall not use the Land Development Fund for any purpose other than for the acquisition or development of land.

QUARRY MANAGEMENT

28. (a) Where the Town manages quarries, it shall be in accordance with the Statutes of the Governments of the Northwest Territories and Canada.

    (b) The acquisition and disposal of land for quarry purposes shall be subject to the requirements of this By-Law.

    (c) Subject to authorization by By-Law, the Town may apply for quarry permits and land use permits from senior governments for quarry purposes, and issue quarry permits to other parties.

    (d) Any agreement executed by the Town to lease or sell land for quarry purposes shall require the purchaser to lessee from the Town to restore the land at his or her own expense in accordance with the policies and guidelines established by the Government of the Northwest Territories and any other requirements of the Town.

    (e) Before executing a lease agreement or transfer for quarry lands, the Town shall require the lessee or purchaser to deliver and deposit security with the Town to ensure complete restoration of the site. The terms and amount of this security shall be determined by Council. This security shall consist of cash or an Irrevocable Letter of Credit issued by a Chartered Bank or a Surety Company.

BY-LAW ADMINISTRATION

29. Council may, by resolution, adopt standard forms of agreement for the aequisition or disposal of land and may authorize administration to make such minor amendments to any sueh standard form of agreement as may be necessary to adapt the agreement to the requirements of any particular transaction.

30. The fees, procedures and agreements required for the administration of this By-law shall be as determined from time to time by resolution of Council.

REPEAL

31. By-Law #599 is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF_____ , 2011.

_____ _____
Mayor Senior Administrative Officer

READ A SECOND TIME THIS _____ DAY OF _____, 2011 FOLLOWING A PUBLIC HEARING CONVENED TO REVIEW THIS BY-LAW.

_____ _____
Mayor Senior Administrative Officer

READ A THIRD TIME AND PASSED THIS _____DAY OF _____, 2011, A.D.

_____ _____
Mayor Senior Administrative Officer

I hereby certify tbat this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of thc Municipal Corporation of thc Town of Fort Smith.

_____
Senior Administrative Officer

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO AMEND THE CONSOLIDATED RATES AND FEES BYLAW 846 SCHEDULE "B", PASSED PURSUANT TO SECTIONS 70 AND 72 e. OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to make changes to the Ambulance fees;

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

1.0 APPLICATION

1.1 By-Law No. 846, Schedule "B", Ambulance Fees page 1 of 1, is hereby replaced by schedule "B", Ambulance Fees page 1 of 1 attached hereto:

2.0 REPEAL

Schedule "B" Bylaw 846, Ambulance Fees pages 1 of 1.

3.0 EFFECTIVE

Bylaw No. 863, Ambulance Fees Schedule "B" will come into effect on January 1, 2012.

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 ADMINISTRATION OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

_____

Senior Administrative Officer

SCHEDULE "B"
CONSOLIDATED RATES AND FEES BY-LAW

Page 1 of 1

	Fees	Subject to Applicable Taxes

The following fees shall be charged for Ambulance Fees:

Bylaw #863 amending the Fee Schedule of the Ambulance Bylaw 782

Non-Taxable

Ambulance Service	Resident	Non-Resident
In Town Service	$225.00	$350.00
Highway Service	$350.00 plus $2.00/km	$1,000.00 plus $2.00/km
Medevac Services	$475.00	$475.00
Medical Transfers Accompanied by caregiver	$150.00	$150.00

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ESTABLISH SPENDING AUTHORITIES REGARDING THE ADMINISTRATION OF FINANCIAL MATTERS OF THE TOWN, PASSED PURSUANT TO SECTIONS 41, 42, 45 AND SUBSECTION 70 (J) AND SECTION 98 OF THE *CITIES, TOWNS AND VILLAGES ACT*, S.N.W.T. 2003, c.C-22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories deems it necessary to make changes to the Bylaw #809 Spending Authorities Bylaw;

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

1. That the section 2, Schedule 'B', TRANSACTIONS BETWEEN $1,501.00 AND $5,000.00 be deleted and replaced by the following:

    2. Purchase of materials and/or services between $1501.00 and $5000.00 need not be tendered. Quotes are to be recorded and serve as back-up should documentation be required at the time the order is placed. The quotation sheet is to be attached to the purchase order or contract copy.

       A minimum of two suppliers is acceptable for requests for materials and/or services of more than $1500.00 but not exceeding $5000.00. Written quotations may be used for this level if more permanent documentation is required or advisable.

       Sole sourcing may be permitted providing that there is no other supplier or contractor available to provide the material and/or services. A report must be attached to the purchase order or contract copy to support the sole sourcing.

READ A FIRST TIME THIS _____ DAY OF _____, 2009 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 2009 A.D.

READ A THIRD TIME THIS ____DAY OF _____, 2009 A.D.

_____

MAYOR

_____

SENIOR ADMINISTRATIVE OFFICER

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 or Acting 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.

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

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

_____
Senior Administrative Officer

Schedule A
Honorarium Payment Summary

Mayor Annual Honorarium	$38,400.00 annually
Councillor	$ 6,000.00 annnally 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 inclnde 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 offieial meetings in a month, the member will not be eligible to reeeive 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 speeial meetings of Council as defined in the by-law.
4. The Deputy Mayor or Acting 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.

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO ADOPT THE 2012 BUDGET BYLAW, PASSED PURSUANT TO SECTIONS 70, 71 AND 72 OF THE CITIES, TOWNS AND VILLAGE ACT S.N.W.T, 2003, c.22.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it to be in the public interest to establish a 2012 Budget Bylaw for the operation and internal management of the municipal corporation;

AND WHEREAS the proposed revenues and expenditures have been reviewed;

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

1. THAT the short title of the Bylaw may be cited as the "2012 Budget Bylaw."
2. THAT the estimates attached as Schedule "A" are hereby adopted and form part of this bylaw.
3. THAT any Bylaw or Bylaws, or parts of any Bylaw or Bylaws that are inconsistent with this Bylaw are hereby deemed repealed.
4. THAT this Bylaw shall come into force and effect on the date of its final passing.

The 2012 Budget for the Corporation of the Town of Fort Smith is confirmed as follows:

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 ADMINISTRATION OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.

_____

Senior Administrative Officer

BRIEFING NOTE

To: **Committee of the Whole**

From: **Mayor Hobart**

Date: **December 5, 2011**

Subject: **Appointment of Deputy Mayor**

Purpose:
To provide the Mayor's recommendation for appointment of Deputy Mayor.

Background:
As per Bylaw 840 Section 15(a), Council may appoint a Deputy Mayor for a one year period. All of Council was asked to express their interest in being appointed Deputy Mayor. Cr. Johnson was the only Councillor expressing an interest and she has the experience to carry out the duties of the position.

Recommendation
THAT Cr. Brenda Johnson be appointed Deputy Mayor until October 31, 2012.