

**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 11-09
THE FIRST MEETING OF COUNCIL FOR
THE MONTH OF NOVEMBER AND THE
ELEVENTH FOR THE YEAR 2009**

PRESENT: Mayor J. Hobart Cr. R. Holtorf
Cr. B. Johnson Cr. B. Marta
Cr. K. Smith Cr. C. James
Cr. C. Westwell Cr. B. Minute
Cr. S. Sauter-Chadwick

ABSENT:

STAFF: J. Holland, Senior Administrative Officer
A. Sebert, Executive Assistant
D. Webb, Director Public Works & Planning

GALLERY: Samantha Stokell, Darlene Powder, Edna Woodward, Jack Van Camp, Robyn Hall, Shawn Bell

Meeting 11-09
November 3, 2009

7 PM
Council Chambers

(i) **CALL TO ORDER**

Mayor Hobart called the meeting to order at 7:00 pm.

(ii) **ADOPTION OF AGENDA**

253-09 Moved by: Cr. B. Johnson
Seconded by: Cr. R. Holtorf

"THAT the agenda be adopted as presented."

MOTION CARRIED

(iii) **DECLARATION OF FINANCIAL INTEREST**

Cr. Marta declared a conflict with respect to the Fort Smith Housing Authority motion 249-09 to recommend an appointment to the board and to be amended under business arising from the minutes.

(v) **ADOPTION OF THE ACCOUNTS**

Cr. Johnson requested that a listing of current contracts be provided on a regular basis and inquired about the payment to Western Willow Ventures. Administration advised that the payment was for the design of the new website and that the Town had an ongoing contract for website maintenance with the company. Cr. Johnson wondered whether the payment to McKay LLP was the final payment. Administration advised that the payment was an interim payment and the final report should be ready in December. Cr. Holtorf wondered about the possibility of rolling payables into budget categories to help understand the budget. Administration would look into it. Cr. Westwell asked if the dump work was quarterly or monthly. Director of Public Works and Planning Don Webb advised that the work involved one push and one pack.

254-09 Moved by: Cr. Johnson
Seconded by: Cr. Claudette James

"THAT the Accounts Paid for the period ending October 30, 2009 totaling \$461,464.61 be adopted as presented."

MOTION CARRIED

There was no list of Accounts Payable for the period ending October 30, 2009.

(vi) **ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

255-09 Moved by: Cr. Johnson
Seconded by: Cr. Minute

"THAT the minutes of Regular Meeting 10-09 of October 20, 2009, be adopted as presented."

MOTION CARRIED

(vii) **BUSINESS ARISING FROM THE MINUTES**

Cr. Marta left council chambers due to a declared conflict.

Mayor Hobart advised that two names had been submitted to the Housing Authority Minister for recommendation as the Town's representative to the Board. The Town had been asked to recommend one name only.

256-09 Moved by: Cr. Westwell
Seconded by: Cr. Johnson

"THAT Motion 245-09 be amended to recommend that Grant Paziuk's name be forwarded to the Minister Responsible for the Northwest Territories Housing Corporation for appointment as the Town's representative to the Fort Smith Housing Authority."

MOTION CARRIED

Cr. Marta returned to the meeting.

(xi) **NEW BUSINESS**

1. Appoint a Deputy Mayor

Mayor Hobart noted that two councilors were interested in the Deputy Mayor position and after due consideration Mayor Hobart recommended Cr. Brenda Johnson for the position. Cr. Minute felt that Council would learn from Cr. Johnson's experience and that she would do a good job. Cr. Johnson stated that was honored to be selected and thanked her fellow councilors. She advised that she would take this role seriously and hoped to build new partnerships. She looked forward to a great working relationship with Mayor Hobart.

257-09 Moved by: Cr. James
Seconded by: Cr. Holtorf

"That Councilor Brenda Johnson be appointed Deputy Mayor in accordance with the Council Procedures Bylaw 804 Section 5 (c) (i) for a six month period ending April 30, 2010."

MOTION CARRIED

2. Date for Roles and Responsibilities Training

(i) Roles and Responsibilities Council Training

258-09 Moved by: Cr. Marta
Seconded by: Cr. Westwell

"That the Roles and Responsibilities training for Council will be held on Tuesday, November 10, 2009 at 7 pm in Town Council Chambers in accordance with the provisions of the Council Procedures Bylaw 804, Section 5 (c) (ii)."

MOTION CARRIED

Mayor Hobart advised that Municipal and Community Affairs would be providing the

training.

(ii) Additional Council Training

- (a) Conflict & Codes Training – Wednesday November 4, 2009 at 7 pm in Council Chambers
- (b) Capital Planning – Thursday November 12, 2009 at 7pm in Town Council Chambers

3. Standing Committee on Personnel Appointments

259-09 Moved by: Cr. Sauteur-Chadwick
Seconded by: Cr. Smith

"That Councilor Bernie Minute be appointed Chairperson of the Standing Committee on Personnel and that Deputy Mayor Brenda Johnson, Councilors Chris Westwell, Claudette James and Ron Holtorf be appointed members of the committee in accordance with the provisions of the Council Procedures Bylaw 804, Section 5 (c) (iii) for a six month term ending April 30, 2010"

MOTION CARRIED

4. Appointments to Boards and Committees of Council

Mayor Hobart advised that the following was a partial list of boards and committees requiring future council appointments. She felt appointments would be in order after the training was completed.

TLE/Land Claim Negotiations
Tourism Advisory Committee
Development Appeal Board
Social Services Appeal Committee
N.W.T. Association of Communities
Chamber of Commerce
Health & Social Services
Recreation and Youth Committee
Community Education Committee
Mary Kaeser Library Board

5. Signing Authorities

Cr. Westwell wondered about required signatures. Mayor Hobart advised that cheques required two signatures, one from each of council and administration.

260-09 Moved by: Cr. Minute
Seconded by: Cr. Holtorf

"That the signing authorities for the Town of Fort Smith shall be Mayor Jane Hobart, Deputy Mayor Brenda Johnson or Councilor Brad Marta on behalf of Council, and

That the signing authorities for the Town of Fort Smith shall be John Holland, Senior Administrative Officer, Don Webb, Director of Public Works and Planning or Jim Hood, Director of Finance on behalf of Administration.

MOTION CARRIED

6. Integrated Community Sustainability Plan – Steering Committee

Administration advised that the establishment of a Steering Committee was a requirement for the gas tax funding and the committee would require representation from groups such as the Salt River First Nation and the Fort Smith Metis Council.

261-09 Moved by: Cr. Sauteur-Chadwick
Seconded by: Cr. Marta

“That Council establish a Special Committee to serve as a Steering Committee for the Integrated Community Sustainability Planning process ending in March 2010,

And that Council appoint Mayor Jane Hobart, Councilor Ron Holtorf and Councilor Chris Westwell as Council representatives to the Steering Committee in accordance with the Council Procedures Bylaw 804 Section 25.”

MOTION CARRIED

7. New Home Occupation Business License Applications

Cr. Holtorf wondered whether the application met the bylaw requirements. Mr. Webb advised that generally applications were reviewed at Committee of the Whole but the next meeting was not until November 17 and Administration did not want to hold up issuing the license. Cr. Minute noted that the bylaw called for proof of trade certification and who ensured compliance. Mr. Webb was not aware of this requirement but welcomed Council’s input and would check the bylaw. Cr. Minute stated that home occupation businesses should meet zoning requirements. Mr. Webb agreed. Mayor Hobart stated that no materials would be stored on site and that signage was not permitted. Mr. Webb confirmed this and noted bylaw conditions must be met including neighbors were not to be disturbed. D/M Johnson expressed concern that the home occupation businesses license fees had not been raised for a very long time. She hoped to review fees as it was easy to strike up a home occupation business. Mayor Hobart suggested that many of the bylaws needed to be reviewed.

262-09 Moved by: Cr. Westwell
Seconded by: D/M Johnson

“That the following new home occupation business license application be approved provided it complies with the provisions of the Zoning Bylaw #794:

<u>License No</u>	<u>Business Name</u>
HO-09-108	Corwin's Painting & More (NEW)

MOTION CARRIED

(xii) **ABSENCE OF COUNCIL MEMBERS**

1. Approval of Absence

There were no absences.

2. Notice of Future Absences

There were no future absences noted.

(xiii) **FIX DATE FOR NEXT COUNCIL MEETING**

Mayor Hobart advised that past Committee of the Whole meetings were held at 4 pm not a convenient time for those working. She advised that all future Council and Committee of the Whole meetings would be held at 7pm.

263-09 Moved by: Cr. Minute
Seconded by: Cr. James

"That the November Committee of the Whole meeting be held on November 17, 2009 at 7 pm in Town Council Chambers in accordance with the Council Procedures Bylaw 804 Section 24 (b) (ii), and

That the 2nd Meeting of Council for November be held on Tuesday, November 24, 2009, at 7 pm in Town Council Chambers in accordance with the Council Procedures Bylaw 804 Section 6 (a):

MOTION CARRIED

MEMBERS

Santa Float D/M Johnson wondered whether the Town would be taking responsibility for re-establishing the Santa Claus float. Mayor Hobart advised that this was part of the Christmas Strategy.

Budget Cr. Minute advised that the budget document given to Council in PDF format was difficult to read and asked whether the document could be provided in excel or word format. Cr. Holtorf suggested taking out the graphs. Mayor Hobart stated that a good first draft would soon be available.

Committee of the Whole Meeting Cr. Holtorf wondered about the purpose of the Committee of the Whole meeting and requested budget information. Mayor Hobart advised that the up coming training would provide answers to these questions. Cr. Holtorf wondered about budget time frames. Administration advised that the first draft of the budget should be ready by the end of next week and that the budget was required to be adopted by the end of December. Cr. James referred to the town's policy indicating that the first draft was to be provided to council by December 1. Cr. Holtorf wondered about the suggestion to raise fees by the prior council and the financial impact noting that he was not suggesting an increase. Mayor Hobart advised special meetings would be called to deal with the budget.

Searchable Documents Cr. Westwell noted council was going digital with laptops and suggested modernizing to searchable adobe documents.

Sewer Repair Project - Work Suspension Director of Public Works and Planning Don Webb advised that the sewer repair project was being suspended for the season on the engineers' recommendation and that the contractor would resume work in the spring on the remaining sites at McDougal Road, Wapiti Street, Conibear Crescent and the water tower area. He advised that the project would be completed next spring and having an impact on the paving. Cr. Minute wondered whether the delay was due to the weather. Mr. Webb indicated that the contractor had not been able to keep to the estimated pace, partially due to weather and moisture. Cr. Minute referred to drainage issues and difficulties in accessing some yards and wondered who was responsible for unsafe changes made. Mr. Webb stated that he had received no complaints but those individuals should speak to Mr. Holland. He advised that the Town had completed work on some driveways. Cr. Smith wondered when the work would resume in the spring. Mr. Webb estimated the second week in May depending on the weather and felt that there may be two months of work left. He referred to line problems on Conibear Crescent, not the fault of the Town, requiring the installation of a new manhole. Mr. Webb stated that the new lines would not be tied into the existing lines. Cr. Westwell wondered about project late delivery fines. Mr. Webb advised that some contracts did contain these provisions but indicated that the engineering fees were the expense of the contractor after October on this project.

Council Training Mayor Hobart reminded Council of training tomorrow evening.

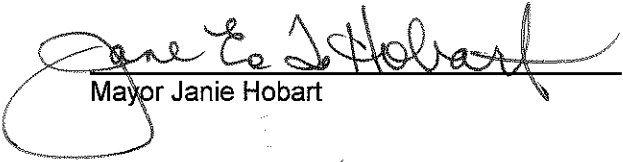
(xiv) **ADJOURNMENT**

264-09 Moved By: D/M Johnson
Seconded By:

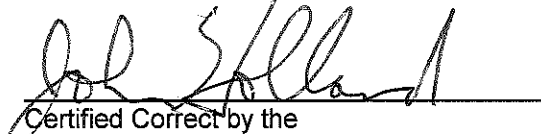
"THAT we do now adjourn: Time: 7:38 P.M."

MOTION CARRIED

Minutes adopted this 17 day of November, 2009.



Mayor Janie Hobart



Certified Correct by the
Senior Administrative Officer John Holland