





**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 honourarium 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 Honourarium 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 Honourarium 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 Honourarium 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 Honourarium 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 Honourarium By-Law:

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

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 "P".

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 Sauter-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.

Original signed by Mayor Hobart

  
MAYOR JANIE HOBART

Original signed by SAO Brenda Black

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

1. Call to Order  
Meeting was called to order at 12:10 noon.
2. Declaration of Financial Interest  
There were no declarations of financial interest.
3. Review Draft Budget 2012
  1. The SAO predicted a \$360,000 surplus.
  2. The SAO stated there will be a need for journal entries for 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 MACA Recreation & Sport 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 eavestroughing 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 - HSS	October marriage licence	30.00	Administration
25580	Elite Sportswear	Glass award	165.80	Legislative
25581	Little Shop of Flowers	Birthday gift basket for senior citizen	26.25	Legislative
25582	BZT General Contracting	Electrical outlets at town hall	4,185.40	Administration
25583	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/PPP/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 Landing 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 Accountants	Audit fees	35,951.49	Administration
25697	Bobcat of the Peace	Bobcats/tires	20,034.26	Public works
25698	RDV Mechanical	Tire change over	110.25	Ambulance
25699	TOFS Employees' Association	November staff contributions	192.00	
25700	Arctic Alarm Diamondtel	Fire alarm monitoring	46.15	Arena/recreation
25701	G. Oliver	Arena II course food and beverages	420.00	Arena
TOTAL			<u>\$ 1,220,408.58</u>	

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

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



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. 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 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 development 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 pcommon.



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 and a comments section and the Town logo will be included on future reports. D/M Johnson wants to see the Ambulance Department plans to ensure that they are working towards their goals. D/M Johnson asked that the proposed ambulance building be included in the long term capital plan. D/M Johnson requested a round table meeting with all protective services groups.



- c. Bylaw Enforcement – The stats report was reviewed and it was asked that colours be changed for easier reading. Airport livery rate concerns were raised and signage needs to be posted in cabs and at the airport. The SAO was requested to review the bylaw regarding the \$10 per person 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 source for the Water Treatment Plant. The Mayor suggested funding be set aside for reducing energy costs. The SAO suggested reserves be allocated in the 5-year energy conservation plan 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 “T”



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 Sauter-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 60<sup>th</sup> 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 Business

a. Tokens of Recognition for Outgoing Long Term Advisory Board Members – The Mayor recommended that as well as letters of thanks that outgoing long serving advisory board members receive a token of recognition. The SAO will modify the current staff policy to include all volunteers.

b. Track –The 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.