



**COUNCIL OF THE TOWN OF FORT SMITH
MEETING 03-11
THE FIRST MEETING OF COUNCIL FOR
THE MONTH OF MARCH AND THE
THIRD FOR THE YEAR 2011**

PRESENT: Mayor J. Hobart D/M B. Johnson
 Cr. R Holtorf Cr. K. Smith
 Cr. B. Minute Cr. C. James
 Cr. B. Marta (joined the meeting by conference call)

ABSENT: Cr. S. Sauter-Chadwick, Cr. C. Westwell

STAFF: B. Black, SAO; A. Sebert, Executive Assistant

GALLERY: Craig Browne

Meeting 03-11	7 PM
March 24, 2011	Council Chambers

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

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

B. **OPENING PRAYER**

Mayor Hobart led the opening prayer.

C. **APPROVAL OF AGENDA**

60-11 Moved by: Cr. James
 Seconded by: Cr. Holtorf

“THAT the agenda be adopted as presented.”

MOTION CARRIED UNANIMOUSLY

D. **PROCLAMATIONS/PRESENTATIONS**

61-11 Moved by: Cr. Minute
 Seconded by: Cr. Smith

“THAT March 26, 2011 from 8:30 – 9:30pm be recognized as “Earth Hour 2011”, in Fort Smith.”

MOTION CARRIED UNANIMOUSLY

E. **APPROVAL OF MINUTES**

62-11 Moved by: Cr. James
 Seconded by: Cr. Smith

“THAT the minutes of Regular Meeting 02-11 of February 22, 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**

D/M Johnson and Cr. Minute declared an interest in the Accounts Paid Part II.



H. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

i. COMMITTEE OF THE WHOLE

Water and Waste Water Department Organizational Structure

63-11 Moved by: D/M Johnson
 Seconded by: Cr. Holtorf

“THAT the organizational structure of the Water and Waste Water Department be amended to the following positions:

- One Water & Waste Water Foreman
- Three Water Plant Operators certified to the level of the Town’s Class 3 Plant
- One Water Plant Operator Trainee.”

MOTION CARRIED UNANIMOUSLY

Accounts Paid Part I

64-11 Moved By: D/M Johnson
 Seconded By: Cr. Smith

“That the Accounts Paid Part I for the period ending February 11, 2011, totalling \$783,566.65 be adopted as presented.”

MOTION CARRIED UNANIMOUSLY

D/M Johnson and Cr. Minute declared an interest and left Chambers.

Accounts Paid Part II

65-11 Moved By: Cr. James
 Seconded By: Cr. Holtorf

“THAT the Accounts Paid Part II for the period ending February 11, 2011 totalling \$7,267.45 be adopted as presented.”

MOTION CARRIED UNANIMOUSLY

D/M Johnson and Cr. Minute returned to the meeting.

Contribution Agreements Flow-Through Funding

The South Slave Friendship Festival group has been made aware of the Town’s requirements.

66-11 Moved By: D/M Johnson
 Seconded By: Cr. James

“THAT Contribution Agreements for flow-through funding be approved for registered societies only. Non-registered societies will be allowed flow-through funding for one calendar year only and the Town will assist the group in their efforts to create a society.”

MOTION CARRIED UNANIMOUSLY

Relay for Life

The Town annually provides the startup meal and logistical support with portable toilets, picnic tables, chairs and helps with setup. Assistance is provided during normal work hours requiring no overtime.

67-11 Moved By: D/M Johnson
 Seconded By: Cr. Smith

“THAT a letter of support for the use of Queen Elizabeth Campground during the 2011 Relay for Life in Fort Smith be written. That the Town provides logistical support for the event.”

MOTION CARRIED UNAMIOUSLY





Tender Award – Right of Way Clearing Westgrove II

68-11 Moved By: D/M Johnson
 Seconded By: Cr. Minute

“THAT the Right of Way Clearing Tender for Westgrove II be awarded to SAND Environmental for their bid of \$27,545.00.”

MOTION CARRIED UNANIMOUSLY

Tender Process - Road Base Aggregate

Amendments to the tender documents involve the provision of standard terms for awarding contracts and include the following terms and criteria: lowest bid will not necessarily be accepted and performance history with the Town will be considered.

69-11 Moved By: D/M Johnson
 Seconded By: Cr. Minute

“THAT Council approve the public tender process for road base aggregate as amended.”

MOTION CARRIED UNANIMOUSLY

Annual Spring Clean Up

70-11 Moved By: D/M Johnson
 Seconded By: Cr. Marta

“THAT May 10 – June 13 be designated as the Town of Fort Smith Annual Spring Clean Up. No tipping fees will be in effect for residential waste during that time. Curbside collection will occur on two separate weeks May 10-16 and June 7-13.”

MOTION CARRIED UNANIMOUSLY

Tendering Process as it Relates to Town Employees

71-11 Moved By: D/M Johnson
 Seconded By: Cr. Smith

“THAT the Human Resource Standing Committee review the policy on the tendering process as it relates to Town employees.”

MOTION CARRIED UNANIMOUSLY

Aggregate Acquisition Agreement

72-11 Moved By: D/M Johnson
 Seconded By: Cr. Minute

“THAT the Town enter into the agreement with Smith’s Landing First Nation for the joint Smith’s Landing First Nation/Town Aggregate Acquisition.”

MOTION CARRIED UNANIMOUSLY

Tender Award Aggregate Acquisition

Council requested tender award details be included in meeting packages. Three bids were received with RTL Robinson’s bid being the lowest. Material costs will be shared with Smith’s Landing First Nation based on units used.

73-11 Moved By: D/M Johnson
 Seconded By: Cr. James

“THAT the tender for the joint Smith’s Landing First Nation /Town Aggregate Acquisition be approved and,
 THAT the bid received from RTL Robinson of \$721,400.00 be approved and awarded.”

MOTION CARRIED UNANIMOUSLY





Ground Ambulance and Highway Rescue Application

74-11 Moved By: D/M Johnson
 Seconded By: Cr. James

“THAT the application for the Ground Ambulance and Highway Rescue Services be approved. This funding will be used to purchase new bunker gear for the Fire Department and training for protective services.”

MOTION CARRIED UNANIMOUSLY

RinC Funding Agreement Extension

The Recreation and Community Centre HVAC Project funding agreement requires an extension to complete the project.

75-11 Moved By: D/M Johnson
 Seconded By: Cr. Minute

“THAT Council approve the RinC Funding Agreement Extension.”

MOTION CARRIED UNANIMOUSLY

Proposal Award Branding and Marketing Strategy

Council requested details of the Tourism Branding and Marketing RFP and Mayor Hobart will respond to Mr. Jaque’s letter regarding the RFP. The motion is tabled for further discussion.

76-11 Moved By: D/M Johnson
 Seconded By: Cr. Holtorf

“THAT the Town approve the proposal submitted by K2 Communications for the Branding and 5-year Marketing Strategy in the amount of \$41,659.00.”

MOTION TABLED

Tabled Motion - Proposal Award Branding and Marketing Strategy

77-11 Moved By: Cr. Minute
 Seconded By: Cr. Smith

“THAT Motion 76-11 be tabled.”

MOTION CARRIED UNANIMOUSLY

New Baby Package Initiative

78-11 Moved By: D/M Johnson
 Seconded By: Cr. James

“THAT the Town initiates a New Baby Package for babies born of current Fort Smith residents starting in January 2011.”

MOTION CARRIED UNANIMOUSLY

Storage Rental Agreement

Motion 337-10 referred to Treestone Holdings as the business name on the contract whereas it should have been with Terry’s Carpentry. Both companies are owned by Terry Popplestone.

79-11 Moved By: D/M Johnson
 Seconded By: Cr. James

“THAT Motion 337-10 be corrected as follows:

THAT the Town enter into a rental agreement for the Ambulance Unit, with Terry’s Carpentry for their heated facility on King Street.”

MOTION CARRIED UNANIMOUSLY





Administration provided a written evaluation of the proposal submissions for the Tourism Branding and Marketing RFP completed by the Tourism & Trade Advisory Board. Council reviewed the report in detail and noted there was no weight placed on local content. A policy will be developed to include a local content clause in the tender/RFP documents. Motion wording will be changed to include the recommendation from the Tourism and Trade Advisory Board. Industry, Tourism and Investment and Wood Buffalo National Park provided additional funding as bid came in over budget. SAO will email Cr. Marta a copy of the report.

80-11 Moved By: Cr. Minute
Seconded By: Cr. Smith

“THAT Motion 76-11 be brought back to the table.”

MOTION CARRIED UNANIMOUSLY

Proposal Award Tourism Branding and Marketing Strategy

76-11 Moved By: D/M Johnson
Seconded By: Cr. Holtorf

“THAT the Town approve the recommendation coming forward from the Tourism and Trade Advisory Board to accept the proposal submitted by K2 Communications for the Branding and 5-year Marketing Strategy in the amount of \$41,659.00.”

MOTION CARRIED UNANIMOUSLY

Committee of the Whole Minutes

81-11 Moved By: D/M Johnson
Seconded By: Cr. Minute

“THAT the minutes of the Committee of the Whole meeting of March 8, 2011, and the attached Standing Committee minutes be approved as presented.”

MOTION CARRIED UNANIMOUSLY

ii. OTHER COMMITTEES

There were no other committee reports.

b. Enactment of Bylaws

Bylaw 852 Appoint SAO Brenda Black

82-11 Moved By: Cr. James
Seconded By: Cr. Holtorf

“THAT Bylaw 852 to Appoint Brenda Black Senior Administrative Officer for the Town of Fort Smith be given third and final reading by title only.”

MOTION CARRIED UNANIMOUSLY

Bylaw 853 Tourism and Trade Advisory Board

83-11 Moved By: Cr. Smith
Seconded By: Cr. Holtorf

“THAT Bylaw 853 to Establish a Tourism and Trade Advisory Board be introduced and given first reading;

WHEREAS, 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 a Tourism and Trade Advisory Board.”

MOTION CARRIED UNANIMOUSLY





Bylaw 853 Tourism and Trade Advisory Board

84-11 Moved By: Cr. Smith
 Seconded By: Cr. Minute

“THAT Bylaw 853 to Establish a Tourism and Trade Advisory Board be given second reading by title only.”

MOTION CARRIED UNANIMOUSLY

c. Appointments

Board of Revision

85-11 Moved By: Cr. Holtorf
 Seconded By: Cr. Minute

“THAT John Gray be appointed to the 2011 Board of Revision.”

MOTION CARRIED UNANIMOUSLY

d. Mayor and Council

- Cr. Smith was pleased to see the meeting package posted on the website.
- Cr. Smith was dismayed to see cracks in the new asphalt. Cr. Minute stated in the northern climate this was normal. Proper remediation with tar is the only thing that can be done. Cr. Holtorf hoped the cracks could be repaired right away with the new equipment.
- Cr. Holtorf asked for a report of the Westgrove II Subdivision. Administration will provide a report prior to the Committee of the Whole meeting.
- The Mayor thanked Wood Buffalo Frolics volunteers and staff for a great job. The Town’s role in community events will be reviewed.
- Mayor Hobart thanked SAO Brenda Black and Councillor Claudette James for helping with the Canadian Student Debate.
- The Mayor invited Councillors to attend Get Active NWT family fun activities taking place from 12:30 to 2:00 pm on March 26 at the Recreation and Community Centre.
- Mayor Hobart noted Truth and Reconciliation Hearings taking place on April 29 in Fort Smith
- The Mayor advised Aurora College Graduation is taking place on April 30.
- Mayor Hobart stated Salt College was having their graduation on April 29.
- The Mayor advised the Trade Show was scheduled for April 30.
- Mayor Hobart reminded Council of the *ideas*FORTSMITH taking place on April 16 at the Recreation and Community Centre.

e. Administration

Signing Authorities

86-11 Moved By: Cr. Minute
 Seconded By: Cr. Smith

“THAT the signing authorities for the Town of Fort Smith shall be Mayor Janie Hobart, Deputy Mayor Brenda Johnson or Councillor Claudette James on behalf of Council.

THAT the signing authorities for the Town of Fort Smith shall be Brenda Black, Senior Administrative Officer or Jean Soucy, Director Municipal Services on behalf of Administration.”

MOTION CARRIED UNANIMOUSLY





I. ABSENCE OF COUNCIL MEMBERS

87-11 Moved By: D/M Johnson
 Seconded By: Cr. Holtorf

“THAT Cr. Sauteur-Chadwick and Cr. Westwell be excused from the Regular Meeting of Council for March 24, 2011.”

MOTION CARRIED UNANIMOUSLY

J. DATE OF NEXT COUNCIL MEETING

Municipal Services Standing Committee – March 25, 2011 at 12 noon
 Corporate Services Standing Committee – March 28, 2011 at 12 noon
 Committee of the Whole Meeting – Wednesday, April 13, 2011
 Council Meeting – Tuesday, April 19, 2011

K. ADJOURNMENT

88-11 Moved By: Cr. Holtorf

“THAT this meeting is adjourned at 8:14 P.M.”

MOTION CARRIED UNANIMOUSLY

Minutes adopted this 19 day of April, 2011.

Original signed by Mayor Hobart

Mayor Janie Hobart

Original signed by Brenda Black, SAO

Certified Correct by the
Senior Administrative Officer Brenda Black

QUESTION PERIOD

A Question period was held in accordance with policy.

