



Town of Fort Smith Report of the Committee of the Whole Tuesday, March 8, 2011

PRESENT: Mayor J. Hobart D/M B. Johnson
 Cr. K. Smith Cr. B. Minute
 Cr. C. James Cr. R. Holtorf

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

STAFF: Brenda Black – Senior Administrative Officer
 Jean Soucy – Director of Municipal Services
 Stephen Wylie – Director of Corporate Services
 Anne Sebert – Executive Assistant

GALLERY: Shawn Bell, Dave Hehn, Sandra Jaque, Don Jaque

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. James
Seconded by: Cr. Smith

That the agenda be approved as presented.

MOTION CARRIED UNANIMOUSLY

D. DECLARATION OF FINANCIAL INTEREST

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

E. DELEGATIONS

There were no delegations. Don Jaque requested an informal meeting with Council to establish a relationship with Council. The Mayor and SAO will meet with Mr. Jaque.

F. COUNCIL BUSINESS

a. Reports from Standing Committees

i. Human Resource Committee

The minutes were provided to Council and were reviewed. The Chair brought forward the recommendations arising from the February 16, 2011 meeting. Minutes attached as Appendix "A".

Questions were asked and answered regarding the number of current staff positions, legislation and training requirements. The land's position will be reviewed at the Human Resource Standing Committee meeting on March 16.

34.11 RECOMMENDATION

"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."

ii. Finance and Audit Committee

The minutes were provided to Council and were reviewed. The Chair brought forward the recommendations arising from the February 17, 2011, meeting. Minutes attached as Appendix "B", Accounts Paid Part I attached as Appendix "C", and Accounts Paid Part II attached as Appendix "D".



Questions were asked and answered regarding large payments for multiple invoices.

35.11 RECOMMENDATION

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

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

36.11 RECOMMENDATION

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

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

Questions were asked and answered about complexity of the reporting requirements of the donation policy; accountability issues; fiscal responsibility and the negative impact on the Towns annual funding. A discussion occurred regarding the requirements of maintaining registered society status. The Mayor, D/M and SAO met with representatives from the South Slave Friendship Festival to discuss arrangements for 2011 in addition to the SAO offering to assist the group in becoming a registered society. It was pointed out that when the Town allows flow-through funding, the total annual grants available to the Town are reduced by this funding. A first quarter variance report was requested.

37.11 RECOMMENDATION

"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."

Internal Motion: The Finance & Audit Committee approved a donation of \$250.00 be given to Ria Coleman for use toward her airfare to the International Women Celebration exhibit in Ayr, Ontario as per Donation Policy CP 202.

38.11 RECOMMENDATION

"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 provide logistical support for the event."

iii Corporate Services Committee

The minutes were provided to Council and were reviewed. There were no recommendations arising from the February 17, 2011 meeting. Minutes attached as Appendix "E".

The Mayor provided an update on the activities of the Sustainable Development Advisory Board.

Complaints were received regarding the process for the property tax auction. There was agreement that there had not been enough explanation regarding the process and that an ad would be placed in the Slave River Journal. A report on the auction was provided and confirmation that the next auction will be held in August was made. A report of the process will be included with the tax bills.

An update on the Council honorarium research was requested. A survey of councilor pay trends is being conducted across the Northwest Territories, and once the survey is complete, an ad hoc committee will be formed to analyze the data.

A report of impediments on rental accommodations arising from the zoning bylaw was requested.

iv Municipal Services Committee

The minutes were provided to Council and were reviewed. The Chair brought forward the recommendations arising from the meeting of February 16; minutes attached as Appendix "F" and the special meeting of March 2, 2011; minutes attached as Appendix "G".

The recommendation arising from the February 16 meeting "that the terms of the Westgrove Subdivision Right of Way Clearing Tender be materially changed and resubmitted was removed." Administration reviewed existing policies, procedures and by-laws and determined that there was nothing preventing Town employees from bidding on Town tenders as long as they did not interfere with work. Three bids were received, the lowest bidder withdrawing his tender due to other work commitments, and the tender will be awarded to the second lowest bidder. Future tender documents will include a penalty clause for withdrawing.

39.11 RECOMMENDATION

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

40.11 RECOMMENDATION

"That Council approve the public tender process for road base aggregate as amended."

8524
BB



Cr. Minute commended Landfill Operator Bruce Gudeit for his spring cleanup suggestion.

41.11 RECOMMENDATION

"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."

Other jurisdiction policies were being looked at.

42.11 RECOMMENDATION

"That the Human Resource Standing Committee review the policy on tendering process as it relates to Town employees."

Council commended Maskwa on drafting a comprehensive agreement.

43.11 RECOMMENDATION

"That the Town enter into the agreement with Smith's Landing First Nation for the joint Smith's Landing First Nation/Town Aggregate Acquisition."

Three bids were received in response to the advertisement.

44.11 RECOMMENDATION

"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 \$ 721,400.400 be approved and awarded."

45.11 RECOMMENDATION

"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."

A trails and sidewalk map was reviewed. Questions were asked and answered regarding priorities; timelines; funding and a written report was requested. Cr. Holtorf noted lighting requirements had not been identified. Lighting is identified in the Capital Plan and should be included in the written plan when presented.

46.11 RECOMMENDATION

"That the Sidewalk and Trail Plan be sent back to the Municipal Services Standing Committee for additional details."

The motion is required for the Recreation Centre HVAC system.

47.11 RECOMMENDATION

"That Council approve the RinC Funding Agreement Extension."

v Community Services Committee

The minutes were provided to Council and were reviewed. The Chair brought forward the recommendations from the February 25, 2011 meeting. Minutes attached as Appendix "H".

All submissions came in over budget. Additional funding was received from the Government of the Northwest Territories to cover the funding shortfall.

48.11 RECOMMENDATION

"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."

49.11 RECOMMENDATION

"That the Fort Smith Tourism Advisory Board Bylaw be adopted as presented."

50.11 RECOMMENDATION

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

b. Reports from Other Organizations/Agencies

There were no reports from other organizations.

c. Mayor and Council

- Cr. Holtorf requested a list of Town assets and related conditions. Administration is currently implementing the Work Tech software which will include a complete inventory of all assets as well as maintenance and replacement schedules and an assessment of condition. The Work Tech



- program is scheduled to go live on September 1. In the interim, the list of assets used for 2010 financial statements will be provided.
- D/M Johnson asked for an update on the Joint Risk Management Committee. The committee is in the process of getting active after meeting with the Superintendent of Municipal and Community Affairs.
 - Cr. Smith enjoyed the tour of the Water Treatment Plant, part of the meeting put on by ENR and INAC and the plant is a fantastic facility. He believed that the community should have been invited to partner with others in hosting the meeting.
 - Cr. Smith noted difficulty in finding the Mary Kaeser Library and the pool telephone number on the Town's website. The website should be more user friendly and town specific pictures added. These issues are to be addressed in the Community Recreational Services Master Plan.
 - Cr. Smith asked for an update on the petition from Pine Crescent residents regarding road safety. Administration advised that they were now able to use the GIS mapping for this and other purposes. Cr. Smith suggested that reducing speed limits might help.
 - Cr. Smith thanked Administration for providing a copy of the local purchasing policy. The policy should be reviewed to address local buying preferences.
 - Cr. James asked about the development application to renovate the old Pelican Rapids Inn and more specifically was advised that we are currently waiting for Fire Marshal approval.
 - Mayor Hobart advised that today is the 100th anniversary of International Women's Day. The Town hosted a luncheon at the curling club lounge today and Sutherland House is hosting a stew and bannock dinner this evening at the Roaring Rapids Hall.
 - The Mayor invited everyone to take part in the Wood Buffalo Frolics activities March 11 to 13. A book launch of Wooden Boats and Iron Men is taking place March 10th and the afternoon of March 11th is a civic holiday.
 - Mayor Hobart invited everyone to check out the Canadian Student Federation Debate at PWK High School on March 12th from 10:15 am to 12:30 pm.
 - The Mayor requested a change to the April Committee of the Whole meeting. Councillors agreed to change the date to April 13.

d. Administration

- The written monthly report on permits and licenses issued was provided.
- The SAO advised the Director of Community Services is ill and unable to attend the meeting.

51.11 RECOMMENDATION
"That John Gray be appointed to the 2011 Board of Revision."

Motion 337-10 adopted at the Regular Meeting of Council on November 16, 2010 referred to the company as Treestone Holding Ltd.

52.11 RECOMMENDATION
"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."

G. CORRESPONDENCE

Council was provided with a list of correspondence and advised that if they wished copies to contact the Executive Assistant. Cr. Minute and Cr. Holtorf requested correspondence be forwarded to their email.

H. DATE OF UPCOMING MEETINGS

Meeting with Western Arctic MP Dennis Bevington regarding the Northern Perspectives Report will be held on Monday, March 14 at 7pm in Council Chambers
 Town Council Meeting – March 15 at 7 pm.
 Human Resource Standing Committee Meeting – March 16 at 9:00 a.m.
 Municipal Services Standing Committee Meeting – March 16 at 10:30 a.m.
 Community Services Standing Committee Meeting – March 16 at 12 noon.
 Finance & Audit Standing Committee Meeting – March 24 at 8:45 a.m.
 Corporate Services Standing Committee Meeting – March 24 at 12 noon.

ABSENCE OF COUNCILLORS

Moved by: Cr. Minute
Seconded by: Cr. Holtorf

That Cr. Sauteur-Chadwick, Cr. Marta and Cr. Westwell be excused from the Committee of the Whole meeting of March 8, 2011.

MOTION CARRIED UNANIMOUSLY

The Mayor called for a short break.



MOVE IN CAMERA

Moved by: Cr. Minute
Seconded by: Cr. James

That Council move in camera at 9:02 pm to discuss a personnel issue in accordance with the section 23(3)(c) of the CTV Act.

MOTION CARRIED UNANIMOUSLY

MOVE OUT OF CAMERA

Moved by: Cr. Johnson
Seconded by: Cr. Smith

That Council move out of camera at 9:17 pm.

MOTION CARRIED UNANIMOUSLY

I. ADJOURNMENT

The meeting was adjourned at 9:17 p.m.


MAYOR JANIE HOBART


Certified Correct by Brenda Black
SENIOR ADMINISTRATIVE OFFICER



Town of Fort Smith
Human Resources Committee

February 16, 2011

Chairperson: Cr. Ron Holtorf
Members Present: Mayor Janie Hobart and D/Mayor Brenda Johnson
Staff Present: SAO, Brenda Black; A/SAO, Sydney O'Sullivan;
Recording Secretary, Valerie Grenier

1. Call to Order
Called to order at 9:05 am
2. Review of Past Action Items
All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.
3. Staff
 - a. Hiring
 - i. Land Use Planner – Administration suggested that the position be renamed as Land Use Administrator and that it be a term position. Amendments were made. It was decided there could be a transfer assignment for internal competition if requested by staff member. The previously approved Land Use Planner description is revoked.
 - ii. Director of Municipal Services- applications have been received and the competition closes on February 18. The hiring committee is comprised of Cr. Holtorf, the SAO, and a member of the Municipal Services Committee. A time is to be set to do screen.
 - b. Job Descriptions
 - i. Executive Assistant - a draft of the updated job description was provided. Suggestions were made for changes. An amended draft will be presented at the next meeting.
 - c. Appeals
No appeals at this time.

- d. Safety Committee
A briefing note presenting issues and subsequent action for resolve was provided. The Loss Prevention Workshop was well attended. It will help identify other risk areas.
4. Council Sponsored Activities
 - i. Introduction of SAO – Council will host a lunch introducing SAO, Brenda Black on Thursday, February 24.
5. Bylaws/Policies
 - i. Hiring Process- policy required to identify procedural steps within the hiring process.
 - ii. Training- the need to allocate funds for training was identified and will be incorporated into policy and the budget.
 - iii. Employee Handbook- is being developed.
6. Other Business
 - a. Water Treatment Plant- a briefing note was provided and same was reviewed. Legislation regarding certification was reviewed.

RECOMMENDATION: 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.
- b. SRFN MSA- a request was made by SRFN for a Contribution Agreement between the Town and SRFN. Discussion followed but it was felt that the liabilities associated with accepting responsibility of the funds were too great. Request for a terms of reference and other matters related to the Joint Planning Committee will be discussed at Council's planning session February 21.
 - c. Directors Exclusion – as per discussion with PSAC, it is suggested to file claim with the Canadian Industrial Labour Relations Board. Discussion of matters resulting from this issue will be presented during a conference call with the Union.
 - d. Job Classification We have still not been able to obtain a presentation from FSC. Administration to research matter further and use other resources towards developing a proper process for determining job classifications and pay levels.
7. Date of Next Meetings
Wednesday, March 16, 2011 at 9:00 am
 8. Adjournment – 11:45 am



Town of Fort Smith
Finance and Audit Committee

Thursday, February 17, 2011 at 8:45 a.m.

Chairperson: Councillor Claudette James
Members Present: Mayor Janie Hobart, Councillor Brad Marta
Staff Present: SAO Brenda Black, Recording Secretary Valerie Grenier
Absent: Director of Corporate Services Stephen Wylie

1. Call to Order
Meeting was called to order at 8:50 am.
2. Review of Minutes and Action Items/Business Plan
All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan. Cr. James will forward the GNWT Right of Set-off Policy to SAO.
3. Financial Reports
 - a. Accounts Paid
Lists of Accounts Paid reviewed. Cheque # 24333 – administration requested to contact company for a rebate due to malfunctioning and unusable office equipment. A definition of the Special Projects line was requested.

RECOMMENDATION:

THAT the Accounts Paid Part 1 for the period ending February 11, 2011 totaling \$783,566.65 be adopted as presented.

RECOMMENDATION:

THAT the Accounts Paid Part 2 for the period ending February 11, 2011 totaling \$7,267.45 be adopted as presented.

- b. Accounts Receivable
Lists of Accounts Receivable were reviewed. It was noted that this list still included driveway paving which was to have been added to the property taxes as per PATA. An update of the status of receivables from the Collections Office was requested. A draft policy for accounts receivable will be provided by the SAO.

- c. Variance Reports
The report was provided. It is requested that Committee receive a monthly report on the capital budget as well. The Auditors are due in April. All accounting staff will be required to be on-site. Administration to review prepayment of Worker's Compensation process.
- d. Prepaid Water Accounts
The accounting procedure allowing the prepayment discount for one year's water bills in advance to be applied at any time of the year is currently in process.
- 4. Budget – There was nothing new to bring forth at this time.
- 5. Audit Report Review – There was nothing new to bring forth at this time.
- 6. Capital Plan
The 2011 Capital Plan is going to Council for approval. Continuing to review future capital allotments.
- 7. Taxation
It was noted that the School Tax Levy is expected within two weeks from GNWT. There was nothing further to bring forth at this time.
- 8. Bylaw/Policy Review and Development
 - a. Contribution Agreements with Registered Societies
Matter returned from Council. Committee went In-Camera at 9:35 am. Out of Camera at 9:47 am.

RECOMMENDATION:

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

- b. Collection of Outstanding Accounts Receivable
A policy is needed to stipulate the personal responsibility of each account holder for payment of their account, and the procedures by which the Town will collect outstanding debts.
- c. Establishment of Accounts with the Town
A policy is needed to establish credit with the Town.
- d. Staff Signing Authority
Council approved the creation of this policy. Draft policy requested for next committee meeting.

- e. Lottery Bylaw and Policy
Review of this bylaw and creation of matching policy required.
9. Other Business
- a. Clarification of Year-end Variance Reports
A briefing note was provided for informational purposes requesting alterations to the format of the Year-end Variance Report. A separate line will be added for Gas Tax Revenue.
 - b. Funding Request-Ria Coleman
Request reviewed as per Donation Policy

MOTION:

THAT a donation of \$250.00 be given to Ria Coleman for use toward her airfare to the International Women Celebrate! exhibit in Ayr, Ontario as per Donation Policy.

- c. Relay for Life- Mayor Hobart and Cr. James declared an interest as they both sit on the organizing committee. The Canadian Cancer Society submitted an invitation to partake in the June 11, 2011 Relay for Life.

RECOMMENDATION:

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 provide logistical support for the event.

- d. South Slave Friendship Festival
A meeting is to be set to meet with key stakeholders.
 - e. NCIP Loss Prevention/Risk Management Incentives
Workshop was offered by the NWTAC Insurance Program. Twenty-two staff plus the Mayor attended the workshop. Administration to prepare information on ways the Town can implement incentives and other safety programs.
10. Date of Next Meeting – Thursday, March 24 at 8:45 am.
11. Adjournment – at 10:17 a.m.

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING February 11, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
n/a	Caterpillar Financial Services	Lease	4,071.27	Public works
24297	Cimco Refrigeration	Freight	676.72	Recreation
24298	MSS Ltd	Supplies	104.83	Ambulance
24299	Paul Kaeser's Stores	Supplies	1,519.71	Leg/Rec/Library
24300	Lou's Small Engines	Mower deck/spreader/mower	10,273.20	Recreation
24301	Link Hardware	Material/supplies for October to December 2010	20,007.73	All
24302	NWT Power Corporation	Power bills	39,168.99	All
24303	Slave River Journal	Blinded copy of SRJ	126.00	Library
24304	Wally's Drugs	Supplies	990.65	Fire/leg/rec/wp/admin
24305	Fort Smith Fire Dept.	Firemen honorariums/vehicle allowance	14,280.00	Fire
24306	Town of Fort Smith	Water bills	1,212.10	All
24308	Fort Smith Curling Club	Town crests for ice/reimburse for filters/freight	2,851.23	Rec/arena
24309	NWTAC	Lapel pins	491.40	Legislative
24310	Lifesaving Society	Exam fees	352.00	Pool
24311	Superior Propane	Propane	554.04	Arena
24312	Petty Cash	Supplies	45.61	Recreation
24313	Blg Hill Services	Board brush cylinder/rod ends	401.63	Arena
24314	Northern Stores	Supplies	175.27	Legislative
24315	Bro-dart	Supplies	14.97	Library
24316	Northwestern Air Lease	Freight	89.04	Water
24317	Flaghouse	TT balls/paddles/table soccer balls	145.24	Recreation
24318	BMO MasterCard	cell phone bill/subscription/fountain button	1,064.30	All
24319	BMO MasterCard	Tourism booths/mall drop	3,079.88	Tourism/fire
24320	BMO MasterCard	Mail drops	221.76	Legislative
24321	Ikon Office Solutions	Copier usage	334.95	Administration
24322	Mountain Equipment Co-op	Pool uniforms	761.25	Pool
24323	Fort Smith Construction	Propane	168.00	Arena
24324	GNWT	Refund over contribution Parents & Tots program	190.76	Recreation
24325	DB Perks & Associates	Supplies	320.51	Pool
24326	Globalstar	Phone bill	136.29	Amb/fire
24327	TDC Contracting	Supplies	182.50	Arena
24328	Graffiti	Supplies/chairs	1,996.56	Rec/landfill
24329	Wesclean	Freight	42.88	Fire
24330	NU Mechanical	Repairs	1,590.76	Library/WP/fire
24331	Rapid Petroleum Products	Heating oil	2,368.11	Arena/library
24332	Wolseley Waterworks Group	Supplies	1,203.00	Water
24333	C. MacDonald	Workstation procurement	23,319.45	Administration
24334	E. Construction/Ruel Bros Contr.	Holdback release paving program	26,818.42	Special project
24335	Precision North Recycling	Sorting/baling tin/white goods	22,722.00	Landfill
24336	Vadim Computer Management	ilearning credits	1,470.00	Administration
24337	SOCAN	Licence fees	13.45	Recreation
24338	Kingland	Cylinder rentals	201.60	Rec/amb/fire/WP
24339	Grimshaw Trucking	Freight	769.49	Water/fire
24340	Lou's Small Engines	Material/supplies/repairs/equipment/flood clean up	3,713.63	Bylaw/spec proj
24341	Link Hardware	Shovels	77.68	Special project
24342	North of 60 Books	Books	1,464.24	Library
24343	Pitney Bowes	Lease	1,193.75	Administration
24345	Recler General	Tax/PPP/EI (\$42939.26 (R))	50,696.54	
24346	Danmax	Repairs	478.80	Fire
24347	Northern Stores	TV/wall mount	1,522.48	Recreation
24348	Annex Publishing & Printing	Subscription renewal	23.10	Fire
24349	Northwestern Air Lease	Freight	134.91	Water
24350	Bank of Montreal	Transfer severance pay to RRSP	25,187.04	
24351	CAB Construction	Repairs	998.50	Water
24352	Fort Smith Construction	Water main break/propane	12,934.64	Water/arena
24353	ITT W&WW	Start run capacitors	280.60	Water
24354	Sundog Maintenance Services	Install new roof on fire hall	6,055.09	Fire
24355	Western Willow Ventures	CMS hosting/website updates/changes	555.00	Administration
24356	Canadian Assoc of Fire Chiefs	Membership renewal	449.40	Fire
24357	The Walrus	Subscription renewal	29.75	Library
24358	Northwestel Cable	Cable TV	52.50	Recreation
24359	TDC Contracting	Oil/filters/replace batteries	922.57	Water/fire
24360	Taylor Made Enterprises	Mugs	392.44	Fire
24361	Graffiti	Office supplies	644.54	Fire/admin/landfill
24362	Wesclean	Cleaning supplies	967.34	Recreation
24364	Berro's Pizzeria	Pizza	81.74	Tourism
24365	NU Mechanical	Repair water line	191.63	Animal shelter

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING February 11, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
24366	Rapid Petroleum Products	Heating oil	24,437.70	All
24367	C. MacDonald	Desktop/network support/equipment/licences	11,214.29	Administration
24368	Hay River Chamber of Commerce	Business, home & leisure show booth	462.00	Tourism
24369-	Payroll	Pay period ending January 28, 2011	87,632.61	
24374				
24375	Cimco Refrigeration	Repairs	7,392.50	Rec/arena
24376	Cascade Graphics	Business cards - T.Phillips	99.75	Recreation
24377	Northern Life Museum	2010 Annual contribution	17,000.00	Administration
24378	Superior Propane	Propane	1,168.03	Arena
24379	Mountain Equipment Co-op	Shorts	518.70	Pool
24380	Mercury Sign Art & Design	Signs	274.79	Pool
24381	Luck's Exercise Equipment	Equipment	852.90	Recreation
24382	Wolseley Waterworks Group	Hydrants/nozzles/extensions	15,164.01	Fire
24383	S. Wylie	Moving expenses	1,347.23	Administration
24384	Cimco Refrigeration	Freon	2,325.75	Recreation
24385	Grimshaw Trucking	Freight	67.87	Recreation
24386	Investors Group	January contributions	400.00	
24387	Lou's Small Engines	Material/supplies/repairs	589.89	Special project
24388	Northwestel	Phone bill	5,261.69	All
24389	NWT Fire Chiefs Association	Membership renewal	500.00	Fire
24390	Slave River Journal	Subscription/Board of Revision/wood cutting/business plan/ Citizen of the week/Utilities/water family fun ads	1,631.70	Administration
24391	Town of Fort Smith	January payroll deductions	902.00	
24392	Receiver General	Tax/CPP/EI (\$27360.99 (R))	35,595.03	
24393	Lifesaving Society	Exam/affiliation fees	235.00	Pool
24394	PSAC	January union dues	3,315.75	
24395	Source Office Furniture	Furniture	770.70	Water
24396	Receiver General for Canada	Water licence application fee	30.00	Water
24397	Clerk of the Territorial Court	Garnishee	1,641.52	
24398	GNWT - Taxation	January payroll tax	5,506.66	
24399	Northwestern Air Lease	Freight/airfare	1,390.66	Fire/WP/bylaw
24400	NEBS Pension Fund	February premiums	15,934.62	
24401	Maintenance Enf. Program	Garnishee	1,510.00	
24402	Aboriginal Engineering	Laboratory services	117.60	Water
24403	Fort Smith Construction	Propane	168.00	Arena
24404	R. Schaefer	Expense claim	498.55	Bylaw
24405	DB Perks & Associates	Supplies	1,810.26	Pool
24406	GNWT H&SS	Marriage licence fees	25.00	Administration
24407	Northwestel Cable	Cable TV	52.50	Recreation
24408	TDC Contracting	Heating oil/diesel	24,961.97	All
24409	Aurora TPI Travel	Airfare	1,214.85	Tourism
24410	IOS Financial Services	Copier lease	206.72	Administration
24411	L. Gauthier	Reimburse for fence damage	460.00	Administration
24412	Wesclean	Cleaning supplies	293.79	Recreation
24413	Northern Frontier Visitors Assoc	Membership renewal	157.50	Recreation
24415	NEBS Group Insurance Fund	February premiums	3,989.35	
24416	GNWT PWS	Annual boiler/pressure vessel registration	914.00	PW/WP/Fire/Arena
24417	Berro's Pizzeria	Pizza	52.40	Recreation
24418	Misty's Janitorial	Janitorial contract	950.00	Admin/library
24419	AECOM Canada Limited	Sewer upgrade	525.00	Special project
24420	TOPS Employees' Association	2010 contributions	682.72	
24421	Raydon Rentals Ltd	Parts for scissor lift	433.97	Recreation
24422	S. Van Mourik	Reimburse for WEMT course	984.48	Ambulance
24423	Lou's Small Engines	Gasline antifreeze	24.89	Special project
24425	Danmax	Repairs	1,086.75	Ambulance
24426	Source Office Furniture	Casters for conference table	105.00	Administration
24427	Terry's Carpentry Service	Rent - 26 York Crescent	2,100.00	Ambulance
24428	TDC Contracting	Supplies/gas/diesel/heating oil	15,090.65	All
24429	Graffiti	Fax machine	356.99	Administration
24430	Northwestel	Phone bill	84.00	Fire/Ambulance
24431	Bobcat of the Peace	Filters/oil	307.40	Public works
24432	Rapid Petroleum Products	Gas	973.11	Special project
24433	C. MacDonald	Computer support	8,369.46	Administration
24434	Cimco Refrigeration	Repairs	7,179.96	Recreation
24435	Flaghouse	Sports equipment	1,668.16	Recreation
24436	South Slave Friendship Festival	Final payment for 2010	3,700.00	Recreation
24437	Overlander Sports	Sports equipment	1,053.98	Recreation

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING February 11, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
24438	Northern Comm & Navigation Sys.	Battery	126.00	Ambulance
24439	Yellowknife Book Cellar	Books	1,182.03	Library
24440	DB Perks & Associates	Supplies	2,403.24	Pool
24441	Petty Cash - Pool	Petty cash	76.13	Pool
24442	Muddy Waters Enterprises	Uniforms	1,828.00	Pool
24443	T. Van Dam	Reimburse for freight	33.85	Pool
24444	Payroll	Pay period ending February 11, 2011	88,137.79	
24445				
24446	Aurora College	First aid course	225.00	Bylaw
24447	Kingland	Cylinder rentals	201.60	Amb/WP/Rec/Fire
24448	Kaeser's Stores	Supplies	1,218.97	Lib/rec/adm/wp/bylaw
24449	Lou's Small Engines	Supplies	159.91	Special project
24450	Link Hardware	Material/supplies	1,880.49	Admin/landfill/pw
24451	NWT Power Corporation	Power bills	42,637.09	All
24452	Slave River Journal	Employment/public notice/meeting ads	1,417.54	Pool/admin/rec
24453	Wally's Drugs	Supplies	878.12	Admin/WP/Library
24454	Superior Propane	Propane	864.47	Arena
24455	Northwestern Air Lease	Airfare	699.30	Administration
24456	Thebacha Business Dev. Serv.	Trade show sponsorship	500.00	Tourism
24457	BMO MasterCard	Vehicle registration/freight/supplies	1,946.12	Bylaw/wp/admin
24458	BMO MasterCard	Cell phone/cell phone bill	1,286.36	Admin/all
24459	BMO MasterCard	Projector/software/meter calibration/mylar/mail drop	1,212.96	Recreation
24460	BMO MasterCard	Course fee/accommodations	654.85	Bylaw
24461	Overlander Sports	Sports equipment	102.88	Recreation
24462	Fort Smith Construction	Propane	84.00	Arena
24463	TDC Contracting	Repairs/heating oil/diesel	7,829.69	All
24464	Graffiti	Supplies	1,911.14	Rec/arena/pool/admin
24465	Wesclean	Cleaning supplies	53.83	Recreation
24466	Manitoulin Transport	Freight	625.21	Water
24467	NU Mechanical	Repairs	2,042.26	Water/pool
TOTAL			<u>\$ 783,566.65</u>	

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING February 11, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
24307	Freund Building Supplies	Material/supplies	1,611.61	Arena
24344	Freund Building Supplies	Windows	2,953.04	Special project
24363	Phoenix Automotive	Vehicle inspection	231.00	Special project
24414	Phoenix Automotive	Repairs	850.89	Public Works
24424	Freund Building Supplies	Material/supplies	1,620.91	Rec/Pool/Adm'n
TOTAL			<u>\$ 7,267.45</u>	



Town of Fort Smith
Corporate Service Committee

Monday, February 17, 2011, at 12:00 pm

Chairperson: Mayor Janie Hobart
Members Present: Cr. Chris Westwell, Cr. Holtorf
Staff Present: SAO Brenda Black, Recording Secretary Valerie Grenier

1. Call to Order- 12:24 pm
2. Review of Minutes and Action Items/Business Plan
All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan. The MACA Municipal Self-assessment tool is scheduled tentatively in mid-April. Council EMO training is February 21, 22, 23. Facility tours will be rescheduled.
3. Governance
 - a. Strategic Planning
 - i. Ideas/FORTSMITH- suggestions for topics of this event were presented. This year will be held on April 16. Presentations are to have a staff presenter present during the entire session.
 - ii. Meeting with SAO- Monday, February 21 at 5:30 pm to discuss the ICSP and the Business Plans.
 - b. Bylaws, Policies and Procedures- Current department policies are a priority. A work plan for reviewing and updating bylaws and policies is required.
 - i. GV106- Council Procedures- draft was requested for review.
 - ii. GV108- Delegations- draft was requested for review.
 - iii. CP201- the Zoning Bylaw forms was requested for review.
 - c. Communications- Work continues on the strategy. Continuing to work with the local paper on the annual ads schedule. The electronic sign will be installed when the ground defrosts.
 - d. Council Governance/Training
 - i. Tendering Process- requested information whether the School of Community Government offers a course on basic tendering.
 - e. Legal- An update on an outstanding legal matter was provided.

- f. Liaison with other governments/agencies
 - i. MSA-SRFN- awaiting a meeting with SRFN to address the agreement in particular the Joint Planning Committee. The terms of Reference and a workplan for this committee is requested. The SAO is to research and report by February 21.

Cr. Westwell excuses himself from the meeting.

- ii. GNWT- Joint Risk Management Committee- Meeting with MACA on February 18 to establish this committee.

4. Lands-

- a. The Land Tax Sale is scheduled on March 1, from 9:00 am – 12:00 pm. The minimum price is established as per GNWT Property Tax and Assessment Act (PATA) at 50% of the assessed value of the land and improvements as assessed by the GNWT.

5. Economic Development

- a. Trade has been included in the mandate of the Tourism Advisory Board. Cr. Holtorf was invited to the upcoming TAB meeting.

6. Sustainable Development

- a. Sustainable Development Advisory Board- an update was provided. The board is currently focusing on three major projects:
 - Energy conservation project at the Water Treatment Plant
 - Community Gardening
 - Anti-litter Campaign – anticipated launch Earth Day, April 22.

7. Information Technology

An update was provided on IT matters including hardware, software, staff training, and equipment. The financial back-up process is being developed. IT is currently looking for a second server location.

8. Other Business

- a. Council Honoraria- Cr. Holtorf requested Administration research the matter and report back to the committee.
- b. Rental Accommodation- The matter was discussed as to next steps. Administration requested to review Zoning Bylaw as it pertains to rental accommodations.

9. Date of Next Meeting – March 24, 2011 at 12:00 pm.

10. Adjournment – 1:52 pm



Town of Fort Smith
Municipal Services Committee

Wednesday, February 16, 2011

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson, Cr. Minute
Staff Present: SAO Brenda Black; A/SAO Sydney O'Sullivan; Director of
Municipal Services, Jean Soucy; Recording Secretary, Valerie
Grenier
Guests Present:

1. Call to Order
Meeting was called to order at 10:55 am
2. Review of Minutes and Action Items
All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.
3. Water and Waste Water
 - a. Report on King Street Water Main Break and Repairs – Director provided a report detailing repairs and cost estimates. Amendments were made to the cost analysis. It was asked whether the invoice had been sent. An answer and amended cost analysis will be submitted to the Committee of the Whole.
4. Public Works
 - (a) Westgrove Subdivision Right of Way Clearing Tender – The tenders received were discussed. Questions were raised about the other two tenders.

RECOMMENDATION:

THAT the terms of the Westgrove Subdivision Right of Way Clearing Tender be materially changed and resubmitted.

- (b) Road Base Aggregate Tender – A briefing note was provided. Committee went In-Camera at 11:15 am. Two clauses were added.
 - That the lowest bid or any bid may not be accepted,
 - Consideration will be given in regard to the bidding Corporation history with the Town.

RECOMMENDATION:

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

- (c) Sidewalks/Boardwalk/Trail Extension – a plan be finalized for the plan for sidewalks, boardwalk and trail extensions. The projects for 2011 will be developed along with costs for the remaining years in the Capital Plan. A meeting to discuss this plan was scheduled for March 2 at 8:30 am.
5. Facility Maintenance
 - (a) Set Up of Department – Administration requested to develop work plan to finalize the structure and mandate of this department.
 - (b) Department Vehicle – a facility maintenance department vehicle is required.
 6. Environmental
 - (a) Annual Spring Clean Up – it was suggested that there be no tipping fees from May 10-June 13 and the Town provide two separate pick-up weeks, May 10-16 and June 7-13.

RECOMMENDATION:

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

- (b) Garbage Collection – Administration was directed to review the process of garbage collection and evaluation of equipment required.
7. Fleet Management – There was nothing new to bring forth at this time.
 8. Protective Services
 - a. Fire Department
 - i. Monthly Report – the January report was reviewed. It was requested that details be included in the training session area. It was determined that the honoraria will be paid in June and December and the staff hours be submitted by the first week of June and December.
 - ii. Fire Alarms for Buildings with Sprinklers – Compliance with the GNWT Act – Legislation requires that all buildings with sprinkler systems use a monitoring system (Arctic Alarms is the only NWT based company providing this service). Administration was advised to ensure all Town buildings are in compliance. They were also advised to contact all owners of sprinklered buildings in Fort Smith to ensure they are in compliance as well. This should reduce the number of false alarm calls received as well as the staff time taken up with calls when testing is being done on these systems.

- b. Ambulance Department
 - a. Monthly Report – the January report was reviewed.
 - b. Replacement of a lost cell phone Request was made to replace with a blackberry. It was determined that the phone itself will be replaced but this position does not require a blackberry.
 - c. Bylaw Enforcement
 - a. Monthly Report – the January was reviewed. Request made that the report content should be carefully prepared and more detailed information provided. A follow-up was requested about a potential residence relocation and issues of asbestos.
 - b. Bylaw Enforcement Work Plan - Committee went In-Camera at 12:05 pm. Out of Camera at 12:12. Administration is to develop a Bylaw Enforcement work plan.
 - d. Emergency Preparedness – EMO training is scheduled February 21, 22, 23
9. By-laws/Policies
- a. Water Delivery – bylaw needs to be reviewed. Amendments should include tank/water delivery, ABS Standards, and road access requirements.
 - b. Grass Cutting – public awareness of residential responsibility for yard maintenance all the way to the street is required.
 - c. Clearing of Roads and Sidewalks – the ice blades on the grader are damaging pavement and need to be switched to straight blades. The icy conditions of roads have presented issues, driver safety awareness is requested.
 - d. Employee Input Process – ideas for implementing an input process were presented. Further discussion will follow at a later date.
10. Other Business
- a. MSA – concerns regarding the Joint Planning Committee were discussed. It was requested that Administration look into the bylaw enforcement on the Reserve. Awaiting a meeting with SRFN to discuss these matters.
 - b. Director of Municipal Services hiring – Cr. Minute, Cr. Holtorf and SAO will sit on the hiring committee. Should Cr. Minute not be available, D/M Johnson will replace him. Screening will be done shortly. The Committee expressed their regrets that A/Director of Municipal Services, Jean Soucy, had chosen to return to his former position and advised that they had been very pleased with his service during is acting appointment.
11. Date of Next Meeting –
- Wednesday, March 16 at 10:30 a.m – regular meeting
 - Wednesday, March 2 at 8:30 a.m – Sidewalks/Boardwalk/Trail Planning
12. Adjournment – 12:47 p.m



Town of Fort Smith
Municipal Services Committee
Special Meeting

Wednesday, March 2, 2011

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson, Councillor Minute
Staff Present: SAO Brenda Black; Director of Municipal Services, Jean Soucy;
Director of Community Services, Tommy Phillips; Recording
Secretary, Valerie Grenier
Guests Present:

1. Call to Order
Meeting was called to order at 8:48 am.
2. Right of Way Tender – A briefing note was provided with the research on whether Town employees could bid on Town contracts. Relevant legislation was reviewed and legal counsel was contacted. It was found there is no impediment so long as the employee is no involved in any aspect of the tender preparation. Therefore the tender submission from SAND Environmental is eligible for consideration and as the lowest remaining bidder should have the tender awarded to that company.

RECOMMENDATION:

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

RECOMMENDATION:

THAT Human Resources Standing Committee review the policy on tendering process at it relates to Town employees.

3. Smith's Landing First Nation Aggregate Agreement – A copy of the agreement was provided and discussed.

RECOMMENDATION:

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

RECOMMENDATION:

THAT the tender for the joint Smith's Landing First Nation/Town Aggregate Acquisition be approved.

4. RCC HVAC RInC Funding Agreement Extension – Information was provided regarding the recommendation to approve the extension of RInC funding which was approved by email. Administration was asked to develop a policy on Council approval on urgent matters and take it to Corporate Services.
5. Application for Ground Ambulance and Highway Rescue Services Funding – A briefing note was provided. The Fire Department's request for new bunker gear was presented. It is determined that the \$40,000.00 funding be allocated in the following manner: \$35,000.00 toward the purchase of new bunker gear for the Fire Department, and the remaining \$5,000.00 to be used toward protective services training. Administration was asked to develop a policy on disposal of the old equipment. The Director of Municipal Services will be responsible for all major purchases for protective services and to ensure we follow the purchasing policy with regards to local purchases.

RECOMMENDATION:

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.

6. Sidewalks & Trails Extension – a plan for developing sidewalks and trails was discussed. Priority areas were determined to develop the plan. The order of priority will be set as:
 1. Repairs to current sidewalks;
 2. Safety in high usage areas;
 3. Areas radiating out from the RCC/School core.
 4. Whitford Road sidewalks will be completed during the development stage of Westgrove II.

It was also noted that a crosswalk is required on King Street from the RCC to Field's Store and that the entire intersection of Cumming Avenue and King Street be designated as a crosswalk.

A map of this plan with specific street details will be presented at Committee of the Whole.

RECOMMENDATION:

THAT the Sidewalk and Trail Plan be approved as presented.

7. Adjournment
Meeting was adjourned at 9:45 am.



Town of Fort Smith
Community Services Committee

February 25, 2010

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson
Staff Present: SAO, Brenda Black; Director of Community Services, Tommy Phillip; Recording Secretary, Valerie Grenier
Absent: Cr. Kevin Smith, Cr. Sheila Sauter-Chadwick

1. Call to Order
Meeting was called to order at 12:15 pm
2. Review of Minutes and Action Items/Business Plan
All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.
3. Recreation
 - a. Recreation Services
 - i. Recreation & Community Centre Statistics-January 2011 – statistics of use for the RCC were provided. A template will be used for future reporting.
 - ii. Pool Statistics-January 2011 – statistics of use for the RCC Pool were provided. A template will be used for future reporting.
 - b. Recreation Advisory Board
The Director of Municipal Services provided an update on programming and current developments in the Recreation Department. Reports from RAB are requested to be in written form.
 - i. Minutes – February 21, 2011 – The committee met but did not meet quorum. No recommendations were brought forward at this time.
4. Library
 - a. Library Services – January Librarian's report provided.
 - b. Library Board
The planning document has been drafted and final revisions are being made. It is important to note that this board is an advisory board, not a management board, and the GNWT needs to develop a process for dealing with staffing issues.
 - i. Minutes- February 9, 2011 – The minutes of the Library Board were provided in draft form. No recommendations were brought forward at this time.

5. Visitor Services
 - a. Visitor Services
 - i. Trail Extension – this was presented as an informational item. A meeting to discuss the trail extension and sidewalks plan is scheduled Wednesday, March 2, 2011 at 8:30 am.
 - b. Tourism Advisory Board
 - i. Marketing and Branding RFP – the Tourism Advisory Board presented a recommendation arising from their meeting on February 23. All of the bids were higher than budgeted for. The Board will be checking into additional funding sources.

RECOMMENDATION:

THAT the Town approve in principle the proposal submitted by K2 Communications for the Branding and 5-year Marketing Strategy.

- ii. Meeting February 23, 2011- highlights from the meeting were provided.
- iii. Bylaw- Tourism & Trade Advisory Board– the updated version of the bylaw was provided and will be presented at the Committee of the Whole.

RECOMMENDATION:

THAT the Fort Smith Tourism Advisory Board Bylaw be adopted as presented.

6. Community Events/Liaison with Community Organizations
 - a. Wood Buffalo Frolics – an update on the event was provided. The schedule will be distributed next week. Events are to begin March 10 with the book launch of the history of Fort Smith called “Wooden Boats and Iron Men”. The noon hour event on March 11 will mark the launch of our new program for getting active.
 - b. Summer Arts Festival – this event will be held from August 7-14 leading up to the South Slave Friendship Festival. A committee is being formed for this event. A second meeting is scheduled for March 15 at 12:00 pm.
7. Bylaws/Policies – Tourism and Trade Advisory Board Bylaw
8. Other Business
 - a. New Baby Package – Mayor Hobart suggested that we establish an initiative to provide a gift for all new babies born of current Fort Smith residents (retroactive to the start of 2011). The Town will provide a T-shirt and we will ask businesses if they wish to contribute to the gift package. An amount of \$500.00/year will be allocated from the tourism budget for the new residents.

RECOMMENDATION:

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

- b. SSFF Meeting – a meeting was held with two of the organizers to explain the Town’s position on flow-through funding. It was also established that a contract will be created to ensure that each group knows of its requests and responsibilities prior to the event. The Town is looking into the purchase of a mobile stage through SEED funding from ITI.
- 9. Date of Next Meeting – Wednesday, February 16 at 12:00 pm
- 10. Adjournment – 1:32 pm