



Town of Fort Smith
Human Resources Committee

December 15, 2010

Chairperson: Councillor Ron Holtorf
Members Present: Mayor Janie Hobart, Deputy Mayor Brenda Johnson
Staff Present: A/SAO, Sydney O'Sullivan; Director of Corporate Services,
Stephen Wylie; Director of Municipal Services, Jean Soucy;
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 – The SAO will be starting at the end of January.
 - b. Job Descriptions
 - i. Lands/Economic Development Officer – the draft job description was provided. It was felt that it would be more appropriately called Land Planning Officer. An amended draft will be provided for review by the committee members.
 - ii. Visitor Services/Community Events – the draft job description was provided. An amended draft will be provided for review by the committee members.
 - iii. Facilities Maintenance Foremen – the draft job description was provided. Suggestions for amendments were made. This position will also need stipulation as to the requirement of a Criminal Records Check. Approval has been put on hold until information in regard to classification can be contributed.
 - iv. Chair, Joint Planning Committee SRFN MSA – it was determined that this was not a job therefore should just be identifying responsibilities. SAO and CEO from SRFN to complete this task.

- c. Appeals
No appeals at this time.
 - d. Safety Committee
No recommendations were brought forth. Discussion in regard to the reporting process and matters pertaining to this committee were addressed and assigned to the A/SAO.
4. Council Sponsored Activities
- a. Christmas Staff Luncheon – The luncheon is scheduled for Thursday, December 16, 2010 at 12:00 pm in Council Chambers.
5. Bylaws/Policies
- a. Bylaw 806 - SAO Bylaw – this item was deferred to the special meeting of Council on December 20, 2010.
6. Other Business
- a. Employee Access Passes to Rec Facilities at 50% cost – this item was presented for informational purposes as it will begin in January.
 - b. Job Classification and Evaluation Study – Response to the letter sent to FSC in regard to this matter has been received. A presentation is being coordinated for January 2011.
 - c. Library – staff, excluding the A/SAO, was asked to leave the meeting for an In-Camera session.
7. Date of Next Meetings
Wednesday, January 19, 2011 at 9:00 am – regular meeting
8. Adjournment – 10:40 am



Town of Fort Smith
Finance and Audit Committee

Tuesday, December 16, 2010, at 8:45 a.m.

Chairperson: Councillor Claudette James
Members Present: Mayor Janie Hobart, Councillor Brad Marta
Staff Present: A/SAO, Sydney O'Sullivan; Director of Corporate Services,
Stephen Wylie; Recording Secretary, Valerie Grenier

Absent:

1. Call to Order
Meeting was called to order at 8:55 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.
3. Financial Reports
 - a. Accounts Paid
Lists of Accounts Paid were reviewed. The suggestion to draft a policy on training recovery was presented.

RECOMMENDATION

THAT the Accounts Paid Part 1 for the period ending December 10, 2010 totaling \$4,105,271.80 be adopted as presented.

RECOMMENDATION

THAT the Accounts Paid Part 2 for the period ending December 10, 2010 totaling \$2,815.58 be adopted as presented.

- b. Accounts Receivable
Discussion on how to collect the receivable accounts were held. Possibilities requiring legal action will be researched.
- c. Variance Report
The variance report was provided. Information on the application for the after-four program contribution from E.C.E; a listing of all Capital Projects; and clarification as to the cause for the significant increase in Miscellaneous Revenue was requested for the next meeting. A request was made to provide a consolidated quarterly variance report for Council.

4. Budget
Training was requested for Council on reading financial reports. Budget discussion was directed to the Special Meeting of Council on Monday, December 20, 2010.
5. Audit Report Review
The recommendation regarding staggered terms for Council will be brought to Council via Corporate Services.
6. Capital Plan
The request for reformatting of the report of the Capital Plan and Reserves was made.
7. Taxation
 - a. 2011 Board of Revision Appointments – A call for nominations is to be advertised with a closing date of January 7, 2011. A recommendation will be brought forth by email and presented to the Committee of the Whole.
8. Bylaw/Policy Review and Development
 - a. Annual Borrowing Bylaw – Confirmation of the figure required in the bylaw ie operating or total revenues, will be requested from MACA.
 - b. Spending Authority – Informational item. A new spending authority bylaw will be required to include new SAO and Directors. Will also require a resolution of Council for new signing authorities.
 - c. Donation Policy – The first draft of Policy CP202 was provided. Review and discussion followed with changes being made. A press release and other advertising will be required so the public is aware of the new policy.

RECOMMENDATION

THAT Policy CP202 – Donation Policy be approved as presented.

- d. Livery License Bylaw – Review of the Bylaw's schedule A and B, tariff of fares and fees, was held. It was determined that the tariffs should be removed except for the flat rate per passenger from the airport.
9. Other Business
 - a. Elders Dinner – the Metis Association is organizing the annual Elders Christmas Dinner. They have requested monetary assistance. A poll of Councillors was taken and a donation of \$900.00 was approved.
10. Date of Next Meeting – January 20 at 8:45 am.
11. Adjournment – at 10:50 a.m.



Town of Fort Smith
Corporate Service Committee

Monday, January 10, 2011, at 5:00 pm

Chairperson: Mayor Janie Hobart
Members Present: Cr. Chris Westwell
Staff Present: A/SAO Sydney O'Sullivan, Director of Corporate Services
Stephen Wylie, Recording Secretary Valerie Grenier

1. Call to Order- 5:23 pm
2. Review of Minutes and Action Items/Business Plan
All outstanding items from last meeting were discussed and community members were updated. Any outstanding issues remain on the action plan.
3. Governance
 - a. Strategic Planning- The ICSP will need to be updated to reflect the changes of the Town's 2011 Business Plan
 - b. Bylaws, Policies and Procedures
 - i. Consolidated Rates and Fees Bylaw-Committee reviewed the amended bylaw; alterations were made. This bylaw will be presented to the Committee of the Whole.
 - ii. Council Procedures Bylaw 840-Council reviewed the new bylaw; it will be presented to the Committee of the Whole.
 - iii. Policy GV106 Council Procedures- Policy will be provided to Council by January 14 along with Policy GV 108 Delegations for their review. An update of the progress of this policy was provided.
 - c. Communications – The Mayor and SAO have met with the Slave River Journal to develop the 2011 ad calendar to advertise Town and community events. This ad (Business Plan) will be in the January 11 issue.
 - d. Council Governance/Training-A briefing note was presented outlining the training sessions offered by MACA. It was decided that the SAO-Team Resource training workshop would be beneficial to assist with utilizing the position's fullest potential with a February date suggested. A training session on financial report reading to be provided by the Director of Corporate Affairs is tentatively scheduled for the month of April, prior to the accountant's delivery of the 2010 Financial Statements.

e. Legal

- i. Fuel Tender - An update was provided that due to our legal council not being available until January 14 we will discuss this matter at the Council meeting on January 18. The companies supplying tenders have been advised of this timeframe.
- ii. Staggered Terms-A briefing note presenting all aspects of this item was provided. It was agreed that this suggestion from the Operational Review was not beneficial to our community.

RECOMMENDATION:

THAT Council reject the Operational Review recommendation to adopt staggered election terms.

iii. Election-Length of Term

This item was presented as an informational item. The GNWT is introducing legislation that a community, by plebiscite, may extend the term of office to four (4) years. This matter will be discussed further if legislation is passed.

f. Liaison with other governments/agencies

- i. MSA-Salt River First Nation-We are awaiting a date for this Committee's first meeting.

4. Lands-There was nothing to bring forth at this time.

5. Economic Development-Representatives for NWT Tourism held a meeting with Council and TAB reps. There is a very positive outlook for Tourism to the community with one major concern to be addressed, accommodation. A public meeting is also being hosted. The notes of the meeting will be forwarded to Council members.

6. Sustainable Development

a. Sustainable Development Advisory Board

The meeting minutes will be provided when completed and the next meeting is scheduled in the near future.

7. Information Technology

An update was provided on IT matters including hardware, software, staff training, and equipment. The Town Website, through the joint efforts of our IT Tech and Website Developer, will be upgraded to display information in a more effective and user friendly way. Recreation, Visitor, and Businesses Information will be affected the most.

8. Other Business

- a. Devolution – During the presentation from Premier Roland, he asked if Town Council would be willing to provide a letter of support. It was felt that this was a necessary step for the future of the NWT and Fort Smith.

RECOMMENDATION:

THAT the Council send a letter of support to move forward with the devolution project to Premier Roland.

- b. Youth Advisory Board - The process for creating this board is moving forward. UGFC and PWK have identified students and advertising will be done for other interested youth to sit on the board.

9. Date of Next Meeting –January 20, 2011 at 12pm.

10. Adjournment – 6:28 pm



Town of Fort Smith
Municipal Services Committee

Monday, December 15, 2010

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson, Cr. Bernie Minute
Staff Present: 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 10:46 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. Frontier Lift Station Project- The Director provided information on the bid received. It was determined the bid should be rejected. The project will move forward with the Town as the general contractor. The Director will be designated as Project Manager.

RECOMMENDATION: THAT the Town move forward with project management of the Frontier Lift Station with the Director of Municipal Services, Jean Soucy, as Project Manager.

4. Public Works
 - a. Road Aggregate- A proposal was presented from Maskwa in regard to taking advantage of Unit Based Pricing by joint purchasing of Aggregate.

RECOMMENDATION: THAT the Town agree in principal to Maskwa's proposal for road aggregate acquisition as well as engineering services related to this project at approximately 10% engineering cost shared by the Town of Fort Smith and Smith's Landing First Nation by virtue of unit pricing.

- b. Fuel Tenders- Review of the process how tenders are presented to Council. It was felt that they should go through the appropriate standing committee prior to going to Council. Discussion was held on the fuel tender.

RECOMMENDATION:

THAT the Town seek legal advice in regard to the fuel tenders.

RECOMMENDATION:

THAT any year round purchase tendering be completed in September for the upcoming.

- c. Development layout on Re-zoned Lot- Development plans of Lot 1666 Plan 3620 and the layout of the single dwelling unit's intended position on the Lot was requested.
- d. Private Driveway Paving- The committee was provided information on the private paving and process for payment by property owners.
- e. Asset Replacement- A request to develop a process for the replacement of assets including an assessment of remaining usefulness of each item prior to its replacement, was made.
- f. Damages and Road Repair- Council was informed of minor damages to the local roadways incurred from companies and their contractors operating within the municipality. Discussion was held as to consequences for damages and tying it to the development application.

RECOMMENDATION:

THAT a policy defining punitive consequences for damage caused to roadways be drafted to be included on development applications.

- 5. Facility Maintenance
 - a. Tender Digital Message Sign- A request for all bids on tenders to be included on the brief note with recommendations was made. Protection of the digital message sign were discussed. Elevating the sign for better visibility and to remove the current blind spot was discussed.

RECOMMENDATION: "THAT Cascade Graphics be awarded the tender of the Digital Message Sign at their bid of \$17, 732.00."

- b. Asset Management System- The Director reported Town supervisors have reviewed several asset management system and felt Work Tech's system suited the Town's needs the best.

RECOMMENDATION:

That the purchase of the Work Tech, Inc. Asset Management System be approved.

- c. HVAC- The status of the RCC HVAC project was discussed. An evaluation of the air handling system is required before further steps can be taken.

6. Environmental
 - a. Presentation- Mr. Duncan will be providing a presentation on additional ways to improve the landfill site on December 15 at 7:00 pm.
7. Fleet Management - No business brought forward at this time.
8. Protective Services

Regular reporting by the Fire and Ambulance Departments is to begin January 2011.

 - a. Fire Department – Honouraria is to be paid to each individual firefighter to be in compliance with Revenue Canada regulations.
 - b. Ambulance Department- The request for honouraria for the Training/Quality Assurance Officer was discussed. The request was denied as it is not consistent with the other departments. The Coordinator to be advised of the decision.
 - c. Bylaw Enforcement- No business was brought forth at this time.
 - d. Emergency Preparedness
 - i. Staff Training Session:

Staff EMO training is scheduled for February 16, 17, and 18. It was suggested that the Coordinator and/or Deputy of the Fire and Ambulance Departments be invited to attend the sessions.
9. By-laws/Policies
 - a. Authorities- The recommendation approving committee level authority was brought back for further discussion. It was felt that the committee request authority to approve tenders up to \$50,000.00 (excluding GST) as part of their mandate.

RECOMMENDATION

THAT the Standing Committee for Municipal Services be granted authority to approve tenders up to \$50,000.00 (excluding GST).

10. Other Business

- a. Fire Smart- A briefing note presenting an update from the Fire Smart Committee was provided. The SAO and Director to assist with funding application for the upcoming season. A new chair is required due to Mr. Steed's new employment.

RECOMMENDATION: THAT the Fire Smart Project for 2010 – 2011 be approved.

11. Date of Next Meeting - Wednesday, January 19 at 10:30 am

12. Adjournment – 12:11 p.m.



Town of Fort Smith
Community Services Committee

December 15, 2010

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson, Councillor Kevin Smith
Staff Present: A/SAO, Sydney O'Sullivan; Director of Community Services,
Tommy Phillips; Recording Secretary, Valerie Grenier

1. Call to Order
Meeting was called to order at 12:17 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. After-school Program Update – Update provided.
 - ii. Youth Development Partnership Update – A draft of the team sport schedule for January to March 2011 provided for information.
 - iii. Soccer Camp – This idea was presented by the Director of Community Services as a first step to more active programming for the community.
 - iv. Potential Fitness Program – The proposal for the Mountie Boot Camp was provided for information.
 - b. Recreation Advisory Board
 - i. Minutes – December 13 – The minutes of the Recreation Advisory Board were provided. User fees were discussed and recommended to Council. The requirement for program fee review was identified.

RECOMMENDATION:

THAT the User Fees for the Town's recreation facilities as in Appendix A attached be approved.

4. Library
 - a. Library Services – The hybrid arrangement between the GNWT and the Town of Fort Smith was discussed. It creates confusion as to responsibilities for staffing and programming. This needs to be discussed with the Library Board to remove this ambiguity.
 - b. Library Board – The minutes of the Library Board were provided. No recommendations were brought forward at this time.

5. Visitor Services
 - a. Visitor Services – Awaiting the final report.
 - b. Tourism Advisory Board
 - i. Minutes- December 10 – The minutes of the Tourism Advisory Board meeting were discussed, no recommendations were brought forth.
 - ii. WBNP Partnership The Town has been approached with a possible partnership with WBNP for the use of the old fire base at Pine Lake. More information to follow.
 - iii. Fort Smith Commerce – Public concern has been received about the lack of an active business group. It was suggested that the Town could facilitate the initial meeting to create a group.
6. Community Events/Liaison with Community Organizations
 - a. Family First Night – will be held December 31 from 6:00-7:30 pm at the RCC and Pool. The planned activities for the event presented. The fireworks show is scheduled for 8:00 pm.
 - b. Wood Buffalo Frolics – Advertising for volunteers to form an organizational committee to coordinate WBF will begin the 1st week of January. This needs to be a community event with community groups hosting activities. The Town's role is to coordinate and advertise.
7. Bylaws/Policies
 - a. Authorities – This is tabled to the next meeting.
8. Other Business – There was no other business to bring forth at this time.
9. Date of Next Meeting – Friday, January 21 at 12 pm
10. Adjournment – 1:32 pm