





**F. COUNCIL BUSINESS**

**a. Reports from Standing Committees**

**i. Human Resource Committee**

The minutes were provided to Council and reviewed. There were no recommendations brought forward from the June 13, 2011 meeting. The Minutes are attached as Appendix "A".

The recommendation to establish an Ad Hoc Committee to review the Council Honorarium Bylaw and appointments to this committee were approved at the June 23, 2011 Regular meeting of Council.

**ii. Finance and Audit Committee**

The minutes were provided to Council and reviewed. The Chair brought forward the recommendations arising from the June 16, 2011 meeting. Minutes attached as Appendix "B", Accounts Paid Part I attached as Appendix "C", and Accounts Paid Part II attached as Appendix "D". Council directed staff to check with the Fire Chief to see whether the Town should continue with Global Star radio or upgrade to iridium to ensure adequate reception.

**73.11 RECOMMENDATION**

**"That the Accounts Paid Part I for the period ending June 10, 2011, totaling \$535,498.31 be adopted as presented."**

D/M Johnson and Cr. Minute left the meeting due to a declared interest in the Accounts Paid Part II.

**74.11 RECOMMENDATION**

**"That the Accounts Paid Part II for the period ending June 10, 2011, totaling \$1,170.68 be adopted as presented."**

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

**iii Corporate Services Committee**

There were no meetings or minutes of the Corporate Services Committee. The meeting was postponed because of emergency measures situation last week.

**iv Municipal Services Committee**

The minutes of the Municipal Services Committee were provided to Council and reviewed. There were no recommendations brought forward from the June 14, 2011 meeting. Minutes are attached as Appendix "E".

The recommendation to accept the RFP submission from Terry's Carpentry to lease ambulance storage space was approved at the June 23, 2011 Regular meeting of Council.

The SAO Brenda Black introduced the new Director of Municipal Services Lindsay McIntyre.

**v Community Services Committee**

There were no meetings or minutes of the Community Services Committee. The meeting was postponed because of the emergency measures situation last week.

**Moved by: Cr. James**

**Seconded by: Cr. Marta**

**"That the minutes from the Standing Committees on Human Resources, Finance and Audit and Municipal Services be approved."**

**MOTION CARRIED UNANIMOUSLY**



**b. Reports from Other Organizations/Agencies**

There were no reports from other organizations.

**c. Mayor and Council**

Cr. James participated in the past Sweetgrass excursions and felt they are very valuable in building character. Cr. Minute agreed and commended the school for offering innovative cultural programs.

**75.11 RECOMMENDATION**

“That the Town of Fort Smith make a donation of \$500.00 to PWK High School towards the Grade 7 and 8 students attending the Dene Kede excursion to Sweetgrass in Wood Buffalo National Park.”

Cr. Minute stated the event has been very successful and great for Fort Smith.

**76.11 RECOMMENDATION**

“That the Town of Fort Smith make a donation of \$500.00 towards the Slave River Paddlefest 2011 fish fry.”

- Cr. Sauteur-Chadwick thanked all the Canada Day volunteers.
- Cr. Sauteur-Chadwick encouraged all the young participants in the soccer camp.
- Cr. Sauteur-Chadwick informed of the Mary Kaeser Library summer reading program.
- Cr. Sauteur-Chadwick asked about the request to place garbage cans at the boat launch. Director of Municipal Service advised metal garbage cans will be installed. Council recommended obtaining Municipal and Community Affairs approval as this is their property.
- Cr. Holtorf stressed the value of the fire protection plan and commended the work done by the Committee. He referred to 15 recommendations in the Fire Smart Plan and asked administration to investigate developing the plan into a program. Council directed staff to research these issues.
- Cr. Holtorf suggested establishment of a work plan to apply the Unightly Land Bylaw and the Bicycle Helmet Bylaw. He requested a summer end report on both bylaws and stats on the application of the ATV bylaw.
- Cr. Marta was pleased to be back.
- Cr. Minute received positive comments on the Canada Day parade and fish fry. He recognized Town Staff for the Conibear Park clean up.
- D/M Johnson and Cr. James also stated Canada Day was great.
- Cr. James welcomed the new Director of Municipal Services Lindsay McIntyre.
- Cr. Westwell expressed concern about the danger of fire with the overgrown brush at the Caribou Trailer Court Park.
- Cr. Westwell noted gravel sloping on Paddle Street and possible culvert washouts in a few spots.
- Cr. Westwell referred to the Fire Hazard and Assessment Report identification of areas of concern. The Mayor advised action is being taken.
- Cr. Westwell stated the Canada Day activities and the fish fry were great.
- Cr. James suggested weed control along the new trail as some hardy weeds were pushing up through the trail along Pike and Pickerel Streets. Cr. Holtorf asked if there is a regular maintenance plan for Town assets. The SAO confirmed that there is a maintenance plan for every asset.
- The Mayor provided an update of the emergency measures. A number of community organizations sit on EMO advisory group. All plans have been reviewed and are being updated. The Mayor thanked the various agencies for their assistance. The fire situation will continue to be monitored.



**d. Administration**

- i. Licensing Reports were reviewed.

**77.11 RECOMMENDATION**

“That Chris DeWolf be appointed to the Mary Kaeser Library Advisory Board for a two year term ending December 31, 2013.”

Cr. Holtorf requested a cost report for essential services during the South Slave Friendship Festival civic holiday. The SAO will provide a report.

**78.11 RECOMMENDATION**

“THAT that the section of Portage Avenue from the corner of McDougal Road to Lacey’s Bar and Grill be closed to traffic the evening of August 18 and the afternoons of August 19, 20 & 21, 2011 between the hours of 12 noon to 6 pm, with the permission of area property owners for South Slave Friendship Festival activities;

AND THAT the afternoon of Friday, August 19, 2011 be declared a half day civic holiday in conjunction with the South Slave Friendship Festival.”

Council confirmed the three lots along Calder Avenue are not included in the tender and lot sale prices will be based on square footage. Review of building standards and restrictions will be discussed at Municipal Services Committee. Staff advised the lots will be ready for sale October 1 according to Maskwa Engineering. The Town will provide the conduit for the Northwest Territories Power Corporation to install power.

**79.11 RECOMMENDATION**

“THAT Committee of the Whole recommend to Council that staff be directed to take appropriate action to obtain required debenture funding;

AND THAT the tender bid from Armagh Construction be accepted in the amount of \$911,428.11 for the development of 18 lots in the Westgrove II Subdivision.”

The Mayor requested asphalt comparison pricing for sidewalks. Director of Municipal Services advised asphalt sidewalks require more maintenance and as paving equipment is not in the community installation costs will be high. Cement sidewalks will last 25 years whereas asphalt won’t last. Council agreed to move forward with the sidewalk repairs and extension. The Mayor stated there is a greater need for a non-motorized trail extension. Staff advised allowance for sidewalk development in the Westgrove II Subdivision has been provided. Cr. Minute requested future projects contain graphic representations. The Mayor requested sidewalk installation costs for Field Street be presented at July 12 Council meeting.

**80.11 RECOMMENDATION**

“THAT the Committee of the Whole recommend to Council the approval of the sidewalk repairs RFP to Fort Smith Construction for \$75,579.00 ;

AND THAT the remaining allocated monies up to the budget set for the sidewalk project of \$210,000.00 be used to construct the sidewalk on the east side connecting with existing Field Street sidewalk to Calder Avenue and continuing on to Cassette Street.”

**G. CORRESPONDENCE**

Council was provided with a list of correspondence and advised that if they wished copies to contact the Executive Assistant.



## **H. DATE OF UPCOMING MEETINGS**

Council Planning Session – July 23, 2011 at 9 a.m.  
Committee of the Whole meeting – August 9, 2011 at 7 p.m.  
Council meeting – August 16, 2011 at 7 p.m.

## **I. ABSENCE OF COUNCILLORS**

Moved by: Cr. James  
Seconded by: Cr. Westwell

That Councillor Kevin Smith be excused from the Committee of the Whole meeting of July 5, 2011.

MOTION CARRIED UNANIMOUSLY

The Mayor called for a five minute break at 8:25 p.m. The meeting resumed at 8:30 pm.

## **MOVE IN CAMERA – PERSONNEL AND EMPLOYEE INFORMATION - CTV SECTION 23.3.C.**

Moved by: Cr. Minute  
Seconded by: Cr. Marta

That the meeting move in camera at 8:30 p.m.

MOTION CARRIED UNANIMOUSLY

## **MOVE OUT OF CAMERA**

Moved by: Cr. Westwell  
Seconded by: Cr. Sauteur-Chadwick

That the meeting move out of camera at 9:32 p.m.

MOTION CARRIED UNANIMOUSLY

### **81.11 RECOMMENDATION**

“That a policy be created for a mandatory one year probation period for all excluded positions.”

## **J. ADJOURNMENT**

The meeting was adjourned at 9:36 p.m.  
**Original signed by Mayor Janie Hobart**

\_\_\_\_\_  
MAYOR JANIE HOBART

**Original signed by SAO Brenda Black**

\_\_\_\_\_  
Certified Correct by Brenda Black  
SENIOR ADMINISTRATIVE OFFICER



## Appendix "A"



Town of Fort Smith

Human Resources Committee

Monday, June 13, 2011 at 8:30 a.m.

Chairperson: Cr. Ron Holtorf  
Members Present: Mayor Janie Hobart and D/Mayor Brenda Johnson  
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant

1. Call to Order  
Called to order at 8:40 a.m.
2. Declaration of Financial Interest  
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
  - a. All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.
  - b. The Business Plan was reviewed.
4. Staff
  - a. Hiring
    - i. Director of Corporate Services – The SAO advised the competition closed on June 10 and a summary report will be provided. Applicants were notified that the competition was extended. The SAO will forward the job description with comments to. Interviews will be held the week of June 20. The Interview Committee members will be the SAO, Cr. James and Cr. Holtorf.
    - ii. Lands Administrator – The SAO, Director of Municipal Services and one other person will conduct interviews on June 17. Interview policy development is needed. The SAO researched similar positions and found pay levels to be similar.
    - iii. Casual Hiring List – A spreadsheet has been created to record casual applications.
  - b. Job Descriptions
    - i. Job Classification Proposal – The SAO will provide an overview and power point presentation of the job classification proposal. The committee requested documentation be kept for reference.
    - ii. Facilities Department Job Descriptions – The SAO presented the terms of reference and two job descriptions for the Facilities Maintenance Department. The Committee requested a separate meeting to review the material. The SAO will distribute documentation and prepare an organizational chart.
  - c. Appeals  
No appeals at this time.
  - d. Safety Committee  
Minutes of the April 4 and June 6 Health and Safety meetings were reviewed. The Committee requested direction in writing from the Fire Marshall's office regarding the glass doors in the curling club and suggested installing panic hardware to remedy the situation. The SAO will follow up.



- Health & Safety Committee Chair Michelle Gauthier provided a presentation on the proposal to hold a contest to obtain workplace safety ideas with cash prizes and to host a staff barbeque to announce the contest on June 27, 2011.
- The Human Resource Committee requested a review of the prize amounts and the establishment of criteria to evaluate the submissions. The Committee also suggested contacting other community safety committees to assist with the judging. The committee commended the Health and Safety Committee.

5. Council Sponsored Activities

- i. The Council sponsored staff barbeque for June 20 will be postponed until September in conjunction with the completion of the Health and Safety Committee contest. Employees will be notified.

6. Bylaws/Policies Review and Development

- i. Exclusion of Directors Update – No response has been received to the letter sent to the Union. The SAO will follow up with Union President Todd Parsons.
- ii. Negotiations Training for Council – The SAO will provide a list of issues to be addressed in the collective bargaining. The SAO will report on research of other jurisdictions, determine a timetable to gather material and research council training opportunities.
- iii. Employees Contracting with the Town – The SAO recommended the Town develop a policy on employees contracting with the Town as no other jurisdictions seem to have such a policy. The NWT Association of Communities is reviewing the possibility of placing all jurisdictions bylaws on their website for easy access.
- iv. Honorarium Bylaw Review – An Ad Hoc Committee to review the Honorarium Bylaw has been established.

**RECOMMENDATION**

**That an Ad Hoc Committee to review the Council Honorarium Bylaw be established and that Councillor Ron Holtorf, Councillor Bernie Minute, Chris DeWolf, Stella Walterhouse, Leon Peterson and Nick Kaeser be appointed to this committee and paid a \$100.00 honorarium per meeting.**

7. Other Business

- a. Library MOU –The SAO met with GNWT Library Services representatives regarding a MOU with the Town to deal with staffing, internet, programming and services. The SAO will forward a draft template to the committee. The Library Board is divided on this issue and the Chair would like to meet with the Human Resource Committee. A request was brought forward to include a standard cost of living clause in the agreement. The committee recommended policy development to formalize agreements.
- b. In Camera – The Committee moved in camera at 10:10 a.m. to discuss a personnel issue.
- c. Out of Camera – The Committee moved out of camera at 10:35 a.m.

8. Date of Next Meetings

Wednesday, June 29, 2011 at 10:30 am.

9. Adjournment – 10:37 am.



## Appendix "B"



Town of Fort Smith

Finance and Audit Committee

Thursday, June 16, 2011 at 8:45 am.

Chairperson: Councillor Claudette James  
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant  
Absent: Councillor Brad Marta, Mayor Janie Hobart

1. Call to Order

Meeting was called to order at 8:48 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.

- The SAO will review details of NEBS benefits and will report back.
- The SAO received only one response to the advertisement for policy/ bylaw review from Sydney O'Sullivan. Funding of \$24,000 is available through the Town's insurance providers.
- The SAO reported ongoing negotiations with Northwestel regarding installation of cable to facilities and partnering opportunities as they are closing their office in Fort Smith. The Recreation and Community Centre may be providing a location to host TV Bingo and coverage of community events. Staff will be provided with training and the SAO will follow up on the possibility of third party training opportunities with students at PWK High School and Aurora College.

3. Financial Reports

a. Accounts Paid

Lists of Accounts Paid were reviewed.

**RECOMMENDATION:**

THAT the Accounts Paid Part I for the period ending June 10, 2011 totaling \$535,498.31 be adopted as presented.

**RECOMMENDATION:**

THAT the Accounts Paid Part II for the period ending June 10, 2011 totaling \$1,170.68 be adopted as presented.

b. Accounts Receivable

Lists of Accounts Receivable were reviewed.

- That the Accounts Receivable report indicate accounts that are 60 – 90 days and over 90 days and names be removed.

c. Variance Report – a report will be provided once the budget document has been approved.

4. Budget – nothing at this time.
5. Audit Report Review – nothing at this time.
6. Capital Plan - nothing at this time.
7. Taxation – nothing at this time.



8. Bylaw/Policy Review and Development – nothing at this time.
9. Other Business – nothing at this time.
10. Date of Next Meeting – July 4 at 8:45 am.
11. Adjournment – at 9:10 am.

#### Appendix “C”



Accounts Paid Part I  
to June 10.xls

#### Appendix “D”



Accounts Paid Part II  
to June 10.xls

#### Appendix “E”



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, June 14, 2011 at 8:30 a.m.

Chairperson: Councillor Bernie Minute

Members Present: Mayor Janie Hobart, Deputy Mayor Brenda Johnson,

Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant, Jean Soucy, Director of Municipal Services

1. Call to Order  
Meeting was called to order at 8:43 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 - All outstanding items from last meeting were discussed and Committee members were updated. Any outstanding issues remain on the action plan.
    - The Committee requested a follow up with Don Webb and a briefing note on the paving warranty. The Committee noted a depressed area on Pickerel Street paving, and the Director pointed out Dickens Street and Mercredi Street paving issues with a water main break.
    - The Director of Municipal Services met with a Yellowknife business to review the HVAC project. A Request for Proposal document will be sent to Committee members to review prior to the end of June.
    - The SAO sent a letter to Fort Smith Construction to cease crushing operations. The Contractor met with the Director of Municipal Services and indicated industrial zoning allowed for manufacturing including gravel crushing. The Committee stated gravel storage is permitted. The SAO will provide the Committee with a bylaw review report and an exit strategy. Changes to the bylaw are suggested.



- Director of Municipal Services stated Fort Smith Construction did not respond to requests to install the electronic sign. Dave Monchuk was contacted to provide a quote to complete the installation. The supplier is providing training on sign operation.
- Director of Municipal Services will provide a report on prices, priorities and comparison on asphalt and cement for Field Street and Pine Crescent once the sidewalk project Request for Proposal closes on June 15. The SAO is developing a purchasing policy and templates for tenders, RFP's and quotes. The Committee is concerned over the lack of a bid bond.
- The Director of Municipal Services advised crosswalk painting will resume once equipment is repaired. The Committee requested the corner of King Street and Cumming Avenue crosswalk be painted and signage be moved in front of the crosswalk.
- The Director of Municipal Services is meeting with Environment and Natural Resources about holding a hazardous materials roundup in September.
- The SAO will follow up with the hospital CEO the issues of mass casualty equipment storage and the lease at the Recreation and Community Centre. The SAO will discuss with MACA and MLA Michael Miltenberger at the meeting tonight.
- The Director of Municipal Services stated low level radioactive material disposal at the landfill site is concluded, but Environment Canada is questioning disposal of similar materials in the past.
- The SAO advised computer services to the building have improved. Northwestel is installing lines to the Recreation Centre for broadcasting television. The SAO advised Northwestel is installing lines to the Recreation and Community Centre and negotiations are underway to obtain broadcasting equipment and training to cover community events. Cost information will be provided when available.
- The Director of Municipal Services advised local contractors are working on the Frontier Lift Station project upgrade.
- The SAO advised the Facility Maintenance department terms of reference and job descriptions are ready for review. The department is operating out of the Public Works garage. The SAO suggested staff attend training. A person has been hired to care for the plants and a larger pump for watering the plants is required.
- The SAO advised the spring cleanup finished on June 13 and the landfill operator will suggest improvements. Staff are to be reminded to secure loads to the landfill.
- The Director of Municipal Services stated data entry for the Works Program is 80% complete.

**b. Business Plan** – The Business Plan was reviewed.

4. **Water and Waste Water** - nothing new at this time.

5. **Public Works**

**a. Westgrove II Subdivision Debenture** - The Committee requested development cost estimates for the 21 lots prior to proceeding with an RFP for the Westgrove II Subdivision and sidewalks are to be removed from the project. The current debenture rate is 5.25%. The SAO suggested lot assessment comparisons with other properties. The Committee requested discussions be closed in accordance with the Cities Towns and Villages Act relative to land sales under section 23 (3) of the Act. The SAO will provide average lot costs. The Committee asked that all electronically sent documents and emails contain a disclosure clause.

**b. Road Works – Aggregate Acquisition Complete in Two Weeks** – The Director of Municipal Services reported crushing of the aggregate material is near complete and is expecting to hear from the college shortly regarding a secure storage location. Maskwa Engineering is preparing the Road Work project for Bell Rock. Council will review the budget prior to giving approval for the project.



6. Facility Maintenance
  - a. Facility Maintenance Department - nothing new at this time
  
7. Environmental
  - a. Town Water License - The Director of Municipal Services advised planning is underway for the Town's water license renewal. A public hearing is scheduled for July 18 in Fort Smith and changes including increased sampling are being requested.
  
8. Fleet Management
  - a. Water Truck Acquisition – The Director of Municipal Services provided details of the eight year replacement plan for the water truck. Kingland has a proven record and TDC Contracting is approved for servicing the equipment. Pricing for an aluminum tank is 20% higher than stainless steel tank. The Director of Municipal Services will obtain water truck specifications from Kingland Ford.
  
9. Protective Services
  - a. Fire Department – The Committee reviewed the report and approved the format.
  
  - b. Ambulance – The monthly ambulance report was reviewed.
  
  - c. Bylaw Enforcement – The monthly bylaw report was reviewed and the Committee requested briefing notes of highlights be provided in future.
  
  - d. Emergency Preparedness
    - i. The Mayor advised an Emergency Preparedness Guide has been distributed to the community. Response to the guide has been good. An evacuation meeting is being held later this morning with community organizations. The EMO plan is being updated.
  
10. Bylaws/Policies Review and Development – nothing at this time.
  
11. Other Business
  - a. Ambulance Storage Lease –The Director of Municipal Services advised one bid was received in response to an RFP issued for storage space for the ambulances from Terry's Carpentry for \$2,400.00 month. The increase is due to bathrooms and water installed at the site. The Director of Municipal Services will provide a briefing note.

## **RECOMMENDATION**

**THAT Council approves the RFP submission from Terry's Carpentry to lease storage space for the ambulances for \$2,400.00 per month for a 12 month lease with an option to extend the lease for one year.**

12. Date of Next Meeting - June 29, 2011 at 8:30 am.
  
13. Adjournment – 10:00 am