



2) GNWT job losses in Fort Smith, specifically the loss of the Regional Environmental Coordinator Position

The MLA stated there had been no job cuts, but duties were transferred and some jobs remained vacant. Fort Smith has 495 territorial government positions and there are no cuts projected in the immediate future.

3) Capital Plan for Fort Smith

The MLA referred to the Health Centre 3-year renovations project costing 30 million dollars. He provided updates on the construction of a Fire Centre in Fort Smith and the Territorial Women's Correction Centre replacement; projects currently being considered.

4) Devolution Update

The MLA advised devolution plans are underway, senior staff are being hired and the signing of an agreement is projected for midway through the next government term giving the Territories control over land, water and resource development. The government is making an effort to re-distribute positions to the communities. Council questioned the population base of the Territories. The MLA noted the importance of completing the census forms because of the impact on transfer payments.

5) Role of the Community with Water Stewardship Strategy

The MLA advised the water stewardship strategy involves the federal, provincial, territorial and aboriginal governments. The MLA noted the community based fish monitoring project taking place on June 25 in Fort Smith. The Mayor suggested the communities should be at the table for the water stewardship strategy. The MLA stated an additional 33 seats at the table would not be workable.

6) Fort Smith Housing Shortage

Council asked for assistance in providing housing to the community. The MLA suggested lobbying businesses and asking private organizations to come forward to supply housing.

The Mayor thanked MLA Michael Miltenberger for responding to Council's questions.

The Mayor called for a 5 minute break at 7:55 pm. The meeting resumed at 8 pm.

F. COUNCIL BUSINESS

a. Reports from Standing Committees

i. Human Resource Committee

There were no minutes of the Human Resource Committee. Minutes of the June 13, 2011 meeting will be ready for the next meeting.

ii. Finance and Audit Committee

The minutes were provided to Council and reviewed. The Chair brought forward the recommendations arising from the May 26, 2011 meeting. Minutes attached as Appendix "A", Accounts Paid Part I attached as Appendix "B", and Accounts Paid Part II attached as Appendix "C"..

66.11 RECOMMENDATION

"That the Accounts Paid Part I for the period ending May 20, 2011, totaling \$797,156.11 be adopted as presented."

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

67.11 RECOMMENDATION

"That the Accounts Paid Part II for the period ending May 20, 2011, totaling \$7,491.07 be adopted as presented."

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



iii Corporate Services Committee

There were no minutes of the Corporate Services Committee as the meeting is being combined with the June meeting.

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 May 18, 2011 meeting. Minutes are attached as Appendix "D".

The recommendation to hire a Director of Municipal Services was adopted at the May 24, 2011 Council meeting. Lindsay McIntyre will start work on July 4.

The Request for Proposal for the sidewalk repair project closes June 15, 2011. Once preliminary estimates are available a work plan can be determined.

v Community Services Committee

There were no minutes of the Community Services Committee as the minutes were brought forth at the May 24, 2011 Council meeting.

Moved by: Cr. Sauteur-Chadwick

Seconded by: Cr. Smith

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

MOTION CARRIED UNANIMOUSLY

b. Reports from Other Organizations/Agencies

Mayor Hobart and Cr. Smith attended the NWT Association of Communities Annual General Meeting and will provide a report to Council.

c. Mayor and Council

- Cr. Westwell conducted a facebook survey on the wearing of bicycle helmets. Participation was good and favoured everyone wearing bicycle helmets.
- Cr. James thanked the Town staff for the Relay for Life supper noting collections in excess of \$139,549.79.
- Cr. Smith referred to issues discussed at the NWT Association of Communities AGM including the NWT Housing Shelter Policy review, Climate Change and Smart Management practices, permafrost, water, forest fires and the bicycle helmet bylaw.
- Cr. Smith advised of community fish day on June 25 conducted by a number of researchers from various universities monitoring the fish in the Slave River. The Town is providing logistical support, no fishing licenses are required and a competition for children and adults is planned.
- D/M Johnson offered condolences to the family of Samuel Bourke.
- D/M Johnson thanked the Town staff for a great job with the spring cleanup.
- Cr. Holtorf referred to the editorial in last week's paper about the naming of the Roy Scott trail and requested adoption of a formal policy statement regarding the Town's strategic plan. The plan was adopted last year. Cr. Holtorf stressed the importance of governance and the living plan. The Mayor noted challenges of not being fully staffed and revisiting the plan to ensure continuance on the right path.
- Cr. Sauteur-Chadwick enjoyed using the new trail.
- Cr. Sauteur-Chadwick congratulated Fort Smith athletes and coaches participating in the track and field event in Hay River.
- Cr. Sauteur-Chadwick congratulated the Relay for Life participants.
- Cr. Sauteur-Chadwick requested grading and calcium placement on Marine Drive to reduce the dust. Director of Municipal Services advised of a few weeks delay because with the recent fires in Slave Lake. The supplier is from Slave Lake.



- Cr. Sauter-Chadwick requested garbage bins be placed at the boat launch. Concern was raised that fires will be set in garbage bins. Director of Municipal Services will look into this issue.
- The Mayor announced the 3rd annual Senior 55+ Friendship Games taking place in Fort Smith between June 17 and 19. Approximately 40 athletes are expected to participate. Commissioner George Tuccaro will officially open the games. The Town, in the past, has sponsored a dinner.

68.11 RECOMMENDATION

“That the Town of Fort Smith sponsor one meal to a maximum of \$300.00 plus assist with facility logistics for Seniors 55+ Friendship Games June 17 to 19, 2011.”

- The Mayor will be away June 15 and 16.
- D/M Johnson will attend Samuel Bourke’s funeral on behalf of the Mayor.

d. Administration

- Budget Document – Staff presented a budget document and provided a brief overview to Council. Councillors were asked to review the document in detail and bring back questions to the SAO. Staff will provide a bylaw for the Council meeting and a variance and expenditure report at the next meeting.
- Westgrove Subdivision – Staff asked for permission to proceed with a tender for development of 21 lots in the Westgrove II Subdivision. Council requested that bonding be included in the tender documents.



69.11 RECOMMENDATION

“That Council directs administration to proceed with a tender call for the development of 21 lots in the Westgrove II Subdivision.”

- Staff provided licensing reports.
- Canada Day – Council directed staff to notify property owners in writing, post notices and signage of the road closure and ensure barricades are monitored for emergency vehicle access. The Mayor welcomed volunteers to help with the fish fry.

70.11 RECOMMENDATION

“THAT Portage Avenue between McDougal Road and Mercredi Avenue and McDougal Road from Portage Avenue to the Anglican Church be closed to traffic on July 1, 2011 from 11:30 a.m. to 6 p.m. for Canada Day Celebrations,

AND THAT Council approve cash prizes for the Canada Day Parade Floats in the amount of \$1,300.00 to be distributed amongst Commercial, Institutional, Organizational and Individual categories.”

- Ad Hoc Committee for Council Honorarium Bylaw Review

71.11 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, Nick Kaeser, be appointed to this Committee and receive a \$100.00 honorarium per meeting.”

- Ambulance Storage Lease – Staff advised the increase in fees is due to water and washrooms being added. One submission was received in response to the RFP. The morale of the ambulance department has increased with the department having its own space and membership has increased to 14 members and 4 students. The leased space is used for training as well. Council requested identification in the capital plan for a permanent location for the ambulance department.



72.11 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 the option to extend one additional year.”

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

The Mayor requested the June 22 Council meeting be moved to June 23, as the Community Services Master Plan Visioning Session conflicts with the meeting. Council agreed.

Town Council meeting - June 23, 2011 at 7 pm.

I. ABSENCE OF COUNCILLORS

Moved by: Cr. Westwell
Seconded by: Cr. Minute

That Cr. Marta be excused from the Committee of the Whole meeting of June 14, 2011.

MOTION CARRIED UNANIMOUSLY

J. ADJOURNMENT

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

MAYOR JANIE HOBART

Original signed by Brenda Black

Certified Correct by Brenda Black
SENIOR ADMINISTRATIVE OFFICER

Appendix “A”



Town of Fort Smith
Finance and Audit Committee

Thursday, May 26, 2011 at 8:30 am.

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

1. Call to Order
Meeting was called to order at 8:45 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.



Direction to Administration

- The SAO sent a letter to the Gazette to arrange a tax sale advertisement. Letters will be sent to property owners and other interested parties advising of the tax sale.
- The SAO contacted NEBS regarding long term employee sick leave benefit recovery. The SAO is waiting for a response.
- The SAO advised that the IT Technician is formatting library computers. The librarian has been advised that IT work is not authorized. Library purchases were discussed with the Chair and the library purchase order book will be returned to the Town.
- The RAB will be polling their members to vote on the request from Phoenix School for one hour access to Pete's Gym and the Recreation Centre during school hours and bring their recommendation to Community Services.

3. **Financial Reports**

a. **Accounts Paid**

Lists of Accounts Paid were reviewed.

Direction to Administration

- The SAO reported that letters have been sent to the South Slave Friendship Festival Committee regarding society status. The SAO met with committee member George Kurzsewski and they are moving ahead as soon as their coordinator is hired. The festival dates are set for August 18 to 21.
- The SAO advised computer work is on hold. Concern was raised about computer components left in disarray around the office. The SAO will set a deadline with the IT Technician to complete outstanding computer issues. The SAO advised a rack is required for the server. The SAO will request a detailed IT expenditure report from the IT Technician for materials and work done to date.
- Council requested honorariums be placed in Part I of accounts paid.

RECOMMENDATION:

THAT the Accounts Paid Part I for the period ending May 20, 2011 totaling \$797,156.11 be adopted as presented.

RECOMMENDATION:

THAT the Accounts Paid Part II for the period ending May 20, 2011 totaling \$7,491.07 be adopted as presented.

Accounts Receivable

Lists of Accounts Receivable were reviewed.

Direction to Administration

- That the Accounts Receivable report indicate accounts that are 60 – 90 days and over 90 days.
- Interest charges have been corrected to ensure service charges are applied consistently to all accounts on a monthly basis.
- The SAO is compiling backup documentation to send accounts receivable over 90 days to collection agency.
- Council asked about the status of the Right of Set Off Policy and suggested keeping a list of account holders to be written off for future reference.
- The SAO will develop a policy for accounts receivable credit applications and deposits for new accounts.
- Council expressed concern over the number of ambulance receivables. The SAO will research other jurisdictions.



- Council will discuss ambulance issues at the NWT Association of Communities AGM.
 - LGANT, Territorial Health Authority and Fort Smith Health Authority will be consulted by the SAO for ideas regarding collection of ambulance fees.
 - Ambulance issues will be included on the June 14 meeting agenda with MLA Michael Miltenberger.
 - Council directed staff to garnishee wages for uncollected ambulance receivables.
 - Council directed staff to create a public awareness campaign and to work with the hospital to develop a process for collection of ambulance charges.
 - Council directed the SAO to discuss with Health and Social Services direct billing to the hospital for hospital originating ambulance calls.
 - The SAO will develop a policy, look into legal issues concerning mischief calls and response to them and take the policy to Health and Social Services to discuss.
 - Ambulance fees will be advertised on the website, newspaper and newsletter.
- b. Variance Report – a report will be provided once the budget document has been reviewed and is complete.
4. Capital & O & M Budget
- a. 2011 Budget Document - The SAO presented a draft budget document. The Committee reviewed the document in detail.
- Direction to Administration**
- The Committee reviewed the report and will continue to work on the budget. Committee will meet on June 13 to further review the budget and bring recommendations to Council
 - Council stressed the need for the gym floor to be refurbished this year.
 - The SAO will be meeting with a Municipal and Community Affairs representative for clarification on reporting requirements.
 - Council advised an extension had been granted to the end of July to submit the financial statements.
 - Council requested clarification on CPI funding. The SAO advised CPI stood for Community Public Infrastructure.
 - The SAO advised all the 2009 journal entries were complete.
 - Council requested a draft date be included on budget documents for easy reference.
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
- a. Tax Billing – In Camera Session at 10:07 am.
- Council moved in camera to discuss a tax billing issue.
- b. Refinancing – Council Support Request from Individual – In Camera Session
- Council moved in camera to discuss a request for support from an individual for refinancing of a debt.
- c. Council moved out of camera at 10:34 am.
10. Date of Next Meeting – June 13, 4 pm Committee budget working group meeting; June 16, 2011 at 8:30 a.m. Finance & Audit Committee meeting.
11. Adjournment – at 10.35 am.



Appendix “B”



Accounts Paid Part I
to May 20 2011.xls

Appendix “C”



Accounts Paid Part II
to May 20 2011.xls

Appendix “D”



Town of Fort Smith Municipal Services Committee Meeting

Wednesday, May 18, 2011 at 8:30 a.m.

Chairperson: Cr. Bernie Minute
Members Present: Mayor Janie Hobart, Deputy Mayor Brenda Johnson,
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant, Jean Soucy,
Director Municipal Services
Guest: Don Jaque

1.0 Call to Order

Meeting was called to order at 8:35 am.

2.0 Declaration of Financial Interest

There were no declarations of financial interest.

3.0 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.

- A letter has been sent to the Fire Marshall regarding compliance with legislation with respect to routing of sprinkler fire calls.
- Council asked to be copied on outgoing correspondence to issues arising from meetings.
- The Director of Municipal Services provided paving warranty information. The engineering report confirmed everything had been done to prevent heaving in swamp areas. Council requested further research with Don Webb and a briefing note.
- Protective Services Departments have been requested to provide statistical reports to the Executive Assistant at the beginning of each month for the meeting packages.
- Staff will consult with other jurisdictions to develop a recycling policy.
- Staff and the Sustainable Development Advisory Board are working together to develop a waste management plan.
- Garbage bins at the Recreation and Community Centre are being moved to the back of the building advised the Director of Municipal Services.
- The Director of Municipal Services provided an assessment report on the Recreation and Community Centre HVAC system. Council directed that an RFP be issued and to pursue this matter with Taylor and Company.



- The Director of Municipal Services is preparing an RFP for a one year storage lease for two ambulances. Council requested a one year extension option to be added.
- The Mayor advised there had been a good turnout for the bike rodeo.
- The Unsightly Land bylaw will be presented at the May 24 Council meeting for first reading and forwarded to the Town's legal firm for review. Council requested grass of 6 inches added and the definitions reviewed for heavy industrial/commercial vehicles.
- The SAO will send a letter to Fort Smith Construction regarding zoning and gravel crushing.
- Director of Municipal Services provided an update on the installation of the electronic sign. A foundation is required and the existing sign will be moved to the Recreation and Community Centre. The installation will be sole sourced with Fort Smith Construction as they are the only local company able to do the work.
- A letter regarding the low level radiation waste disposal was sent. The SAO advised Council's decision is being appealed. Council confirmed the Town's position not to accept radioactive material at the landfill in accordance with territorial legislation regarding the Town's water license. The SAO and Mayor will draft a follow up letter.
- Council confirmed the meeting with MLA Michael Miltenberger in June to discuss paving and loss of government jobs.

b. Business Plan – The Business Plan was reviewed and Council requested the plan be updated in accordance with the minutes.

4.0 Water and Waste Water

a. Frontier Lift Station – The Director of Municipal Services provided an update on the Frontier Lift Station project upgrade. The project tender was cancelled and the bidder notified.

5.0 Public Works

a. Request for Proposal Sidewalk Repair and Installation – Council reviewed the sidewalk report presented by the Director of Municipal Services and raised concern about the issuance of an RFP for sidewalk repair costs. Council requested a copy of the plan and the need to identify priorities. Blending of trails and sidewalks created an issue, but it was noted that the multi-use trail is similar in use and safer. A gravel trail was suggested. The Director of Municipal Services will research options of cement and paved sidewalks for Field Street and Pine Crescent. The SAO will provide a list of priorities. Council requested a copy of the report after noted changes have been made. Council identified issues of deteriorating sidewalks, the need for crosswalks and culverts across from the RCMP and Fields Store/Recreation Centre. A courtesy letter will be sent to effected homeowners prior to commencing with the sidewalk project.

b. Fire Hall Snow Removal – Council asked staff to look into a solution to the yearly fence damage incurred with snow removal at the Fire Hall and Legion.

c. Crosswalk Painting – The Director of Municipal Services noted an agreement with the Airport to paint the crosswalks. Council identified the need for new crosswalks at the Fields Store and the TransCanada Trail Park. Culverts were needed on Pickerel Street by Women's Corrections and the trail. Council requested crosswalks be included in the traffic plan.

d. Boulevard Upkeep Council reviewed the issue of homeowner's being responsible for cutting grass in ditches to the street and removing snow from sidewalks. The SAO will research other jurisdictions and obtain prior year costs. Council suggested including this issue in the newsletter.



6.0 Facility Maintenance

a. Facility Maintenance Department - The SAO advised the department has been created and will bring the terms of reference to the next meeting. The department will be moved to the first bay of Public Works. Office furniture, computer equipment and an internet connection are required. The SAO will provide a deadline for the department to be moved to its new location.

7.0 Environmental

a. Hazardous Waste Roundup – Council suggested partnering with Environment and Natural Resources and the Fire Department to host a hazardous waste roundup in June.

b. Landfill Site – Council noted an afterhours incident at the landfill site causing damage to the gate. Council directed the SAO to send a letter to the organization holding the key regarding recovery of damages and ensuring keys are used appropriately and for work only.

8.0 Fleet Management – nothing at this time.

9.0 Protective Services

a. Fire Department – There was no monthly report as the Fire Chief is away. Council requested the report be assigned to another member when the Chief is away.

b. Ambulance – The monthly ambulance report was reviewed. The SAO will arrange a meeting with the hospital CEO regarding ambulance supplies. The Mayor recommended a notice be placed in the paper in recognition of EMS Week. Director of Municipal Services will get details of a barbeque being hosted by the ambulance department.

c. Bylaw Enforcement – The monthly bylaw report was reviewed. Council directed the SAO to continue to work with the Bylaw Officer regarding ticketing and enforcement. With the extreme fire conditions Council stated that enforcement of the Fire Protection Bylaw was a priority. Director of Municipal Services advised signage is being made for trails and to ensure flammables are under control.

d. Emergency Preparedness

i. Table Top Exercise – The table top exercise will be held May 25. Representatives from groups identified in the EMO plan have been invited.

ii. Public Communication – The Mayor and SAO will prepare an emergency preparedness publication to keep residents informed.

10.0 Bylaws/Policies Review and Development

a. Unightly Lands Bylaw – The SAO will send the bylaw to committee members.

11.0 Other Business

a. In Camera Session – The meeting moved in camera at 10:15 am.

b. Out of Camera – The meeting moved in camera at 10:40 am.

RECOMMENDATION

THAT Lindsay McIntyre be hired as Director of Municipal Services for the Town of Fort Smith at a Pay Level 31, Step 4.

12.0 Date of Next Meeting - June 15, 2011 at 10:30 am.

13.0 Adjournment – 10:43 pm