



Appendix "A"



Town of Fort Smith  
Human Resources Committee

Wednesday, April 27, 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 8:45 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. The SAO is will report back at the next meeting on Negotiations training opportunities MACA may have. Research of other jurisdictions regarding outside employment was not successful and the Town may have to develop its' own policy. Proposal for the Hiring Process will be reviewed at the next meeting.
  - b. The Business Plan was reviewed. The SAO will develop a work plan to evaluation her performance. The Human Resource Committee will meet April 28, 2011 at 8:30 a.m. to review the work plan. The SAO's six month evaluation is due in July.
4. Staff
  - a. Hiring
    - i. Director of Municipal Services - Update – Interviews and reference checks have been completed. A recommendation to hire Lindsay McIntyre as the Director of Municipal Services was brought forward by the SAO. The Committee asked the SAO to arrange travel to bring Ms. McIntyre in to meet Council and view the communityouncil next week prior to a job offer being made. Council will be provided with copies of her resume and all related details to review. Council will be emailed to confirm the date that Ms. McIntyre can meet.
    - ii. Director of Corporate Services – Update – The SAO has reviewed the applicants and completed a summary for the Interview Committee to screen. The Interview Committee will be contacted today to screen the applications. The job description required a few changes including removal of the Human Resource function, and will be brought to the next meeting for review.
    - iii. Casual Hiring List – A casual staff hiring process will be established. The process will be posted on the website and in the newsletter. A registry will be created for casual resumes will be kept at Town Hall.
    - iv. Internal Posting of Jobs vs. Direct Local Advertising – All advertisements for staffing will run internally and externally concurrently.
  - b. Job Descriptions
    - i. Job Classification Proposal - The SAO will present a tool at the next meeting developed to evaluate job descriptions. An internal test evaluation will be run to ensure the tool works.
    - ii. Landfill Assistant – Seasonal – A few modifications had been made to the job description from last year. The Committee requested a change of wording from recycling to Operate Recycling Pilot Projects removing composting. Responsibilities to include assist with the inspection, maintenance and repair of electric fence. A number or grammar and typo errors were identified.

**INTERNAL RECOMMENDATION**

THAT the Committee recommends the job description for the Seasonal Landfill Assistant be approved with the noted changes.

- iii. Water Plant Operator I - Discussion surround the classification of the position as a Trainee or Operator I. The current position was vacant with an employee resigning. The recommendation was to further review at the next meeting. The Committee suggested rewording the job description summary to include trainee and include successful completion, after two attempts, of training requirements as a condition of maintaining the position. Spelling errors and fond changes were required. Work environment to include working on own in sometime stressful situations and dealing with human waste.
- iv. Lands Clerk – The Committee did not support hiring an interim clerical position.



- v. Lands Administrator – The Committee recommended the Lands Administrator position be advertisement locally, in the News North, on LGANT and across the NWT. With internal and external advertisements run concurrently. A pay level 22 was under review for the position. The SAO will check other jurisdictions pay levels for similar jobs. Economic development is to be taken into consideration in items 3, third bullet down and an acceptable criminal records check to be included. Economic Development to be capitalized.
  - c. Appeals  
No appeals at this time.
  - d. Safety Committee  
The Health and Safety Committee is included on the Business Plan. The SAO will provide liaison reports and meeting minutes will be added to the meeting. Town facilities required posting of safety procedures. The SAO will bring a report back to the Committee. Safety training has been completed. The Health and Safety Committee initiative to provide fitness incentives to employees is complete. The SAO will provide a report of expectations and an update of happenings on the Health and Safety Committee. An accident free incentive was suggested. The Health and Safety Committee is working on initiatives for the \$4,000 allocated towards community wellness, staff moral etc.
5. Council Sponsored Activities
  - i. The Council will be hosting a staff barbeque in June. A survey will be included in pay stubs about a Council sponsored staff barbeque and golf on the 20<sup>th</sup> of June.
6. Bylaws/Policies Review and Development
  - i. Hiring Policy – Policy is required.
  - ii. Outside Business Policy and Employees Bidding on Town Contracts Policy – The SAO will check other jurisdictions. The Town may have to develop a policy. An issue of an employee receiving training and certification paid by the Town and going into business selling training services.
7. Other Business
  - a. Exclusion of Directors Update – A letter has been sent to the Union advising the Director positions have been excluded. No response has been received from the Union.
  - b. Library Staff – The SAO sent a letter to the GNWT regarding allocation of library resources and responsibilities. The SAO spoke briefly with the Director Janice Grinstad, who is not opposed to entering into a contribution agreement. Ms. Grinstad advised they have no agreements in place with other libraries. The SAO is preparing a template of staff responsibilities. The Library Board will be advised of their mandate which included programming and the role of an Advisory Board and the Library Bylaw will be included on their next meeting agenda for review. The SAO will bring the Library Board Chair in to discuss and review. The SAO will provide the draft template to the Library Board once completed. The Library Board is to be kept informed. The Library Bylaw will be reviewed at the next Community Service Committee meeting.
  - c. Arena Position – The Committee members asked if the position had been extended. The SAO advised the position was extended for two weeks to ensure cleanup was complete. The SAO also advised that a proposal was likely coming forward to open the arena early for hockey camps.
  - d. Recreation Staff Meeting – The SAO recently attended a staff meeting at the Recreation and Community Centre and noted some very good ideas had been brought forward. She suggested an *ideas*FORTSMITH for staff to give employees and opportunity to provide input and to get people involved.
8. Date of Next Meetings  
Wednesday, May 18, 2011 at 8:30 am.
9. Adjournment – 10:35 am.



Appendix "B"



Town of Fort Smith  
Finance and Audit Committee

Monday, May 16, 2011 at 12 pm.

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 12:20 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.  
Direction to Administration
  - Page 2 of the March 24 Finance & Audit Committee minutes to be changed to "Send letter to Advisory Board members with outstanding accounts receivable of over 90 days suspending members of Advisory Boards until the Town is paid."
  - Business Plan to be reviewed to proceed to the next level.
  - The SAO will send a request to arrange a tax sale and ensure advertisement in the Gazette.

**RECOMMENDATION**

**That the Property Tax Auction be conducted on September 7, 2011.**

3. Financial Reports
  - a. Accounts Paid  
Lists of Accounts Paid reviewed.  
Direction to Administration
    - That the SAO will report back regarding computer repairs being carried out at the Mary Kaeser Library.
    - The SAO will report back on areas of responsibility regarding library magazine subscriptions.
    - The SAO will meet with the Library Chair and Librarian to advise of a spending freeze until a written agreement with the GNWT has been formalized identifying areas of responsibilities.
    - The SAO advised that late submission of employee time sheets and invoices will not be paid until the next pay period or cheque run.

**RECOMMENDATION:**

THAT the Accounts Paid Part I for the period ending April 15, 2011 totaling \$692,959.49 be adopted as presented.

**RECOMMENDATION:**

THAT the Accounts Paid Part II for the period ending April 15, 2011 totaling \$3,125.42 be adopted as presented.

- b. Accounts Receivable  
Lists of Accounts Receivable were reviewed.  
Direction to Administration
    - That the Accounts Receivable report only indicate accounts that are 60 – 90 days and over 90 days.
    - Follow-up to ensure service charges are added consistently to all accounts on a monthly basis.
    - Follow-up on paving receivables over 90 days to ensure they are applied to property if permitted within PATA legislation.
    - The SAO will follow-up and gather backup documentation to send accounts receivable over 90 days to collection agency. Letters have been sent to account holders.
  - c. Variance Report – report reviewed and items identified.  
Direction to Administration
    - The SAO will review coding and budget allocations regarding Capital and Operating budget items to ensure items are correctly categorized.
    - The SAO will check with NEBS regarding long term employee sick leave benefit recovery.
4. Capital & O & M Budget – The SAO presented a draft Capital and Operating Budget Report.  
Direction to Administration
    - The Committee reviewed the report and will continue to work on the budget. Committee will bring recommendations to Council after the next Finance and Audit Meeting.



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. Donation Request – JBT Yearbook Advertisement
    - The Committee recommended that the Town match the donation given to PWK High School. This item will be included in the budget for next year.
    -

**INTERNAL MOTION**

That the Finance and Audit Committee supports a donation of \$125.00 to the JBT Elementary School Yearbook Advertisement.

- b. Donation Request – Phoenix School Access to Pete’s Gym and Recreation Center
    - The request will be sent to the Recreation Advisory Board for a recommendation.
10. Date of Next Meeting – May 26, 2011 at 8:30 a.m.
11. Adjournment – at 1:55 p.m.

Appendix “C”  
Accounts Paid Part 1



Accounts Paid Part 1  
April 15, 2011.xlsx

Appendix “D”  
Accounts Paid Part 2



Accounts Paid Part II  
April 15, 2011.xlsx

TOWN OF FORT SMITH  
ACCOUNTS PAID  
FOR THE PERIOD ENDING April 15, 2011

| CHQ.#  | SUPPLIER                       | DESCRIPTION  | AMOUNT    | DEPT.                 |
|--------|--------------------------------|--|-----------|-----------------------|
| 24614  | Cancelled                      |  | -         |                       |
| 24615  | Prodigy Enterprises Inc        | Moving expenses for B. Black                                 | 9,634.95  | Administration        |
| 24616  | Link Hardware                  | Material/supplies  | 36.28     | Recreation            |
| 24617  | WSCC                           | 2010/2011 employer payroll statement                         | 50,435.00 | All                   |
| 24618  | Fields                         | Supplies   | 10.50     | Recreation            |
| 24619  | Northern Stores                | Supplies/microwave   | 164.93    | Recreation            |
| 24620  | Bro-Dart                       | Supplies   | 353.40    | Library               |
| 24621  | BMO MasterCard                 | Cell phone bill/accommodations                               | 1,201.62  | All                   |
| 24622  | BMO MasterCard                 | Accommodations/supplies                                      | 889.69    | Tourism/admin         |
| 24623  | Farrell Engineering Sales      | Scale collector  | 283.50    | Pool                  |
| 24624  | Globalstar Canada              | Phone bill   | 136.29    | Fire/ambulance        |
| 24625  | GNWT - HSS                     | Marriage licence fee (R )                                    | 25.00     | Administration        |
| 24626  | Municipal World Inc            | Director of Municipal Services ad                            | 446.25    | Administration        |
| 24627  | TDC Contracting                | Heating oil/diesel   | 6,869.08  | Library/adm/amb/PW    |
| 24628  | Graffiti                       | Digital sign   | 18,240.60 | Administration        |
| 24629  | Northwestel                    | Phone bill   | 84.00     | Fire/ambulance        |
| 24630  | Megan Stock, Naturally Baby    | Books  | 28.78     | Library               |
| 24631  | J. Appleseed                   | Books  | 1,055.25  | Library               |
| 24-001 | Caterpillar Financial Services | Lease  | 4,071.27  | Public works          |
| 24632  | D. Bourke                      | Wood Buffalo Frolics prize                                   | 30.00     | Recreation            |
| 24633  | V. Sanderson                   | Wood Buffalo Frolics prize                                   | 5.00      | Recreation            |
| 24634  | S. Robichaud                   | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24635  | A. Bourke                      | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24636  | F. Beaulieu                    | Wood Buffalo Frolics prize                                   | 40.00     | Recreation            |
| 24637  | L. Courtoreille-Bourke         | Wood Buffalo Frolics prize                                   | 25.00     | Recreation            |
| 24638  | J. Bourke                      | Wood Buffalo Frolics prize                                   | 35.00     | Recreation            |
| 24639  | L. Masson                      | Wood Buffalo Frolics prize                                   | 5.00      | Recreation            |
| 24640  | D. Bourke                      | Wood Buffalo Frolics prize                                   | 135.00    | Recreation            |
| 24641  | M. Schaefer                    | Wood Buffalo Frolics prize                                   | 90.00     | Recreation            |
| 24642  | W. Wanderingspirit             | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24643  | C. Marie                       | Wood Buffalo Frolics prize                                   | 35.00     | Recreation            |
| 24644  | D. Desjarlais                  | Wood Buffalo Frolics prize                                   | 65.00     | Recreation            |
| 24645  | J. Thomas                      | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24646  | D. Balsillie                   | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24647  | A. Smith                       | Wood Buffalo Frolics prize                                   | 25.00     | Recreation            |
| 24648  | M. Bourke                      | Wood Buffalo Frolics prize                                   | 60.00     | Recreation            |
| 24649  | P. Beaulieu                    | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24650  | C. Cardinal                    | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24651  | V. Mercredi                    | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24652  | R. Edjericon                   | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24653  | J. Fabien                      | Wood Buffalo Frolics prize                                   | 35.00     | Recreation            |
| 24654  | K. Schaefer                    | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24655  | A. Gardiner                    | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24656  | R. Grandejambe                 | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24657  | D. Desjarlais                  | Wood Buffalo Frolics prize                                   | 50.00     | Recreation            |
| 24658  | S. Green                       | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24659  | S. Whiteknife                  | Wood Buffalo Frolics prize                                   | 25.00     | Recreation            |
| 24660  | G. Pischinger                  | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24661  | P. Bourke                      | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24662  | D. Courtoreille                | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24663  | L. Bourke                      | Wood Buffalo Frolics prize                                   | 20.00     | Recreation            |
| 24664  | V. Greenland                   | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24665  | J. Gauthier                    | Wood Buffalo Frolics prize                                   | 25.00     | Recreation            |
| 24666  | A. Robichaud-Vogt              | Wood Buffalo Frolics prize                                   | 25.00     | Recreation            |
| 24667  | A. Robichaud-Vogt              | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24668  | K. Delorme                     | Wood Buffalo Frolics prize                                   | 35.00     | Recreation            |
| 24669  | M. Hudson                      | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24670  | S. Allen                       | Wood Buffalo Frolics prize                                   | 5.00      | Recreation            |
| 24671  | G. Ahenakew                    | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24672  | M. McNeill                     | Wood Buffalo Frolics prize                                   | 5.00      | Recreation            |
| 24673  | C. Burke                       | Wood Buffalo Frolics prize                                   | 15.00     | Recreation            |
| 24674  | A. Cockney                     | Wood Buffalo Frolics prize                                   | 10.00     | Recreation            |
| 24675  | T. Burke                       | Wood Buffalo Frolics prize                                   | 5.00      | Recreation            |
| 24676- | Payroll                        | Pay period ending March 25, 2011                             | 93,938.35 |                       |
| 24678  |                                |  |           |                       |
| 24679  | GNWT                           | Course fees - youth programs & services - K.Brown/T.Phillips | 500.00    | Recreation            |
| 24680  | Investors Group                | March contributions (R )                                     | 400.00    |                       |
| 24681  | Lou's Small Engines            | Supplies/repairs/ballpark infield groomer                    | 7,789.74  | Spec. proj/recreation |
| 24682  | Slave River Journal            | Citizen of the week/W.B.Frolics ad                           | 1,446.90  | Legis/recreation      |
| 24683  | Town of Fort Smith             | March payroll contributions (R )                             | 952.00    |                       |
| 24684  | Receiver General               | Tax/PPP/EI (\$29856.70 (R ))                                 | 38,778.06 |                       |
| 24685  | Lifesaving society             | BM exam fee  | 48.00     | Pool                  |

TOWN OF FORT SMITH  
ACCOUNTS PAID  
FOR THE PERIOD ENDING April 15, 2011

| CHQ # | SUPPLIER                        | DESCRIPTION   | AMOUNT    | DEPT.               |
|-------|---------------------------------|---|-----------|---------------------|
| 24686 | PSAC                            | March union dues (R )   | 3,745.31  |                     |
| 24687 | Source Office Furniture         | Mobile file pedestal  | 208.95    | Administration      |
| 24688 | Superior Propane                | Propane   | 2,028.50  | Arena               |
| 24689 | Fields                          | Wood Buffalo Frolics supplies                                   | 137.32    | Recreation          |
| 24690 | Clerk of the Territorial Court  | Garnishee (R )  | 2,153.68  |                     |
| 24691 | GNWT - Taxation Division        | March payroll tax (R )  | 5,268.91  |                     |
| 24692 | M. D. Charlton Company          | Bylaw uniform shirts  | 226.67    | Bylaw               |
| 24693 | Finning (Canada )               | Hose assembly   | 203.24    | Public works        |
| 24694 | Northwestern Air Lease          | Freight   | 106.22    | Pool                |
| 24695 | BMO MasterCard                  | Mylar/hinges  | 703.00    | Recreation          |
| 24696 | Maintenance Enf. Program        | Garnishee (R )  | 1,510.00  | Recreation          |
| 24697 | Smilemakers                     | Canada day supplies   | 905.78    | Recreation          |
| 24698 | Atlas Fire & Safety Equipment   | MSA cylinders   | 2,583.00  | Fire                |
| 24699 | Fort Smith Construction         | Propane/repairs   | 784.34    | Arena               |
| 24700 | Sundog Maintenance Services     | Replace door frame/eavestrough for fire hall                    | 2,467.50  | Fire                |
| 24701 | Fort Smith Animal Society       | Reimburse for euthanization                                     | 157.50    | Animal control      |
| 24702 | DB Perks & Associates           | Supplies/equipment  | 2,165.78  | Pool                |
| 24703 | Little Shop of Flowers          | Flowers for W.B. Frolics  | 105.00    | Recreation          |
| 24704 | BZT General Contracting         | Replace autodialer/install lighting/repairs/install sec. system | 3,823.29  | Fire/admin/rec      |
| 24705 | Northwestel Cable               | Cable for rec centre  | 52.50     | Recreation          |
| 24706 | TDC Contracting                 | Repairs/supplies/heating oil                                    | 23,812.27 | All                 |
| 24707 | Aurora TPI Travel               | Airfare - J. Panter - outdoor adventure show                    | 820.05    | Tourism             |
| 24708 | Maskwa Engineering              | Aggregate acquisition   | 12,151.13 | Special Project     |
| 24710 | CN Doors                        | Replace parts on gate door                                      | 2,141.32  | Arena               |
| 24711 | Rapid Petroleum Products        | Gas/diesel - Fire Smart   | 665.28    | Special Project     |
| 24712 | Infosat Communications          | Phone bill  | 60.65     | Ambulance           |
| 24713 | C. MacDonald                    | Rec centre server/network equipment procurement                 | 21,699.48 | Recreation          |
| 24714 | T.O.F.S. Employees' Association | March staff fund contributions (R )                             | 216.00    |                     |
| 24715 | B. Black                        | Reimburse for W.B. Frolics debate supplies                      | 77.86     | Recreation          |
| 24716 | Power Surge Technologies        | Monitor cable   | 60.89     | Recreation          |
| 24717 | Worktech Inc                    | Project management  | 582.75    | Special Project     |
| 24718 | D. Beck                         | Expense claim RV trade show                                     | 640.80    | Tourism             |
| 24719 | Taylor Made Enterprises         | Reflectors  | 259.88    | Fire                |
| 24720 | Wintergreen                     | Carpet/storage unit   | 1,038.34  | Recreation          |
| 24721 | Payroll                         | Pay period ending April 8, 2011                                 | 378.63    |                     |
| 24722 | Seton                           | Gas masks/cartridges  | 980.39    | Water/arena         |
| 24723 | NWT Tourism                     | Globe & Mail campaign ad  | 1,750.00  | Tourism             |
| 24724 | Cascade Graphics                | WBF buttons/business cards/purchase order books                 | 1,735.92  | Rec/admin           |
| 24725 | GNWT                            | Registration course fees - Class II Water Treatment             | 500.00    | Water               |
| 24726 | Grimshaw Trucking               | Freight   | 301.10    | Pool/PW             |
| 24727 | Lou's Small Engines             | Material/supplies   | 1,240.04  | Special Project     |
| 24728 | Link Hardware                   | Material/supplies   | 247.99    | Ambulance           |
| 24729 | Slave River Journal             | Citizen of the week ad  | 42.00     | Administration      |
| 24731 | Fields                          | Supplies  | 127.05    | Legis/recreation    |
| 24732 | The TLS                         | Subscription renewal  | 58.76     | Library             |
| 24733 | Finning (Canada )               | Parts   | 558.55    | Public works        |
| 24734 | Northwestern Air Lease          | Freight   | 111.31    | Water/pool          |
| 24735 | NEBS Pension Fund               | April premiums  | 18,392.69 |                     |
| 24736 | BMO MasterCard                  | Portable compressor/signs                                       | 789.01    | Landfill/bylaw      |
| 24737 | The New York                    | Subscription renewal  | 90.00     | Library             |
| 24738 | The Writer                      | Subscription renewal  | 40.80     | Library             |
| 24739 | Outdoor Canada                  | Subscription renewal  | 25.20     | Library             |
| 24740 | Frontier Coachlines NWT         | Freight   | 63.65     | Water               |
| 24741 | Sundog Maintenance Services     | Install new roof  | 2,671.20  | Fire                |
| 24742 | Quilting Arts Magazine          | Subscription renewal  | 43.95     | Library             |
| 24743 | GNWT - Finance                  | December school tax   | 882.33    | Administration      |
| 24744 | Runner's World                  | Subscription renewal  | 34.97     | Library             |
| 24745 | Kozy Karpets                    | Repair elevator floor   | 404.65    | Recreation          |
| 24746 | TDC Contracting                 | Supplies/heating oil/repairs/diesel                             | 18,492.86 | All                 |
| 24747 | Aurora TPI Travel               | Bus rental  | 157.50    | Legislative         |
| 24748 | A. Gauthier                     | Reimburse for drivers medical                                   | 91.00     | Public works        |
| 24749 | Manitoulin Transport            | Freight   | 135.29    | Administration      |
| 24751 | NEBS Group Insurance Fund       | April premiums  | 4,599.15  |                     |
| 24752 | Berro's Pizzeria                | Pizza   | 79.65     | Tourism/legislative |
| 24753 | Literary Review of Canada       | Subscription renewal  | 59.00     | Library             |
| 24754 | Bobcat of the Peace             | Supplies  | 778.18    | Public works        |
| 24755 | Joan's Health & Fitness         | Soup and wraps  | 151.99    | Legislative/rec     |
| 24756 | Fort Smith Food Bank            | Catering for Wood Buffalo Frolics                               | 300.00    | Recreation          |
| 24757 | NWT Centennial Library          | Missing/damaged books   | 50.00     | Library             |
| 24758 | Yellowknife Public Library      | Missing/damaged books   | 48.00     | Library             |
| 24759 | Inuvik Centennial Library       | Missing/damaged books   | 80.68     | Library             |
| 24760 | E. Fantasque                    | Wood buffalo Frolics prize                                      | 15.00     | Recreation          |

TOWN OF FORT SMITH  
ACCOUNTS PAID  
FOR THE PERIOD ENDING April 15, 2011

| CHQ #  | SUPPLIER                       | DESCRIPTION   | AMOUNT               | DEPT.                 |
|--------|--------------------------------|---|----------------------|-----------------------|
| 24761- | Payroll                        | Pay period ending April 8, 2011   | 91,236.89            |                       |
| 24763  |                                |   |                      |                       |
| 24764  | Cancelled                      |   | -                    |                       |
| 24765  | Kingland Ford                  | Cylinder rentals  | 201.60               | Rec/WP/Fire/Amb       |
| 24766  | Seton                          | Supplies  | 200.34               | Arena                 |
| 24767  | Cimco Refrigeration            | Plant repairs/supplies  | 7,416.51             | Arena                 |
| 24768  | MSS Ltd                        | Supplies  | 404.04               | Ambulance             |
| 24769  | Grimshaw Trucking              | Freight   | 69.45                | Water                 |
| 24770  | Lou's Small Engines            | Supplies/repairs - Fire Smart program   | 244.36               | Special Project       |
| 24771  | Link Hardware                  | Material/supplies   | 6,672.78             | All                   |
| 24772  | Northwestel                    | Phone bill  | 4,932.44             | All                   |
| 24773  | NWT Power Corporation          | Power bills   | 36,520.70            | All                   |
| 24774  | Slave River Journal            | Citizen of the week/Dir. Of Corp. Serv./Ideas Fort Smith/<br>Tax auction procedures/janitorial services ads | 2,038.19             | Administration        |
| 24775  | Wally's Drugs                  | Supplies  | 797.29               | Lib/amb/rec/wp/adm    |
| 24777  | Receiver General               | Tax/CPP/EI (\$30277.35 (R ))  | 39,274.51            |                       |
| 24778  | Lifesaving society             | Manuals   | 459.23               | Pool                  |
| 24779  | Superior Propane               | Propane   | 1,532.04             | Arena                 |
| 24780  | D. Linaker                     | Expense claim Fire Smart Conference   | 2,515.52             | Fire                  |
| 24781  | Northwestern Air Lease         | Freight   | 279.82               | Admin/Rec/Arena       |
| 24782  | Flaghouse                      | Sports equipment  | 1,001.37             | Special Project       |
| 24783  | G. Miltenberger                | Library administration consultation   | 150.00               | Library               |
| 24784  | BMO MasterCard                 | Radio licences/membership fee/cell phone bill/airfare   | 3,571.20             | All                   |
| 24785  | Frontier Coachlines NWT        | Freight   | 82.47                | Public works          |
| 24786  | ITT W&WW                       | Supplies  | 34.91                | Water                 |
| 24787  | Sundog Maintenance Services    | Install new roof  | 3,567.37             | Fire                  |
| 24788  | Yellowknife Book Cellar        | Books   | 295.26               | Library               |
| 24789  | DB Perks & Associates          | Canoe foam toy  | 756.00               | Special Project       |
| 24790  | SimplexGrinnell                | Time clock supplies   | 135.45               | Pool                  |
| 24791  | GNWT - Taxation Division       | Jan/Feb/Mar school tax  | 9,983.41             | Administration        |
| 24792  | Globalstar Canada              | Phone bill  | 136.29               | Fire/ambulance        |
| 24793  | Terry's Carpentry Service      | Rent 26 York Crescent   | 2,100.00             | Ambulance             |
| 24794  | J. Panter                      | Expense claim Calgary Adventure Show  | 542.82               | Tourism               |
| 24795  | Municipal World Inc            | Director of Corporate Services ad   | 446.25               | Administration        |
| 24796  | TDC Contracting                | Heating oil/gas/diesel/repairs/supplies   | 19,978.30            | All                   |
| 24797  | Aurora TPI Travel              | Airfare - B. Black  | 939.18               | Administration        |
| 24798  | IOS Financial Services         | Copier lease  | 206.72               | Administration        |
| 24799  | SOS Children's Safety Magazine | NWT winter ad   | 257.25               | Recreation            |
| 24800  | Graffiti                       | Supplies  | 1,117.70             | Lib/rec/pool/arena/wp |
| 24801  | Wesclean                       | Cleaning supplies   | 506.11               | Recreation/ambulance  |
| 24803  | Pentecostal SALT College       | Donation - graduation   | 100.00               | Administration        |
| 24804  | Aquam Inc                      | Swim team equipment   | 1,060.11             | Special Project       |
| 24805  | Misty's Janitorial             | Janitorial contract   | 950.00               | Admin/library         |
| 24806  | NU Mechanical                  | Unplug drain/repair pipes/thaw sewer line/change transformer  | 4,633.13             | PW/WP/animal          |
| 24807  | Joan's Health & Fitness        | Soup and wraps  | 36.23                | Recreation            |
| 24808  | Rapid Petroleum Products       | Gas/diesel - Fire Smart   | 902.51               | Special Project       |
| 24809  | McIlmoyle & Duchene Law        | Legal fees  | 2,999.50             | Administration        |
| 24810  | Dominion Gunite (Calgary) Ltd  | Sensors/permaseal   | 888.30               | Pool                  |
| 24811  | Arctic Alarm/Diamondtel        | Fire packages   | 3,465.00             | Recreation/Arena      |
| 24812  | Sands Canada Inc               | Handheld ECG monitor/respirtech pro/manometer/supplies  | 733.85               | Ambulance             |
| 025-01 | Caterpillar Financial Services | Lease   | 4,071.27             | Public works          |
| 24813  | Clerk of the Territorial Court | Garnishee (R )  | 5,190.47             |                       |
| 24814  | Pelican Rapids Golf Club       | 2011 contribution grant   | 5,000.00             | Recreation            |
| 24815  | Ikon Office Solutions          | Copy usage  | 238.09               | Administration        |
| 24816  | GNWT - Arctic Airports         | Fuel facility lease (R )  | 293.80               | Administration        |
| 24817  | Estate of D. Mangold           | Refund meter deposit (R )   | 125.00               | Administration        |
| 24818  | Mercury Sign Art & Design      | Scan/print/laminate town map  | 264.60               | Public works          |
| 24819  | Municipal World Inc            | Subscription renewal  | 57.75                | Administration        |
| 24820  | TDC Contracting                | Heating fuel  | 1,903.11             | PW/arena/amb          |
| 24821  | Sand Environmental Excavating  | Clear westgrove subdivision less o/s amounts owing  | 22,577.71            | Special Project       |
| 24822  | Northlight Electric            | Install network/cable at rec centre   | 7,674.17             | Recreation            |
| 24823  | C. Aubrey, W.C. Guest House    | Accommodations  | 200.00               | Library               |
| TOTAL  |                                |   | <u>\$ 692,959.49</u> |                       |

TOWN OF FORT SMITH  
 ACCOUNTS PAID  
 FOR THE PERIOD ENDING April 15, 2011

| CHQ # | SUPPLIER                 | DESCRIPTION                   | AMOUNT             | DEPT.           |
|-------|--------------------------|-------------------------------|--------------------|-----------------|
| 24709 | Phoenix Automotive       | Repair tire                   | 63.00              | Public Works    |
| 24730 | Freund Building Supplies | Jacuzzi pump/gogging assembly | 1,413.18           | Pool/recreation |
| 24750 | Phoenix Automotive       | Battery/service vehicie       | 542.30             | PW/ambulance    |
| 24776 | Freund Building Supplies | Material/supplies             | 994.56             | Rec/PW/WP/Arena |
| 24802 | Phoenix Automotive       | Service ambulance             | 112.38             | Ambulance       |
| TOTAL |                          |                               | <u>\$ 3,125.42</u> |                 |



Appendix "E"



Town of Fort Smith  
Corporate Service Committee

Thursday, April 28, 2011, at 5:15 pm

Chairperson: Mayor Janie Hobart  
Members Present: Cr. Chris Westwell, Cr. Holtorf  
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant

1. Call to Order- 5:15 pm

Requested additions to the agenda;

- (a) Communications
  - (i) *ideasFortSmith* Update
  - (ii) Trade Show Update
- (b) Liaison with Other Governments/Agencies
  - (i) Joint Risk Management

2. Declaration of Financial Interest

There were no declarations of financial interest.

3. 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.

- Service Agreements or MOU's are required for Ambulance and Fire Department and Library.
- A public consultation meeting will be held on May 12 at 7 pm in Council Chambers to review the Unsightly Premises Bylaw. Input will also be obtained at the Trades Show.
- Meetings with Salt River First Nation postponed until the new Executive Officer hired.
- Boundary extension and requests for land have been submitted to Municipal and Community Affairs.

Business Plan

- The Governance section of the business plan will be reviewed at the next meeting.
- Corporate proceeding with community boundary and request for additional lands. The Metis have made application for the same parcels of land as the Town.
- The Tourism and Trade Advisory Board is looking at ways to encourage businesses to work together. Ideas will be gathered and brought to Council.

4. Governance

- a. Strategic Planning – Council will meet on May 17 after the Council meeting to review of the ICSP and Business Plan to evaluate the status of plans.
- b. Bylaws, Policies and Procedures
  - i. Policy and Bylaw Review Contract  
The SAO will advertise a RFP for policy and bylaw review in the May 3<sup>rd</sup> issue of the Slave River Journal.
- c. Communications
  - i. Posting of Meeting Minutes – The SAO is developing a format and will bring it forward shortly.
  - ii. IdeasFORTSMITH – was held on April 16 and was moderately successful. The Dragons' Den was very successful. Suggestions will be researched and brought to the appropriate committee to action.
  - iii. Trade Show – The Trade Show is being held April 30, 2011, 9 am to 5 pm at the arena.
- d. Council Governance/Training
  - i. Date of Financial Training – The SAO will provide Council training to read financial statements when draft Audit Statements are ready in June.
- e. Legal – nothing at this time.
- f. Liaison with other governments/agencies
  - i. Highway 5 Paving- The Mayor met with Parks Superintendent Rob Kent regarding paving of Highway 5. The Committee recommended a letter be sent to the MLA to lobby for paving of the remainder of Highway 5.
  - ii. Slave River Water Quality Group- The Mayor is currently attending the meetings until the Director of Municipal Services is appointed. The week of June 24 will be fishing week with hopes to obtain a large sample of fish for testing. New information from this group will be passed on to Council.
  - iii. Salt River First Nation Agreement Update – A meeting will be held as soon as the new Chief Executive Officer is in place.
  - iv. Joint Risk Management Committee – A number of individuals have expressed interest in sitting on this committee. The SAO will advertise for members and prepare the committee terms of reference.

4. Lands

- i. Development Application – Fort Smith Metis Council – The Committee reviewed the development application from the Fort Smith Council. The Committee determined that



the development did not fall within the zoning bylaw parameters. The Committee directed the SAO to send a letter to the Metis advising them that the development was not in compliance with the Town's zoning bylaw.

5. Economic Development – Nothing at this time.
6. Sustainable Development
  - i. Sustainable Development Advisory Board – The Committee reviewed the minutes of the April 26, 2011 meeting. The SDAB created three sub-committees to work on projects/initiatives of the advisory board. The sub-committees were Energy Plan Implementation Committee, Community Gardening Committee and the Waste Management Committee.

### **RECOMMENATION**

**That the week of May 30 to June 3, 2011 be declared Bike to Work Week/School in Fort Smith.**

7. Information Technology
  - i. Mary Kaeser Library Computers - The SAO will continue to investigate computer issues at the library including ownership and replacement. The Library Advisory Board will be advised.
  - ii. Town Hall IT Concerns – The Mayor advised Town Hall is experiencing numerous computer issues. The computers are down regularly. The scanning system has been down for the last three days. The SAO will review the IT plan. The SAO advised Northwestel is investigating the Town's system. The Committee raised concern that the new computers purchased were not tendered. The SAO will investigate, meet with the Town's IT Technician and report back on the status and expenditures of the IT project at the next meeting.
8. Other Business
  - a. Swag - The SAO and Mayor will research the purchase of items and bring recommendations to Council. A distribution policy will be developed.
  - b. Safe Communities – Cr. Holtorf requested developing a plan and promoting a safe community campaign. He stated this was Highway Safety year. Cr. Holtorf suggested resurrecting the Bicycle Helmet Bylaw and promoting the Fire Smart Program. The Mayor advised these initiatives were promoted in the newsletter. Cr. Holtorf suggested advertising in the Slave River Journal. The SAO recommended submitting a story about how the Town communicates.
  - c. Communications Plan – Cr. Westwell requested an update of the Town's communication plan and recommended bylaw review. The SAO advised the Town's finances were a priority right now. The SAO stated recording minutes will be brought forward at the next meeting.
  - d. Business Plan – Cr. Westwell stated the Tourism and Trade Advisory Board suggested conducting an ideasFORTSMITH for the business community. The Committee stated that Council and staff had been attending a lot of meetings recently. Cr. Westwell suggested a meeting with business leaders in the community and the suggestion was made that this could be done in conjunction with the ICSP review.
9. Date of Next Meeting – May 19, 2011 at 5:15 pm.
10. Adjournment – 6:52 pm



Appendix "F"



Town of Fort Smith  
Municipal Services Committee Meeting

Thursday, April 28, 2011 at 9:30 a.m.

Chairperson: Mayor Janie Hobart  
Members Present: Deputy Mayor Brenda Johnson, Cr. Bernie Minute  
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant, Ron Schaefer, Bylaw Officer

1. Call to Order  
Meeting was called to order at 9:50 am.
2. Declaration of Financial Interest  
There were no declarations of financial interest.  
  
Additions to the Agenda  
A request was received to add staff identification for entry into residences for work purposes to the agenda.
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 SAO will send a letter to the Fire Marshall regarding establishment of fines for non-compliance of legislation with routing of sprinkler fire calls through the Town.
    - The SAO will contact Maskwa Engineering about details of the paving warranty.
    - The SAO will establish a system where the monthly reports are routed to the Executive Assistant.
    - A public meeting to receive input for the Unsightly Lands Bylaw is set for May 12 at 7 pm in Council Chambers.
    - The Fire Chief and members have been advised in writing regarding alcohol not permitted in the Fire Hall.
    - Protective Services has concerns about joint training initiatives.
    - The Director of Municipal Services researched curb's and gutter installation and found the costs will be massive. Salt River First Nation subdivision development plan had costs for curbs and gutters. The SAO will obtain a copy of their proposal and will forward the appropriate section to Committee members.
    - The SAO advised garbage bins at the Recreation and Community Centre will be moved to the back of the building once the ground dries. The SAO advised that fees on the water bills were no duplicated with regards to bin rentals. The fees were collected for the landfill improvement and had nothing to do with dumping or picking up garbage bins.
  - b. Business Plan – The Business Plan was reviewed and is to be completed by the end of the year.
    - Changes to the Business Plan wording in item #12 was recommended as follows:
      - Investigate recycling opportunities including gently used goods and composting.
    - The cost of sidewalk repairs was requested including the sidewalk at JBT. The SAO will send an email request to the Director of Municipal Services.
4. Water and Waste Water
  - a. Town's Water License – Correspondence from the GNWT Regional Environment Coordinator Albert Bourque was moved to Other Business Low Level Radioactive Waste Disposal.
5. Public Works
  - a. Westgrove Subdivision Plan & Construction Budget - The Committee requested cost and debenture financing information prior to moving forward and requested Mitch Heron of Maskwa Engineering attend the next meeting to answer questions. The Committee requested a mid-May meeting date to deal with this item.
  - b. Cemetery Maintenance – Town staff will cut the grass and the SAO will create policy to establish the Town's role in cemetery maintenance. The Committee suggested creating a special cemetery day to recognize volunteers The SAO will advise volunteers of Town's support and recognition of volunteers.
  - c. Road Works 2011 – The Committee requested a financial update and a breakdown of project costs prior to proceeding. The Committee also asked whether there was an agreement in place with Maskwa for engineering services. The Committee suggested establishing a Standing Offer Agreement for services. The SAO will report back.
6. Facility Maintenance
  - a. Facility Maintenance - The SAO is developing the terms of reference and job descriptions.
  - b. Janitorial Tender – Town Hall and Mary Kaeser Library – The SAO advised one response had been received from the current contractor, Misty's Janitorial for \$1,150.00 per month. The SAO will establish a standards and a check list to ensure cleaning expectations and requirements are met on a daily basis as there were some concerns that performance in the past was not up to the standards specified in the tender. The SAO will meet with the contractor to discuss concerns and expectations.



## **RECOMMENDATION**

**That the Town accepts Misty's Janitorial tender submission for a one year term with an option to extend the contract for a second year for their total tender price of \$1,150.00 per month for Town Hall and Mary Kaeser Library janitorial services.**

- c. HVAC – Recreation & Community Centre – The SAO advised that Taylor & Company from Hay River will be in tomorrow to provide an assessment and provide a proposal.
- d. Flower Baskets – The Mayor advised that Ilene McLarnon will not be looking after the flowers this year. The Committee recommended advertising for a student to fill this vacancy. Ilene has offered to assist with startup. The SAO will establish a work plan.
7. Environmental
- a. Waste Management Plan – The Sustainable Development Advisory Board offered to assist with the development of the Waste Management Plan. The Committee had no objections.
8. Fleet Management – nothing at this time.
9. Protective Services
- a. Fire Department – There was no monthly report. The SAO had met with the Fire Chief to provide a letter that no alcohol is permitted at the Fire Hall. The SAO advised no negative response had been received. The Committee suggested providing the Fire Department with non-alcoholic beverages.
- b. Ambulance – There was no monthly report. The SAO will advise the Ambulance Department that they are not to use their own letterhead and that the name of the Ambulance Department has not been formally changed. Informal memos are the preferred method of corresponding with Town staff. The Ambulance Department asked for assistance to store a large supply of mass casualty materials given to them by the Hospital. The SAO to discuss with Hospital CEO about passing supplies to Ambulance Department. The SAO will review the Ground Ambulance Funding Terms of Reference for services to be delivered.
- i. Ambulance Storage – The Ambulance storage lease will be expiring shortly with Terry's Carpentry and an six month lease extension is being requested at approximately \$2,000 per month. The Committee suggested talking to the owner about no access to water and a reduced summer rate as no heat is required. The Committee reviewed storage options of the Fire Hall and the 7-Bay and constructing a permanent storage location on the Town's land adjacent to the hospital. The Committee suggested preparing a RFP for storage space. The Committee stated the Fire Hall can be used for training requirements. The Committee asked the SAO and Director Municipal Service to investigate and report back.
- c. Bylaw Enforcement – Bike Rodeo The Bylaw Officer will be assisting Public Health with the bike rodeo to be held on May 14 at the arena. Public Health is donating 40 helmets.
- d. Emergency Preparedness – The Table Top exercise had been postponed because MACA could not attend. The Committee raised concerns that the fire season was fast approaching and suggested checking with the facilitator and setting a date that works best for everyone between May 16 and 20 and May 24 and 27. The facilitator is available for most of May. The SAO will determine a date the facilitator and send an email to everyone.
10. Bylaws/Policies Review and Development
- a. Bicycle Helmet Bylaw - The Committee asked the SAO to prepare the current bylaw and one other bylaw directed to youth aged 14 or 16 for Council to make a decision on. The SAO will advertise the meeting. The SAO will remove the word "knowingly" from the bylaw. The Committee felt that positive promotion and education by Public Health and the RCMP to encourage wearing of helmets was important.
- b. Unsightly Lands Bylaw – The Committee asked for the inclusion of definitions for equipment, SAO and use of "order" consistently throughout the document. Additional changes required include changing "removed to approved location". The Committee directed the SAO to issue cleanup orders on all required properties in the community, prioritized and actioned depending on the Town's financial situation. The Committee directed the SAO to develop a policy. The Committee determined that Appeals will be dealt with by Council. The Committee noted PATA should be referenced to sections regarding accounts transferred to taxes if not paid. Names should be removed from the bylaw and referred to as staff. Extension of orders will be removed from the bylaw. Snow removal should be addressed, moving snow to public lands costing the Town to remove the snow. Progressive or graduated fine structure was suggested. Bylaw enforcement to begin after the spring cleanup. Changes to the bylaw will be adopted after a public consultation. The bylaw can proceed to the May 17 meeting and final adoption at the June Council meeting. A notice will be posted at the Trade Show of a public hearing for the bylaw. A public meeting to review the bylaw will be held on May 16 at 7 pm in Council Chambers.
- b. Fees Bylaw - The SAO brought forward a new fee schedule for the landfill on the recommendation of the Landfill Attendant. Definitions for unsecured were needed. The bylaw will be amended to allow for the new fee structure. Fees for disposal of batteries has been removed because the Public Works crew were finding batteries disposed elsewhere. The SAO will investigate toner cartridges disposal.

## **RECOMMENDATION**

**That the Garbage Bylaw be amended to include a definitions for unsecured loads and that the Fees Bylaw Schedule "K" be replaced with the new fees schedule.**

11. Other Business
- a. Amendment to the Dog Act – Information from the Government of the Northwest Territories was provided.
- b. Low Level Radioactive Waste Disposal Salt River First Nation – The Committee reviewed the request to take on contaminated soil and the recommendation from the Government of the Northwest Territories Regional Environmental Coordinator. The Committee accepted the GNWT's position that the Town of Fort Smith would violate the terms of its Type A water license by accepting what could be



described as industrial waste from outside its jurisdictional boundary. The Committee directed the SAO to send the information to Council and request a response by noon tomorrow.

c. Municipal Services Meetings – Committee members asked that Municipal Services meetings be broken into two evenings or even add items at the end of Committee of the Whole meetings if the agenda is lengthy. Cr. Minute volunteered taken on the Chairing of future Municipal Services meetings.

**RECOMMENDATION**

**That the Chair of the Municipal Services Standing Committee will be Councillor Bernie Minute.**

d. Gravel Crushing within the Municipal Boundaries – D/M Johnson requested an update on Fort Smith Constructions' gravel crushing activities. The Committee noted that the zoning bylaw permitted gravel storage but not crushing activities on the lands owned by Fort Smith Construction on Calder Avenue and adjacent to a residential zone. The SAO will follow up.

e. Electronic Sign – The SAO stated the electronic sign will be installed as soon as the ground thaws. The current sign will be moved to the Recreation and Community Centre.

f. Traffic Plan – The Mayor noted that some items on the Traffic Plan for the school zone were not yet complete. Items not complete included installation of a fence around the old brown and green house parking lot. The SAO will check on the status of the fence with the GNWT's Public Works and Services.

12. Date of Next Meeting - May 18 at 10:30 am.
13. Adjournment – 12:20 pm



Appendix "G"



Town of Fort Smith  
Community Services Committee

Monday, April 26, 2011 at 12 noon

Chairperson: Mayor Janie Hobart  
Members Present: Deputy Mayor Brenda Johnson, Cr. Kevin Smith, Cr. Sheila Sauter-Chadwick  
Staff Present: Brenda Black, SAO; Tommy Phillips, Director of Community Services, Anne Sebert, Executive Assistant

1. Call to Order  
Meeting was called to order at 12:10 pm.
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. No response has been received regarding the application for Young Canada Works funding. The Director of Community Services will prepare an advertisement for summer students. Discussion arose about the need for a physical events calendar for the Recreation and Community Centre and a policy regarding the Town's role in community events. *ideasFORTSMITH* feedback will be circulated.
  - b. The Business Plan The Business Plan was reviewed. Discussion to set a date and a vision for the downtown development arose. Volunteers were recognized weekly in the Slave River Journal and volunteer appreciation night was held at the museum. The Animal Society will be recognized on Canada Day. Certificates and pins are presented to all volunteers. The display gallery at Town Hall has been painted, display cases ordered and lighting installed. Local artists are creating a map for display.
4. Recreation
  - a. Recreation Services
    - i. Recreation & Community Centre Statistics-February 2011 –usage statistics for the RCC were provided.
    - ii. Pool Statistics-February 2011 – usage statistics for the Pool were provided. More detail about events required in the pool report.
  - b. Recreation Advisory Board
    - i. Minutes The minutes of the April 4, 2011 meeting were reviewed. The Community Services Master Plan was approved at the April 19 Council meeting. The Community Events Coordinator position job description is under review and will be brought to the Human Resource Committee Meeting. Funding for the position from Industry, Tourism and Investment ended in March.
5. Library
  - a. Library Services – March Librarian's report reviewed.
  - b. Library Board
    - i. Minutes- April 13, 2011 – The minutes of the Library Board were provided in draft form. Nothing further at this time regarding an agreement with the GNWT as the government representative is away.

**RECOMMENDATION**

That Rita Antoniak be appointed to the Library Advisory Board for a two year period ending December 31, 2013.

6. Visitor Services
  - a. Visitor Services Update - The Visitor Centre is located in the Wood Buffalo Park Office and identified on the Town website as the Town of Fort Smith Visitor Information Centre. Discussion regarding the status of locating the Visitor Centre in the Bishop's Residence took place. Discussion regarding the submission from the Bus Tourism Operator correspondence was reviewed.
  - b. Tourism Advisory Board
    - i. Minutes – The Tourism and Trade Advisory Board will be meeting on May 9, 2011.
7. Community Events/Liaison with Community Organizations
  - a. Canada Grant – Director of Community Services advised nothing was expected until after the elections.
  - b. South Slave Friendship Festival – The Festival Committee has been advised by letter regarding the Town's policy for flow through funding. The Town will assist for one year while the organization applies for society status.
  - c. 60<sup>th</sup> Parallel Visitor Centre – The staff of the 60<sup>th</sup> Parallel Visitor Centre had not visited Fort Smith in response to the invitation to view the community. The Director of Community Services will follow-up.



- d. IdeasFORTSMITH – Dragons’ Den proposals are being reviewed and will be forwarded to appropriate committee to action. Letters have been sent to all that they will be kept informed. Most proposals will be directed to Sustainable Development Advisory Board or the Municipal Services Advisory Board.
8. Bylaws/Policies – Continue to review bylaws and policies.
9. Other Business
  - a. Truth and Reconciliation Hearing Update – A meeting is scheduled for this afternoon. The Hearing has been moved to May 6, 2011 and the hearings will take place at Aurora College. The feast will take place at the Recreation and Community Centre and the entertainment and closing ceremony will take place at the Roaring Rapids Hall.
  - b. Track Update – Discussions with the consultant has taken place regarding seeding of grass, checking of the grade with Maskwa Engineering and a time table for the rubberization. The consultant will be looking at the site to sort out locations for the various sports. Review of land ownership is required. A letter has been sent to the Minister and the MLA regarding transfer of land or lease with the Town.
  - c. Summer Arts Workshop Update – The Director of Community Services advised a meeting with the artists had taken place. The workshop is scheduled for August 7 to 14, 2011. A draft schedule is being developed. The Town is proving support and working in partnership with the Northern Life Museum.
  - d. Paddlefest – The Paddlefest is taking place July 30, 31 and August 1 and the new President of the Club is John Blythe.
  - e. Website Groups Contact List – Some contacts have changed and an update of contacts is required.
  - f. Arena Staff Training – The Director of Community Services has a draft policy for training of arena staff. Reviewing ice development course and cross training, Health and Safety Committee developing emergency procedures for all Town facilities.
  - g. Community Services Master Plan - Work with the rebranding consultant to develop a community vision. Timeline for K2 and RC Strategies is the week of June 20-25 with community involvement and meetings with Advisory Boards and Council. Group interviews will also take place. South Slave Friendship Festival and Paddlefest were key events for involvement. Suggested surveys to cover both plans with prizes to be awarded for survey submission. Online survey suggested as well.
  - h. Arena Early Opening – A letter will be coming forward from ice user groups requesting the early opening of the arena on the long weekend in September for hockey camps, a hockey tournament and a golf tournament.
  - i. Youth Advisory Board – The date for the meeting will be set after soccer is finish.
10. Date of Next Meeting – May 12, 2011 at 12:00 pm
11. Adjournment – 1:08 pm



Appendix "H"



Town of Fort Smith  
Community Services Committee

May 12, 2011

Chairperson: Mayor Janie Hobart  
Members Present: Cr. Kevin Smith, Cr. Sheila Sauteur-Chadwick  
Staff Present: Brenda Black, SAO; Tommy Phillips, Director of Community Services, Michelle Gauthier, Receptionist  
Absent: Deputy Mayor Brenda Johnson

1. Call to Order  
Meeting was called to order at 12:12 pm
2. Declaration of Financial Interest  
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
  - Review of Minutes – All outstanding items from last meeting were reviewed. It was noted that there will be two sets of Community Services minutes as well as the related recommendations will be going to the next Committee of the Whole Meeting.
  - Young Canada Works Funding – The Town has not received any notification of approval yet.
  - Canada Day Grant – The application has been approved for \$6,590.00.
  - 60<sup>th</sup> Parallel Visitor Centre – Mr. Tom Colosimo of Industry, Tourism and Investment will be meeting with the Mayor and SAO next week. The Town will support providing a tour of Fort Smith for the staff of the 60<sup>th</sup> Parallel Visitor Centre. In the past, providing the tour to these employees has resulted in many positive recommendations to visit the Town of Fort Smith.
  - Truth and Reconciliation Hearing Update – The SAO stated that the hearing was well attended, the community feast was attended by approximately 100 people however Uncle Gabe's Friendship Centre was not well prepared for the event.
  - Track Update – Mr. John Konohowski, the Consultant for the track visited Fort Smith from May 6<sup>th</sup> – 8<sup>th</sup>, 2011. During the visit, John conducted a site review with Denise Yuhas, Tommy Phillips, Brenda Black, Roger Vale (PWK) and Mitch Heron (Maskwa Engineering) to finalize plans for completion of the track and surrounding area including the retrofit of the tennis courts. The SAO advised that the request for transfer of the land had been made and a letter of support from MLA Michael Miltenberger had been submitted. Mayor Hobart noted that we need to look at moving forward with such things as requests for events. Tommy Phillips, Director of Community Services, noted that the volley ball court will be relocated to an area beside the Recreation Centre.
  - South Slave Friendship Festival – The Town still has not heard back from the organizers. It was noted that there is an ad in the paper for a coordinator.
  - a. The Business Plan – The Business Plan was reviewed.
4. Recreation
  - a. Recreation Services
    - i. Recreation & Community Centre Statistics-April 2011 –usage statistics for the RCC were provided.
    - ii. Pool Statistics-April 2011 – usage statistics for the Pool were provided.
  - b. Recreation Advisory Board
    - i. Minutes – There are no minutes as RAB hasn't had a meeting yet this month.
5. Library
  - a. Library Services – There is no Librarian's Report as the meeting was last night.
  - c. Library Board
    - i. Minutes –There are no minutes prepared as the Library Board met last night. Cr. Sauteur-Chadwick updated the Committee on the highlights of the meeting last night including the book sales, the Self- Publishing workshop being conducted by visiting author Annelies Pool that is scheduled for this Saturday, a second visiting author coming to town on May 17 – 19, as well as the Summer Reading Program and movie nights.
6. Visitor Services
  - a. Visitor Services Update - The Town has applied for funding for seven student positions with Young Canada Works Program: two - Visitor Services, two – Parks, two - Day Camp and one - Library/Administration Position. The positions have been advertised and the competition closes Friday, May 13<sup>th</sup>. The park staff will begin work on May 23<sup>rd</sup> and our goal is to have students able to begin on May 23<sup>rd</sup> so all the visitor information staff can be trained at the same time. It was noted that the Town needs to ensure the Town's presence at the Visitor Information Centre is more pronounced.
  - b. Tourism Advisory Board
    - i. Minutes – The meeting is scheduled for May 20<sup>th</sup>.



7. Community Events/Liaison with Community Organizations
  - a. Victoria Day – Town will be hosting a Thebacha Trail challenge. It will start early in the day and include a hotdog roast at the Trans Canada Trail Park. It was noted that the cross walk going to the post office needs to be redone along with the addition of one on McDougal Road from Conibear Park to the Trans Canada Trail Park.
  - b. Canada Day – Town is working to encourage more community groups to assume responsibility for specific Canada Day events in order to make the day a community event as opposed to a Town sponsored event.
  - c. Senior 55+ Friendship Games – The Mayor noted that the games will be held from June 17-19<sup>th</sup>.
8. Bylaws/Policies –
  - Review Bylaw to Establish Library Board – Original bylaw was established in 1985 and is not up to date. There are changes required to the Powers and Duties of the Board section to reflect appropriate responsibilities of an advisory board. The Mayor presented a draft copy of the bylaw with Duties and Responsibilities of the Board to be developed by staff and presented to committee. Once complete, the amended by-law will be presented to the Library Board for their input.
9. Other Business

There was no other business.
10. Date of Next Meeting – June 16, 2011 at 12:00 pm
11. Adjournment – 1:08 pm