



Appendix "A"



Town of Fort Smith
Finance and Audit Committee
Monday, November 21, 2011, at 12 Noon

Chairperson: Councillor Claudette James
Members Present: Councillor Brad Marta, Mayor Janie Hobart, Councillor Kevin Smith
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant; Lindsay McIntrye,
Director of Municipal Services; Ross De Boer, Interim Director of
Community Services

1. Call to Order
Meeting was called to order at 12:10 noon.
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review Draft Budget 2012
 1. The SAO predicted a \$360,000 surplus.
 2. The SAO stated there will be a need for journal entries for an estimated \$250 in bank charges.
 3. The SAO will review the need to make an allowance for vacant director positions.
 4. The SAO will reduce the Lands salary allocation from \$45,000 to \$10,000 as the position has been filled for three months.
 5. The SAO stated training expenses may exceed \$2,000 with recent Lands training.
 6. The SAO advised areas of the Corporate Services budget have been reduced.
 7. The SAO indicated that wages at the Recreation Centre have been reduced and Pool wages have increased.
 8. The SAO will add a line item for the Library Services contribution.
 9. The SAO advised the budgeted revenues for bylaw cover all expenses except salaries. The hope is to work towards making the department self-sufficient.
 10. The SAO will correct the \$24,000 double entry for the MACA Recreation & Sport grant.
 11. Cr. Smith asked about the pool budget and the heating costs. The SAO advised the budget forecast of \$468,000 is \$200,000 less than budget as some costs are charged to administration.
 12. The SAO advised pool structure changes resulted in lower pool salaries. The aquatic lead position is a working staff and there is no pool manager.
 13. The SAO noted an increased arena budget due to increased power costs. Questions arose about contracting arena operations but too many complaints have been received in the past and maintenance was not addressed. Staff presence at events had also been an issue. The Mayor suggested increasing the power budget to \$60,000. The SAO advised the ice plant maintenance at the arena is contracted out.
 14. The Committee reviewed outdoor rinks. The only functional outdoor rink is located at Trailcross. The line item for outdoor rinks will be reduced from \$1,500 to \$500.
 15. The Mayor asked if tennis court net and fencing repairs are needed. The line item will be increased from zero to \$500. Cr. Smith suggested a rental charge for use of the tennis courts. The Tennis Club donated \$4,000 towards the resurfacing of the courts.
 16. The SAO advised of complaints about the recreation user fees being too high.
 17. The SAO expected \$50,000 for the Library MOU and \$70,000 in future years.



18. The SAO advised the Ski Club has recently submitted financial statements to receive their \$50,000 grant and the Golf Club have not yet applied.
19. Cr. James noted street lighting and Christmas decorations are not included in the operations budget.
20. Fire Abatement budget allocation for 2012 remains at \$70,000. Cr. Marta suggested that some work be done each year. The Mayor stated the Town's properties should be addressed and suggested reviewing the Albert Bourque plan as the first priority.
21. The SAO advised of an alternate heat source proposal and engineering study to be presented.
22. The SAO advised gas tax funding may be available for water license requirements.
23. Cr. Smith asked about the deadline for HVAC Project funding. The SAO advised a portion of funding could be impacted.
24. The SAO will check on the status of security and the key pad swipe system at the Recreation Centre.
25. The SAO advised \$780,000 in capital projects will be transferred to 2012.
26. The SAO proposed a building graffiti cleaning machine to share or rent to others is included in the Capital Plan.
27. The SAO advised the Water License required environmental studies.
28. The SAO proposed a portable stage with sound capabilities. The Mayor advised funding may be available. The Director of Community Services stated doing some work each year on the gym and pool baffles would improve acoustics at the Community Centre.
29. The Director of Community Services advised that the Recreation Centre front door frames are bent making the locking mechanism difficult to operate.
30. The Mayor raised the issue of purchasing tire recycling equipment as opposed to contracting the service.
31. The SAO suggested investigation of a garbage compactor, composting bins and garbage cans under waste management.
32. The Director of Municipal Services stated that the geo-thermal heating project is strictly funding dependent from the GNWT and Environment Canada.
33. Director of Community Services asked about servers. The SAO stated this is in operations.
34. The SAO advised costs for a new sign and stand is approximately \$45,000 (electronic sign \$30,000; stand and installation \$15,000). The SAO is completing a JEPP grant application.
35. The SAO advised the reserves are in better shape than projected. The SAO advised the current surplus is unspent money and did not come from reserves or transfers.
36. The Mayor stated that the Library and Town Hall require exterior painting. Town buildings must receive regular maintenance. The SAO advised that the Facilities Department is responsible and Cr. James stated that the Facilities Department can identify areas that need to be painted.
37. The Director of Community Services stated that the Recreation Centre eavestroughing and snow rakes at the front door require maintenance.
38. The Mayor has concerns that only the absolute basics are put into buildings and parks maintenance. Director of Community Services indicated that park needs should be prioritized.
39. Cr. James stated that Council should spend prudently and be realistic about the number of projects that can be accomplished as \$780,000 in capital projects had been pushed back. Cr. James would like to see a balanced budget with no tax increase.
40. The Mayor stated that a one or two percent increase every year is reasonable. Cr. James agreed that tax payers would find a small increase acceptable. Cr. James advised that some residents are asking what the Town is spending money on. Cr. James suggested a plan be implemented for regular maintenance of building exteriors. Director of Municipal Services stated the Facilities Department is working on a list of priorities. The Mayor stated a work inventory is essential.



41. The SAO is reviewing contracting out grass cutting and care of the flower. The Director of Municipal Services requested that Conibear Park be excluded from a contract and that the Town should not cut grass in ditches. The Mayor suggested advising residents that they will be fined if they do not cut the grass in their ditches.
42. Cr. James asked if the Town should continue to clean sidewalks with the Bobcat.
43. The SAO suggested limiting the number of bags of garbage.
44. The Director of Municipal Services will prepare a final 5-Year Capital Plan.
45. The Director of Municipal Services advised that \$210,000 in capital funding for sidewalks and trails will be carried over. The tender for Field Street and Pine Crescent sidewalks came at \$400,000. The Mayor stated asphalt sidewalks would cost less. The SAO stated \$200,000 could be allocated in the 5-Year Capital Plan every year. The Director of Municipal Services stated a better concrete rate for sidewalks may be obtained if there are other concrete projects and there is no local contractor with asphalt capabilities. The Committee requested that sidewalks and trails be identified separately in the capital plan. The Director of Municipal Services advised the Town may be liable should someone get hurt because the sidewalks repairs have been identified but not completed. The Director of Municipal Services stated that approximately \$310,000 is required for sidewalks on Pine Crescent and the repairs. Cr. James stated Field Street is dangerous because there are no sidewalks and the road is narrow. Cr. Smith requested that cost information for gravel and a chipseal trail along Calder Avenue be provided.

RECOMMENDATION

**That \$400,000 be allocated to the line item for sidewalks, and
That a separate line item for trails with funding of \$50,000 be established.**

46. The Mayor asked about renting out tables and chairs. The Director of Community Services was concerned about wear and tear with transporting. The Town will develop a policy before summer regarding rental equipment (new BBQ will not be rented).

The SAO will respond to any questions regarding the budget.

4. Adjournment – The meeting adjourned at 1:33 pm.

Appendix “B”



Town of Fort Smith
Finance and Audit Committee
Friday, December 2, 2011, at 12 Noon

Chairperson: Mayor Janie Hobart
Members Present: Councillor Brad Marta
Members Absent: Councillor Claudette James
Staff Present: Brenda Black, SAO; W. Harvey Harris, Director of Finance; Anne Sebert, Executive Assistant

1. Call to Order
Meeting was called to order at 12:06 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 – The minutes were reviewed. Cr. Marta requested a copy of the tax sale list.
 - b. Review of Action Items – The SAO provided an update of the action items. The Mayor requested that the SAO have Chris McNutt of Northwestel meet with the Town. The Committee asked the SAO to contact the local Bank of Montreal Manager to assist in obtaining corporate account rates and services. The Mayor requested copies of bank account opening balances for new reserve accounts. The Mayor requested that the Town logo be included on all meeting materials.
 - c. Business Plan – Nothing new at this time.

4. Financial Reports

- a. Accounts Paid
Lists of Accounts Paid were reviewed.

RECOMMENDATION:

THAT the Accounts Paid Part I for the period ending November 18, 2011, totalling \$1,220,408.58 be adopted as presented.

RECOMMENDATION:

THAT the Accounts Paid Part II for the period ending November 18, 2011, totalling \$25,445.98 be adopted as presented.

- b. Accounts Receivable -Accounts receivable will be reviewed at the January meeting.
 - c. Variance Report – The variance report was included with the budget documents reviewed at the working session.
5. Budget – The Mayor requested that a Slave River Look Out Project be included in the capital budget.
 6. Audit Report Review – The SAO advised Ashton Chartered Accountants will start the audit process the first week of February 2012 and Drew McQueen is now conducting the interim audit
 7. Capital Plan – nothing at this time.
 8. Taxation – The tax sale will held December 6.
 9. Bylaw/Policy Review and Development – nothing at this time.
 10. Other Business
 - a. MOU Heating - The SAO provided an update of discussions with GNWT Public Works and the South Slave Divisional Education Council regarding the outstanding retroactive (2007) heating fees. The fees were reduced by 50% to \$162,000.

RECOMMENDATION:

That the retroactive heating costs from 2007 to June 2010, be paid to the South Slave Divisional Education Council as follows: \$62,000 in 2012, \$50,000 in 2013 and \$50,000 in 2014.

- b. Northern Life Museum Funding Increase Request – The Committee determined that the Town is not in a position to offer an increase. The Museum will be asked to contact the aboriginal groups or other grant providers for financial assistance.
 - c. JBT Elementary School Yearbook Advertising – The Committee determined that both JBT and PWK year book advertisements can be approved annually under advertising and did not need to come to the Committee.
11. Date of Next Meeting – To be determined.
 12. Adjournment – The meeting adjourned at 12:34 pm.

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING November 18, 2011

| CHQ # | SUPPLIER | DESCRIPTION | AMOUNT | DEPT. |
|-------|--------------------------------|---|-----------|---|
| 25546 | Payroll | Pay period ending October 21, 2011 | 76,430.56 | |
| 25547 | GNWT | Lands Administration 1 course fee | 300.00 | Administration |
| 25548 | Clerk of the Territorial Court | Garnishee | 1,362.81 | |
| 25549 | BMO MasterCard | Seminar registration fees/magnesium anodes/meeting meals/ Subscription renewal/training accommodation | 2,006.01 | Fire/WP/Legislative |
| 25550 | T. Berikoff | 2011 boot allowance | 188.99 | Water |
| 25551 | V. Hoyles | Travel expenses - Lands Administration course | 937.95 | Administration |
| 25552 | L. Beggair | Refund utility payment made in error | 200.00 | Water |
| 25553 | G. Olvera | Travel expenses - Level 1 Water Treatment course | 784.70 | Water |
| 25554 | Fort Smith Food Bank | Prep/service for staff appreciation/long services dinner | 300.00 | Legislative |
| 25555 | Martha Stewart Living | Subscription renewal | 39.90 | Library |
| 25556 | Kingland Ford | 2011 Ford F150 pickup | 26,764.50 | Public Works |
| 25557 | Cascade Graphics | Purchase order forms/blank cheques | 1,024.12 | Administration |
| 25558 | Grimshaw Trucking | Freight | 72.41 | Recreation |
| 25559 | Investors Group | October contributions | 400.00 | |
| 25560 | Paul Kaeser's Stores | After school program groceries/meals/cleaning supplies/ coveralls/coffee supplies/miscellaneous supplies | 1,148.51 | Rec/tourism/legislative bylaw/wp/admin |
| 25561 | Lou's Small Engines | Service zero turn | 317.59 | Recreation |
| 25562 | North of 60 Books | Refund utility overpayment/meter deposits | 304.00 | Water |
| 25563 | Petty Cash - Town Office | Birthday cards for senior citizens/gas/meals for meetings postage/miscellaneous supplies | 212.15 | All |
| 25564 | Pitney Bowes | Postal equipment lease | 1,215.95 | Administration |
| 25565 | Slave River Journal | SRJ archive binder/45th anniversary ad | 444.15 | Library/admin |
| 25566 | Town of Fort Smith | October payroll deductions/September utility bills | 1,808.00 | |
| 25567 | Receiver General | Tax/PPP/EI | 24,145.16 | |
| 25568 | PSAC | October union dues | 2,980.74 | |
| 25569 | Fields Store | After school program supplies | 68.78 | Recreation |
| 25570 | Receiver General | Garnishee | 1,366.35 | |
| 25571 | L. Sebert | Refund overpayment for tax certificate | 30.45 | Administration |
| 25572 | GNWT - Taxation | October payroll tax | 4,398.09 | |
| 25573 | Northern Stores | Brita system/filter | 56.68 | Landfill |
| 25574 | RDC Services | First aid kit for bylaw truck | 53.00 | Bylaw |
| 25575 | Accu-flo Meter Service Ltd | Meter | 499.80 | Water |
| 25576 | S. Olsen | Reimburse for plungers for fire dept | 16.78 | Fire |
| 25577 | Maintenance Enforcement Prog. | Garnishees | 1,510.00 | |
| 25578 | Brownlee LLP | Legal fees - forensic audit | 903.07 | Administration |
| 25579 | GNWT - HSS | October marriage licence | 30.00 | Administration |
| 25580 | Elite Sportswear | Glass award | 165.80 | Legislative |
| 25581 | Little Shop of Flowers | Birthday gift basket for senior citizen | 26.25 | Legislative |
| 25582 | BZT General Contracting | Electrical outlets at town hall | 4,185.40 | Administration |
| 25583 | TDC Contracting | Heating oil/tow vehicles for fire dept/rad cap | 3,736.15 | Fire/PW/arena/library |
| 25584 | Aurora TPI Travel | Airfare for V.Hoyles - Land administration training | 1,843.80 | Administration |
| 25585 | NWT Recreation & Parks Assoc. | 2011 NWTRPA conference fee - R. Deboer | 315.00 | Recreation |
| 25586 | Graffiti | Office supplies | 319.34 | Administration |
| 25587 | Wesclean Northern Sales | Cleaning supplies | 686.80 | Recreation/arena |
| 25588 | Intercall Inc. | Conference call | 137.90 | Tourism |
| 25589 | Manitoulin Transport | Freight | 791.57 | Legislative |
| 25590 | B. MacPherson | Reimburse for turtle supplies | 113.40 | Library |
| 25591 | NU Mechanical | Repair hot tub pumps/install new chimney liner/fix sump pump and fire boiler | 3,373.14 | Pool/arena |
| 25592 | Rapid Petroleum Products | Propane | 294.00 | Arena |
| 25593 | C. MacDonald | Refund utility overpayment | 217.40 | Water |
| 25594 | McIlmoyle Law Office | Legal fees - tax arrears/collection of rental arrears | 754.07 | Administration |
| 25595 | Petty Cash - Arena | Arena float | 80.00 | Arena |
| 25596 | TOFS Employees' Association | October staff contributions | 188.00 | |
| 25597 | Worktech Inc | Asset manager configuration/project management fees | 2,039.63 | |
| 25598 | RC Strategies | Fort Smith master plan | 12,330.15 | Recreation |
| 25599 | BMO c/o Keyprime | Refund utility overpayment | 57.50 | Water |
| 25600 | Challenger Sports | British soccer camps | 3,156.00 | Recreation |
| 25601 | Maskwa Engineering | Roadworks tender review & recommendations/Westgrove on-site inspection, survey, layout/Provide survey of manholes, vaives, hydrants | 78,099.00 | |
| 25602 | A. Grenier | Windshield replacement damaged by roadworks contractor | 626.01 | Public works |
| 25603 | V. Johnny | Event planning - coffee house for 45th anniversary | 300.00 | Recreation |
| 25604 | M. Gauthier | Performers fees - coffee house for 45th anniversary | 700.00 | Recreation |
| 25605 | Payroll | Pay period ending November 4, 2011 | 79,967.78 | |
| 25606 | GNWT | Community Land Use Planning Course fees | 300.00 | Lands |
| 25607 | Grimshaw Trucking | Freight | 113.61 | Arena |
| 25608 | Paul Kaeser's Stores | Sub sandwiches/fridge/cake/fruit trays/veggie trays/coveralls | 3,438.94 | All |

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING November 18, 2011

| CHQ # | SUPPLIER | DESCRIPTION | AMOUNT | DEPT. |
|--------|----------------------------------|--|------------|-------------------------------------|
| | | program supplies | | |
| 25609 | Lou's Small Engines | Service mowers/repair propane tanks/refill propane tanks | 751.21 | Facilities/arena |
| 25610 | Link Hardware | Shelf/miscellaneous material/supplies from August to October | 6,073.89 | All |
| 25611 | Northwestel | Phone bill | 4,879.77 | All |
| 25612 | NWT Power Corporation | Power bills | 36,544.67 | All |
| 25613 | Slave River Journal | Fire prevention week/citizen of the week ads | 1,551.90 | Fire/legislative |
| 25614 | Wally's Drugs | Pampers splashers/coffee supplies | 642.16 | Pool/WP |
| 25616 | Receiver General | Tax/PPP/EI | 24,709.78 | Public works |
| 25617 | Lifesaving Society | Standard first aid | 80.00 | Pool |
| 25618 | Source Office Furniture | Reception station/table/chairs/lateral file | 3,026.10 | Administration |
| 25619 | Fields Store | Supplies | 21.00 | Recreation |
| 25620 | PWK High School | Christmas wreaths | 120.00 | Legislative |
| 25621 | Rocky Mountain Phoenix | Supplies | 687.75 | Fire |
| 25622 | Big Hill Services Ltd | Blade guard | 67.70 | Arena |
| 25623 | Northern Stores | Chili/stew | 40.73 | Legislative |
| 25624 | Northwestern Air Lease | Freight | 94.84 | Water |
| 25625 | NWT Housing Corporation | Refund utility overpayment/meter deposit | 273.00 | Water |
| 25626 | NEBS Pension Fund | November premiums | 18,867.73 | |
| 25627 | BMO MasterCard | Sep & Oct cell phone bill/meals/supplies/accommodations/ Legal fees/Sirius radio subscription/mail drop | 6,442.92 | All |
| 25628 | Postage by Phone | Postage | 2,100.00 | Admin/water |
| 25629 | Aboriginal Engineering | Laboratory services | 196.35 | Water |
| 25630 | Frontier Coachlines | Freight | 51.73 | Water |
| 25631 | Armagh Construction | Westgrove subdivision | 411,601.61 | |
| 25632 | M. Abraham | 2011 boot allowance | 180.58 | Public works |
| 25633 | Fire Prevention Services | Annual fire extinguisher inspections | 1,454.75 | Rec centre/arena |
| 25634 | NEBS Business Products | Snowmobile stickers | 75.50 | Bylaw |
| 25635 | Corporate Express | Supplies | 396.83 | Administration |
| 25636 | St. John's Anglican Ladies Guild | Baked goods | 300.00 | Fire |
| 25637 | Pelican Rapids Inn | Accommodations South Slave Friendship Festival | 5,161.75 | Recreation |
| 25638 | GNWT | October school tax | 3,313.40 | Administration |
| 25639 | Terry's Carpentry Service | November rent for 26 York Crescent | 2,520.00 | Ambulance |
| 25640 | Aurora College | Board of Governors coffee break | 91.49 | Legislative |
| 25641 | Little Shop of Flowers | Seniors birthday gift basket | 26.25 | Legislative |
| 25642 | Northwestel Cable | Cable TV/internet | 393.54 | Rec/Fire/WP |
| 25643 | Polar Developments | Accommodations for water treatment course | 1,291.50 | Water |
| 25644 | TDC Contracting | Bulbs/heating oil/service zamboni | 6,526.54 | PW/WP/admin/arena amb/rec/museum |
| 25645 | Royal Canadian Legion | Wreath of poppies | 65.00 | Legislative |
| 25646 | RFS Canada | Copier lease | 206.72 | Administration |
| 25647 | Graffiti | Ink cartridges/laminating film/Acer AX1920/supplies/ Custom rubber stamp | 1,022.80 | Rec/PW/admin/pool/ library |
| 25648 | Wesclean Northern Sales | Cleaning supplies | 1,519.37 | Recreation |
| 25649 | NEBS Group Insurance Fund | November premiums | 4,695.82 | |
| 25650 | Ricoh Northern Ltd | Copy usage | 715.94 | Administration |
| 25651 | H. Katz | Book | 25.00 | Library |
| 25652 | Misty's Janitorial | October janitorial | 1,150.00 | Admin/library |
| 25653 | Joan's Health & Fitness | Bunwiches/soup | 126.00 | Legislative |
| 25654 | Canada Curling Stone | Sharpen curling ice scraper blades & set up on holders | 555.69 | Recreation |
| 25655 | Rapid Petroleum Products | Propane | 168.00 | Arena |
| 25656 | AECOM Canada Limited | Frontier lift station upgrade | 525.00 | Water |
| 25657 | Infosat Communications | Phone bill | 60.65 | Fire |
| 25658 | G. Oliver | Tourism breakfast/business persons breakfast | 1,087.00 | Tourism |
| 25659 | P. Smith | Refund meter deposit | 90.00 | Water |
| 25660 | L. Gillis | Refund after school youth soccer fees | 115.00 | Recreation |
| 25661 | J. Leung | Refund meter deposit | 298.25 | Water |
| 25662 | J. Koo | Refund utility overpayment less amount owing | 14.87 | Water |
| 25663 | Boss Marine/E. Gruben Transport | Refund utility overpayment/tower key deposit | 164.20 | Water |
| 25664 | K. Hunter | Refund utility overpayment/meter deposit | 125.23 | Water |
| 25665 | S. McLean | Refund utility overpayment/meter deposit | 219.40 | Water |
| 25666 | T. Thorne | Refund meter deposit | 125.00 | Water |
| 25667 | Siemens Canada | Supplies | 552.30 | Recreation |
| 033-01 | A. McKenzie | Popcorn machine/cart/supplies | 900.00 | Recreation |
| 25668 | Beaver's Painting | Progress payment - paint Town Hall | 4,000.00 | Administration |
| n/a | Payroll | Pay period ending November 18, 2011 | 76,131.53 | |
| 25669 | Kingland Ford | Cylinder rentals | 390.60 | Amb/fire/rec/WP |
| 25670 | MSS Ltd | Medical supplies | 228.16 | Ambulance |
| 25671 | GNWT | Arena Level I/HEO Mobile Equip Mtce/Road Mtce course fees | 800.00 | Arena/PW |
| 25672 | Investors Group | November contributions | 400.00 | |

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING November 18, 2011

| CHQ # | SUPPLIER | DESCRIPTION | AMOUNT | DEPT. |
|-------|-------------------------------|---|------------------------|---------------------------|
| 25673 | Link Hardware | Material/supplies for August to October | 3,431.05 | Public works |
| 25674 | Town of Fort Smith | November payroll deductions | 797.75 | |
| 25676 | Receiver General | Tax/ CPP/EI | 23,233.54 | |
| 25677 | PSAC | November union dues | 2,733.45 | |
| 25678 | Locust Mowing | Cat work at landfill | 11,313.75 | Landfill |
| 25679 | GNWT - Taxation | November payroll tax | 4,057.85 | |
| 25680 | Northwestern Air Lease | Freight | 84.82 | Arena/WP |
| 25681 | BMO MasterCard | Vehicle registration/annual fee | 108.20 | Bylaw/admin |
| 25682 | Prevention | Subscription renewal | 19.45 | Library |
| 25683 | Maintenance Enforcement Prog. | Garnishees | 1,510.00 | |
| 25684 | Fire Prevention Services | Annual fire extinguisher inspections | 1,510.48 | Adm/library/fire/landfill |
| 25685 | Pelican Rapids Inn | Phone charges - SSFF | 4.92 | Recreation |
| 25686 | Globalstar Canada | Phone bill | 136.29 | Fire |
| 25687 | M. Labine | Reimburse for Santa float stereo | 1,094.80 | Legislative |
| 25688 | Mercury Sign Art & Design | Signs/step stakes | 142.80 | Bylaw |
| 25689 | J. Panter | Reimburse for balloons/ribbons for fire prevention week | 27.16 | Fire |
| 25690 | TDC Contracting | Heating oil/vehicle inspection/repairs/gas/diesel/supplies | 29,318.75 | All |
| 25691 | Smith Landing First Nation | Gravel purchase | 24,473.60 | Public works |
| 25692 | RFS Canada | Copier leases | 3,578.45 | Administration |
| 25693 | Elle Canada | Subscription renewal | 12.60 | Library |
| 25694 | Maskwa Engineering | Westgrove subdivision site inspection, survey, layout/Road works tender review & recommendations/Ditching - survey existing grades, layout ditch grades | 68,352.38 | |
| 25696 | Ashton Chartered Accountants | Audit fees | 35,951.49 | Administration |
| 25697 | Bobcat of the Peace | Bobcats/tires | 20,034.26 | Public works |
| 25698 | RDV Mechanical | Tire change over | 110.25 | Ambulance |
| 25699 | TOFS Employees' Association | November staff contributions | 192.00 | |
| 25700 | Arctic Alarm Diamondtel | Fire alarm monitoring | 46.15 | Arena/recreation |
| 25701 | G. Oliver | Arena II course food and beverages | 420.00 | Arena |
| TOTAL | | | <u>\$ 1,220,408.58</u> | |

TOWN OF FORT SMITH
 ACCOUNTS PAID
 FOR THE PERIOD ENDING November 18, 2011

| CHQ # | SUPPLIER | DESCRIPTION | AMOUNT | DEPT. |
|-------|--------------------------|---|---------------------|--|
| 25433 | Freund Building Supplies | Sheds/sand/pump/locksets/supplies/misc hardware/ building materials | 12,955.96 | dog pound/track/WP Rec/pool/arena/PW maintenance |
| 25504 | Freund Building Supplies | Lumber/building material/labour to adjust front door locks/ Culverts/batteries/padlock/keys/miscellaneous supplies | 4,422.66 | Landfill/recreation/ Pool/facilities/pw |
| 25615 | Freund Building Supplies | Miscellaneous material/supplies | 458.56 | Rec/WP |
| 25675 | Freund Building Supplies | Webbing/coffee maker/culverts/barb wire/barb wire arm/ Tie wire/material/supplies | 7,412.86 | Dog pound/arena/rec/ PW |
| 25695 | Phoenix Automotive | Winterize vehicle | 195.94 | Bylaw |
| TOTAL | | | <u>\$ 25,445.98</u> | |



Appendix "C"



Accounts Paid Part I
Nov 18 2011.xls

Appendix "D"



Accounts Paid Part II
Nov 18 2011.xls

Appendix "E"



Town of Fort Smith
Corporate Service & Human Resources Committee
Monday, December 5, 2011, at 12 Noon

Chairperson: Mayor Janie Hobart
Members Present: Councillor Chris Westwell, Councillor Ron Holtorf
Staff Present: Brenda Black, SAO; W. Harvey Harris, Director of Finance; Anne Sebert, Executive Assistant

1. Call to Order
The meeting called to order at 12:16 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 – The Committee reviewed the minutes.
 - b. Review of Action Items – The action items were reviewed and the SAO provided an update. The Committee requested that the Business License Bylaw and meeting structure be added to the action items list. The Committee requested a working session to review the meeting structure.
 - c. Business Plan – The SAO will update the business plan.
4. Governance
 - a. Strategic Planning –nothing at this time.
 - a. Bylaws, Policies and Procedures
 - i. Draft Business License Bylaw Review – The Committee reviewed the draft business license bylaw and requested that the definition for home occupations be expanded. The Committee has concerns with construction and trades in home occupation businesses and requested that the zoning bylaw be referenced in detail. The Mayor suggested that Council be provided with a copy of the bylaw for input and other jurisdictions be researched.
 - ii. Standing Offer Agreements – The Committee recommended development of policy and standards for standing offer agreements as well as criteria for businesses.
 - b. Communications – nothing at this time.
 - c. Council Governance/Training – nothing at this time.
 - d. Legal – nothing at this time.
 - e. Liaison with other governments/agencies – nothing at this time.
5. Lands – nothing at this time.
6. Economic Development – nothing at this time.



7. Sustainable Development – nothing at this time.
8. Information Technology
 - a. IT Update – The Committee asked the SAO to provide an update.
9. Human Resources
 - a. Hiring – nothing at this time.
 - b. Job Descriptions – The Committee requested that the SAO provide job descriptions for Library Services.
 - c. Appeals – nothing at this time.
 - d. Safety Committee – nothing at this time.
 - e. Collective Agreement – The Mayor requested a collective bargaining meeting following the December 5, 2011, Committee of the Whole meeting. Cr. Holtorf has concerns that there is no plan in place and recommended hiring a lead. The SAO will provide a plan with meeting dates.
 - f. Council Sponsored Activities – The Mayor will ask Council to set a date for the staff Christmas luncheon at the December 5, 2011, Committee of the Whole meeting.
10. Other Business – nothing at this time.
11. Date of Next Meeting – To be determined.
12. Adjournment - The meeting adjourned at 1:05 pm.

Appendix “F”



Town of Fort Smith
Municipal Services Committee Meeting
Wednesday, November 23, 2011, at 8:30 am.

| | |
|------------------|---|
| Chairperson: | Mayor Janie Hobart |
| Members Present: | Deputy Mayor Brenda Johnson |
| Staff Present: | Brenda Black, SAO; Lindsay McIntyre, Director of Municipal Services; Anne Sebert, Executive Assistant |
| Absent: | Councillor Bernie Minute |

1. Call to Order
Meeting was called to order at 8:46 am.
2. Declaration of Financial Interest
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
 - a. Review of Minutes – The minutes were reviewed.
 - b. Review of Action Items - The action items were reviewed. The SAO provided an update. The Mayor requested the inclusion of three and four year terms of office for Council with the plebiscite for the Westgrove Debenture. The Mayor asked that MACA be requested to update their maps as the physical location of Marine Drive is not correct. D/M Johnson stated the public should be advised of ambulance fee increases and asked that it be put on the website, on the electronic sign, advertised in the paper and a mail drop be done.
 - c. Business Plan - The Mayor asked that the business plans be reviewed, updated and stored on pcommon.



4. Water and Waste Water
 - a. Alternate Heat Source Proposal Evaluation – The Director of Municipal Services provided evaluation material from AECOM regarding secondary fuel sources. The Mayor asked that Sarah Browne of the NWT Association of Communities be contacted as they may have similar information available. D/M Johnson referred to water treatment plant upgrades and filter upgrades completed in the past and asked if the software upgrade is included in the 2012 budget. The Director of Municipal Services advised Council approval is required and will confirm in writing an extension of the quote until Council approval.
5. Public Works
 - a. Traffic Plan Review – The Mayor requested a correction be made to Marine Drive as it is located in the river. The Town will be 40 km/hr. unless otherwise posted. Otherwise posted will include: Highway accesses (Calder Avenue south to Highway 5) will be 50 km/hr., Calder Avenue as well will be 50 km/hr., playgrounds, schools, and the downtown core will be posted at 30 km/hr., and the speed limit at Bell Rock will be 40 km/hr.
 - b. Snow Removal – The Mayor advised there is a need to take care not to damage peoples lawns with snow removal. The Mayor asked if ditches could be leveled rather than dug out in the spring as it leaves a mess. D/M Johnson asked if roads could be made wider when grading as they are too narrow. D/M Johnson stated the main road and business road routes are not plowed for 2 or 3 days and asked that a standard be set with a map of priorities. Priorities include McDougal Road and Calder Avenue, hospital and bus routes and emergency vehicle routes.
 - c. Road Markers – D/M Johnson stated the ditches along Breynat Street and at PWK High School are deep and asked if some kind of guard rail or guide could be installed. Additionally the ditch on the track side of Conibear Crescent up to Calder Avenue is very steep and installation of a guard or markers will help identify where the road ends. The ditch at Breynat Street across from TDC Contracting is also steep and requires attention.
6. Facility Maintenance – nothing at this time.
7. Environmental – nothing at this time.
8. Fleet Management – nothing at this time.
9. Protective Services
 - a. Fire Department – The stats report was reviewed. The Committee requested a comments section for feedback, training, proposed happenings and concerns. D/M Johnson asked if combined training would be happening between the two departments to build relationships. The Director of Municipal Services advised of upcoming combined motor vehicle accident training. D/M Johnson stated the need to address the relationship with the Town as there seemed to be a gap. D/M Johnson referred to the recent retirement dinner for the outgoing Fire Chief noting Council had not been invited and felt this was inappropriate and needed to be addressed. D/M Johnson suggested creating a Fire Department newsletter and asked if they understood the requirements for paying taxes and suggested meeting with the four top Fire Department personnel to change their attitude towards the Town. The Mayor advised of the need to appoint a Deputy Fire Chief. The Mayor suggested discussions with Wes Steed about the Deputy Fire Chief position and the relationship of the Fire Department with the Town, and the party issue would need to be addressed. D/M Johnson stated that the whole group should be addressed together.
 - b. Ambulance – The stats report was reviewed and a comments section and the Town logo will be included on future reports. D/M Johnson wants to see the Ambulance Department plans to ensure that they are working towards their goals. D/M Johnson asked that the proposed ambulance building be included in the long term capital plan. D/M Johnson requested a round table meeting with all protective services groups.



- c. Bylaw Enforcement – The stats report was reviewed and it was asked that colours be changed for easier reading. Airport livery rate concerns were raised and signage needs to be posted in cabs and at the airport. The SAO was requested to review the bylaw regarding the \$10 per person charge for families as the rate could be per location. D/M Johnson suggested a one destination bulk rate of \$10 per destination and wanted assurance that rates will be posted. The Committee requested follow up on fines issued to the GNWT regarding posting of street numbers. D/M Johnson stated notice should have been provided prior to fines being issued. Notice is on all water bills. D/M Johnson did not agree with the way the Town showed up at building and stated some notice should have been sent.
- d. Emergency Preparedness - A budget line item is required for emergency preparedness.

10. Bylaws/Policies Review and Development

- a. Road Assumption Bylaw – The SAO requested that the draft Road Assumption Bylaw be reviewed and comments provided. D/M Johnson raised the issue of the Town's responsibility to maintain the right-of-way on Breynat Street to the Highway across from TDC Contracting. D/M Johnson stated it is unclear who owns the road. The Mayor advised the right-of-way is not a road at this time. D/M Johnson also referred to the right-of-way behind the Dental Clinic and McDougal Road. That property has been sold by the GNWT to the Mabbitt family.

11. Other Business – nothing at this time

12. Date of Next Meeting – A special meeting on November 24, 2011 at 8:30 am to address items not finished.

13. Adjournment – The meeting adjourned at 10:25 am.

Appendix “G”



Town of Fort Smith
Municipal Services Committee Meeting
Thursday, November 24, 2011, at 8:30 a.m.

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|------------------|---|
| Chairperson: | Mayor Janie Hobart |
| Members Present: | Deputy Mayor Brenda Johnson |
| Staff Present: | Brenda Black, SAO; Anne Sebert, Executive Assistant; Lindsay McIntyre, Director of Municipal Services |
| Absent: | Councillor Bernie Minute |

1. Call to Order

Meeting was called to order at 8:52 am.

2. Chemical Room Expansion Proposal

The Director of Municipal Services provided an evaluation of the Chemical Room Expansion proposals submitted by CAB Construction Ltd. and Fort Smith Construction Ltd. The Director of Municipal Services stated that scoring was not weighted, both contractors were made aware that the Town did not want the pool shut down during construction and both proposals both came in over budget. CAB's price was lower but would require a pool shutdown for approximately three months. Fort Smith Construction is proposing to build an addition to the existing room requiring no pool down time. D/M Johnson asked about the availability of the Nu Mechanical as Newly is away because his



father is very ill. The Director of Municipal Services advised CAB does have staff plumbers and Nu Mechanical provided a letter that their first priority is to this project. The SAO stated the project involved health and safety issues. The SAO suggested advising both companies that they are over budget, providing them with budget information and a different weighting system, requesting a nominal shut down and giving them until December 2 to respond. The Mayor requested a review at the December 5 Municipal Services meeting.

3. Alternate Heat Source Proposal Evaluation

The Director of Municipal Services provided information regarding an alternate heat source for the Water Treatment Plant. The Mayor suggested funding be set aside for reducing energy costs. The SAO suggested reserves be allocated in the 5-year energy conservation plan annually. D/M Johnson suggested that the Sustainable Development Advisory Board become involved and work with staff. The Director of Municipal Services will work with AECOM to stay within the budget allocated for this project.

RECOMMENDATION

That AECOM be awarded the Alternate Heat Source Proposal for the budgeted amount of \$50,000.

4. Diesel and Heating Fuel Tender

The Mayor suggested establishing policy standards for businesses should the Town consider looking at splitting practices to share revenues between businesses. D/M Johnson stated that in the past there have always been two separate tenders, one for heating fuel and one for diesel fuel issued and recommended continuing with this practice. The Director of Municipal Services will issue two separate invitational tenders today with a closing date of December 2.

5. Standing Offer Agreements Evaluation

The Mayor recommended share options for the SOA's for heavy equipment and light vehicles including standards for trades, insurance, tools, equipment and priorities can be assigned to anyone who meets the standards. D/M Johnson stated businesses have to keep a comparable stock of materials. Standards must be established for vehicle maintenance. There is also a need for small engine mechanics standards. D/M Johnson asked if Tri-Star is a registered business for small engine repair as they appear to be licensed as a home occupation business and requested that the business license be checked. The Mayor requested business licensing be added to the agenda for the December 5 Corporate Services and Human Resources Standing Committee meeting.

6. Adjournment – The meeting adjourned at 9:55 am

Appendix “H”



Town of Fort Smith
Municipal Services Committee Special Meeting
Monday, December 5, 2011, at 8:30 a.m.

Chairperson: Mayor Janie Hobart
Members Present: Deputy Mayor Brenda Johnson
Staff Present: Brenda Black, SAO; Lindsay McIntyre, Director of Municipal Services;
Anne Sebert, Executive Assistant; W. Harvey Harris, Director of Finance
Absent: Councillor Bernie Minute

1. Call to Order

Meeting was called to order at 8:53 am.



2. Declaration of Financial Interest

There were no declarations of financial interest.

3. Tender Awards – Heating Fuel & Diesel Fuel

The Director of Municipal Services reviewed the tender submissions with Committee members. The Mayor suggested future tenders be issued to coincide with the heating season ending June 30 to prevent concerns with changes to contractors midway through the season.

RECOMMENDATION

That TDC Contracting Ltd. be awarded the heating fuel supply contract based on their tender submission of \$1.052 per litre for the year 2012.

RECOMMENDATION

That TDC Contracting Ltd. be awarded the diesel fuel supply contract based on their tender submission of \$1.098 per litre for the year 2012.

RECOMMENDATION

That at the expiry of the 2012 contract, and if we go to tender, that the tendering date will be changed to June 30 to coincide with the heating season.

4. Chemical Room Expansion Project

The Director of Municipal Services provided an overview of renegotiated proposals from Fort Smith Construction Ltd. and CAB Construction Ltd.

RECOMMENDATION

That Fort Smith Construction Ltd. be awarded the Chemical Room Expansion contract in the amount of \$27,700.

5. Adjournment – The meeting adjourned at 9:05 am.

Appendix “I”



Town of Fort Smith
Community Services Committee
Thursday, December 1, 2011, at 12 Noon

Chairperson: Councillor Kevin Smith
Members Present: Mayor Janie Hobart, Councillor Ron Holtorf
Members Absent: Councillor Sheila Sauter-Chadwick
Staff Present: Brenda Black, SAO; Ross De Boer, Interim Director of Community Services; Anne Sebert, Executive Assistant

1. Call to Order

Meeting was called to order at 12:17 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 – The Committee reviewed the minutes.

b. Review of Action Items - The action items were reviewed and the SAO provided an update. The Mayor asked the SAO to obtain the 60th Parallel Visitors report. The Mayor asked the SAO to prepare thank you letters for outgoing long-term advisory board members for the Mayor to sign.

c. The Business Plan – Cr. Smith asked about the status of the advisory board bylaws. The SAO is preparing the bylaws and the business licensing bylaw. Cr. Smith requested that the business plans be reviewed in the new year. The Mayor advised that item 35 in the Business Plan should be moved to the Corporate Services Business Plan. The Mayor requested that a letter be sent to the South Slave Friendship Festival



Committee giving them a deadline of mid-December to complete their financial reporting requirements and advise them that funding will be turned back to the GNWT if conditions are not met.

4. Recreation

a. Recreation Services

- i. Statistics Report The report was reviewed by the Committee.
- ii. Pool Statistics Report – The report was reviewed by the Committee.
- iii. Theatre Camp Funding – The Interim Director of Community Services provided information.

- b. Recreation Advisory Board – The SAO will contact RC Strategies and advise them of the gaps and request a report addressing spelling and grammar items for December 5. The SAO will write to RC Strategies and point out all the concerns, remind them of the terms of reference and their proposal obligations. The SAO will provide a copy of RC Strategies proposal to Council. The Mayor stressed the importance of volunteers and identified the need for a coordinator.

5. Library

a. Library Services

- i. MOU for Library Services – The SAO advised that the Town will be receiving \$58,000 from the GNWT for Library Services. The SAO will post jobs once the agreement is signed.
- ii. Library Advisory Board -The Mayor will forward minutes to members. The Library Advisory Board wants their funds set aside in a reserve fund with policy established on how funds can be used. The Mayor stated the Friends of the Library Group can help with library activities.

6. Visitor Services

- a. Visitor Services –Year End Report –The Mayor stressed the importance of the recommendations in the report and identifying where improvements that can be made. The SAO will assign Katie White to address the recommendations. The Mayor indicated visual indicators of the partnership are required at the Centre.
- b. Tourism & Trade Advisory Board
The next meeting of the TTAB is scheduled for December 11 at 1 pm in Town Council Chambers. The Mayor advised Council will receive the final Rebranding and Marketing Strategy report at the Committee of the Whole meeting and once approved will move forward with the launch and campaign.

7. Community Events/Liaison with Community Organizations – nothing at this time.

8. Bylaws/Policies Review and Development – nothing at this time.

9. Other Business

- a. Tokens of Recognition for Outgoing Long Term Advisory Board Members – The Mayor recommended that as well as letters of thanks that outgoing long serving advisory board members receive a token of recognition. The SAO will modify the current staff policy to include all volunteers.
- b. Track –The SAO will continue to work with Department of Education to finalize an agreement with the College and the South Slave Divisional Education Council.

10. Date of Next Meeting - To be determined.

11. Adjournment – The meeting adjourned at 1:20 pm.