



Town of Fort Smith

Human Resources Committee

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



Chairperson: Cr. Ron Holtorf

Members Present: Mayor Janie Hobart and D/Mayor Brenda Johnson

Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant

1. Call to Order  
Called to order at 8:40 a.m.
2. Declaration of Financial Interest  
There were no declarations of financial interest.
3. Review of Minutes and Action Items/Business Plan
  - a. All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.
  - b. The Business Plan was reviewed.
4. Staff
  - a. Hiring
    - i. Director of Corporate Services – The SAO advised the competition closed on June 10 and a summary report will be provided. Applicants were notified that the competition was extended. The SAO will forward the job description with comments t. Interviews will be held the week of June 20. The Interview Committee members will be the SAO, Cr. James and Cr. Holtorf.



- ii. Lands Administrator – The SAO, Director of Municipal Services and one other person will conduct interviews on June 17. Interview policy development is needed. The SAO researched similar positions and found pay levels to be similar.
- iii. Casual Hiring List – A spreadsheet has been created to record casual applications.

b. Job Descriptions

- i. Job Classification Proposal – The SAO will provide an overview and power point presentation of the job classification proposal. The committee requested documentation be kept for reference.
- ii. Facilities Department Job Descriptions – The SAO presented the terms of reference and two job descriptions for the Facilities Maintenance Department. The Committee requested a separate meeting to review the material. The SAO will distribute documentation and prepare on organizational chart.

c. Appeals

No appeals at this time.

d. Safety Committee

Minutes of the April 4 and June 6 Health and Safety meetings were reviewed. The Committee requested direction in writing from the Fire Marshall's office regarding the glass doors in the curling club and suggested installing panic hardware to remedy the situation. The SAO will follow up.

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

5. Council Sponsored Activities

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

6. Bylaws/Policies Review and Development

- i. Exclusion of Directors Update – No response has been received to the letter sent to the Union. The SAO will follow up with Union President Todd Parsons.
- ii. Negotiations Training for Council – The SAO will provide a list of issues to be addressed in the collective bargaining. The SAO will report on research of other jurisdictions, determine a timetable to gather material and research council training opportunities.



- iii. Employees Contracting with the Town – The SAO recommended the Town develop a policy on employees contracting with the Town as no other jurisdictions seem to have such a policy. The NWT Association of Communities is reviewing the possibility of placing all jurisdictions bylaws on their website for easy access.
- iv. Honorarium Bylaw Review – An Ad Hoc Committee to review the Honorarium Bylaw has been established.

#### **RECOMMENDATION**

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

- 7. Other Business
  - a. Library MOU –The SAO met with GNWT Library Services representatives regarding a MOU with the Town to deal with staffing, internet, programming and services. The SAO will forward a draft template to the committee. The Library Board is divided on this issue and the Chair would like to meet with the Human Resource Committee. A request was brought forward to include a standard cost of living clause in the agreement. The committee recommended policy development to formalize agreements.
  - b. In Camera – The Committee moved in camera at 10:10 a.m. to discuss a personnel issue.
  - c. Out of Camera – The Committee moved out of camera at 10:35 a.m.
  
- 8. Date of Next Meetings  
Wednesday, June 29, 2011 at 10:30 am.
  
- 9. Adjournment – 10:37 am.



Appendix "B"



Town of Fort Smith

Finance and Audit Committee

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

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

1. Call to Order

Meeting was called to order at 8:48 am.

2. Review of Minutes and Action Items/Business Plan

All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.

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

3. Financial Reports

a. Accounts Paid

Lists of Accounts Paid were reviewed.



**RECOMMENDATION:**

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

**RECOMMENDATION:**

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

b. Accounts Receivable

Lists of Accounts Receivable were reviewed.

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

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

4. Budget – nothing at this time.
5. Audit Report Review – nothing at this time.
6. Capital Plan - nothing at this time.
7. Taxation – nothing at this time.
8. Bylaw/Policy Review and Development – nothing at this time.
9. Other Business – nothing at this time.
10. Date of Next Meeting – July 4 at 8:45 am.
11. Adjournment – at 9:10 am.

Appendix “C”

TOWN OF FORT SMITH  
ACCOUNTS PAID  
FOR THE PERIOD ENDING June 10, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
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24990	B. Gudeit	Travel advance - Alberta Operations Basic Training	1,501.07	Landfill
24991	Petty Cash - Pool	Supplies	78.98	Pool
24992	J. Leerier	Annual clean up - riverside park - Catholic Women's League	200.00	Public works
24993	F. Funk	Annual clean up - Harry Sodom/Johnny Ayers - St. Joseph Parish	250.00	Public works
24994	L. Wasylyshyn	Annual clean up - Pickeral Park - Relay for life	100.00	Public works
24995	J. Murray	Annual clean up - Tamarac/Timber Cres - Arthritis Society	200.00	Public works
24996	M. Vassal	Annual clean up - Town hall - Old Goats	150.00	Public works
24997	A. Norris	Annual clean up - Arena/kid city - Western Canada Games	400.00	Public works
24998	F.P. Payyapilly	Annual clean up - Calder park - St. Joseph Parish	200.00	Public works
n/a	Kelly's	Gas	1,430.99	WP/PW
n/a	Fort Smith Construction	Black dirt	630.00	Recreation
24999	Seton	Supplies	256.40	Recreation
25000	MSS Ltd	Burn relief kit/oximeter	667.54	Ambulance
25001	Lou's Small Engines	Service/freight/Zero Turn Mower/install deck onto john deere	12,101.39	Rec/Public Works
25002	Northwestel	Phone bill	4,985.78	All
25003	Slave River Journal	Soccer camp/thank you ambulance/congrats pwk grads/ lease space for ambulance/dir. Of corp. serv. Ads	1,861.91	Rec/admin/amb
25004	Lifesaving Society	BC exam fee	32.00	Pool
25005	Thyssenkrupp Elevator	Quarterly elevator maintenance		Recreation



			1,034.97	
25006	Northern Stores	Supplies	118.70	Tourism
25007	Up Here	1/2 page ad	2,793.00	Tourism
25008	NEBS Pension Fund	June premiums	17,152.60	
25009	Postage By Phone	Postage	2,100.00	Admin/Water
25010	Frontier Coachlines	Freight	130.50	Recreation
25011	Armagh Construction	Manhole frames/cover	3,423.96	Water
25012	Atlas Fire & Safety Equipment Ltd	Hydro test	26.78	Fire
25013	Northern Communities Ins. Prog.	Insurance premium	166,572.00	Administration
25014	Corporate Express	Supplies/frames	1,485.30	Admin/legislative
25015	GNWT - Taxation	April/May school tax	122,938.54	Administration
25016	High Country Refrigeration	Service A/C units/ice machine/coolers	1,826.29	Admin/Recreation
25017	Northwestel Cable	Cable TV	52.50	Recreation
25018	Municipal World Inc	Director of Corporate Services ad	446.25	Administration
25019	TDC Contracting	Heating oil/sign/grease	4,968.63	PW/fire/arena/rec
25020	Aurora TPI Travel	Airfare	1,857.11	PW/legislative
25021	Graffiti	Supplies	619.21	Lib/adm/rec/landfill
25023	NEBS Group Insurance Fund	June premiums	4,017.63	
25024	Jones-Konihowski Ent.	Consulting fees/expenses		



			2,598.61	
25025	Berro's Pizzeria	Pizza	90.77	Recreation
25026	A. Grenier	Travel expense advance - road maintenance training	1,032.80	Public works
25027	Misty's Janitorial	Janitorial contract	1,150.00	Admin/library
25028	St. Joseph's Parish	Auction credit card charges less fees	2,247.07	Administration
25029	Joan's Health & Fitness	Soup/sandwiches	173.25	Tourism
25030	AECOM Canada Limited	Groundwater monitoring	7,822.50	Water
25031	Infosat Communications	Phone bill	60.65	Ambulance
25032	McIlmoyle & Duchene Law	Legal fees	272.48	Administration
25033	Dominion Gunitite	Frame grates	186.90	Pool
25034	G. Oliver	Catering for table top exercise	507.50	
n/a	Payroll	Pay period ending June 3, 2011	70,341.57	
25035	Receiver General	Tax/PPP/EI	30,290.08	
25036	S. Olsen	Annual clean up - multi use trail - working for relay team	250.00	Public works
25037	B. Gudeit	Travel expense claim - Alberta operations basic training	228.90	Landfill
25038	L. Mabbitt	Annual clean up - caribou park/trail - Mabbitt bunch	200.00	Public works
25039	D. Beaulieu	Reimburse for coveralls	101.84	Water
25040	R. Wiltzen	Grade 8 highest achievement award	100.00	Legislative
n/a	Caterpillar Financial Services	Lease		Public works



			4,071.27	
25041	Kingland Ford	Cylinder rentals	201.60	Amb/rcc/fire/wp
25042	Kaeser's Store	Supplies	1,544.34	All
25043	Lou's Small Engines	Service mower/trimmer/install park groomer/repairs	755.57	Public works
25044	Link Hardware	Material/supplies	1,344.31	Bylaw/wp/pw/fire
25045	NWT Power Corporation	Power bills	27,226.88	All
25046	North of 60 Books	NWT flag	69.30	Administration
25047	Slave River Journal	Sidewalk repair/citizen of the week/citizen/elder nominations	712.57	Adm/leg/special proj.
25048	Town of Fort Smith	Water bills	1,483.58	All
25050	Lifesaving Society	Leadership course update	137.00	Pool
25051	Northern News Service	Director of Corporate Services ad	443.98	Administration
25052	Fields Store	Water	86.60	Legislative
25053	Northern Stores	Supplies	229.16	Rec/amb/tourism
25054	Northwestern Air Lease	Freight	96.31	Fire/WP
25055	BMO MasterCard	Airfare/cell phone bill/memberships/mail drops	3,078.12	All
25056	Accu-flo Meter Service Ltd.	Water meter	557.34	Water
25057	Frontier Coachlines	Freight	126.04	Fire/Rec
25058	Armagh Construction	Repair hole/compact road	3,438.75	Water
25059	Globalstar	Phone bill		Fire/amb



			136.29	
25060	TDC Contracting	Gas/diesel/heating oil/supplies/repairs	5,845.22	PW/rec/bylaw
25061	Graffiti	Supplies	277.67	adm/rec/pool/library
25063	Northwestel	Phone bill	84.00	Fire/amb
25064	AECOM Canada Limited	Frontier sewage station upgrade	1,050.00	Special Project
25065	Workteck Inc	Work orders data review	291.38	Administration
25066	Tennis Alberta	Tennis net with frame/bag	300.00	Recreation
25067	Smith Irrigation Equipment	Water reel	6,607.63	Recreation
25068	Sawdust	Repair concrete foundation	1,038.45	Special Project
	TOTAL		<u>\$</u> <u>535,498.31</u>	



Appendix "D"

TOWN OF FORT SMITH  
ACCOUNTS PAID  
FOR THE PERIOD ENDING June 10, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
25022	Phoenix Automotive	Vehicle/tire repairs	307.95	Landfill/PW
25049	Freund Building Supplies	Material/supplies	682.04	PW/WP/Rec
25062	Phoenix Automotive	Spring service	180.69	Bylaw
	TOTAL		<u>\$ 1,170.68</u>	



## Appendix "E"



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

Chairperson: Councillor Bernie Minute

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

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

1. Call to Order

Meeting was called to order at 8:43 am.

2. Declaration of Financial Interest

There were no declarations of financial interest.

3. Review of Minutes and Action Items/Business Plan

a. Review of Minutes - All outstanding items from last meeting were discussed and Committee members were updated. Any outstanding issues remain on the action plan.

- The Committee requested a follow up with Don Webb and a briefing note on the paving warranty. The Committee noted a depressed area on Pickerel Street paving, and the Director pointed out Dickens Street and Mercredi Street paving issues with a water main break.
- The Director of Municipal Services met with a Yellowknife business to review the HVAC project. A Request for Proposal document will be sent to Committee members to review prior to the end of June.



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

b. Business Plan – The Business Plan was reviewed.

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

5. Public Works

a. Westgrove II Subdivision Debenture - The Committee requested development cost estimates for the 21 lots prior to proceeding with an RFP for the Westgrove II Subdivision and sidewalks are to be removed from the project. The current debenture rate is 5.25%. The SAO suggested lot assessment comparisons with other properties. The Committee



requested discussions be closed in accordance with the Cities Towns and Villages Act relative to land sales under section 23 (3) of the Act. The SAO will provide average lot costs. The Committee asked that all electronically sent documents and emails contain a disclosure clause.

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

6. Facility Maintenance

a. Facility Maintenance Department - nothing new at this time

7. Environmental

a. Town Water License - The Director of Municipal Services advised planning is underway for the Town's water license renewal. A public hearing is scheduled for July 18 in Fort Smith and changes including increased sampling are being requested.

8. Fleet Management

a. Water Truck Acquisition – The Director of Municipal Services provided details of the eight year replacement plan for the water truck. Kingland has a proven record and TDC Contracting is approved for servicing the equipment. Pricing for an aluminum tank is 20% higher than stainless steel tank. The Director of Municipal Services will obtain water truck specifications from Kingland Ford.

9. Protective Services

a. Fire Department – The Committee reviewed the report and approved the format.

b. Ambulance – The monthly ambulance report was reviewed.

c. Bylaw Enforcement – The monthly bylaw report was reviewed and the Committee requested briefing notes of highlights be provided in future.

d. Emergency Preparedness



i. The Mayor advised an Emergency Preparedness Guide has been distributed to the community. Response to the guide has been good. An evacuation meeting is being held later this morning with community organizations. The EMO plan is being updated.

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

11. Other Business

a. Ambulance Storage Lease –The Director of Municipal Services advised one bid was received in response to an RFP issued for storage space for the ambulances from Terry’s Carpentry for \$2,400.00 month. The increase is due to bathrooms and water installed at the site. The Director of Municipal Services will provide a briefing note.

#### **RECOMMENDATION**

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

12. Date of Next Meeting - June 29, 2011 at 8:30 am.

13. Adjournment – 10:00 am