





# Town of Fort Smith Corporate Services Committee

Tuesday, December 4, 2018, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. Strategic Plan
5. Governance
  - a. Council Priorities
    - i. Property Tax Issues
    - ii. Commissioner's Land within Municipal Boundaries
    - iii. Fire Abatement
    - iv. GNWT Job Reductions
    - v. Aurora College Program Review
    - vi. Boundary Expansion
    - vii. Road to Garden River
    - viii. Youth Crime
    - ix. Daycare
6. Directors Report
  - a. Accounts Paid List Part I
  - b. Accounts Paid List Part II
  - c. Correspondence
  - d. License Report
7. Bylaw/Policy Review and Development
8. Administration
  - a. Acting Senior Administrative Officer
  - b. Standing Acting Senior Administrative Officer
  - c. Briefing Note – Town Facilities Holiday Closure
  - d. Budget
9. Other Business
  - a. Ad Hoc Committee – Bylaw 903
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

### Attached Documents

   
Corporate Services Vision, Values, and  
Minutes November : Goals

    
Accounts Paid List Accounts Paid List Correspondence  
Part I Part II Nov 2018

   
License Report Nov BN - Town Facilities  
2018 Holiday Closure



Town of Fort Smith  
Corporate Services Committee  
Tuesday, November 13, 2018, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell  
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Cynthia White, Director of Community Services; Paul Kaeser, Director of Municipal Services; Lisa-marie Pierrot, Executive Secretary  
Regrets: Cr. Beaulieu  
Guests: Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm.

2. Declarations of Financial Interest

Cr. McArthur declared a financial interest with respect to Accounts Paid List Part II.

3. Review

- a. Agenda –The agenda was reviewed. Administration advised Council on the process of the committee meetings and explained each section of the agenda.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of October 2, 2018, were reviewed and have been adopted at the Council meeting of October 11, 2018.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. Strategic Plan – The Strategic Plan was reviewed.

4. Governance

- a. Council Priorities
- i. Property Tax Issues – Administration advised that Property Tax Collection letter have been sent out to residents that have Property

Tax arrears and that are most likely to pay are being pursued. He advised that the Beggair property is being pursued and that the property tax is five hundred thousand dollars in arrears. He advised that it is a struggle to get the GNWT to come to the table to negotiate with the Town on their properties. He advised that the revenue of property tax collection is in the books as revenue and if we write off the property taxes the Town will lose five hundred thousand in revenues. He advised that the Town also collects grants in lieu of tax. Administration advised that there are issues with commissioner's land within the community and are in the process of negotiations with the GNWT.

- ii. Commissioner's Land within Municipal Boundaries – Administration advised that there is a map which is color coded by land owners; the yellow properties are owned by the town, orange is private, purple is commissioners, and green is band land. We have been stepping up and firesmaring with GNWT who want to block transfer land to municipal.
- iii. Fire Abatement – Administration advised that we have had a meeting with GNWT to update the Community Fire Protection Plan. The Town has completed fire abatement on all our properties. We are working on fire smarting around Tamarac Crescent. The GNWT is getting away from hiring people to fire abate as they want to have it completed by machines. He is still trying to figure out this new GNWT fire abatement as GNWT is trying to move to completing fire abatement with machines. We did buy a multure for one of our bobcats to help with fire abating smaller areas. He advised that the project near the airport is now in the process of burning brush piles. D/M Smith noted that there is also the issue of private owners not fire abating their large properties.
- iv. GNWT Job Reductions – Administration advised that the GNWT job reduction is a Council priority in response to the pressure from the GNWT's Public Works department. The GNWT Public Works Superintendent was relocated to Yellowknife along with management positions at the hospital, and now that Trail Cross is a potential loss. He advised that the Town will be putting out a mail drop which will advise the public on latest information we have.
- v. Aurora College Program Review – Mayor Napier-Buckley advised that after the review had come out we did send an initial response to the GNWT which was followed up with another response paper. She advised that Deputy Mayor Smith and herself did present the first document to the Standing Committee on Social Development and was followed up with a meeting with the Premier where the second document was presented. She advised that after the documents were submitted to the GNWT she noticed that there the

GNWT's response includes recommendations that the Town has submitted. There are still outstanding issues such as where the headquarters will be but we will continue to work with the GNWT. She advised that the Minister of ECE will be having a public meeting on November 19, 2018. She advised that the Minister will also be meeting with college students and staff. She advised that the Minister also plans to meet with Council on Monday afternoon. She welcomed Councils attendance at that meeting. She advised she and D/M Smith will be out of town during that time.

- vi. Boundary Expansion – Administration advised that we haven't had a lot of dialogue with the GNWT on this issue. He advised that in the NWT we have commissioners and crown land. We are a territory and not a province. The Federal Government did a transfer of lands to Commissioner. In Fort Smith our lands don't match the transfer. He advised that MACA led the file and found that Bill C35 which is duty to consult was not followed properly. D/M Smith advised that there are no mechanisms to convert lands to agricultural lands.
- vii. Road to Garden River – Mayor Napier-Buckley advised that we had been speaking with Chief from the Mikisew Cree in Fort Chipewyan who were interested in working with the Federal Government to pursue the road in light of the fires in Fort McMurray. She advised that the Town has provided a letter of support to the Mikisew Cree and offered to work with them to help move this forward. Cr. Westwell asked what the root for this priority is. Mayor Napier-Buckley advised that this is not a new item and has been talked about for many years. It was stopped because of lack of consultations with the Mikisew Cree. They now want to pursue so that they have the ability to leave Fort Chipewyan in case of fire. This was also a resolution brought to the NWTAC. Cr. Westwell asked if the Mikisew Cree are working with Parks Canada. Administration advised that the Parks Canada was removed as obstacles. This was being stopped by Mikisew Cree because of the lack of consultation and what we can do is provide support as Alberta will be funding the road. Mayor Napier-Buckley believes that the Mikisew Cree are meeting with other aboriginal groups in the area to get their support before going to the Federal Government.
- viii. Youth Crime – Administration advised that the previous Council was dealing a lot with youth crime. We have petitioned the MLA who is also the Minister of Justice on many of the Youth Crime issues. Administration advised that letters have been extended to the Department of Justice, the Department of ENR and Infrastructure Ministers with respect to the youth crime and potential loss of the Trail Cross centre. He advised that during

recent RCMP delegation the RCMP have advised that the Youth committing the break and enters are now targeting businesses. He advised that the letter to the department of ENR is requesting them to secure their facilities as youth continue to break into their facilities. He advised that a letter has been extended to the health department regarding the Trail Cross facility. He advised that the Department of Justice letter includes providing administrative support to the RCMP as they are spending a lot of time escorting inmates. D/M Smith advised that Sgt. Gilbert does delegate to Council every month.

- ix. Daycare – Administration advised that there is a minimum of twenty families that suffer from the lack of daycare services in Fort Smith. There has been a Daycare Society formed that had an agreement with the YWCA to purchase a facility for a Daycare. He advised that when the YWCA building burned in Yellowknife, our local society is without the facility once again. We have three rooms that will be leased to them to provide childcare are offering to purchase the equipment they need. The tentative date to have the services available is February 2019. Cr. McArthur asked if it is possible to obtain the building where Our Babies Our Future program was hosted for a Daycare. Administration advised that the building did get mentioned but we already have a building from GNWT and just need the commitment to have it renovated. The building we are targeting is across the street from the Recreation and Community Centre. He advised that there was also discussion about pursuing the Women’s Corrections Building as the Early Childhood Development training program would also be an opportunity to provide support to creating a daycare. D/M Smith advised that he could be wrong but heard that the Early Childhood Program may not be offered out of Fort Smith due to no Daycare.
5. Director’s Report – Administration advised a report is made to Council on the status of the budget on a quarterly basis. He advised that the report includes expenditures that have already been made for Council to approve and ask questions. The Director of Corporate Services advised that we serve the corporation. He advised that his department is there to support Municipal and Community services departments. He advised that Corporate Services collect money from the public and processes payments. He advised that we also deal with business licenses and home occupations permits. Our function is really to support the corporation in order to function and carry out services to the public. We have been recently working on property taxes. We have been in contact with a law firm in Yellowknife for collection actions. There is a very comprehensive collection action that has to be followed. He advised that pursuing legal action does not cost the Town anything as the property owner pays for the legal fees. He advised that the property tax collection initiative has resulted in fifteen property tax owners agreeing to pay their arrears.
    - a. Accounts Paid List Part I– The Accounts Paid List Part I was reviewed.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Cox**

**That the Accounts Paid List Part I for the period ending October 31, 2018, totaling \$570,234.49 be approved.**

**CARRIED UNANIMOUSLY**

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed. Mayor Napier-Buckley advised that earlier in the meeting Cr. McArthur declared financial interest. She advised that approval is a not a decision as these bills have already been paid. The past practice is that those that have cheques in the Accounts Paid List declare a financial interest but if there is a decision to be made you have to state a conflict of interest and leave the room.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the Accounts Paid Part II for the period ending October 31, 2018, totaling \$6,731.08 be approved.**

**IN FAVOUR – MAYOR NAPIER-BUCKLEY, CR. COX, CR. WESTWELL, CR. CAMPBELL, CR. COUVRETTE, CR. PISCHINGER**

**ABSTAINED – CR. MCARTHUR**

**CARRIED**

- c. Correspondence – The October 2018 correspondence was reviewed.
- d. Licensing Report – The October 2018 licensing report was reviewed.

6. Administration

- a. Briefing Note Third Quarter Variance Report – The briefing note and variance report was reviewed. Administration advised that the variance report includes the budget versus the amount of money spent. He advised that the top section includes revenues and bottom section is expenses. The expenses and revenues are broken into cost centers which include general ledger items. Some of the money we spend is the same every month. We try to identify any issues in the document. The briefing note includes our issues with the variance report. He advised that we are within budget and that there are no red flags. The AWG was a big concern as the games ended in a deficit which would be the responsibility of the Town to absorb. He advised that through diligent work we were able to get the deficit down to a maximum of twenty thousand which can be absorbed by our budget. We have expected revenues from Salt River First Nations and have yet to be billed and some may be the responsibility of the Federal Government. They have a three-year window and have committed to sorting out that issue. The recreation revenues continue to be low. The Town does expenditures very well and has a good control, but we have a

revenue problem. We are in the process of rationalizing attendance and attendance tracking mechanisms, programs and program use, rate changes and payment mechanisms to determine the cause. What our review has shown us so far is that our methods for tracking facility and program use need to be improved. Further, there has been a reduction in use of drop-in passes in lieu of annual passes. While this change has resulted in a reduction in revenue, it also is a positive finding as it shows that individual resident use of Town recreation facilities has increased such that annual passes are more cost effective. Finally, family pass sales have slightly decreased. Given that there is no reduction in facility use, this reduction in sales is most likely due to the increased number of low-cost or free family events run by the Town and indicates the success of our efforts to engage low-income and at-risk youth and families in positive wellness activities.

Revenue from water sales is down from previous years. We are uncertain why and reviewing all pertinent information to determine the cause.

Revenue from tipping fees is still lower than budgeted but improving from the past two years as a result of returning to stricter criteria for Spring and Fall Clean-up. We anticipate having revenues meeting expectations in 2019.

Ambulance Salaries & Wages are overspent. This is due to additional scheduling of attendants and payment of honoraria in the absence of the Protective Services Supervisor. It is our intent to address this issue now that the supervisor has been hired.

Telecommunications costs continue to increase as the implementation of cell phones and associated technologies in the workplace continues. The Town is preparing for an organization-wide review of our communication strategies.

Arctic Winter Games has resulted in overages in several areas including Salaries & Wages, marketing, facility operation (including electricity, heating, repairs, maintenance) and the Public Relations budget. The Public Relations budget requires further review to confirm how to address the large overage.

Vehicle Repairs & Maintenance costs are up. It is typical for maintenance costs to increase as infrastructure ages; work is currently underway to procure several new fleet vehicles.

Utility costs, specifically heating, are overspent; due to a long, cold winter and an increase in heating fuel costs.

Some Salary & Wages show to be overspent but note that there is often an offsetting revenue. For example, a facility rental (pool party, hockey



tournament) will generate revenue but result in unbudgeted salary expenses. We are working to better track these offsets.

D/M Smith advised that the recommendations will be forwarded to Council for motions. He indicated that the auditor identified the water revenues could be a result of people using less water. Administration advised that is a rationalization that we have to do. He advised that people are charged a base rate and will have to do internal analysis. Our analysis would be against historic billing and see what they are tied to. Cr. Westwell asked what quarter variances will be presented. Administration advised that all four quarter variances will be presented as the audit shows changes that are not consistent with the budget.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Mayor Napier-Buckley**

**That the Third Quarter Variance Report be accepted as presented.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Honoraria Committee – The briefing note was reviewed. Administration advised that he understands that the difficulty in Council discussing the raise of Council honoraria. He indicated there is a Council Honoraria Bylaw for the services they provide. There is a previous motion on the issue. Council Honourarium Bylaw 903 allows for the remuneration of Mayor and Council for the public service they provide to the Town of Fort Smith. Currently, the Mayor receives \$38,400 annually for an average of four hours of work per day including meeting times. Further, the Mayor receives four weeks of annual leave per year, and participation in Town benefit plans. Councilors receive a \$500 monthly stipend, as well as \$100 per meeting attended. This Bylaw was last updated in 2013. Further, it was reviewed by the Bylaw Review Committee in 2016. While no changes were made at that time, the committee did discuss Section 4(a) and the definition of 'on occasion' regarding use of conference calls to attend meetings, how to address lateness to council and committee meetings, what is an acceptable reason to be absent from a meeting, how to appropriately manage Mayor leave and attendance, and the need to rationalize the language and definitions in Bylaw 903 with that of Council Procedures Bylaw 902 and Council Code of Conduct Bylaw 879. Bylaw 879 and 902 work hand in hand. He advised that some concerns that have been brought forward include councilors pay is not representative of the amount of work they contribute, childcare costs for councillors attending meetings, and the Mayors hours from half day to full day as the amount of work she does in a day exceeds the half day. There is also concerns that there are pending changes on how council honoraria will be taxed. This is a bylaw and requires three readings which requires public consultation. Past council motioned to have public members involved. The last time council reviewed the bylaw, public members were involved. Based on the direction from past Council there was a call to the public for expression of interest. There are certain things that have to happen for a committee. Cr.



Westwell asked for clarification with the collective agreement that the Mayor didn't receive any salary increases as per the collective agreement. Administration confirmed as she is not a union employee. Cr. Couvrette thinks that part of the terms of reference should be nomination of councillors.

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Westwell**

**That Council establishes a Council Honorarium Review Committee to review and update bylaw 903 establish committee including three members of the public and one member of council.**

**CARRIED UNANIMOUSLY**

Administration indicated that the terms of reference could include review of bylaw 903. D/M Smith indicated that the NWTAC does have a listing of Mayors salary along with childcare Yellowknife provides \$2000.00 a year to councillors. Cr. Westwell, Cr. Couvrette, and Cr. McArthur are interested in sitting on the Ad Hoc Committee.

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Second by: Cr. Campbell**

**That Council establish an Ad Hoc Committee consisting of Cr. Westwell, Cr. Couvrette, and Cr. McArthur to select three members of the public and one member of Council for the Council Honorarium Review Committee.**

**CARRIED UNANIMOUSLY**

Administration advised that he is still working on organizing a workshop for Council training. He advised that conflict of interest training and an infrastructure tour has to be completed. There is also a need to talk about finances, so that Council is comfortable approving finances. There will be team building exercises included in the training. He advised that Council has to get membership for the bylaw review committee and human resources committee. He advised that he has made inquiries on the Health Board and Museum Board. He advised that the Minister of Health and Social Services will have to request for a Councillor to replace the previous councillor on the Health Board. He advised that the resolutions for NWTAC have to be discussed and the code of conduct bylaw has to be signed by each councilor in front of the SAO.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Cox**

**Seconded by: Cr. Westwell**

**That Cr. Beaulieu be excused from the Corporate Services Standing Committee meeting of November 13, 2018.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be December 4, 2018.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Couvrette**

**Seconded by: Cr. Cox**

**That the meeting be adjourned at 8:37 pm.**

**CARRIED UNANIMOUSLY**



# **Town of Fort Smith**

## **Vision, Values and Goals**

Approved: November 20, 2018

**Vision** The Town of Fort Smith will work with its partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

### **Values**

- Welcoming – we are a friendly community which embraces our visitors, students and residents alike.
- Innovative – we take on new challenges in the pursuit of excellence.
- Sustainable – we are committed to sustainability in our Town’s operations and development.
- Unified – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- Committed – we operate professionally and to the highest ethical standards.

### **Goals**

- To retain existing and attract new residents
- To be the healthiest community in the Northwest Territories
- To be a leader in sustainability
- To grow our role as the education capital in the NWT
- To create a diversified local economy
- To operate a responsive and transparent government



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING November 30, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34291	Customer	Reimbursement-Fire Kits, expenses paid with personal cc	\$ 623.92	FD
34292	Precision Industries	Replaced damaged hydrant, repair water and sewer service	\$ 26,416.10	Multiple
34293	Margo Harney	Reimburse for polling station meals	\$ 176.35	AD
34294	GNWT	Training for Corporate Services Officer	\$ 300.00	AD
34295	Investors Group	October Contributions [R]	\$ 200.00	
34296	Northwestel Inc	Phone and internet bills	\$ 5,307.49	Multiple
34297	NWT Power Corporation	Power Bills	\$ 81,764.33	Multiple
34298	Pitnet Bowes	Equipment lease and supplies	\$ 980.01	AD
34299	Town of Fort Smith	Payroll deductions [R]	\$ 881.80	
34300	Xerox Canada	Copier lease and late payment charges	\$ 1,188.87	AD
34301	Receiver General	Payroll deductions [R]	\$ 33,962.89	Multiple
34302	Employee	Travel expenses	\$ 3,152.26	Comm Serv
34303	Public Service Alliance of Canada	October union dues [R]	\$ 4,234.93	
34304	GNWT Tax Division	October payroll Tax [R]	\$ 6,283.73	
34305	Nebs Pension Fund	November premiums [R]	\$ 35,708.68	Multiple
34306	Fort Smith District Education Authority	JBT Snack Program	\$ 500.00	AD
34307	Fort Smith Animal Society	Euthanasia fees	\$ 916.65	BYLAW
34308	GNWT Tax Division	October school tax collected	\$ 6,164.14	AD
34309	Globalstar Canada	Satellite phone bills	\$ 162.64	FD/AMB
34310	Terry's Carpentry	Ambulance bay lease	\$ 2,520.00	AMB
34311	TDC Contracting	Gas, heating fuel, vehicle repairs	\$ 16,962.94	Multiple
34312	See Accounts Paid List Part II			
34313	NEBS Group Insurance Fund	November premiums [R]	\$ 11,230.50	Multiple
34314	Pitneyworks	Postage	\$ 1,575.00	AD
34315	Chase's Pit Stop	Gas	\$ 332.97	BYLAW
34316	Employee	2018 boot allowance	\$ 250.00	PW
34317	Employee	Reimburse PPE and Gloves	\$ 297.24	RCC
34318	Infosat Communications	Satellite phone bills	\$ 169.22	FD
34319	Town of Fort Smith Employees Assoc.	Staff contribution for October [R]	\$ 284.00	
34320	Arctic Alarm	Alarm monitoring	\$ 239.20	RCC
34321	Arctech Computers	Offsite back up, computer repairs	\$ 2,002.25	AD
34322	McLennan Ross	Legal fees	\$ 4,468.01	AD
34323	Stageline	Stage setup training and certification	\$ 11,251.35	Comm Serv
34324	Employee	2018 boot allowance	\$ 250.00	FM
34325	GT Assessments	Property Tax Assessment of SRFN Lands	\$ 3,712.92	AD
34326	Employee	Travel expenses	\$ 687.51	FD
34327	Armoogan, Hailey	Summer Arts Program	\$ 1,437.04	RCC
34328	Canada Revenue Agency	Payroll remittance	\$ 708.68	AD
34329	Customer	Refund credit on utility account	\$ 99.98	AD
34330	Customer	Refund meter deposit	\$ 350.00	AD
34331	Customer	Refund overpayment of facility rental	\$ 160.50	RCC
34332	Bank of Montreal	Jim Hood statement	\$ 1,219.58	Multiple
		\$1219.58 - Bell phone bill		
34333	Bank of Montreal	Keith Morrison statement	\$ 586.81	Multiple
		\$113.93 - Canada Post mail drop		
		\$60.85 - RAB lunch		
		\$96.55 - SDAB lunch		
		\$144.38 - CAMA membership		
		\$110.25 - Canada Post mail drop		
		\$60.85 - TTAB lunch		
34334	Bank of Montreal	Paul Kaeser statement	\$ 4,197.31	Multiple
		\$1554.95 - NAIT boiler course for employee		
		\$1554.95 - NAIT boiler course for employee		
		\$44.00 - Air brake test fees		
		\$1012.41 - NAIT boiler course for employee		
		\$31.00 - Update drivers license fee		
34335	Bank of Montreal	Cynthia White statement	\$ 4,076.80	Multiple
		\$220.50 - Canada post stamps ect.		
		\$588.66 - turtle supplies		
		\$2473.22 - Amazon book order		
		\$416.52 - AWG online store		
		\$377.90 - child skate trainer		

34336	Everbridge	Mass notification	\$	5,250.00	AD
	EFT Blue Imp	Deposit on playground equipment	\$	47,480.00	RCC
34337	Investors Group	November contributions	\$	200.00	AD
34338	Link Hardware	Materials and supplies	\$	8,466.95	Multiple
34339	Town of Fort Smith	November deductions	\$	811.30	AD
34340	Receiver General	Payroll deductions [R]	\$	34,683.94	AD
34341	Public Service Alliance of Canada	November union dues [R]	\$	4,426.91	AD
34342	GNWT Tax Division	November payroll tax [R]	\$	6,304.13	AD
34343	Dewolf Artworks	Safety bags for Halloween	\$	1,609.55	BYLAW
34344	TDC Contracting	Materials and supplies/Heating oil/Repairs	\$	20,212.14	Multiple
34345	Helena Katz	Newsletter October 2018	\$	450.00	AD
34346	RDV Mechanical	Vehicle repairs	\$	7,810.47	Multiple
34347	TOFS Employees' Association	Staff contribution for November	\$	300.00	AD
34348	YMCA Yellowknife	Donation to single parents Christmas dinner	\$	200.00	AD
34349	CIMCO Refidgeration	Ice plant start up and repairs	\$	8,816.15	Arena
34350	Lou's Small Engines	Arena propane	\$	546.00	Arena
34351	Northwestel Inc	Internet	\$	249.77	WTP
34352	Territorial Beverages	Pop order	\$	1,285.98	RCC
34353	Wally's Drugs	Materials and supplies	\$	635.94	Multiple
34354	Xerox Canada Ltd.	Copier usage	\$	407.68	AD
34355	Employee	Travel claim		\$160.40	AD
34356	Lifesaving Society	Recertifications		\$234.00	Pool
34357	Northern News Service	Ad for Slope remediation RFP	\$	1,185.66	AD
34358	Marvil Construction	Snow rake maintenance	\$	1,260.00	FM
34359	Northwestern Air Lease	Freight	\$	332.02	Multiple
34360	Fire Prevention Services	Arena fire suppression inspection	\$	889.44	Arena
34361	Fort Smith Animal Society	Dog food costs for 2018	\$	1,000.00	BYLAW
34362	Mercury Sign Art & Design	Signage for lagoon	\$	388.50	PW
34363	NWT Recreation and Parks Association	courses for staff	\$	840.00	RCC
34364	Wesclean Northern Services Ltd.	Janitorial supplies/shipping	\$	2,313.84	Multiple
34365	Dynamic Online Marketing Inc.	Toques for Fire Department	\$	409.50	FD
34366	Chase's Pit Stop	Gas	\$	161.63	BYLAW
34367	NU Mechanical	7 Bay boiler repairs	\$	1,047.53	PW
34368	Employee	Travel claim	\$	468.30	RCC
34369	Canada Curling Stone	Sharpen blade	\$	571.28	RCC
34370	Infosat Communications	Satellite phone bills	\$	169.22	FD
34371	Jet Ice	Curling contract	\$	1,563.07	RCC
34372	Canadian Industrial Pumps Ltd.	Waste tank pump	\$	14,264.25	WTP
34373	The Prophet Corporation	Supplies	\$	266.51	RCC
34374	Office Solutions	Materials and supplies	\$	430.45	Multiple
34375	GNWT - Lands Department	Land lease application fee	\$	250.00	AD
34376	Aurora Ford	Vehicle repairs	\$	4,034.75	FM/WTP
34377	Clear Water Controls Inc.	Chemicals	\$	1,939.78	WTP
34378	Debbie's Sewing	Sew patches onto uniforms	\$	162.75	PS
34379	Zone West Ltd.	Uniforms	\$	560.70	PS/FD
34380	Partners in Protection Assoc.	Firesmart membership	\$	50.00	FD
34381	Ingenious Software	Software for Fire and Bylaw	\$	4,824.75	FD/BYLAW
34382	NWT Power Corporation	Power bills	\$	55,467.13	Multiple
34383	Freund Building Supplies	Materials and supplies	\$	1,688.61	Multiple
34384	Locust Mowing	Dozer rental for snowboard park	\$	10,017.00	RCC
34385	CAB Construction Ltd.	Repairs to various buildings/electronic sign installation	\$	25,964.29	Multiple
34386	BZT General Contracting	Electrical Repairs	\$	9,958.33	Multiple
34387	Manitoulin Transport	Freight	\$	1,445.23	WTP/Arena
34388	Bobcat of the Peace	Bobcat trade up/renewal	\$	24,945.94	PW
34389	Power Surge Technologies	New cell phones	\$	451.48	FM/BYLAW
34390	Fields	Materials and supplies	\$	153.98	RCC
34391	Hach Sales & Service Canada LP	Gauge to measure sludge	\$	357.00	WTP
34392	Transition Industries	Design and development of snowboard park	\$	3,780.00	RCC
34393	Cascade Publishing	Materials, supplies and services	\$	2,611.35	Multiple
34394	Kaesers	Materials and supplies	\$	2,100.09	Multiple
34395	Northern Life Museum and Cultural Centre	Gallery rental	\$	240.00	AD
34396	Northern News Service	Municipal Buildings Space RFP ad	\$	1,121.82	AD
34397	Crestline Coach Ltd.	Ambulance supplies	\$	3,021.51	Ambulance
34398	Royal Canadian Legion	Wreath	\$	65.00	AD
34399	Hay River Heavy Truck Sales Ltd.	Purchase of garbage bins	\$	20,212.50	PW
34400	Avon Security Products	Camera and supplies for employee ID cards	\$	245.13	AD
34401	CANCELLED				

34402	CANCELLED			
34403	CANCELLED			
34404	Northwestel Inc	Phone and internet bills	\$ 5,268.32	Multiple
34405	Brandon Kikoak	Sound for swearing in ceremony	\$ 500.00	AD
34406	Town of Fort Smith	Water bills	\$ 1,354.44	Multiple
34407	Winnipeg Outfitters	EMS uniform t-shirts	\$ 2,236.50	Ambulance
34408	Northern Stores Inc.	Materials and supplies	\$ 479.66	Multiple
34409	Fire Prevention Services	Extinguisher inspections	\$ 3,458.03	Multiple
34410	Globalstar Canada	Sat phone bills	\$ 230.20	Multiple
34411	TDC Contracting	Gas/heating oil/repairs	\$ 14,546.70	Multiple
34412	Royal Canadian Legion	Wreath	\$ 65.00	FD
34413	See Accounts Paid List Part II			
34414	Maskwa Engineering	Engineering services	\$ 6,243.03	AD
34415	Chase's Pit Stop	Gas	\$ 170.00	BYLAW
34416	Westvac Industrial Ltd.	Rebuild pump sewer flusher	\$ 468.02	PW
34417	Rapid Petroleum Products	Gas	\$ 793.59	Multiple
34418	AECOM Canada Limited	Water and Sewer project charges	\$ 32,169.29	AD
34419	RDV Mechanical	Repairs to vehicles	5038.19	Multiple
34420	McLennan Ross	Legal fees	\$ 895.13	AD
34421	South Slave Safety	AED supplies	\$ 742.35	Multiple
34422	Northern Arts & Cultural Centre	NACC 2018 sponsorship	\$ 5,000.00	RCC
34423	Hay River Heavy Truck Sales Ltd.	Oxygen tanks	\$ 201.60	Ambulance
34424	Mainroad Maintenance Products LP	Road Repairs	\$ 2,003.40	PW
34425	Nurndy-Forfire Emergency Graphics Ltd.	Identification plates	\$ 833.18	Ambulance
34426	Employee	Reimbursement - air brake test fees	\$ 88.00	Ambulance
34427	Customer	Refund - meter deposit less water bill	\$ 85.83	AD
34428	Customer	Refund overpayment of water bill	\$ 20.00	AD
34429	Receiver General	Vendor garnishment	\$ 28,439.15	PW
34430	Baudville	Long service awards	\$ 532.79	AD
	Payroll	November 9, 2018 pay period	\$ 111,129.45	
	Payroll	November 23, 2018 pay period	\$ 121,847.02	
			<u>\$ 976,605.10</u>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING October 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
34186	Aurora TPI Travel	Travel for C.W, J.S,T.N	\$ 3,509.05	Multiple
34187	Aurora TPI Travel	Bylaw training in Calgary, SAO to YK Oct 2-4, 2018	\$ 3,222.03	Multiple
		TOTAL	<u>\$ 6,731.08</u>	



## Correspondence November 2018

November 2, 2018	Aurora College	Proposal for Multi-year renewal	1841
November 7, 2018	Aurora College	Proposal for Multi-year renewal	1841
November 13, 2018	Womens Hockey	Sponsorship Request	3160
November 13, 2018	Kathleen Dixson	Complaint Letter	2313
November 13, 2018	Trevor Whitmore	Request Letter	3160
November 19, 2018	MP Michael McLeod	Congratulations Letter	1710
November 19, 2018	ECE	Aurora College Foundational Review GNWT Response	1840
November 20, 2018	Royal Canadian Legion	Appreciation Letter	3614
November 23, 2018	Ducks Unlimited Canada	Congratulations Letter	1841
November 27, 2018	JBT Elementary School	Donation Request – Snack Program	1844
	A&B	Newsletter	1126
	UHB	Magazine	1126



**Town of Fort Smith  
Licensing Report  
November 2018**

<b>Business License Holder</b>	<b>Number</b>	<b>Details</b>
JMC Construction	196	painting, construction, plumbing and asbestos removal
<b>Development Permit Holder</b>	<b>Number</b>	<b>Details</b>
Hamilton, Patti-Kay	30	home occupation - writing/consulting
<b>Lottery License Holder</b>	<b>Number</b>	<b>Details</b>
Fort Smith Ice & Snow	25	raffle
Postras Racing Kennels	26	raffle
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Details</b>
No licenses issued this month		
<b>Ski-Doo Licenses</b>	<b>Number</b>	<b>Details</b>
No licenses issued this month		



## BRIEFING NOTE

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To: Corporate Services Standing Committee

Date: November 29, 2018

Subject: December 24<sup>th</sup> Half Day

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**Purpose:**

To request approval to close Town facilities at noon on Dec 24<sup>th</sup>, 2018.

**Background:**

Council previously passed the following motions:

November 17, 2015 - That all Town facilities close at noon on December 24, 2015; and

That Town staff, dependent on operational needs, be given a half-day off on December 24, 2015. Should operational requirements necessitate employment on this noted date, the employee will be given equivalent time off in lieu at a mutually agreed time.

December 16, 2014 - That all Town facilities close at noon on December 24, 2014; and

That Town staff, dependent on operational needs, be given a half-day off on December 24, 2014. Should operational requirements necessitate employment on this noted date, the employee will be given equivalent time off in lieu at a mutually agreed time.

**Analysis:**

This half day is well appreciated by all staff.

Respectfully submitted,

Lisa-marie Pierrot  
Executive Secretary