

**The Municipal Corporation of the Village of Fort Simpson
Bylaw #2015-010**

BEING A BYLAW OF THE MUNICIPAL CORPORATION OF THE VILLAGE OF FORT
SIMPSON IN THE NORTHWEST TERRITORIES TO ESTABLISH THE SUB-COMMITTEES
OF COUNCIL.

PURSUANT TO the Cities, Towns and Villages Act, R.S.N.W.T., 2003, c.22, s.29.

NOW THEREFORE, the council of the Village of Fort Simpson, in a duly assembled meeting, enacts as follows:

SHORT TITLE

This By-Law may be cited as the "Committees of Council By-Law".

GENERAL CONDITIONS

1. The Committees of Council are hereby established to be called;
 - a) Recreation and Parks Committee;
 - b) Public Works and Safety Committee;
 - c) Financial and Administrative Committee;
 - d) Community Development Committee;
 - e) Human Resource Committee;
 - f) Contracts Committee;
2. The Committees shall be comprised of four (4) members of Council.
3. The Mayor shall be an ex-officio member of each Committee.
4. The Council members of the Committees shall be appointed by resolution of Council annually at the first meeting of January in each year or at the First Meeting following an election.
5. The initial appointment of the Council member to a Committee shall be made by resolution and the term of the initially appointed Council member will be until December 31st of that year. Except when appointed at the first meeting following an election; they will be appointed until the December 31st of the following year.
6. Committee meetings shall be called by the Chairman of that Committee whenever he/she shall consider it necessary to do so or whenever request to do so by a majority of the members composing it.
7. A Committee shall, from their own number, select a member to chair all meetings of the Committee.

8. Should the Chairperson be absent from a meeting, the Committee shall select a member to act as a chairperson from the members present.
9. A quorum for any meeting shall be comprised of the majority of members.
10. The Committee may, from time to time as circumstances warrant, and solely at its own discretion, request the involvement of or hear delegations from various agencies or individuals.
11. Motions/Resolutions cannot be approved at Committee Meetings. Recommendations can be made to Council following the format set out in Appendix 'A', attached to and forming a part of this by-law.
12. Conduct of a Committee Meeting will follow the Procedural By-law #2013-01.
13. A Terms of Reference report described in Appendix 'B', attached to and forming a part of this by-law, will be filled out and submitted to Council as information, describing the Terms of Reference, the members and the Chairperson, after the first meeting.
14. When a Committee Meeting is called the members will be remunerated as per the Council Indemnity By-law #668.
15. The Senior Administrative Officer or his/her designate shall be present at all Committee Meetings.

Technical Resource Persons

16. The following positions employed by the Village of Fort Simpson will be the Technical Resource Person(s) for the respective Committees:
 - a) Recreation and Parks Committee;
 - i. Recreation Coordinator
 - b) Public Works and Safety Committee;
 - i. Public Works Foreman
 - ii. Water Treatment Plant Operator
 - iii. Waste Water Treatment Plant Operator
 - iv. Bylaw Officer
 - v. Fire Chief
 - c) Financial and Administrative Committee;
 - i. Finance Manager
 - d) Community Development Committee;
 - i. Bylaw Officer
 - ii. Finance Manager
 - iii. Recreation Coordinator
 - e) Human Resource Committee;
 - i. Finance Manager
 - f) Contracts Committee;
 - i. Public Works Foreman
 - ii. Water Treatment Plant Operator

- iii. Waste Water Treatment Plant Operator
- iv. Recreation Coordinator
- v. Librarian

Terms of Reference for Committees

17. The **Recreation and Parks Committee** shall be responsible for researching and formulating recommendations to Council with regards to matters affecting parks, playgrounds, ball parks, trail systems, cemeteries, the Fort Simpson Recreation Complex and the Fort Simpson Swimming Pool, and in general matters affecting recreation and culture services offered by the Village.
18. The **Public Works and Safety Committee** shall be responsible for researching and formulating recommendations to Council with regards to Public Works, road maintenance Water and Sewer, Landfill and Garbage Collection, Emergency Measures, By-law Enforcement and the Ambulance and Fire Department.
19. The **Financial and Administrative Committee** shall be responsible for researching and formulating recommendations to Council with regards to financial operations, policies and procedures (not effecting Human Resources), By-Laws and Legislation, Elections, Operation and Maintenance and Capital Budget, Grants to Organizations and individuals.
20. The **Community Development Committee** shall be responsible for researching and formulating recommendations to Council with regards to Community and Economic Development, Tourism, Community Lands and Planning.
21. The **Human Resources Committee** shall be responsible for researching and formulating recommendations to Council with regards to implementation of the Employment By-Law for all employees of the Municipal Corporation and all Policies and Procedures surrounding all Human Resource Policies.
22. The **Contracts Committee** shall be responsible for researching and formulating recommendations to Council with regards to projects involving the Village of Fort Simpson's capital and operational needs, request for proposals, tenders and contracts. In addition, the Contracts Committee will be responsible for consulting the appropriate Sub-Committee in relation to projects.

Repeal of Bylaws

23. Bylaw 360, 369, 497, 498, 499, 500, 501 and 502 are hereby repealed.


Readings


This Bylaw will come into effect upon the third and final reading.

READ A FIRST TIME this 25th day of November, 2015.


READ A SECOND TIME THIS 25th day of November, 2015.


READ A THIRD TIME AND PASSED this 7th day of December, 2015.





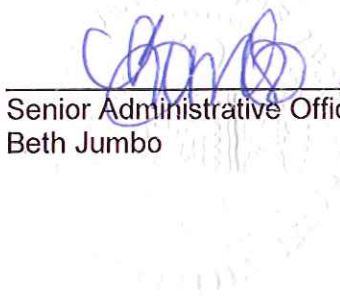
Mayor
Darlene Sibbeston






Senior Administrative Officer
Beth Jumbo

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Municipal Corporation of the Village of Fort Simpson.





Senior Administrative Officer
Beth Jumbo

APPENDIX 'A'



RECOMMENDATION TO REGULAR COUNCIL MEETING RM12-2015, Monday June 15th, 2015

Recommendation: Describes the Recommendation made at a Committee Meeting.
EXAMPLE: Purchase EZ Street for additional road patching.

Committee: Committee name.
EXAMPLE: Committee of the Whole COW#01-2015

Date of Committee: Date Committee convened.
EXAMPLE: Monday June 11th, 2015

Background of Recommendation:

Describes the discussion of the recommendation and the recommendation came about; minutes from the meeting surrounding recommendation.

EXAMPLE: The Committee discussed the need for additional EZ Street to be purchase to continue road patching in the Community. Council Purchased \$40,000 of EZ Street in May 2015. All of the EZ Street was used. The Public Works Foreman is requesting purchase of additional EX Street in the amount of \$35,000. The Senior Administrative Officer found additional funds in the budget to purchase the EZ Street. The road materials will be used to patch the 103rd and 104th Avenue that has greatly deteriorated over the years.

It was recommended that the Senior Administrative Officer obtain a quote from Ace Enterprises Ltd. in Yellowknife. Additionally, quotes were asked to be obtained from all the trucking companies in Fort Simpson to provide freight service to pick up the EZ Street.

Action	Completed?	Notes
Request quote from Ace Ventures Ltd.	YES	Quote attached.
Request quote from EFG Enterprises Ltd.	YES	Quote attached.
Request quote from ABC Trucking Ltd.	YES/NO	Contacted owner, am awaiting quote. Will hire the company with the lowest quote.

Recommended Motion:

WHEREAS Council has deemed it a priority to purchase additional EZ Street to maintain 103rd and 104th Avenue in the Village of Fort Simpson; Administration has been directed to expense funds from the Operation and Maintenance Budget.

THEREFORE BE IT RESOLVED Council approves the purchase of EZ Street from Ace Enterprises Ltd. in the amount of \$35,000.00+GST.

THEREFORE BE IT FURTHER RESOLVED that Council approves the hauling of the EZ Street from Yellowknife to Fort Simpson by EFG Enterprises Ltd. for \$10,000.00+GST.

APPENDIX 'B'



Village of Fort Simpson Human Resources Committee

Terms of Reference:

EXAMPLE:

The Human Resources and Union Negotiation Committee will be responsible to assist Council and the Senior Administrative Officer in ensuring the Village of Fort Simpson has:

- an effective organizational structure
- evaluating the performance of the Senior Administrative Officer
- determining the compensation for the Senior Administrative Officer
- create, review and implement succession planning initiative for Senior Administrative Officer and Department Head Level.
- review, after the completion by the SAO, department heads annual performance review.
- review and recommend to Council any policies outside the Collective Bargaining Agreement affecting Staff (such as: Employee Recognition Policy).
- act as the negotiation committee representing the employer.

Members of the Committee:

EXAMPLE:

Councillor	????????????????	Member
Councillor	????????????????	Member
Deputy Mayor	????????????????	Member
Councillor	????????????????	Member - Chair
Mayor	????????????????	Member – Ex-Officio

Staff Resources:

???????????????? Senior Administrative Officer (SAO)

Approved by the Human Resources Committee on: _____

Approved by Council on: _____

????????????????
Chair

????????????????
Senior Administrative Officer