

**MINUTES
CITY OF IQALUIT
FINANCE COMMITTEE OF THE WHOLE MEETING #06
September 17, 2014 at 6:00 PM
CITY COUNCIL CHAMBERS**

PRESENT FROM COUNCIL

Deputy Mayor Wilman
Councillor Terry Dobbin
Councillor Joanasie Akumalik
Councillor Simon Nattaq
Councillor Romeyn Stevenson
Councillor Kenneth Bell
Councillor Stephen Mansell
Councillor Noah Papatsie

ABSENT

PRESENT FROM ADMINISTRATION

John Hussey, Chief Administrative Officer
Tracy Cooke, City Clerk
John Mabberi-Mudonyi, Senior Director, Corporate Services
Jeanie Eeseemalle, Senior Interpreter/Translator

ADOPTION OF AGENDA

Motion #FIN14-31

Moved by: Councillor Bell
Seconded by: Councillor Mansell

That the agenda be adopted as amended:

Add (1) Delegation – Outcrop for Web Site Presentation

Unanimously Carried

1. MINUTES

None

2. DECLARATION OF INTEREST

None

3. DELEGATIONS

- a) Web Site Presentation
Jen Hayward, Outcrop Nunavut

Mrs. Jen Hayward thanked the committee for giving her the opportunity to present and noted that Outcrop Nunavut was the chosen firm to assist the City with the development of their new web site. She advised that the project is approximately eight five (85) percent complete and is now waiting on further content and feedback to be added to the site. The blueprints have been completed and approved as well as the design for the site, the database is approximately ninety (90) percent complete and all existing content from the current site has been moved to the new site. The new content, and translated content remains to be added and small edits and changes to templates need to be made.

An intensive discovery session was conducted with City staff in December 2013 where different feedback was received from all departments such as what they would like to have included in the site. Some feedback received was very different from what was originally indicated in the request for proposal and a revised scope of the project, revised site map was required.

She explained that the City provided Outcrop Nunavut with very clear guidelines to work with such as web site should be simple to understand and navigate as much as possible, providing minimal clutter on the site and sufficient space for pictures and content and easy to understand menu items. It was also indicated that the web site needed to be in the three (3) official languages, French, Inuktitut and English, and easy to flip or toggle from one language to another. The site had to be extremely easy to use for not only public users, but for City staff and other individuals who would be updating the site. Outcrop Nunavut believes that no task should take more than five (5) minutes to complete even if this task is currently complicated with the current site. The City's branding and guidelines should be adhered to throughout the site such as the colors and the logos, which has been respected. Above all, the City requested that the site be clean, simple and easy to use.

Mrs. Hayward stated that Outcrop Nunavut is very proud that this new sites takes advantage of newer technologies; the site will not only look as it should on your computer but also on your tablet. It will make sharing important and urgent information on Facebook and Twitter fast and easy. The new site will be fast and function properly without any issues that the City faced with any previous site. She presented the committee with the site and reviewed its template and functions.

Councillor Akumalik thanked Mrs. Hayward for the update on the web site development. He asked if there had been discussions about including a gallery on the site that would include old pictures of Iqaluit.

Mrs. Hayward advised that this was not discussed but the web site would easily accommodate a gallery if requested.

Councillor Akumalik asked if the web site would also be easily accessible from a mobile device.

Mrs. Hayward explained that the site would have some functions on a mobile device but that the easy use of menu items perhaps may not be as good as on a tablet or computer; this function could also be added to the site if the City wishes to do so.

Deputy Mayor Wilman expressed her appreciation for the design and functions of the new web site and stated that she is very excited to use the new site.

Councillor Dobbin asked who would administer the site and who would be responsible for the updates or changes.

Mrs. Hayward advised that the site is extremely easy to update and all City staff that require access to make changes will be given access. A training session will be held with those staff members so that they understand how to make changes to the site. Outcrop Nunavut will host the site and will not be responsible for any other functions or updates; if issues arise with the site they will also provide assistance.

4. DEFERRED BUSINESS AND TABLED ITEMS

None

5. NEW BUSINESS

- a) Budget Amendment Proposal
Mark Abbott, Safety Officer

Administration noted that the initial inspection report, 2012-JC-01223, conducted by Workers Safety and Compensation Commission, was issued in 2012, directing the City to develop an asbestos management plan containing the following items:

- Inventory of asbestos-containing materials in each building
- Inspection frequency and procedures
- Training requirements for maintenance staff and others who may come in contact with asbestos-containing materials

- Procedures to follow in the event of damage or other emergency situations
- Procedures to follow should the condition of the materials change or work routines be altered
- Notification procedures for occupants and others in the building
- Labeling of asbestos-containing materials

A plan was submitted to the Workers Safety and Compensation Commission in October of 2013, but it revealed that the City buildings and equipment were not surveyed for asbestos and identified in the document.

Administration advised that Qikiqtaaluk Environmental was approached to generate a quotation for the work required to satisfy the directors. The resulting quotation was received on August 26, 2014 and can be broken down into three parts.

1. Floor plans for the maintenance shop (coke plant), Arnaitok arena, Fire Hall, and City Hall. During discussions with the Public Works and Purchasing Departments, it was revealed that the City does not have a set of drawings for these facilities. Qikiqtaaluk Environmental will take measurements of the inside and outside walls of the buildings and develop sketches. These drawings will be used to indicate the sampling locations and areas of concern. The CAD drawings will be provided to the City. The estimated cost for this work is three thousand two hundred (\$3,200.00) dollars plus tax per building.

2. Qikiqtaaluk Environmental's technician will conduct a survey of the buildings for asbestos-containing materials (ACM). This includes up to six (6) bulk samples. Sampling locations will be indicated on floor-plan drawings included in the final report. The estimated cost for this work is seven thousand five hundred (\$7,500.00) dollars per building. Any samples gathered over and above the six (6) included, will cost one hundred eighty (\$180.00) dollars per extra sample. The City will be contacted for confirmation prior to any extra sampling.

3. Optional air quality study: Qikiqtaaluk Environmental will conduct an inside air quality study including sampling taken three (3) times daily for two (2) days. Bioaerosol sampling will be conducted on one day. The City will be provided with a report outlining the standard air quality parameters such as temperature, humidity, carbon dioxide, carbon monoxide, volatile organic compounds and particulates. Analysis of results and comparison to current standards will be provided. The estimated cost for this work is ten thousand eight hundred (\$10,800.00) dollars per building. Any additional bioaerosol samples will cost two hundred twenty (\$220.00) dollars per sample. The City will be contacted prior to any extra sampling.

Administration stated that the estimated total cost to complete all three (3) options noted is forty five thousand one hundred fifty (\$45,150.00) dollars,

excluding the cost of extra sampling. The estimated total cost for floor plans and asbestos-containing material surveying only is twenty two thousand four hundred seventy (\$22,470.00) dollars, excluding the cost of extra sampling.

It is important to note that in order to fully satisfy the Workers Safety and Compensation Commission and regulatory requirements, all City buildings will need to be surveyed for asbestos-containing materials. The City has been notified by John Clarke, Safety Officer with the Workers Safety and Compensation Commission that it is acceptable to begin work on the two structures noted above first, before focusing on the remainder of the buildings. One potential plan is to begin work on the first two buildings as soon as possible and plan for the completion of the surveying in the 2015 budget.

Councillor Bell believed that perhaps the City should consider completing these studies for all City facilities as they are very important and have been requested by the Worker's Safety and Compensation Commission. He asked if the committee could meet with them as well to discuss possible outstanding matters that the City was asked to complete.

Administration advised that they will contact the Worker's Safety and Compensation commission and request that they attend a future committee meeting to discuss outstanding matters with the committee.

Councillor Stevenson agreed with Councillor Bell that the studies should be completed on all required buildings and that the optional air quality study be completed as well in older City facilities. He asked if there are other outstanding requests from the Worker's Safety and Compensation Commission that the City must complete.

Administration explained that there is one additional request that the City must complete and that is Workplace Hazardous Materials Information System training, specifically for staff members of the Public Works Department. An inspection was completed approximately two (2) months ago at the landfill site and issues were identified with the handling of certain controlled substances.

Councillor Akumalik asked if these studies needed to be completed by a certain date.

Administration advised that the City has not been given a deadline to complete these studies and are aware that the committee was to discuss this matter at this meeting; they simply indicated that these must be completed as soon as possible as the City has been granted several extensions.

Councillor Nattaq believed that the City was not in compliance with many other things and that these issues needed to be addressed as soon as possible. Many of the City facilities do not have proper air ventilation or accessibility and believed

that the City should meet with the Worker's Safety and Compensation Commission to discuss possible other matters that the City should address.

Administration agreed and noted that other important matters could be reviewed and discussed with the committee at a future committee meeting.

6. **IN CAMERA SESSION**

None

7. **ADJOURNMENT**

Motion #FIN14-32


Moved by: Councillor Bell

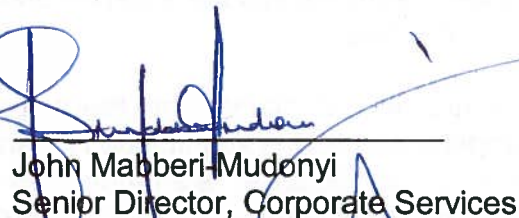
Seconded by: Councillor Wilman

Committee adjourns at 7:05pm.

Unanimously Carried




Councilor Mansell
Chairperson


John Mabberi-Mudonyi
Senior Director, Corporate Services

Approved by City Council on this 23 day of June, 2015, A.D.