

















Town of Fort Smith Corporate Services Committee

Tuesday, December 6, 2016, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. RCMP
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
6. Finance
 - a. Accounts Paid Part I
 - b. Accounts Paid Part II
 - c. BN 2017 Draft Budget & 2017 Draft Budget Document
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes November 17, 2016
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – November, 2016
 - b. License Reports – November, 2016
 - c. Appointment of Acting SAO Jim Hood December 19th to January 2nd, 2017
 - d. BN Appointment of Auditor
 - e. BN Arctic Energy Alliance Application
 - f. BN DPA-045-16 Shane Daniels
 - g. BN Women's Hockey Donation Request
 - h. BN Christmas Food & Toy Drive Donation Request
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Corporate Services Minutes November 17, 2016	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I		
 Accounts Paid Part II		
 2017 Draft Budget & BN		
 TTAB Minutes November 17, 2016		
 Correspondence November, 2016	 License Report November, 2016	 BN Appointment of Auditor
 BN AEA Application	 BN DPA-045-16 Shane Daniels	 BN Women's Hockey Donation Re
 BN Christmas Food & Toy Drive Donatio		



Town of Fort Smith
Corporate Services Committee
Tuesday, November 1, 2016, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. Holtorf
(Conference Call), Cr. Patel, Cr. Tuckey
Regrets: Cr. Dumont, Cr. McArthur
Staff Present: Keith Morrison, SAO; Katie Reid, Executive Secretary
Guests: Patti Haaima, EA to MLA Louis Sebert; Todd Shafer, 2018 Host
Society General Manager; Jennifer Leak, Manager of Marketing,
Communications and IT; Laura Ferguson, Manager of Sport and
Venues; Tracey Hutton, EA Fort Smith Office

1. Call to Order

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

2. Delegation

- a. AWG Host Society – Todd Shafer presented the Host Society’s report to Council. He advised that there is 502 days until the games. Mr. Shafer introduced the staff present in the gallery. He noted that the Host Society had recently established an office in the McDougal Centre and that the space was donated by CAB Construction.

Mr. Shafer advised that the B1 Budget was approved by the Host Society on September 10th prior to the International Committees visit. He noted that the budget was submitted to both the Mayors of Hay River and Fort Smith. He noted that the total cost remains at \$7.3 million to host the games. Mr. Shafer advised that in-kind contributions were removed from the budget and that the Federal Government has made a \$1 million commitment to the budget and that \$500,000 has been secured so far.

Mr. Shafer advised that the Host Society’s Canada 150 funding application was denied and that he would be seeking out other funding pots. He has received great support from Sports Canada on available funding.

Mr. Shafer advised that he will continue to work with the Host Society Chairs to prepare the B2 Budget for January 2017.

Mr. Shafer advised that the progress report outlined key performance indicators as per the staging manual. Further details with respect to the plan for hosting the games were provided verbally from Chairs and Directors to members of the International Committee during their visit and tour of the region between September 11th and 13th. He noted that productive feedback was received from the Committee.

Mr. Shafer reviewed the business plan and org chart. He advised that the Host Society is looking to recruit more Chairs to assist in the games. He is open to recommendations for the positions.

From a games management standpoint, the International Committee has confirmed that the games will not exceed a maximum of 1900 participants. He advised that this will provide clarity for planning purposes.

From a staff structure standpoint, four manager positions have been filled and two part-time executive assistant positions have been filled. He advised that the remainder of the positions will be filled six to twelve months prior to the games based on need.

Cr. Kikoak entered the meeting at 7:10 pm.

From a sport standpoint, table tennis was added to the games to take place in Fort Smith in the JBT Elementary School gymnasium. The International Committee has asked the Host Society to consider sporting aspects with respect to the Hay River Curling Rink ice surface and accessibility of holding wrestling in the upstairs of the Royal Canadian Legion in Hay River.

Mr. Shafer advised that the new Recreation Centre in Hay River, and the Catholic Cathedral basement and ITI long house in Fort Smith will be used as food venues for the duration of the games.

Mr. Shafer advised that there were no adjustments to transportation other than 250 participants from Greenland that will be flown to Yellowknife and need to be transported to the region.

Both Opening and Closing Ceremonies will be held in Hay River and are planned to be held in the new Recreation Centre area.

Culture and entertainment has been refocused to concentrate on the hosting of Gala Events that can showcase cultural talent from across the circumpolar world. Mr. Shafer noted that there would be a variety of exhibits and workshops with both a local and circumpolar flair. Additionally, there would be youth-focused entertainment to enhance the participants experience while at the games.

Mr. Shafer advised that a corporate sponsorship strategy has been established that capitalizes on the skills of professionals to seek out and take care of sponsors at a local, regional, national and international level for both cash and in-kind contributions.

Lastly, Mr. Shafer advised that the logo was revised based on the need for a simplified brand presence.

Mayor and Council thanked Mr. Shafer for the presentation.

Cr. Kikoak asked if it was considered holding the opening and closing ceremonies outside. Mr. Shafer advised that the International Committee does not want the ceremonies outside due to weather concerns.

D/M Smith asked if there is a buy local policy in place. Mr. Shafer advised that both the Towns of Hay River and Fort Smith's policies were considered when developing the procurement policy. He will forward the policy to Council.

Mayor Napier-Buckley noted purchasing that had occurred in Hay River and wanted to ensure that Fort Smith businesses have equal opportunity. She requested that a list of businesses be built for different services. He noted that there will be opportunity to bid on proposals and that the Host Society will also be looking for donations. Mayor Napier-Buckley wanted to ensure economic balance within the budget and communities. Mr. Shafer advised that the executive committee is reviewing the budget for proposals and quotes which will provide opportunity for local businesses to bid on products and services.

Mayor Napier-Buckley advised that the need for further internet capacity and upgrades was identified at the AWGs in Greenland. She asked if there have been any discussions with Northwestel with respect to upgrading capacity for the games and possibly permanently. Additionally, she noted that Northwestel has historically sponsored the games. Mr. Shafer noted that Cr. Patel is the Director of Communications and IT. He noted that Northwestel is working on possible ways to boost the network for the games. He would like to perform a network test run on different events and assess the usage. Additionally, he noted that there is the possibility to expand around other mobile networks as other networks may get involved on a sponsorship level. Mayor Napier-Buckley noted that Northwestel offers better service to residents of Yellowknife and requested that the same service be offered to Fort Smith for the games and in legacy of the games.

Cr. Holtorf asked if the expense of an additional Zamboni would be burdened by the Town. Mr. Shafer advised that the Town is not expected to fund the back-up Zamboni.

Mayor Napier-Buckley is excited for the games and partnering forward. Mr. Shafer advised that the Host Society is ready to bring forward a position for cultural and volunteer services. He was also pleased with the new appointment of Olivia Villebrun to the Host Society and the qualifications she brings forward.

Cr. Tuckey asked where the next manager position will be filled as there are already two manager positions filled in Hay River. Mr. Shafer advised that the position would be staffed in Fort Smith.

3. Declarations of Financial Interest

Mayor Napier-Buckley and Cr. Kikoak declared a financial interest with respect to the Accounts Paid Part II.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as amended to include discussion on the paving of Highway 5.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of October 4, 2016, were reviewed and have been adopted at the Council meeting of October 18, 2016. Cr. Holtorf asked if the Mayor or any Councillors attended the Northern Economic Development Conference. D/M Smith advised that there was not an attendee. Cr. Kikoak agreed with Cr. McArthur's suggestion in the minutes to add lottery revenue to the donations budget in support of volunteers. Mayor Napier-Buckley advised that the Lottery License Bylaw needs to be reviewed. Administration advised that there is opportunity to off-set deficit in the budget with lottery revenue.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

- d. Strategic Plan – The Strategic Plan was reviewed. Cr. Kikoak asked who would be consulting the community and what they would be consulted. She felt that questions should be answered by rating importance. Administration advised that there would be a Special Meeting with the consultants on November 9th and that direction can be given to the consultants on how to engage the community. He noted that there may be opportunity for individual meetings with the Councillors.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List Part I was reviewed. Cr. Kikoak requested an update on interest charges paid. Administration reviewed the purchase order system and advised that delays in invoicing result in late payments and interest charges.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Mayor Napier-Buckley

That the Accounts Paid Part I for the period ending October 31, 2016, totaling \$478,415.52 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley and Cr. Kikoak declared a conflict and left the meeting.

- b. Accounts Paid List Part II – The Accounts Paid Part II was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Tuckey

That the Accounts Paid Part II for the period ending October 31, 2016, totaling \$6,453.80 be approved.

CARRIED UNANIMOUSLY

Mayor Napier-Buckley and Cr. Kikoak returned to the meeting.

- c. 2016 Third Quarter Variance - The 2016 Third Quarter Variance Report was reviewed. The Director of Corporate Services advised that concerns with property tax continue to exist as in the second quarter variance. He noted that spending is on track as in the second quarter. Cr. Patel was pleased to see an increase in development through increased development permits. She requested an update on Administration Labour Allocation. The Director advised that the budget is legislated to be separated into four documents and that if an Administrative employee is paid under the water budget it requires an allocation of funds to compensate. An update was requested on the advertising budget. Administration advised that the advertising line item was consolidated for all departments with the intent of buying bulk space in the newspaper. However, the local newspaper failed and the Town was stuck with the budget. He noted that auto dialer software and the indesign program and template have been purchased to expand advertising without having a local newspaper. Administration advised that \$20,000 of the advertising budget was allocated to support the 50th Anniversary Celebration's fireworks. Cr. Tuckey was pleased with the update. Cr. Patel requested an update on the Youth Centre Initiative. Administration advised that the initiative mainly is offset by salaries and wages in the Recreation and Community Centre. Mayor Napier-Buckley noted RCC Concession revenue in the variance and noted that there is no longer a vendor. Administration advised that the space is vacant as of November 1st and advised that he is preparing an RFP. Cr. Holtorf asked if the curling rink ice plant has been fixed. Administration advised that all the major components have been fixed. It was asked if the curling rink is generating revenue from Hay River users. Administration advised that the Curling Club pays a flat rate and they handle their users on their own basis. Cr. Tuckey asked what the operating costs are for the Arena Concession. Administration noted that there is no cost to the Town other than the lights and ventilation as the propane is donated by Lou's Small Engines.

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Bell

That the 2016 Third Quarter Variance Report be accepted as presented.

CARRIED UNANIMOUSLY

- d. 2017 Draft Budget – The 2017 Draft Budget was reviewed. Administration advised that the briefing note is the same with no changes. He noted that the main increase is the 2.25% bargaining increase and step increases. He noted that there is a deficit of \$108,000 and is seeking direction on how to address the deficit. He suggested increasing property tax by 1%, and increasing medevac fees. It was asked at a previous meeting how much the Town would be saving by increasing the debenture payments on the arena. The Director of Corporate Services advised that the Town would be saving \$64,000. Additionally, he noted that there was a question with regards to ambulance billing and recoveries. He noted that the Town bills Stanton Territorial Hospital for medevacs and ambulance calls are billed to individuals. He noted that all recoveries are under one line item which does not specify individual organizations. Administration advised that the advisory boards were not engaged in budget as the Town is not increasing services, although they can still have input on how the budget is spent. Mayor Napier-Buckley noted that the level of service at the library has decreased in the past few years since having Recreation Assistant positions working at the library. She suggested discussions happen with the Territorial Librarian in Hay River. She also felt better programming could be offered considering the programming available at the Recreation and Community Centre. Administration advised that the GNWT has not provided the Town with a librarian for years and instead funds the Town to hire additional recreation staff and that they try to provide programming and services through the librarian in Hay River. He advised that the Director of Community Services is working with the Recreation Programmer to increase library programming. Cr. Tuckey supports ambulance fee increases to address the deficit. She would also like to see user fee increases and a tax increase. Additionally, she felt that water, sewer and tipping fees should be increased to consider aged infrastructure. She suggested that tax revenue be increased enough to augment depleted reserves. She requested reviewing the last five years of reserve financials. Mayor Napier-Buckley would like to confirm that there is no reduction in hours for staff in the budget. Administration advised that there has been no revision of salaries and wages other than forced growth. Cr. Patel suggested that the library partner with the Aurora College as they have a trained librarian. Cr. Patel would like to reduce costs in each department by finding savings and would like a significant contribution made to reserves. Cr. Kikoak asked if Northwestel has infrastructure on Town property. The Director advised that Northwestel does not have a tower on Town property. He noted that a separate company has a tower on Town property, however they are not providing services in Fort Smith and pay a monthly lease payment for the use of space. Cr. Tuckey supports cost saving although doesn't feel that cost savings could be determined and incorporated into the 2017 budget by the time approval is required. Mayor Napier-Buckley noted that the Legislative Assembly acknowledges that they are underfunding communities; she suggested pursuing them for further funding. Administration advised that the Town has been underfunded by approximately \$3.5 million for the past twenty years. He noted that wages are increased due to cost of living increases and that operating costs also increase which is why it is important to raise taxes. Administration will provide a variety of mechanisms to generate revenue for Council.

6. Economic Development

a. Tourism and Trade Advisory Board

- i. TTAB Minutes October 20, 2016 – The TTAB minutes were reviewed. Cr. Kikoak was pleased with the meeting. She noted that the AGM would be on November 17th and that there was discussion about bundling tourism packages to Fort Smith. She noted that there was discussion about having a press release on the Snowboard Park. Administration advised that the Economic Development Officer will be working on the Strategic Plan. Additionally, he noted that News North did an article on the Snowboard Park on October 20th. The Director of Corporate Services noted that the Tourism 2020 document was also reviewed and that there is opportunity for the Town to receive funding.

7. Administration

- a. Bylaw Review Committee Meeting – November 4, 2016 at 12:00 pm. Administration advised that the Town does not intend to amend the Livery Bylaw as the age limit on taxi vehicles is in line with other jurisdictions. He noted that Uber Drivers can be enforced through the Bylaw Officer.
- b. Strategic Planning Special Meeting – November 9, 2016 at 7:00 pm.

8. Other Business

- a. Correspondence – The October, 2016, correspondence was reviewed.
- b. Licensing Report – The October, 2016 licensing report was reviewed.
- c. Briefing Note JBT Snack Program Donation Request – The briefing note was reviewed. Cr. Kikoak finds the JBT Snack Program disruptive to her children's lunch. Mayor Napier-Buckley is in support of the program as some people cannot afford to provide a snack for their children. She noted that the program is proven beneficial to children. Mayor Napier-Buckley would be in support of adding the program as an annual line item in the budget. Cr. Tuckey would also be in support of an annual line item to show support to youth and schools. Cr. Holtorf is opposed as he feels that policy needs to state that an organization submit financials to receive reoccurring funding. It was noted that the minutes from the DEA show the financials. Mayor Napier-Buckley felt that the donation is a worthy cause and noted that the snack program ran out of funds last year two months before school had finished.
- RECOMMENDATION**
Moved by: Cr. Patel
Seconded by: Cr. Bell
That \$500 be donated to the JBT Snack Program.
IN FAVOUR – CR. TUCKEY, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL
OPPOSED – CR. HOLTORF, CR. KIKOAK
CARRIED UNANIMOUSLY
- d. Highway 5 Paving – Cr. Kikoak had met with engineers in her restaurant and advised that they have started crushing gravel for the paving project. She noted that Carter Industries would be doing the paving work. D/M Smith requested that Wood Buffalo National Park be requested to provide a timeline on the work.

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That Cr. McArthur and Cr. Dumont be excused from the Corporate Services Standing Committee meeting of November 1, 2016.
CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be December 6, 2016.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Mayor Napier-Buckley

That the meeting be adjourned at 9:30 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

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

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.



Town of Fort Smith

Goals, Strategies and Action Plan

Goal A: Operate an open, transparent and effective government

Strategy	Activity
Provide strong legislation.	Review all bylaws, policies and procedures to ensure effectiveness and relevance.
	Create new bylaws as required.
Utilize many methods of communication.	Hold an Annual General Meeting to inform and consult the public on town issues. Provide information about ICSP implementation.
	Regularly update and review Town's website.
	Continue profiling Town staff, Mayor, councilors and community volunteers in newsletter.
	Build the Open House (ideasFortSmith) into an annual event with manned displays and opportunities for public input.
	Review and update ICSP on a regular basis.

Goal B: Provide excellent municipal programs and services to the citizens.

Strategy	Activity
Implement an asset management system.	Purchase and implement works management software; inventory all assets.
Evaluate the delivery of all programs and services.	Conduct an organizational review.
	Conduct a capital asset review.
	Conduct a program/service review.

Goal C: Continue as a responsible employer

Strategy	Activity
Ensure compliance with collective agreement, labour standards and practices.	Conduct a job evaluation and classification study.
	Review and update all personnel policies.
Provide a safe workplace	Assess current qualifications. Train staff as required for their area of employment.
	Conduct monthly safety committee meetings and act on recommendations.
Improve communication with employees.	Conduct regular Senior Management committee meetings.
	Include staff participation on standing committees.
	Organize regular staff and council social activities.
	Highlight department staff in the monthly newsletter.



Town of Fort Smith

Goal D: Preserve, advocate and enhance the natural environment in the Town.

Strategy	Activity
Evaluate and assess green/open spaces to ensure they meet future requirements.	Review Recreation Master Plan to include a trail and park enhancement strategy.
	Trail development - areas to be considered: share the trail, promotion and signage, bike routing and trails, motorized and non-motorized trails; upgrade existing trails and increased snowmobile trails.
Advocate to address Slide Zone issues.	As this area is owned by the GNWT, work with GNWT to address slide zone issues.

Goal E: Maintain a safe community.

Strategy	Activity
Ensure increased and stronger bylaw enforcement.	Review Bylaws to ensure they are effective and up-to-date.
	Provide additional bylaw training.
	Assess bylaw resources.
Support the provisions of protective services.	Consult with volunteer fire and ambulance departments.
	Provide adequate resources to meet service requirements.
Implement Firesmart program.	Implement fire abatement projects in a timely manner while respecting budgetary constraints.
	Conduct campaign to ensure public participation and awareness program for fire abatement.
Ensure community wide emergency preparedness.	Review, update and practice EMO plan.
Maintain partnership with RCMP.	Continue communication and relationship building.
Ensure pedestrian and vehicular safety.	Safety audit of roads, sidewalks and streetlights.



Town of Fort Smith

Goal F: Promote our status as the education capital of the Northwest Territories.

Strategy	Activity
Seek out ways to advocate for Fort Smith's educational focus.	Town to initiate discussion and meetings with government officials i.e. Round Table and public involvement; including discussions on the status of the University of the North.
Foster our relationship with Aurora College headquarters.	Host social event for Board of Governors.
	Regular communication with the Office of the President.
	Regular communication with Campus Director.
	Offer awards for Aurora College students; assist Campus to market the community and college.
	Participate in Graduation activities, Aurora College week, orientation week, student appreciation week.
	Appoint a Council liaison person.
Foster relationship with JBT/PWK.	Offer student awards.
	Support lunch and crosswalk programs.
	Review and update Joint Use Agreement.
	Provide tournament support.
Provide support for pre-school programs.	Provide support as requested.
Participate on the District Education Authority.	Appoint 3 members to the DEA with regular reporting back to Council.

Goal G: Promote sustainable environmental practices in our community.

Strategy	Activity
Provide for an implementation strategy for the Community Energy Plan.	Implement the Community Energy Plan.
Undertake a landfill/solid waste management study to include recycling and opportunities for salvaging.	Landfill Management Study including recycling opportunities.
Strive for sustainable energy sources. Reduce greenhouse gas emissions from Town facilities/vehicles.	Implement Community Energy Plan.
Educate the public in the benefits of sustainable environmental practices.	Implement Community Energy Plan.
Maintain Community Energy Plan.	Regularly Review and update plan.
	Re-establish Sustainable Development Advisory Board.



Town of Fort Smith

Goal H: Foster a strong cohesive community spirit.

Strategy	Activity
Improve communication and dialogue with other levels of government including government agencies and boards.	Regular meetings with Salt River First Nations and Fort Smith's Métis Council to discuss areas of common concern.
Recognize and support the work of volunteers.	Profiling volunteers on Web Site.
	Special awards for youth, elders and other special targeted areas.
Work with First Nations governments to implement Municipal Service Agreements.	Formation of Joint Planning & Coordinating committees with SRFN.
	Finalize SLFN MSA.
	Support Métis with land claim negotiations.
Foster partnerships with other agencies & organizations.	Regular communication with and support of groups.
Improve communication within the community.	Develop Communication Strategy.

Goal I : Maintain a healthy, active community

Strategy	Activity
Increase community wellness and overall health, which includes active recreation, outdoor life and healthy eating.	Review and update Recreation Master Plan.
	Re-establish Recreation Advisory Board.
Upgrade and enhance recreation facilities and programs including outdoor opportunities and the Recreation Centre.	Recreation Centre upgrading, increased programming and management plan. Plan to include increased programs and events. Theater and gym are areas that require immediate attention.
	Upgrade Arena - ice plant, energy efficiency and maintenance areas.
	Longer term - New Arena Feasibility Study to include location and opportunities for multi use.
Provide ways to increase activities for youth including movies, a range of educational activities, outdoor opportunities and cultural exchange events.	Town Council to initiate a Youth Advisory board to provide information and support for youth issues in the Town.
Foster relationship with Fort Smith Health & Social Services.	Appoint two members to the Board with regular reporting back to Council; regular meetings with Board.
Respect elders and disabled citizens.	Ensure accessibility, continue tax relief program, support Senior 55+ Friendship Games, continue Elder of the Year award, support recreational programs, support societies.



Town of Fort Smith

Goal J : Grow our residential and business community

Strategy	Activity
Encourage and promote diversity of housing choice and costs within the Town.	Town to examine housing supply and begin discussions with government agencies to understand how the town can assist with housing supply for people working in the mines and living in Fort Smith. Discussions to include ways to assist with increasing the rental housing supply by reviewing barriers to potential development of residential & rental housing. Explore incentives to promote development.
Attract new residents and businesses to the community.	Develop Community Marketing and Promotion programs.
	Review Zoning bylaw.
Grow the community with planned land development.	Develop new sub-division(s).
Prepare for development of Salt River First Nation Reserve Land.	Evaluate Town infrastructure to ensure capacity to accommodate possible needs for municipal services.
Prepare for future land claims.	Communicate with groups in negotiation of land claims.

Goal K: Promote Fort Smith as a desirable destination.

Strategy	Activity
Embark on a strong Tourism promotion campaign stressing, location, quality of life, outdoor life and facilities.	Tourism Marketing Plan to include implementation strategy.
Work with other agencies to encourage visitors, professionals and students to come to the community.	Assist with recruitment programs.
	Support community sporting, arts & cultural events/festivals.
	Support museum & historical programs and their programs.

In addition to the Strategic Plan listed above, there are three additional plans that form the Integrated Sustainability Plan for the Town of Fort Smith.

- Community Energy Plan
- Human Resource Plan
- Capital Investment Plan

To be as environmentally responsible as possible, these plans will be available on the Town's website at www.fortsmith.ca on May 3. Should you wish a paper copy, please contact the Town Hall at 872-8400.



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 1
FOR THE PERIOD ENDING November 30, 2016

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32138	Cascade Graphics	Business cards for Don Webb	\$ 1,352.40	AD
32139	Lou's Small Engines	Pol Cap Tool, Tie Straps, Ball Park Supplies	\$ 467.25	RCC
32140	Link Hardware	Materials and supplies	\$ 1,052.41	Multiple
32141	Territorial Beverages	Pop order	\$ 850.53	RCC
32142	Town of Fort Smith	Water bills	\$ 786.25	Multiple
32143	Freund Building Supplies	Materials and supplies	\$ 2,774.95	FM/PW/RCC
32144	Northern News Services	Audit services	\$ 1,027.12	AD
32145	Locust Mowing	Landfill Earthworks 2016	\$ 12,495.00	PW
32146	Northwestern Air Lease	Shipping - Water samples	\$ 123.86	WTP
32147	Bank of Montreal	Lana McNeill Statement	\$ 2,425.22	
		\$1871.60 - Bell Mobility (phone bill)		Multiple
		\$258.83 - Lifeproof (cases for new phones)		Multiple
		\$262.50 - NWT Tourism (AGM/conference fees)		AD
		\$32.29 - Canada Post (sent package for RCC)		RCC
32148	CAB Construction Ltd	Install door closers/Sprinkler Repair/Wire Sump Pump	\$ 792.75	RCC
32149	NEBS Business Products Ltd	Snow Mobile License Plate Stickers	\$ 107.03	AD
32150	Xylem Canada Company	Submersible pump	\$ 10,364.55	WTP
32151	Commercial Aquatic Supplies	Benches for pool change room/Reagent for pool	\$ 2,298.31	RCC
32152	GNWT - Taxation Division	October school tax remittance [R]	\$ 2,729.22	
32153	TDC Contracting	Materials and supplies	\$ 14,661.91	Multiple
32154	SEE ACCOUNTS PAID LIST PART II			
32155	Wesclean Northern Sales Ltd	Materials and supplies	\$ 2,006.94	RCC
32156	Manitoulin Transport	Freight on arena order	\$ 490.34	RCC
32157	Clartech	Fluoride in 136kg drums	\$ 1,919.40	WTP
32158	Pitneyworks	Postage refill	\$ 2,100.00	Admin
32159	Neptune Technology Group Canada Ltd	Neptune yearly programming fee	\$ 2,100.00	WTP
32160	NU Mechanical	Repairs to Arena equip/boiler repairs	\$ 464.63	RCC
32161	Anna's Home Cooking	ADC/SDAB/TTAB Lunch	\$ 576.22	Legislative
32162	Fire Marshall's Public Fire Safety Council	Annual membership renewal	\$ 100.00	FD
32163	Archtech Computers	Set up email/computers/server trouble shoot	\$ 3,554.01	AD
32164	Empire SCBA & Supplies Inc	Regulator repairs and testing	\$ 844.00	FD
32165	IDEXX Laboratories Canada LP	Colilert and Chlorine Reagent	\$ 1,128.25	WTP
32166	Transition Industries	Build board cross, big air and rail line	\$ 6,720.00	
32167	Bruno, Laura	Refund - pool rental	\$ 97.00	RCC
32168	Bank of Montreal	K. Morrison Statement	\$ 1,770.69	
		\$28.14 - Microsoft (create new employee emails)		Multiple
		\$18.55 - Interest		
		\$68.20 - Berro's (Sept 26th lunch)		
		\$40.00 - CCOHS (WHMIS training)		RCC
		\$1490.00 - NWT Water & Waste Assoc. (conference x 2)		WTP
		\$62.90 - Berro's (RAB mtg. Oct 17)		Legislative
		\$62.90 - Berro's (RAB mtg. Oct 24)		Legislative
32169	GNWT	Arena Level I & II and Facility Supervision courses	\$ 2,300.00	Multiple
32170	Lou's Small Engines	Propane refills	\$ 204.75	Arena
32171	Territorial Beverages	Pop order	\$ 289.94	RCC
32172	Wally's Drugs	Materials and supplies	\$ 53.52	Pool
32173	Freund Building Supplies	Monthly supplies	\$ 117.68	RCC/Pool
32174	Bank of Montreal	J. Hood Statement	\$ 1,688.29	
		\$29.53 - Canada Post (mail long service award)		Legislative
		\$1403.61 - Sask Batteries (batteries for curling equip.)		RCC
		\$255.15 - Ecco Heating Products (steam room motor)		Pool
32175	CAB Construction Ltd	Progress claim #20 for Arena/Replace overhead door PW	\$ 89,981.05	Arena/PW
32176	Terry's Carpentry Service	Ambulance Bay Lease	\$ 2,520.00	Ambulance
32177	BZT General Contracting	Fix building lights	\$ 2,581.30	WTP
32178	Panter, Jason	Travel Claim - Hazmat Awareness/Operations	\$ 141.35	FD
32179	TDC Contracting	Interest charges, heating oil	\$ 665.91	Multiple
32180	Wesclean Northern Sales Ltd	Janitorial supplies	\$ 76.54	RCC
32181	Rapid Petroleum Products	Gas	\$ 1,012.00	Multiple
32182	RDV Mechanical	Service Unit #1	\$ 939.40	WTP

32183	Arctic Alarm/Diamondtel	Alarm monitoring	\$	59.80	RCC
32184	Morrison, Keith	Travel Claim - LGANT	\$	72.80	AD
32185	Fields	ASCP storage bins	\$	99.83	RCC
32186	Office Solutions	Materials and supplies	\$	1,350.32	Multiple
32187	GT Property Assessment & Tax	Travel for assessment of SRFN lands	\$	4,770.49	AD
EFT	Caterpillar Financial Services Ltd.	Bobcat leases	\$	6,563.58	PW
32188	Paul Kaesers Stores Ltd.	Materials and supplies	\$	2,725.08	Multiple
32189	Lou's Small Engines	Filters and refill propane bottle	\$	567.69	FM/RCC
32190	Link Hardware	Materials and supplies	\$	336.47	PW
32191	Freund Building Supplies	Monthly Supplies	\$	126.71	FM
32192	Xerox Canada Ltd.	Copier usage	\$	660.78	AD
32193	Receiver General	Tax/PPP/EI \$26497.53[R]	\$	29,326.72	
32194	Locust Mowing	Winter sand	\$	1,795.50	PW
32195	Rocky Mountain Phoenix	XYAM analysis 1X	\$	357.00	FD
32196	Northwestern Air Lease	Flight - D. Seals NWT Tourism conference	\$	452.55	AD
32197	Cox, Karl	Reimbursement - prescribed burn lunch	\$	136.26	FD
32198	Fort Smith Construction	Ditch work	\$	570.89	AD
32199	St. John's Anglican Ladies Guild	Refreshments for fire dept. open house	\$	250.00	FD
32200	Pelican Restaurant	Lunch - bylaw review meeting	\$	47.20	AD
32201	Pelican Rapids Inn	Room rental for AWG dinner	\$	393.75	
32202	Globalstar	satellite phone bills	\$	209.78	FD/Ambulance
32203	TDC Contracting	Heating oil and bulk diesel	\$	16,551.68	Multiple
32204	Infosat Communications	Phone bill	\$	77.11	FD
32205	SEE ACCOUNTS PAID LIST PART II				
32206	Fire Marshall's Public Fire Safety Council	FPW Kit and stickers	\$	323.93	FD
32207	Arctech Computers Inc.	Offsite back up service	\$	262.50	AD
32208	South Slave Safety	Safety glasses and simulated EMT kit	\$	1,998.25	Ambulance
32209	Office Solutions	Materials and supplies	\$	122.50	FM/RCC
32210	Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$	201.60	WTP/Ambulance
32211	David Nairne & Associates Ltd.	Strategic plan	\$	1,313.00	AD
32212	Foote, Jesse	Expense claim - conference on water	\$	571.55	WTP
32213	Mercredi, Joel	Expense claim - course/conference on water	\$	1,439.90	WTP
32214	NU Mechanical	388 Calder Ave. sewer main repair	\$	20,228.23	AD
32215	NWT Construction Ltd.	2016 paving and roadworks preparation	\$	1,509,287.87	AD
32216	GNWT	Heat provided to PWK	\$	29,661.66	RCC
32217	Investors Group	November contributions	\$	400.00	
32218	Northwestel	Phone bills/internet	\$	5,335.23	Multiple
32219	NWT Power Corporation	Power bills	\$	44,528.32	Multiple
32220	Wally's Drugs	Christmas party prizes	\$	219.53	
32221	Town of Fort Smith	November payroll deductions and water bills	\$	2,425.43	Multiple
32222	Receiver General	Tax/PPP/EI \$28197.21[R]	\$	31,031.19	
32223	PSAC	November union dues	\$	3,908.79	
32224	Thyssenkrupp Elevator	elevator maintenance	\$	1,258.02	RCC
32225	GNWT - Taxation Division	November payroll tax	\$	5,723.55	
32226	The Old Skillet	Catering for Waste Management public consultation	\$	450.00	AD
32227	Hewitts Co. Limited	Dog tags for 2017	\$	200.97	Bylaw
32228	LGANT	Conference registration fee for K. Morrison	\$	100.00	AD
32229	Maintenance Enforcement Program	Garnishment	\$	1,700.00	AD
32230	Fort Smith District Education Authority	Donation to JBT snack program	\$	500.00	Legislative
32231	TDC Contracting	Heating oil/service vehicles	\$	9,131.60	Multiple
32232	Royal Canadian Legion	Wreath for Remembrance Day	\$	65.00	Legislative
32233	Maskwa Engineering Ltd.	Engineering services	\$	4,133.06	AD
32234	Pitneyworks	Postage refill	\$	2,100.00	AD/WTP
32235	TOFS Employees Association	Staff contributions November 2016	\$	428.00	
32236	Funk, RB and Funk, FT	Refund - overpayment of property taxes	\$	2,843.34	AD
32237	Office Solutions	Materials and supplies/fire proof cabinet	\$	5,164.62	Multiple
32238	Northern Arts & Cultural Centre	Sponsorship for 2017	\$	5,000.00	
32239	Fort Smith Skating Club	Advertisement in calendar	\$	150.00	Legislative
32240	Bird, Joshua	Reimbursement - Class 4 test	\$	133.00	Ambulance
32241	Gosse, Darren and Lisa	Refund - meter deposit less outstanding utilities	\$	308.50	AD
32242	Morse, Melanie Anne	Refund - meter deposit less outstanding utilities	\$	147.50	AD

TOTAL

\$ 1,941,050.60



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING NOVEMBER 30, 2016

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32154	Aurora TPI Travel	Waste water conf. - J. Foote and J. Mercredi	\$ 4,564.35	WTP
32155	Anna's Home Cooking	ABC meeting	\$ 108.68	Legislative
TOTAL			<u>\$ 4,673.03</u>	



BRIEFING NOTE

To: Mayor and Council

Date: November 29, 2016

Subject: 2017 O&M Budget

Purpose:

To obtain approval from Council for the 2017 O&M Budget.

Background:

The draft 2017 Operation & Maintenance (O&M) Budget as presented is a 'status quo' budget. That is, there is no level of service increase requested by Administration. All indications are that residents are satisfied with the level of service currently offered by the Town.

Specifically, Community Services are well-received and efforts are underway to increase service offers through leveraging outside resources (volunteers, support organisations and societies, other levels of government). Note that Community Services staffing was increased by 0.95 FTE (Full Time Equivalent position) for 2016, which has facilitated improved service. Summer Municipal Services were augmented in 2016 with the addition of 1.0 FTE, and the increase in level of service appears to have resulted in resident satisfaction. Last winter, Municipal Services were increased via the use of overtime and casual labour (i.e., no FTE increase) and resident satisfaction with snow removal was improved; the intent is to provide a similar level of service in 2017, supported by the Director of Municipal Services position which is currently funded at 1.0 FTE but filled at 0.6 FTE. One area that needs improvement is Prevention Services (unsightly properties, bylaw enforcement, etc.) which will be addressed via the recently approved Prevention Supervisor position.

Utility prices are not expected to increase significantly for 2017, and other budget areas have proven sufficient for operations. As such, the only changes proposed to the 2017 O&M Budget are forced growth to salaries; specifically, the 2.25% bargained increase, and any step increases received by employees in 2017. Note that the total O&M Budget (General, Utility, Environment) for the Town of Fort Smith is approximately \$11.9M, of which \$4.5M is salaries. This equates to 38% of the budget, low by all standards (47% if you remove flow-through amounts from the budget; GNWT block capital funding, school tax). Even so, consider a 2.25% bargained increase and approximate 2.75% step increase applied to this amount; this equates to a \$225k annual increase just due to salaries. For 2017 this number is closer to \$175k (\$134k to General, \$32k to Utility, \$9k to Environment); it is lower than calculated due to some employees not progressing to the next step (employees at maximum step,

part-time employees) employees not receiving steps (casual employees) and employees not receiving bargain increases (SAO). This is equivalent to a 6% property tax revenue increase, which can be expected for years 2018 and beyond.

For 2017, the salary increase is offset by increases in Government of the Northwest Territories (GNWT) block funding, and a reduction in the third installment of the Town Arctic Winter Games (AWG) contribution. Specifically, an increase of \$107k for General operations and \$62k for Utilities, and a reduction in the AWG contribution of \$30k (from \$50k to \$20k). This is offset by a \$31k increase in Arena debenture payments and an \$80k increase for the Prevention Supervisor position.

For General, this results in an overall deficit of \$108k. For Utility this results in a reduced increase in reserve contribution from \$76k in 2016 to \$106k in 2017 (an increase of \$30k, but note the \$62k revenue increase offset by a salary increase of \$32k). For Environment this results in a reduction in reserve contribution from \$108k in 2016 to \$99k in 2017 (a reduction of \$9k).

The O&M General Budget \$108k deficit can be addressed through various means; targeted user fee increases, general user fee increases, tax revenue increase, or expense reductions. Expense reductions are not recommended given the mature nature of the Town budget; as previously stated, there is no blood left in this stone, and any reduction in expenses should be offset by reductions in level of service. Level of service reductions are not recommended.

Update:

The attached draft 2017 O&M Budget indicates adjustments that have been made which have resulted in a balanced budget. These adjustments include revenue increases and allocations between budgets:

- A \$47k increase is realised in Property Tax Revenue due to a \$69k increase in the Salt River First Nation (SRFN) Payment in lieu of Taxes (PILT) and a \$30k increase in governmental Grants in Lieu (GIL). These increases are due to the transfer of lands from the Federal Government to SRFN and offset by a \$52k reduction in other property taxes due to reassessments resulting from the General Assessment late in 2015. Note that this revenue increase will be seen in 2016 also.
- Given that \$80k of the deficit is associated with the new Prevention Supervisor position, and the role of this position is 1/3 ambulance-related, \$25k is recovered through increased medivac recoveries (an 11% or \$200 per call increase from 2016).
- The Town expects to generate an additional \$18k through a fully-subscribed after-school care program and an additional \$2k in lottery license revenue when new lotteries (Chase the Ace) are implemented.
- \$7k is allocated to the Environment budget for Works vehicle repairs and maintenance to account for equipment use at the Landfill, this will reduce the Environment surplus accordingly. Similarly, the utility fund allocation is increased by \$17k in order to correct a previous omission in the budget (a \$17k expense had been included in the Environment budget to address use of Works facilities, but the matching revenue had never been entered into the General budget).
- Revenues and allocations are offset by a previously unbudgeted \$1k for VIC PPE, \$4k after-school care program materials (required the increased enrollment) and \$3.5k additional Arena costs (janitorial, IT).

Given that the budget is now balanced, Council still has the opportunity to consider revenue generation. Again, revenue can be generated with:

- Property Tax Revenue - a 1% increase is equivalent to approximately \$30k. From a historical perspective, recent property tax revenue increases have been as follows:
 - 2009 6%
 - 2010 7%
 - 2011 9%
 - 2012 1%
 - 2013 2%
 - 2014 5%
 - 2015 2%
 - 2016 5% (General Assessment)
- General/Recreation User Fees - User fees were increased in 2016 by 10%. The proposed 2017 Budget would increase medivacs by 11%. Lottery license revenue is currently at the \$24k maximum (any revenue beyond this is required to be placed into a reserve to be administered by a joint community leadership review panel to support recreation and cultural programs within Fort Smith municipal boundaries as per the Lottery Licensing Bylaw). There is need to amend some of the fees in the 2016 Consolidated Rates & Fees Bylaw.
- Tipping Fees - Tipping fees were last increased in 2015. They are currently not representative of the cost to manage the items received at the Landfill, as the Environment Budget does not include capital replacement or waste diversion costs. Further, there are some omissions in fees charged; there are no fees for asbestos, paint, or batteries.
- Water & Sewer Fees (including Solid Waste and Service Interruption Levies) - Water & Sewer Fees were last increased in 2015. These fees and levies are not representative of the cost to manage the associated infrastructure, as the Utility and Environment Budgets do not include capital replacement or waste diversion costs. There is a need to update the fees to include Sewage Lagoon tipping fees.

A note on levies. Given that the General Budget is balanced and both the Utility and Environment Budgets are in surplus, there is a need to ensure that any new revenue generated goes directly to reserve and is not absorbed by increased operating and maintenance costs. This is required to satisfy both MACA and, presumably, the public. This could be accomplished with a bylaw requiring a set annual contributions to reserves (modification of the current Financial Administration Bylaw is possible). In the case of the Utility and Environment Budgets this is more easily accomplished with a levy (i.e., a Landfill Replacement Levy, or a Water and Sewer Infrastructure Replacement Levy) which are established in bylaw and would have a dedicated reserve. Use of levies to populate capital reserves would leave fee increases available to offset any increased O&M costs.

Recommendation:

Preliminary waste diversion planning indicates that a successful recycling/composting program would require a levy of \$5 to \$10 per household to be appropriately funded. Given that this levy would appear on resident water bills, any other proposed Water & Sewer levies or fee increases would be cumulative and difficult. As such, no additional fees or levies for Water & Sewer are recommended until waste diversion planning is complete. If Water & Sewer revenue increases are requested, use of

levies is recommended. Given that such revenue would go directly to capital reserve, there is no need include the amounts in the O&M Budget at this time.

Further, user fees were increased in 2016 and a subsequent increase may be difficult to justify given the balanced budget, beyond the proposed 11% medivac increase and potentially an increase to lottery licencing and tipping fees. As noted, the Consolidated Rates & Fees Bylaw requires revision both to update it and to include the increased medivac fees. Given that budgeted lottery licence revenue is already at the \$24k maximum, any proposed increase (i.e., 10%) could also be incorporated into the Consolidated Rates & Fees Bylaw, but would go to reserve and not require revision of the O&M Budget. Any proposed increase in Tipping Fees could also be incorporated into the Consolidated Rates & Fees Bylaw at this time, but would also need to be addressed as a % increase in the Environment Budget.

Otherwise, Property Tax revenue is a very viable option, noting however that a 6% increase is expected for 2018 to address salary increases, unless additional revenue from other sources is forthcoming or expenses are reduced in some manner. As stated above, any increase in property tax revenue (typically identified as a monetary value; i.e., \$150k) should be accompanied with revisions to the Financial Administration Bylaw to ensure this additional revenue goes directly to reserve.

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

		2017	2017	2017	2016		
		REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget		
PROPERTY TAX REVENUE							
1-1-0110-201	RESIDENTIAL PROPERTY	-	1,372,107	-	1,407,960	-1,407,960	assessment changes
1-1-0110-202	NON-RESIDENTIAL PROPERTY	-	547,952	-	564,385	-564,385	assessment changes
1-1-0120-205	FEDERAL GIL	-	211,836	-	211,836	-211,836	total below
1-1-0120-206	CROWN CORP GIL	-	20,029	-	20,029	-20,029	total below
1-1-0120-207	GOVT. NWT GIL	-	808,143	-	777,848	-777,848	assessment changes
1-1-0120-208	SRFN PILT	-	103,843	-	34,806	-34,806	assessment changes
1-1-0130-203	FRONTAGE TAX						
TOTAL TAX REVENUE		-3,063,910		-3,016,864	-3,016,864		1% property tax revenue = \$30,639
SALE OF SERVICES REVENUE							
1-1-0140-209	AMBULANCE RECOVERIES - GNWT						
1-1-0140-210	AMBULANCE RECOVERIES	-	253,400	-	228,400	-228,400	11%/\$200 per medivac increase
1-1-0140-211	THIRD PARTY RECOVERIES	-	-	-	-	-	
1-1-0140-212	CEMETERY RECOVERIES	-	2,200	-	2,200	-2,200	R
1-1-0140-213	FIRE DEPARTMENT SL	-	3,300	-	3,300	-3,300	R
1-1-0140-215	SPRING CLEANUP & RECOVERIES	-	-	-	-	0	
TOTAL SALE OF SERVICES REVENUE		-	258,900	-	-233,900	-233,900	
INTEREST INCOME							
1-1-0150-223	A/R INTEREST INCOME	-	20,000	-	20,000	-20,000	
1-1-0150-224	BANK INTEREST INCOME	-	10,000	-	10,000	-10,000	
1-1-0150-225	TAX INTEREST INCOME	-	140,000	-	140,000	-140,000	
TOTAL INTEREST INCOME		-	170,000	-	-170,000	-170,000	
GNWT GRANTS							
1-1-0175-095	GAHR INITIATIVE - GNWT GRANT	-	21,000	-	50,000	-50,000	reduced funding
TOTAL GNWT GRANTS		-	21,000	-	50,000	50,000	
DEVELOPMENT PERMITS							
1-1-0180-222	DEVELOPMENT PERMITS	-	16,500	-	16,500	-16,500	R
TOTAL DEVELOPMENT PERMITS		-	16,500	-	16,500	16,500	
FINES							
1-1-0190-220	FINES					0	
1-1-0190-622	BICYCLE HELMET - FINES					0	
TOTAL FINES		0		0	0	0	
TAX CERTIFICATES							
1-1-0200-218	TAX CERTIFICATES					0	
TOTAL TAX CERTIFICATES		0		0	0	0	

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget	
LICENCES					
1-1-0210-217				0	
1-1-0210-219	22,000	-	22,000	-22,000	R
TOTAL LICENCES	22,000		-22,000	-22,000	
MISC. REVENUE					
1-1-0215-216					
1-1-0215-232	5,500	-	5,500	-5,500	
1-1-0215-233	5,500	-	5,500	-5,500	R
TOTAL MISC. REVENUE	11,000		-11,000	-11,000	
ANIMAL CONTROL					
1-1-0730-221				0	
1-1-0730-233					
TOTAL ANIMAL CONTROL	0		0	0	
FIRE ABATEMENT					
1-1-1115-028					
TOTAL FIRE ABATEMENT			-	0	
PROGRAMS - PUBLIC WORKS					
1-1-1505-050					
TOTAL - PUBLIC WORKS			-	-	
TOURISM GRANT					
1-1-2605-022					
1-1-2605-214					
TOTAL TOURISM GRANT			0	0	
TOURISM REVENUE					
1-1-2610-093					Spelling
1-1-2610-257	25,000	-	25,000	-25,000	
1-1-2610-267					
1-1-2610-268					
TOTAL TOURISM REVENUE	25,000	-	25,000	25,000	
RECREATION ADMINISTRATION					
1-1-3010-258	15,500	-	15,500	-15,500	
1-1-3010-262	24,000	-	24,000	-24,000	
TOTAL RECREATION ADMINISTRATION	39,500	-	-39,500	-39,500	
DAY CAMP					

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017		2017		2017	2016		
	REVISED BUDGET		ADJUSTMENT		PROPOSED BUDGET	Approved Budget		
1-1-3020-229 RECREATION - DAY CAMP REVENUE	-	22,000	-	-	22,000	-22,000	R	
1-1-3020-258 DAY CAMP GRANTS	-							
TOTAL DAY CAMP REVENUE	-	22,000	-	-	22,000	- 22,000		
AFTER SCHOOL PROGRAM								
1-1-3025-227 AFTER FOUR PROGRAM FEES	-	40,000	-	18,000	-	22,000	-22,000	R, increased enrollment
1-1-3025-258 AFTER FOUR PROGRAM GRANTS	-	3,300	-	-	-	3,300	-3,300	
TOTAL AFTER SCHOOL PROGRAM	-	43,300	-	-	25,300	- 25,300		
POOL								
1-1-3030-230 REVENUE - POOL						0		
1-1-3030-258 GRANT REVENUE - POOL						0		
TOTAL POOL REVENUE					-	-		
LOTTERY LICENSING								
1-1-3040-233 LOTTERY LICENSING	-	24,000	-	2,000	-	22,000	-22,000	R, increased revenue
TOTAL LOTTERY LICENSING	-	24,000	-	-	22,000	- 22,000		
ARENA								
1-1-3060-226 REVENUE - ARENA	-	49,500	-	-	-	49,500	-49,500	R
1-1-3060-521 DONATION ARENA FIRE RECOVERY		-						
1-1-3060-522 ARENA INSURANCE PROCEEDS		-						
TOTAL ARENA	-	49,500	-	-	49,500	- 49,500		
BALL PARK								
1-1-3080-231 REVENUE - BALL PARK	-	1,100	-	-	-	1,100	-1100	R
TOTAL BALL PARK	-	1,100	-	-	1,100	- 1,100		
RECREATION SPECIAL EVENTS								
1-1-3100-058 PARENTS AND TOTS - RECREATION SPECIAL EV	-	7,800	-	-	-	7,800	-7,800	
1-1-3100-060 GET ACTIVE - RECREATION SPECIAL EVENTS	-	2,000	-	-	-	2,000	-2000	
1-1-3100-061 45TH BIRTHDAY EVENTS - RECREATION SPECIA		-						
1-1-3100-081 FIRST NIGHT FIREWORKS - RECREATION SPECI		-						
1-1-3100-093 FORT SMITH AS A TOURISM DESTINATION		-						
1-1-3100-099 TOWN HALL GALLERY - GNWT GRANT		-						
1-1-3100-135 WOOD BUFFALO FROLICS - RECREATION SPECIA	-	4,500	-	-	-	4,500	-4500	
1-1-3100-136 SOUTH SLAVE FRIENDSHIP FESTIVAL - RECREA		-						
1-1-3100-254 CANADA DAY REVENUE - RECREATION SPECIAL	-	5,000	-	-	-	5,000	-5,000	
1-1-3100-258 SPECIAL PROGRAM GRANTS		-					0	
1-1-3100-261 RECREATION SPECIAL EVENTS		-						
1-1-3100-263 YOUTH CENTRE INITIATIVE	-	14,000	-	-	-	14,000	-14000	
1-1-3100-264 REGIONAL YOUTH SPORTS EVENTS		-						

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017	2017	2017	2016		
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget		
1-1-3100-266 VOLUNTEER RECOGNITION FUNDING						
TOTAL RECREATION SPECIAL EVENTS	- 33,300	- -	33,300 -	33,300		
CONTRIBUTION AGREEMENTS - RECREATION						
1-1-3105-060 GET ACTIVE - REC. SPECIAL EVENTS						
1-1-3105-261 RECREATION SPECIAL EVENTS - RSE						
1-1-3105-522 ARENA - MACA PROCEEDS						
TOTAL CONTRIBUTION AGREEMENT REVENUE			-	-		
RCC						
1-1-3140-227 REVENUE - RCC PROGRAM	-	190,500	2,000 -	192,500	-192,500	R, reallocate to concession/vending revenue
1-1-3140-228 REVENUE - RCC LEASE	-	19,272	- -	19,272	-19,272	
1-1-3140-233 CURLING CLUB LOUNGE RENTALS		-	-			
1-1-3140-234 REVENUE - PETE'S GYM		-	-		0	
1-1-3140-260 RCC CONCESSION/VENDING REVENUE	-	14,100 -	2,000 -	12,100	-12,100	R, reallocate from RCC revenue
1-1-3140-261 REVENUE - RCC SPECIAL PROGRAMS		-	-			
1-1-3140-262 SPORT AND RECREATION FUNDING - RCC		-	-			
TOTAL RCC REVENUE	- 223,872	- -	223,872 -	223,872		
LIBRARY						
1-1-3150-005 GNWT CONTRIBUTION - LIBRARY		-				
1-1-3150-010 CONTRIBUTION AGREEMENT - LIBRARY		-				
1-1-3150-017 TELEPHONE RECOVERY - LIBRARY		-				
1-1-3150-071 MATERIALS & SUPPLIES RECOVERY - LIBRARY	-	550	- -	550	-550	
1-1-3150-114 COLLECTION DEVELOPMENT RECOVER - LIBRARY	-	550	- -	550	-550	
1-1-3150-233 REVENUE - LIBRARY						
TOTAL LIBRARY	- 1,100	- -	1,100 -	1,100		
GNWT CONTRIBUTION - LIBRARY						
1-1-3155-005 GNWT CONTRIBUTION - LIBRARY					0	
TOTAL GNWT CONTRIBUTION - LIBRARY			-	-		
UNCONDITIONAL GRANTS						
1-1-3220-235 BLOCK FUNDING	-	1,920,000	107,000 -	1,813,000	-1,813,000	increased funding
1-1-3220-236 INSURANCE CONTRIBUTION	-	14,000	-	14,000	-14,000	
1-1-3220-237 BLOCK FUNDING - CAPITAL		-				
1-1-3220-241 CONTRIBUTION FROM RESERVE						
TOTAL UNCONDITIONAL GRANTS	- 1,934,000	- -	1,827,000 -	1,827,000		
CONDITIONAL GRANTS						
1-1-3225-250 TRANSFERRED FROM CAPITAL ASSETS	-	910,000	-	910,000	-910,000	
1-1-3225-257 OTHER GRANTS		-				

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017	2017	2017	2016
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget
1-1-3225-258 GAS TAX INCOME	-	863,000	-	863,000
1-1-3225-260 REC CENTRE AIR HANDLING UPGRADE - CANADA	-	-	-	-863,000
1-1-3225-265 CPIF REVENUE	-	1,114,000	-	1,114,000
1-1-3225-620 TRANSFER FROM SURPLUS - AWG	-	-	-	0
TOTAL CONDITIONAL GRANTS	-	2,887,000	-	2,887,000

SCHOOL TAX

1-1-3350-238 SCHOOL PORTION TAXABLE	-	290,000	-	290,000
1-1-3350-239 SCHOOL PORTION FEDERAL	-	30,000	-	30,000
1-1-3350-240 SCHOOL PORTION CROWN CORP.	-	-	-	0
TOTAL SCHOOL TAX REVENUE	-	320,000	-	320,000

YEAREND PROJECT REVENUES

1-1-3900-300 YEAREND PROJECT REVENUES	-	-	-	-
TOTAL YEAREND PROJECT REVENUE	-	-	-	-

EXPENSES

LEGISLATIVE

1-2-0510-001 WAGES - MAYOR & COUNCIL	120,000	-	120,000	120,000
1-2-0510-002 NORTHERN ALLOWANCE - MAYOR & COUNCIL	-	-	-	0
1-2-0510-006 BENEFITS - MAYOR & COUNCIL	6,000	-	6,000	6,000
1-2-0510-009 SRFN PLANNING CHAIR FEES - LEGISLATIVE	3,000	-	3,000	3,000
1-2-0510-015 TRAVEL - COUNCIL	10,000	-	10,000	10,000
1-2-0510-018 MISCELLANEOUS- COUNCIL	1,000	-	1,000	1,000
1-2-0510-023 DONATIONS	5,000	-	5,000	5,000
1-2-0510-024 LONG SERVICE AWARDS - LEGISLATIVE	1,500	-	1,500	1,500
1-2-0510-026 NWTAM/FCM MEMBERSHIP FEES	8,000	-	8,000	8,000
1-2-0510-031 PHOTOCOPIER LEASE	-	-	-	-
1-2-0510-042 COMPUTER	-	-	-	-
1-2-0510-070 ARCTIC WINTER GAMES CONTRIBUTION	20,000	-	20,000	50,000
1-2-0510-071 PUBLIC RELATIONS	15,000	-	15,000	15,000
TOTAL LEGISLATIVE EXPENSES	189,500	-	189,500	219,500

\$3k for inventory

DOWN TOWN DEVELOPMENT

1-2-0520-001 WAGES - DOWNTOWN DEVELOPMENT	22,846	-	22,846	21,823
1-2-0520-002 NORTHERN ALLOWANCE - DOWNTOWN DEVELOPMENT	3,241	-	3,241	3,086
1-2-0520-006 BENEFITS - DOWNTOWN DEVELOPMENT	3,427	-	3,427	3,273
1-2-0520-007 PPE/CLOTHING/UNIFORM ALLOWANCE	-	-	-	-
1-2-0520-071 DOWNTOWN DEVELOPMENT M/S	10,000	-	10,000	10,000
TOTAL DOWN TOWN DEVELOPMENT	39,513	-	39,513	38,182

ADMINISTRATION PERSONNEL

**TOWN OF FORT SMITH
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GENERAL OPERATING FUND**

	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget
1-2-0530-001 WAGES - ADMINISTRATION	576,329		576,329	556,328
1-2-0530-002 NORTHERN ALLOWANCE - ADMINISTRATION	46,295		46,295	46,295
1-2-0530-006 BENEFITS - ADMINISTRATION	103,739		103,739	100,139
1-2-0530-007 PPE/CLOTHING/UNIFORM ALLOWANCE	-			
1-2-0530-012 RECRUITING/RELOCATION	-			0
1-2-0530-013 TRAINING - ADMINISTRATION	10,000		10,000	10,000
1-2-0530-017 TELEPHONE - ADMINISTRATION PERSONNEL	-		-	0
1-2-0530-042 COMPUTER ASSISTANCE - ADMINISTRATION PER	-		-	0
1-2-0530-090 LABOUR ALLOCATION	-		-	-
TOTAL ADMINISTRATION PERSONNEL	368,004		368,004	354,462
ADMINISTRATION OFFICE COSTS				
1-2-0540-015 TRAVEL - ADMINISTRATION	3,000		3,000	3,000
1-2-0540-016 FREIGHT	-			
1-2-0540-017 TELEPHONE/FAX	20,000		20,000	20,000
1-2-0540-018 MISCELLANEOUS	2,000		2,000	2,000
1-2-0540-021 ADVERTISING	34,000		34,000	34,000
1-2-0540-026 PUB/SUBSCRIPT/MEMBERSHIPS	2,000		2,000	2,000
1-2-0540-031 PHOTOCOPIER LEASE	22,000		22,000	22,000
1-2-0540-033 PRINTING	-			
1-2-0540-034 POSTAGE	6,000		6,000	6,000
1-2-0540-042 WEBSITE HOSTING/SUPPORT	4,000		4,000	4,000
1-2-0540-045 LEGAL COSTS	15,000		15,000	15,000
1-2-0540-050 ICS PLAN	-	-	-	0
1-2-0540-071 OFFICE SUPPLIES	16,000		16,000	16,000
1-2-0540-074 CONTRACTED COSTS	-			
1-2-0540-085 DATA ENTRY ASSET MANAGEMENT - ADMINISTRA	-			
1-2-0540-086 POSTAL EQUIPMENT LEASE	5,000		5,000	5,000
1-2-0540-092 NEGOTIATION COSTS - ADMINISTRATION	-		-	0
1-2-0540-400 AMORTIZATION - GENERAL GOVERNMENT	53,000		53,000	53,000
TOTAL ADMINISTRATION OFFICE COSTS	182,000		182,000	182,000
TOWN HALL OPERATIONS				
1-2-0550-061 WATER	1,500		1,500	1,500
1-2-0550-062 POWER	12,000		12,000	12,000
1-2-0550-063 FUEL	8,000		8,000	8,000
1-2-0550-065 R/M EQUIPMENT	5,000		5,000	5,000
1-2-0550-066 R/M BUILDING	8,000		8,000	8,000
1-2-0550-068 JANITORIAL COSTS	4,500		4,500	4,500
1-2-0550-083 VEHICLE GAS/OIL	3,000		3,000	3,000
1-2-0550-084 VEHICLE R/M	2,000		2,000	2,000
TOTAL TOWN HALL OPERATIONS	44,000		44,000	44,000

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget
PLANNING/LANDS				
1-2-0560-001 WAGES - PLANNING	-			0
1-2-0560-002 NORTHERN ALLOWANCE - PLANNING	-			0
1-2-0560-006 BENEFITS- PLANNING	-			0
1-2-0560-021 ADVERTISING	-		-	0
1-2-0560-025 TRAINING AND TRAVEL - PLANNING /LANDS	-			0
1-2-0560-042 COMPUTER	-			
1-2-0560-071 MATERIALS	1,000		1,000	1,000
1-2-0560-074 CONTRACTED COSTS	3,000		3,000	3,000
TOTAL PLANNING/LANDS	4,000		4,000	4,000
FINANCIAL MANAGEMENT				
1-2-0570-042 COMPUTER ASSISTANCE	47,550	-	47,550	47,550
1-2-0570-046 FORENSIC AUDIT	-			
1-2-0570-088 AUDIT FEES	46,000		46,000	46,000
1-2-0570-095 BUILDING RESERVE	-			
1-2-0570-096 MOBILE EQUIPMENT RESERVE	-			
1-2-0570-097 PERPETUAL CARE RESERVE	-			
1-2-0570-098 GENERAL RESERVE FUND	-			
TOTAL FINANCIAL MANAGEMENT	93,550		93,550	93,550
TAXATION COSTS				
1-2-0580-021 TAXATION ADVERTISING	-			0
1-2-0580-032 STATIONARY	-			
1-2-0580-260 BOARD OF REVISION	1,000		1,000	1,000
TOTAL TAXATION COSTS	1,000		1,000	1,000
ELECTION/PLEBESCITE COSTS				
1-2-0590-075 ELECTION COSTS	-			0
1-2-0590-076 PLEBISCITES COST	-			
TOTAL ELECTION/PLEBESCITE COSTS	-		-	-
INSURANCE				
1-2-0600-052 GENERAL INSURANCE	110,000		110,000	110,000
TOTAL INSURANCE	110,000		110,000	110,000
GRANTS - COMMUNITY				
1-2-0610-130 SCHOOL GRANTS	500		500	500
1-2-0610-131 SENIORS GRANTS	-			
1-2-0610-132 MUSEUM GRANTS	25,000		25,000	25,000
1-2-0610-133 OTHER GRANTS	-			

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
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	2017	2017	2017	2016	
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget	
1-2-0610-138	-			0	
TOTAL GRANTS - COMMUNITY	25,500		25,500	25,500	
BYLAW ENFORCEMENT					
1-2-0705-001	84,716		84,716	82,852	
1-2-0705-002	7,716		7,716	7,716	
1-2-0705-006	16,943		16,943	16,570	
1-2-0705-007	-				
1-2-0705-013	1,000		1,000	1,000	
1-2-0705-016	-			0	
1-2-0705-017	1,700		1,700	1,700	
1-2-0705-070	-		-	0	
1-2-0705-071	7,000		7,000	7,000	
1-2-0705-083	5,000		5,000	5,000	
1-2-0705-084	2,000		2,000	2,000	
TOTAL BYLAW ENFORCEMENT	126,075		126,075	123,838	
PREVENTION SERVICES					
1-2-0710-001	77,496	-	77,496	0	
1-2-0710-002	7,716	-	7,716	0	
1-2-0710-006	15,499	-	15,499	0	
1-2-0710-007	-			0	
1-2-0710-017	4,000		4,000	4,000	
1-2-0710-071	1,200		1,200	1,200	
1-2-0710-091	-				
TOTAL EMERGENCY SERVICES	105,911		105,911	5,200	
AMBULANCE SERVICES					
1-2-0715-001	40,182	-	44,182	60,000	reallocate to car allowance
1-2-0715-002	-			0	
1-2-0715-006	4,418	-	4,418	5,618	
1-2-0715-007	4,000	4,000	-		reallocate from wages
1-2-0715-008	-				
1-2-0715-013	5,000		5,000	5,000	
1-2-0715-019	5,000		5,000	5,000	
1-2-0715-065	3,000		3,000	3,000	
1-2-0715-071	15,000		15,000	15,000	
1-2-0715-083	2,000		2,000	2,000	
1-2-0715-084	5,000		5,000	5,000	
1-2-0715-086	33,500		33,500	33,500	
1-2-0715-105	21,000	-	50,000	50,000	reduced funding
1-2-0715-618	25,000		25,000	25,000	

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017	2017	2017	2016
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget
TOTAL AMBULANCE SERVICES	163,100		192,100	209,118
SAFETY EQUIPMENT				
1-2-0720-070 PROMOTION				
1-2-0720-071 SAFETY EQUIPMENT				
TOTAL SAFETY EQUIPMENT			-	-
ANIMAL CONTROL				
1-2-0730-017 TELEPHONE	-			
1-2-0730-061 WATER	1,000		1,000	1,000
1-2-0730-062 POWER	4,000		4,000	4,000
1-2-0730-063 FUEL	4,000		4,000	4,000
1-2-0730-065 EQUIPMENT R/M	1,000		1,000	1,000
1-2-0730-066 BUILDING R/M	2,000		2,000	2,000
1-2-0730-071 MATERIALS/SUPPLIES	3,000		3,000	3,000
1-2-0730-074 CONTRACTED COSTS	3,000		3,000	3,000
TOTAL ANIMAL CONTROL	18,000		18,000	18,000
FIRE DEPARTMENT ADMINISTRATION				
1-2-1110-001 WAGES - FIRE DEPARTMENT	36,000	-	36,000	48,000
1-2-1110-002 NORTHERN ALLOWANCE - FIRE DEPARTMENT	-			
1-2-1110-006 BENEFITS - FIRE DEPARTMENT	3,600	-	3,600	4,800
1-2-1110-007 CAR ALLOWANCES	8,000		8,000	8,000
1-2-1110-013 TRAINING - FIRE DEPARTMENT ADMIN	4,000		4,000	4,000
1-2-1110-018 MISCELLANEOUS	-			
1-2-1110-026 MEMBERSHIPS	1,000		1,000	1,000
1-2-1110-070 PROMOTION	2,000		2,000	2,000
1-2-1110-071 MATERIAL/SUPPLIES	5,000		5,000	5,000
1-2-1110-105 GAHR INITIATIVE - FIRE DEPT	-			0
1-2-1110-400 AMORTIZATION - PROTECTIVE SERVICES	86,000		86,000	86,000
TOTAL FIRE DEPARTMENT ADMINISTRATION	145,600		145,600	158,800
FIRE ALARM SYSTEM				
1-2-1120-017 TELEPHONE	4,500		4,500	4,500
1-2-1120-065 R/M FIRE ALARM SYSTEM	500		500	500
TOTAL FIRE ALARM SYSTEM	5,000		5,000	5,000
HYDRANT MAINTENANCE				
1-2-1130-071 MATERIALS/SUPPLIES	2,500		2,500	2,500
1-2-1130-072 TOWN LABOUR	-			0
TOTAL HYDRANT MAINTENANCE	2,500		2,500	2,500

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017	2017	2017	2016	
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget	
FIRE HALL OPERATIONS					
1-2-1140-017 TELEPHONE	3,600		3,600	3,600	
1-2-1140-061 WATER	1,100		1,100	1,100	
1-2-1140-062 POWER	6,500		6,500	6,500	
1-2-1140-063 FUEL	9,000		9,000	9,000	
1-2-1140-065 EQUIPMENT R/M	5,000		5,000	5,000	
1-2-1140-066 BUILDING R/M	5,000		5,000	5,000	
1-2-1140-068 JANITORIAL COSTS	1,300		1,300	1,300	
TOTAL FIRE HALL OPERATIONS	31,500		31,500	31,500	
FIRE FIGHTING EQUIPMENT					
1-2-1150-007 PPE/CLOTHING/UNIFORM ALLOWANCE	500		500	500	
1-2-1150-016 FREIGHT	-			0	
1-2-1150-071 FIRE FIGHT. EQUIP. R/M	10,000		10,000	10,000	
1-2-1150-082 SETTLEMENT OF STORAGE FEE DISPUTE	-				
1-2-1150-083 PUMPER 1 & 2 GAS/OIL	1,500		1,500	1,500	
1-2-1150-084 PUMPER 1 & 2 R/M	10,000		10,000	10,000	
1-2-1150-087 EQUIPMENT RENTAL	-				
TOTAL FIRE FIGHTING EQUIPMENT	22,000		22,000	22,000	
PUBLIC WORKS ADMINISTRATION					
1-2-1505-001 WAGES - PUBLIC WORKS	437,035		437,035	413,414	
1-2-1505-002 NORTHERN ALLOWANCE - PUBLIC WORKS	46,295		46,295	46,295	
1-2-1505-006 BENEFITS - PUBLIC WORKS	109,259		109,259	103,353	
1-2-1505-007 PPE/CLOTHING/UNIFORM ALLOWANCE	3,000		3,000	3,000	
1-2-1505-013 TRAINING - PW ADMIN	4,000		4,000	4,000	
1-2-1505-016 FREIGHT	-			0	
1-2-1505-017 TELEPHONE	-			0	
1-2-1505-071 PW SAFETY EQUIPMENT	-		-	0	
1-2-1505-090 LABOUR ALLOCATED	-		-	0	
	-	149,259	-	-	
TOTAL PUBLIC WORKS ADMINISTRATION	450,329		450,329	426,709	
PW MOBILE EQUIPMENT					
1-2-1510-083 PW VECH. GAS/OIL	48,000	-	2,000	50,000	50,000
1-2-1510-084 PW VECH. R/M	20,000	-	7,000	27,000	27,000
TOTAL PW MOBILE EQUIPMENT	68,000		77,000	77,000	reallocate to FM reallocate to Enviro
SMALL TOOLS					
1-2-1520-071 SMALL TOOLS	2,000		2,000	2,000	
TOTAL SMALL TOOLS	2,000		2,000	2,000	
7 BAY GARAGE OPERATIONS					

**TOWN OF FORT SMITH
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	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget
1-2-1530-017 TELEPHONE	6,500		6,500	6,500
1-2-1530-060 OFFICE SUPPLIES	1,000		1,000	1,000
1-2-1530-061 WATER	2,500		2,500	2,500
1-2-1530-062 POWER	10,000		10,000	10,000
1-2-1530-063 FUEL	30,000		30,000	30,000
1-2-1530-065 EQUIPMENT R/M	6,000		6,000	6,000
1-2-1530-066 BUILDING R/M	10,000		10,000	10,000
1-2-1530-071 MATERIALS/SUPPLIES	10,000		10,000	10,000
1-2-1530-086 VEHICLE/EQUIPMENT LEASE	50,000		50,000	50,000
TOTAL 7 BAY GARAGE OPERATIONS	126,000		126,000	126,000
ROADS & SIDEWALKS				
1-2-1540-071 RD/SIDEWALKS MATERIALS/SUPPLIES	30,000		30,000	30,000
1-2-1540-079 BOARDWALK MAINTENANCE	-		-	-
TOTAL ROADS & SIDEWALKS	30,000		30,000	30,000
DRAINS & DITCHES				
1-2-1545-071 DRAINS/DITCHES MATERIALS/SUPPLIES	-		-	0
1-2-1545-074 WINTER ROAD CONTRIBUTION	5,000		5,000	5,000
1-2-1545-400 AMORTIZATION - TRANSP & PUBLIC WORKS	450,000		450,000	450,000
TOTAL DRAINS & DITCHES	455,000		455,000	455,000
KAESER'S CANAL				
1-2-1550-071 MATERIALS/SUPPLIES	-		-	-
TOTAL KAESER'S CANAL	-		-	-
STREET SANDING				
1-2-1560-071 MATERIALS/SUPPLIES	40,000		40,000	40,000
TOTAL STREET SANDING	40,000		40,000	40,000
SNOW REMOVAL				
1-2-1570-071 COUNTRY ROADS	-		-	-
1-2-1570-074 CONTRACTED COSTS	-		-	-
TOTAL SNOW REMOVAL	-		-	-
STREET LIGHTING				
1-2-1580-062 POWER (STREET LIGHTS)	75,000		75,000	75,000
1-2-1580-071 CHRISTMAS STREET LIGHTS	-		-	0
1-2-1580-074 STREET LIGHTING CONTRACTED COSTS	1,000		1,000	1,000
TOTAL STREET LIGHTING	76,000		76,000	76,000

\$30k for inventory

STREET SIGNS

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget	
1-2-1590-071 STREET SIGN MATERIALS/SUPPLIES	4,000		4,000	4,000	
TOTAL STREET SIGNS	4,000		4,000	4,000	
SMALL EQUIPMENT					
1-2-1600-083 SMALL EQUIPMENT GAS/OIL	2,000		2,000	2,000	
1-2-1600-084 SMALL EQUIPMENT R/M	4,000		4,000	4,000	
TOTAL SMALL EQUIPMENT	6,000		6,000	6,000	
UTILITY FUND ALLOCATION					
1-2-1700-090 UTILITY FUND ALLOCATION	-	80,000	-	17,000	-63,000
TOTAL UTILITY FUND ALLOCATION	-	80,000	-	63,000	-63,000
					allocation to Environment
GARBAGE COLLECTION					
1-2-2505-074 CONTRACTED COSTS	-		-	-	
TOTAL GARBAGE COLLECTION	-		-	-	
MUNICIPAL DUMP					
1-2-2510-071 MATERIALS/SUPPLIES	-		-	-	
1-2-2510-072 TOWN LABOUR	-		-	-	
1-2-2510-074 CONTRACTED COSTS	-		-	-	
1-2-2510-083 GAS/OIL UNIT 24	-		-	-	
1-2-2510-084 REPAIR/MAINT. UNIT 24	-		-	-	
1-2-2510-400 AMORTIZATION - ENVIR & PUBLIC HEALTH	-		-	-	
TOTAL MUNICIPAL DUMP	-		-	-	
ANNUAL CLEAN UP					
1-2-2520-071 MATERIALS SUPPLIES	1,500		1,500	1,500	
1-2-2520-072 TOWN LABOUR	20,000		20,000	15,000	
1-2-2520-074 CONTRACTED COSTS	-		-	-	
TOTAL ANNUAL CLEAN UP	21,500		21,500	16,500	
CEMETERIES					
1-2-2550-071 MATERIALS/SUPPLIES	1,000		1,000	1,000	
1-2-2550-072 TOWN LABOUR	11,000		11,000	10,000	
1-2-2550-074 CONTRACTED COSTS	2,000		2,000	2,000	
1-2-2550-615 TRANSFER TO PERPETUAL CARE RESERVE	-		-	-	
TOTAL CEMETERIES	14,000		14,000	13,000	
SENIOR CITIZENS					
1-2-2560-020 TAX RELIEF PROGRAM	128,400	-	128,400	128,400	
TOTAL SENIOR CITIZENS	128,400	-	128,400	128,400	

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
GENERAL OPERATING FUND**

	2017	2017	2017	2016	
	REVISED BUDGET	ADJUSTMENT	PROPOSED BUDGET	Approved Budget	
FACILITY MAINTENANCE					
1-2-2570-001	480,051		480,051	443,154	
1-2-2570-002	55,554		55,554	53,239	
1-2-2570-006	96,010		96,010	88,631	
1-2-2570-007	3,000		3,000	3,000	
1-2-2570-013	8,000		8,000	8,000	
1-2-2570-017	3,000		3,000	3,000	
1-2-2570-071	6,000		6,000	6,000	
1-2-2570-083	10,000	2,000	8,000	8,000	reallocate from PW
1-2-2750-084	6,000		6,000	6,000	
1-2-2570-090	-		168,018	-155,104	
TOTAL FACILITY MAINTENANCE	499,597		497,597	463,920	
VISITOR INFORMATION SERVICES/EDO					
1-2-2605-001	100,451		100,451	94,446	
1-2-2605-002	7,715		7,715	7,715	
1-2-2605-006	18,622		18,622	17,453	
1-2-2605-007	1,000	1,000			previously unbudgeted
1-2-2605-015	-				
1-2-2605-017	2,200		2,200	2,200	
1-2-2605-021	-				
1-2-2605-022	35,000		35,000	35,000	
1-2-2605-071	1,000		1,000	1,000	
TOTAL VISITOR INFORMATION SERVICES/EDO	165,988		164,988	157,814	
TOURISM					
1-2-2610-021	-				
1-2-2610-022	-				
1-2-2610-026	300		300	300	
TOTAL TOURISM	300		300	300	
EVENTS COORDINATOR					
1-2-2615-001	-				
1-2-2615-002	-				
1-2-2615-006	-				
TOTAL EVENTS COORDINATOR	-		-	-	
RECREATION ADMINISTRATION					
1-2-3010-001	111,138		111,138	102,953	
1-2-3010-002	7,716		7,716	7,716	
1-2-3010-006	22,228		22,228	20,591	
1-2-3010-007	2,000		2,000	2,000	

**TOWN OF FORT SMITH
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	2017 REVISED BUDGET	2017 ADJUSTMENT	2017 PROPOSED BUDGET	2016 Approved Budget	
1-2-3010-012	RECRUITING/RELOCATION	-			
1-2-3010-013	TRAINING - REC ADMIN	5,000	5,000	5,000	
1-2-3010-015	RECREATION TRAVEL (BOARD)	1,000	1,000	1,000	
1-2-3010-017	TELEPHONE - RECREATION ADMINISTRATION	-			
1-2-3010-021	ADVERTISING	-		0	
1-2-3010-023	DONATED SERVICES	-			
1-2-3010-026	MEMBERSHIP FEES	600	600	600	
1-2-3010-071	MATERIALS SUPPLIES	2,000	2,000	2,000	
1-2-3010-080	SAFETY SUPPLIES	-			
1-2-3010-083	REC. VECH. GAS/OIL	1,000	1,000	1,000	
1-2-3010-084	REC. VECH. R/M	1,500	1,500	1,500	
1-2-3010-258	CHILD/YOUTH RESILIENCY				
1-2-3010-262	SPORT & RECREATION GRANT - RECREATION AD	24,000	24,000	24,000	
TOTAL RECREATION ADMINISTRATION		178,181	178,181	168,360	
SUMMER CAMP PROGRAM					
1-2-3020-001	WAGES - SUMMER CAMP	16,318	16,318	15,959	
1-2-3020-002	NORTHERN ALLOWANCE - SUMMER CAMP	2,315	2,315	2,315	
1-2-3020-006	BENEFITS - SUMMER CAMP	3,264	3,264	3,192	
1-2-3020-007	PPE/CLOTHING/UNIFORM ALLOWANCE	-			
1-2-3020-071	MATERIALS/SUPPLIES	5,000	5,000	5,000	
TOTAL SUMMER CAMP PROGRAM		26,897	26,897	26,466	
AFTER FOUR PROGRAM					
1-2-3025-001	WAGES - AFTER 4 PROGRAM	38,076	38,076	37,238	
1-2-3025-002	NORTHERN ALLOWANCE - AFTER 4 PROGRAM	5,401	5,401	5,401	
1-2-3025-006	BENEFITS - AFTER 4 PROGRAM	7,615	7,615	7,448	
1-2-3025-007	PPE/CLOTHING/UNIFORM ALLOWANCE	-			
1-2-3025-071	MATERIALS - AFTER 4 PROGRAM	8,000	4,000	4,000	increase enrollment
TOTAL AFTER FOUR PROGRAM		59,093	55,093	54,087	
SWIMMING POOL					
1-2-3030-001	WAGES - SWIMMING POOL	304,072	304,072	296,373	
1-2-3030-002	NORTHERN ALLOWANCE - SWIMMING POOL	43,594	43,594	43,594	
1-2-3030-006	BENEFITS - SWIMMING POOL	60,814	60,814	59,275	
1-2-3030-007	PPE/CLOTHING/UNIFORM - SWIMMING POOL	2,000	2,000	2,000	
1-2-3030-013	STAFF TRAINING	10,000	10,000	10,000	
1-2-3030-016	FREIGHT	-		0	
1-2-3030-017	TELEPHONE	2,000	2,000	2,000	
1-2-3030-021	ADVERTISING	-		0	
1-2-3030-026	MEMBERSHIPS	500	500	500	
1-2-3030-027	HEATING COSTS - SWIMMING POOL	70,000	70,000	70,000	

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		<u>REVISED BUDGET</u>	<u>ADJUSTMENT</u>	<u>PROPOSED BUDGET</u>	<u>Approved Budget</u>	
1-2-3030-037	CHEMICALS	15,000		15,000	15,000	
1-2-3030-061	WATER	-		-	0	
1-2-3030-062	POWER	-		-	0	
1-2-3030-063	FUEL	-		-	0	
1-2-3030-065	EQUIPMENT R/M	15,000		15,000	15,000	
1-2-3030-066	BUILDING R/M	7,000		7,000	7,000	
1-2-3030-068	CLEANING SUPPLIES	3,000		3,000	3,000	
1-2-3030-071	MATERIALS/SUPPLIES	9,550	-	10,000	10,000	reallocate to concession/vending
1-2-3030-077	PROGRAM SUPPLIES	1,000		1,000	1,000	
TOTAL SWIMMING POOL		543,530		543,980	534,742	
NL MUSEUM						
1-2-3050-063	FUEL					
1-2-3050-067	FUEL OIL RECOVERY					
TOTAL NL MUSEUM				-	-	
ARENA						
1-2-3060-001	WAGES - ARENA	-			0	
1-2-3060-002	NORTHERN ALLOWANCE - ARENA	-			0	
1-2-3060-006	BENEFITS - ARENA	-			0	
1-2-3060-016	FREIGHT	-			0	
1-2-3060-017	TELEPHONE	5,000	2,000	3,000	3,000	increased IT requirements
1-2-3060-061	WATER	3,000		3,000	3,000	
1-2-3060-063	FUEL	30,000		30,000	30,000	
1-2-3060-064	PROPANE - HEAT	-			0	
1-2-3060-065	EQUIPMENT R/M	5,000		5,000	5,000	
1-2-3060-066	BUILDING R/M	25,000		25,000	25,000	
1-2-3060-071	MATERIALS/SUPPLIES	7,500	1,500	6,000	6,000	additional janitorial costs
1-2-3060-072	TOWN LABOUR	126,013		126,013	120,000	
1-2-3060-074	CONTRACTED COSTS	2,000		2,000	2,000	
1-2-3060-083	OLYMPIA ICE RESURFACER FUEL	3,000		3,000	3,000	
1-2-3060-084	OLYMPIA ICE RESURFACER R/M	2,000		2,000	2,000	
1-2-3060-086	ZAMBONI LEASE	-			0	
TOTAL ARENA		208,513		205,013	199,000	
ICE PLANT						
1-2-3070-061	WATER	1,000		1,000	1,000	
1-2-3070-062	POWER	65,000		65,000	65,000	
1-2-3070-065	EQUIPMENT R/M	4,000		4,000	4,000	
1-2-3070-071	MATERIALS/SUPPLIES	6,500		6,500	6,500	
1-2-3070-074	CONTRACTED COSTS	7,500		7,500	7,500	
TOTAL ICE PLANT		84,000		84,000	84,000	

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BALL PARKS/SPORT FIELDS				
1-2-3080-061 WATER - BALL PARKS	-			0
1-2-3080-062 POWER	-			0
1-2-3080-065 EQUIPMENT R/M	3,000		3,000	3,000
1-2-3080-066 BUILDING R/M	1,000		1,000	1000
1-2-3080-071 MATERIALS/SUPPLIES	4,000		4,000	4,000
TOTAL BALL PARKS/SPORT FIELDS	8,000		8,000	8,000
PARKS/PLAYGROUNDS				
1-2-3090-001 WAGES - PARKS	-			0
1-2-3090-002 NORTHERN ALLOWANCE - PARKS	-			0
1-2-3090-006 BENEFITS - PARKS	-			0
1-2-3090-065 EQUIPMENT R/M	3,500		3,500	3,500
1-2-3090-071 MATERIALS / SUPPLIES	5,000		5,000	5,000
TOTAL PARKS/PLAYGROUNDS	8,500		8,500	8,500
SPECIAL PROGRAMS				
1-2-3100-018 MISCELLANEOUS - SPECIAL PROGRAMS	-			0
1-2-3100-056 45TH BIRTHDAY EXPENDITURES - SPECIAL PRO	-			0
1-2-3100-057 GET ACTIVE EXPENDITURES - SPECIAL PROGRA	-			0
1-2-3100-058 PARENTS AND TOTS - SPECIAL PROGRAMS	-			0
1-2-3100-071 MATERIALS/ SUPPLIES	3,000		3,000	3,000
1-2-3100-081 FIRST NIGHT FIREWORKS	11,000		11,000	11,000
1-2-3100-099 TOWN HALL GALLERY - SPECIAL PROGRAMS	-			0
1-2-3100-133 SKI CLUB	5,000		5,000	5,000
1-2-3100-134 GOLF CLUB	5,000		5,000	5,000
1-2-3100-135 WOOD BUFFALO FROLICS	5,000		5,000	5,000
1-2-3100-136 SOUTH SLAVE FRIENDSHIP FESTIVAL	2,500		2,500	2,500
1-2-3100-137 TASSS	-			0
1-2-3100-138 EVENT GRANTS - SPECIAL PROGRAMS	-			0
1-2-3100-139 CANADA DAY	10,000		10,000	10,000
1-2-3100-140 MACKENZIE YOUTH SUMMER GAMES	-			0
1-2-3100-142 FORT SMITH BIRTHDAY - SPECIAL PROGRAMS	-			0
1-2-3100-143 PADDLEFEST - SPECIAL PROGRAMS	2,500		2,500	2,500
1-2-3100-261 REC SPECIAL EVENTS	-			0
1-2-3100-263 YOUTH CENTRE INITIATIVE				0
1-2-3100-264 REGIONAL YOUTH SPORTS EVENTS	-			0
1-2-3100-265 NACC CONTRIBUTION	5,000		5,000	5,000
1-2-3100-400 AMORTIZATION - RECREATION & CULTURE	321,000		321,000	321,000
TOTAL SPECIAL PROGRAMS	370,000		370,000	370,000

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TENNIS COURTS					
1-2-3110-071 MATERIALS/SUPPLIES	-				
TOTAL TENNIS COURTS	-		-	-	
OUTDOOR RINK/SKATEBOARD PARK					
1-2-3120-071 MATERIALS & SUPPLIES	-				
TOTAL OUTDOOR RINK/SKATEBOARD PARK	-		-	-	
SLIDING HILL					
1-2-3130-071 MATERIALS/SUPPLIES	-				
TOTAL SLIDING HILL	-		-	-	
RECREATION AND COMMUNITY CENTRE					
1-2-3140-001 WAGES - REC & COM CENTRE	539,594		539,594	518,209	
1-2-3140-002 NORTHERN ALLOWANCE - REC & COM CENTRE	57,097		57,097	57,097	
1-2-3140-006 BENEFITS - REC & COM CENTRE	107,919		107,919	103,642	
1-2-3140-007 PPE/CLOTHING/UNIFORM ALLOWANCE	-				
1-2-3140-013 TRAINING	4,500		4,500	4,500	
1-2-3140-016 FREIGHT	-			0	
1-2-3140-017 TELEPHONE	12,000		12,000	12,000	
1-2-3140-027 HEATING COSTS - RECREATION & COMMUNITY C	70,000		70,000	70,000	
1-2-3140-050 PLANNING - RECREATION & COMMUNITY CENTRE	-			0	
1-2-3140-061 WATER	2,000		2,000	2,000	
1-2-3140-062 POWER	125,000		125,000	125,000	
1-2-3140-063 HEATING COSTS	-			0	
1-2-3140-065 R/M EQUIPMENT	6,000		6,000	6,000	
1-2-3140-066 R/M BUILDING	25,000		25,000	25,000	
1-2-3140-068 JANITORIAL COSTS	14,000		14,000	14,000	
1-2-3140-069 PROGRAMS	-			0	
1-2-3140-071 MATERIALS AND SUPPLIES	23,700	- 1,300	25,000	25,000	reallocate to concession/vending
1-2-3140-073 CAPITAL EQUIPMENT	-			0	
1-2-3140-074 CONTRACTED COSTS	5,000		5,000	5,000	
1-2-3140-078 CONCESSION/VENDING SUPPLIES	8,750	1,750	7,000	7,000	reallocate from RCC and Pool M&S
1-2-3140-086 EQUIPMENT LEASE	-				
TOTAL RECREATION AND COMMUNITY CENTRE	1,000,560		1,000,110	974,448	
CURLING ICE PLANT					
1-2-3145-061 ICE PLANT WATER	-			0	
1-2-3145-062 ICE PLANT POWER	-			0	
1-2-3145-065 ICE PLANT R/M EQUIPMENT	5,000		5,000	5,000	
1-2-3145-071 ICE PLANT MATERIALS	1,000		1,000	1000	
1-2-3145-074 ICE PLANT CONTRACTED COSTS	5,000		5,000	5,000	

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TOTAL CURLING ICE PLANT	11,000		11,000	11,000
LIBRARY				
1-2-3150-001 WAGES - LIBRARY	68,336		68,336	65,167
1-2-3150-002 NORTHERN ALLOWANCE - LIBRARY	9,452		9,452	9,452
1-2-3150-006 BENEFITS- LIBRARY	10,250		10,250	9,775
1-2-3150-007 PPE/CLOTHING/UNIFORM ALLOWANCE	-			
1-2-3150-015 AUTHOR TRAVEL	1,000		1,000	1000
1-2-3150-017 TELEPHONE	2,000		2,000	2,000
1-2-3150-021 ADVERTISING	-			0
1-2-3150-031 PHOTOCOPIER COSTS	-			0
1-2-3150-061 WATER	2,000		2,000	2,000
1-2-3150-062 POWER	4,000		4,000	4,000
1-2-3150-063 FUEL	5,000		5,000	5,000
1-2-3150-065 EQUIPMENT R/M	1,200		1,200	1,200
1-2-3150-066 BUILDING R/M	4,000		4,000	4,000
1-2-3150-068 JANITORIAL COSTS	4,500		4,500	4,500
1-2-3150-071 MATERIALS/SUPPLIES	8,000		8,000	8,000
1-2-3150-073 INTERNET ACCESS	-			0
1-2-3150-114 COLLECTION DEVELOPMENT - LIBRARY	15,000		15,000	15,000
1-2-3150-115 CONTRIBUTION EXPENDITURES - LIBRARY	-		-	
TOTAL LIBRARY	134,738		134,738	131,094
TAX DISCOUNTS				
1-2-3305-106 TAX DISCOUNTS	-			
TOTAL TAX DISCOUNTS	-		-	-
GENERAL DEBENTURES				
1-2-3310-109 DEBENTURE INTEREST	342,368	-	342,368	146,201
1-2-3310-110 DEBENTURE PRINCIPAL	171,184	-	171,184	335,226
TOTAL GENERAL DEBENTURES	513,552		513,552	481,427
OTHER DEBT CHARGES				
1-2-3320-102 BANKING SERVICE CHARGES	25,000		25,000	25,000
1-2-3320-103 INTEREST SEC./DEP.	-			
1-2-3320-104 COLLECTION FEE	-			
TOTAL OTHER DEBT CHARGES	25,000		25,000	25,000
BAD DEBT ALLOWANCES				
1-2-3330-107 BAD DEBT GENERAL	15,000		15,000	15,000
1-2-3330-108 BAD DEBT GIL				
TOTAL BAD DEBT ALLOWANCES	15,000		15,000	15,000

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CAPITAL FROM REVENUE				
1-2-3340-120				
1-2-3340-121				
1-2-3340-122				
1-2-3340-123				
1-2-3340-124				
TOTAL CAPITAL FROM REVENUE			-	-
SCHOOL TAX REQUISITION				
1-2-3350-112	320,000		320,000	320,000
1-2-3350-113				
TOTAL SCHOOL TAX REQUISITION	320,000		320,000	320,000
CASH SHORT/OVER				
1-2-3360-111				
TOTAL CASH SHORT/OVER	-		-	-
TRANSFER TO/FROM RESERVE				
1-2-3370-615	-			
1-2-3370-616	-		-	-
1-2-3370-617	863,000		863,000	863,000
1-2-3370-618	-			
1-2-3370-619	-			
1-2-3370-620	-			
1-2-3370-621	1,114,000		1,114,000	1,114,000
1-2-3370-622	-			
1-2-3370-623				
1-2-3370-624				
1-2-3370-625				
TOTAL TRANSFER TO/FROM RESERVE	1,977,000		1,977,000	1,977,000
YEAREND PROJECT EXPENSES				
1-2-3900-295				
TOTAL YEAREND PROJECT EXPENSES			-	-
TOTAL REVENUE	-	9,166,982	-	8,996,936
TOTAL EXPENSES		9,167,431	9,211,931	8,995,917
BALANCE		448	214,995	1,019

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	2017	2016	
	PROPOSED BUDGET	Approved Budget	
REVENUE			
PIPED WATER REVENUE			
3-1-0305-245 METERED WATER REVENUE	-	900,000	-900,000 R
3-1-0305-246 WATER HOOK-UP CHARGES	-	5,000	-5,000 R
TOTAL PIPED WATER REVENUE	-	905,000 -	905,000
TRUCKED WATER REVENUE			
3-1-2060-247 WATER DELIVERY REVENUE	-	54,000	-54,000 R
3-1-2060-248 WATER CALL-OUT CHARGES	-	600	-600 R
3-1-2060-256 WATER DELIVERY GRANT	-	88,000	-88,000 R
3-1-2060-259 WATER DELIVERY CONTRACTED SERVICES	-	88,000	-88,000 R
TOTAL TRUCKED WATER REVENUE	-	142,600 -	142,600
SEWAGE PUMPOUT REVENUE			
3-1-2100-249 SEWAGE PUMP OUTS	-	65,000	-65,000 R
3-1-2100-259 SEWAGE PUMPOUT SL	-	12,000	-12,000 R
TOTAL SEWAGE PUMPOUT REVENUE	-	77,000 -	77,000
WATER SEWER SUBSIDY			
3-1-2200-250 WATER SEWER SUBSIDY PROGRAM	-	494,000	-432,000 increased funding
3-1-2200-260 W&S INTERRUPTION RESERVE	-	494,000	-432,000
TOTAL WATER SEWER SUBSIDY	-	494,000 -	432,000
TRANSFER FROM DEFERRED REVENUE			
3-1-2210-250 TRANSFER FROM DEFERRED REVENUE	-	-	-
TOTAL TRANSFER FROM DEFERRED REVENUE	-	-	-
TRANSFER FROM INVESTMENT IN CAPITAL ASSETS			
3-1-3370-400 TRANSFER FOR CAPITAL ASSETS	-	550,000	550,000
Total TRANSFER FROM INVESTMENT IN CAPITAL	-	550,000 -	550,000
EXPENSES			
WATER DEPARTMENT ADMINISTRATION			

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3-2-2005-001 WAGES - WATER ADMIN/TREATMENT	333,767	314,560
3-2-2005-002 NORTHERN ALLOWANCE - WATER ADMIN	30,863	30,863
3-2-2005-006 BENEFITS	66,753	62,912
3-2-2005-007 PPE/CLOTHING/UNIFORM ALLOWANCE		
3-2-2005-013 TRAINING - WATER DEPT ADMIN	10,000	10,000
3-2-2005-021 ADVERTISING	2,000	2,000
3-2-2005-032 STATIONERY (UT BILL)	2,000	2,000
3-2-2005-034 POSTAGE	6,500	6,500
3-2-2005-052 INSURANCE	68,000	68,000
3-2-2005-055 LICENCES	500	500
3-2-2005-071 OFFICE/SAFETY SUPPLIES	4,000	4,000
3-2-2005-072 DAILY ADMINISTRATION ALLOCATION	313,105	304,555
3-2-2005-083 UTILITY VECH. GAS/OIL	7,000	7,000
3-2-2005-084 UTILITY VECH. R/M	6,000	6,000
3-2-2005-094 DUE TO/FROM WATER/SEWER RESERVE		-
3-2-2005-095 TRANSFER TO PUMP RESERVE		
3-2-2005-098 TRANSFER TO RESERVES		
3-2-2005-100 ALLOCATION FROM PUBLIC WORKS		
3-2-2005-107 BAD DEBTS - UTILITIES		
3-2-2005-400 WATER/SEWER AMORTIZATION	550,000	550,000
TOTAL WATER DEPARTMENT ADMINISTRATION	1,400,489	1,368,890
 WATER TREATMENT PLANT OPERATIONS		
3-2-2010-016 FREIGHT		
3-2-2010-017 TELEPHONE	8,000	8,000
3-2-2010-035 WATER SAMPLES	6,000	6,000
3-2-2010-037 CHEMICALS	38,000	38,000
3-2-2010-062 POWER	45,000	45,000
3-2-2010-063 FUEL	135,000	135,000
3-2-2010-065 EQUIPMENT R/M	15,000	15,000
3-2-2010-066 R/M BUILDING	6,000	6,000
3-2-2010-071 MATERIAL/SUPPLIES	8,000	8,000

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3-2-2010-072 TOWN LABOUR	20,000	20,000	
3-2-2010-074 CONTRACTED COSTS	20,000	20,000	
TOTAL WATER TREATMENT PLANT OPERATIONS	301,000	301,000	
WATER INTAKE			
3-2-2020-062 POWER	25,000	25,000	
3-2-2020-065 R/M EQUIPMENT	10,000	10,000	
3-2-2020-066 R/M BUILDING	1,000	1,000	
TOTAL WATER INTAKE	36,000	36,000	
MAINTENANCE WATER TRANSMISSION LINE			
3-2-2030-071 MATERIALS/SUPPLIES	1,500	1,500	
3-2-2030-072 TOWN LABOUR	22,000	22,000	
3-2-2030-074 CONTRACTED COSTS	5,000	5,000	
TOTAL MAINTENANCE WATER TRANSMISSION LINE	28,500	28,500	
RESERVOIR/TOWER/PUMPS			
3-2-2040-062 POWER	18,000	18,000	
3-2-2040-063 FUEL	3,500	3,500	
3-2-2040-065 EQUIPMENT R/M	2,000	2,000	
3-2-2040-066 BUILDING R/M	2,000	2,000	
TOTAL RESERVOIR/TOWER/PUMPS	25,500	25,500	
WATER METERS			
3-2-2050-071 METERS	8,000	5,000	increased purchase costs
TOTAL WATER METERS	8,000	5,000	
WATER DELIVERY			
3-2-2060-001 SALARIES - WATER DELIVERY	58,506	57,818	
3-2-2060-002 NORTHERN ALLOWANCE - WATER DELIVERY	6,173	6,173	
3-2-2060-006 BENEFITS - WATER DELIVERY	11,701	11,564	
3-2-2060-007 PPE/CLOTHING/UNIFORM ALLOWANCE			

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3-2-2060-071 MATERIAL/SUPPLIES	1,000	1,000
3-2-2060-074 CONTRACTED COSTS	1,000	1,000
3-2-2060-083 WATER TRUCK GAS/OIL	10,000	10,000
3-2-2060-084 WATER TRUCK R/M	8,000	8,000
TOTAL WATER DELIVERY	96,379	95,555
 SEWER TRANSMISSION LINE		
3-2-2070-071 MATERIALS/SUPPLIES	2,000	2,000
3-2-2070-072 TOWN LABOUR	20,000	20,000
3-2-2070-074 CONTRACTED COSTS	3,000	3,000
TOTAL SEWER TRANSMISSION LINE	25,000	25,000
 SEWER LIFT STATIONS		
3-2-2080-062 POWER	25,000	25,000
3-2-2080-065 EQUIPMENT R/M	5,500	5,500
3-2-2080-066 BUILDING R/M	1,000	1,000
3-2-2080-071 MATERIALS SUPPLIES	2,000	2,000
TOTAL SEWER LIFT STATIONS	33,500	33,500
 LAGOON MAINTENANCE		
3-2-2090-071 MATERIALS SUPPLIES		
3-2-2090-072 TOWN LABOUR	16,353	16,353
3-2-2090-074 CONTRACTED COSTS	2,000	2,000
TOTAL LAGOON MAINTENANCE	18,353	18,353
 SEWAGE PUMPOUTS		
3-2-2100-001 WAGES - SEWER PUMPOUTS	14,626	14,455
3-2-2100-002 NORTHERN ALLOWANCE - SEWER PUMPOUTS	1,543	1,543
3-2-2100-006 BENEFITS - SEWER PUMPOUT	2,925	2,891
3-2-2100-007 PPE/CLOTHING/UNIFORM ALLOWANCE		
3-2-2100-071 MATERIALS/SUPPLIES		
3-2-2100-072 TOWN LABOUR		

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
UTILITY OPERATING FUND**

	2017	2016
	PROPOSED BUDGET	Approved Budget
3-2-2100-074 CONTRACTED COSTS		
3-2-2100-083 SEWAGE PUMPER GAS/OIL	5,000	5,000
3-2-2100-084 SEWAGE PUMPER R/M	6,000	6,000
TOTAL SEWAGE PUMPOUTS	30,095	29,889
ALLOCATION FROM PUBLIC WORKS		
3-2-2200-100 ALLOCATION FROM PUBLIC WORKS	63,000	63,000
TOTAL ALLOCATION FROM PUBLIC WORKS	63,000	63,000
INFRASTRUCTURE REPLACEMENT		
3-2-2300-101 INFRASTRUCTURE REPLACEMENT		
TOTAL INFRASTRUCTURE REPLACEMENT	-	
TRANSFER TO/FROM OTHER FUNDS		
3-2-3370-616 TRANSFER TO/FROM OTHER FUNDS		
3-2-3370-617 TRANSFER TO/FROM RESERVES	102,784	76,413
TOTAL TRANSFER TO/FROM OTHER FUNDS	102,784	76,413
TOTAL REVENUE	- 2,168,600 -	2,106,600
TOTAL EXPENSES	2,168,600	2,106,600
BALANCE	0	-

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
ENVIRONMENTAL FUND**

	2017	2016	
	PROPOSED BUDGET	Approved Budget	
REVENUE			
SOLID WASTE LEVY			
7-1-0110-101	220,000	220,000	R
7-1-0110-102	48,000	48,000	R
7-1-0110-103	5,500	5,500	R
7-1-0110-104	86,000	86,000	R
7-1-0110-105	4,000	4,000	R
TOTAL SOLID WASTE LEVY	363,500	363,500	
OTHER REVENUE			
7-1-0120-105	-65,000	-65,000	R
7-1-0120-233	-110,000	-110,000	R
7-1-0120-234	-1,400	-1,400	R
7-1-0120-235		0	
7-1-0120-258		0	
TOTAL OTHER REVENUE	176,400	176,400	
TRANSFER FROM GENERAL FUND			
7-1-4217-995			
TOTAL TRANSFER FROM GENERAL FUND	-	-	
TRANSFER FROM INVESTMENT IN CAPITAL ASSETS			
7-1-3370-400	42,000	-	
Total TRANSFER FROM INVESTMENT IN CAPITAL	42,000	-	
TRANSFER FROM RESERVE			
7-1-4218-253			
7-1-4218-995			
TOTAL TRANSFER FROM RESERVE	-	-	

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
ENVIRONMENTAL FUND**

		2017	2016	
		PROPOSED BUDGET	Approved Budget	
EXPENSES				
LANDFILL OPERATIONS				
7-2-2005-001	WAGES - LANDFILL ATTENDANT	69,099	67,579	
7-2-2005-002	NORTHERN ALLOWANCE - LANDFILL ATTENDANT	7,716	9,259	
7-2-2005-006	BENEFITS - LANDFILL	13,820	13,516	
7-2-2005-007	PPE/CLOTHING/UNIFORM ALLOWANCE			
7-2-2005-013	TRAINING	2,000	2,000	
7-2-2005-017	TELEPHONE	1,200	1,200	
7-2-2005-021	ADVERTISING	1,000	1,000	
7-2-2005-032	STATIONERY	1,000	1,000	
7-2-2005-034	POSTAGE		0	
7-2-2005-052	INSURANCE	3,400	3,400	
7-2-2005-055	LICENSES		0	
7-2-2005-061	WATER	1,000	1,000	
7-2-2005-062	POWER	2,000	2,000	
7-2-2005-065	HEAVY EQUIPMENT REPAIRS/MAINTENANCE	7,000	0	reallocated from PW
7-2-2005-066	BUILDING REPAIRS/MAINTENANCE	1,000	1,000	
7-2-2005-071	MATERIALS/SUPPLIES	5,000	5,000	
7-2-2005-072	TOWN LABOUR	42,004	35,104	
7-2-2005-074	CONTRACTED COSTS	40,000	40,000	
7-2-2005-083	HEAVY EQUIPMENT FUEL/OIL	0	0	
7-2-2005-086	LOADER LEASE		0	
7-2-2005-089	GROUND WATER MONITORING	10,000	10,000	
7-2-2005-094	DUE TO/FROM SOLID WASTE RESERVE			
7-2-2005-400	AMORTIZATION - ENVIRONMENTAL FUND	42,000	42,000	
TOTAL LANDFILL OPERATIONS		249,239	235,058	

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
ENVIRONMENTAL FUND**

	2017	2016
	PROPOSED BUDGET	Approved Budget
ADMINISTRATION		
7-2-2010-001		
7-2-2010-002		
7-2-2010-006		
7-2-2010-013		
7-2-2010-032		
7-2-2010-034		
7-2-2010-071		
7-2-2010-072	55,254	53,745
7-2-2010-073	17,000	17,000
TOTAL ADMINISTRATION	72,254	70,745
GARBAGE COLLECTION/DISPOSAL		
7-2-2015-001	48,447	48,447
7-2-2015-002	6,173	6,173
7-2-2015-006	9,689	9,689
7-2-2015-007		
7-2-2015-065		
7-2-2015-071		
7-2-2015-072	40,000	40,000
7-2-2015-083	8,000	8,000
7-2-2015-084	5,000	5,000
TOTAL GARBAGE COLLECTION/DISPOSAL	117,309	117,309
CAPITAL EXPENDITURES		
7-2-2020-073		
7-2-2020-075		
7-2-2020-080	51,000	51,000

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
ENVIRONMENTAL FUND**

	2017	2016
	PROPOSED BUDGET	Approved Budget
TOTAL CAPITAL EXPENDITURES	51,000	51,000
MATERIALS/SUPPLIES		
7-2-2520-021 PROMOTION		
7-2-2520-071 MATERIALS/SUPPLIES		
7-2-2520-072 TOWN LABOUR		
7-2-2520-074 CONTRACTED COSTS		
TOTAL MATERIALS/SUPPLIES	-	-
TRANSFER TO/FROM RESERVE		
7-2-3370-617 TRANSFER TO/FROM RESERVES	92,098	65,788
TOTAL TRANSFER TO/FROM RESERVE	92,098	65,788
TOTAL REVENUE	- 581,900 -	539,900
TOTAL EXPENSES	581,900	539,900
BALANCE	0	-

**TOWN OF FORT SMITH
2017 BUDGET PREPARATION
LAND DEVELOPMENT FUND**

	2017	2016
	PROPOSED BUDGET	Approved Budget
REVENUE		
SALE OF LAND		
4-1-5105-250 SALE OF LAND		
TOTAL SALE OF LAND	-	-
LAND LEASE REVENUE		
4-1-5110-251 LAND LEASE REVENUE	-	500
TOTAL LAND LEASE REVENUE	-	500
FORFEITED DEPOSITS		
4-1-5115-252 FORFEITED DEPOSITS		
TOTAL FORFEITED DEPOSITS	-	-
TRANSFER TO RESERVES		
4-1-5120-253 TRANSFER TO RESERVE	-	5,000
TOTAL TRANSFER TO RESERVES	-	5,000
EXPENSES		
TRANSFER TO CAPITAL FUND		
4-2-2005-095 TRANSFER TO CAPITAL FUND		
TOTAL TRANSFER TO CAPITAL FUND	-	-
TRANSFER TO/FROM OTHER OPERATIONS		
4-2-3370-616 TRANSFER TO/FROM OTHER FUNDS		
4-2-3370-617 TRANSFER TO/FROM RESERVES	500	500
TOTAL TRANSFER TO/FROM OTHER OPERATIONS	500	500
SALE OF CAPITAL ASSETS		
4-2-3800-400 (GAIN)/LOSS ON SALE OF CAPITAL ASSETS		
TOTAL SALE OF CAPITAL ASSETS	-	-
AMORTIZATION		
4-2-3900-400 AMORTIZATION EXPENSE		
TOTAL AMORTIZATION	-	-
COST OF LAND SOLD		
4-2-5150-042 COMPUTER SOFTWARE - LANDS		
4-2-5150-140 COST OF LAND SOLD		
TOTAL COST OF LAND SOLD	-	-
LAND FOR TOWN USE		
4-2-5155-141 COST OF LAND - TOWN USE	5,000	5,000
TOTAL LAND FOR TOWN USE	5,000	5,000
DEBENTURE INTEREST		
4-2-5160-109 DEBENTURE INTEREST		
TOTAL DEBENTURE INTEREST	-	-
TOTAL LAND FUND REVENUE	-	5,500
TOTAL LAND FUND EXPENSES	5,500	



Town of Fort Smith Tourism and Trade Advisory Board Minutes November 17, 2016

Regular Meeting

12 pm at Town Hall Council Chambers

Attendees:

- Kevin Antoniak, Chair
- Mike Keizer
- Michelle Keizer
- Tim Gauthier
- Cheryl Hval
- Mike Couvrette
- Destiny Martin (SLFN)
- Anand Soochit (SLFN)

Administration:

- Diane Seals
- Jim Hood

A. Call to Order

Chair Kevin Antoniak called the meeting to order at 12:12 p.m.

B. Approval of Agenda

MOTION

Moved by: Mike Couvrette

Seconded by: Mike Keizer

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Tim Gauthier

Seconded by: Mike Couvrette

That the minutes of October 20, 2016 be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Tim Gauthier discussed the need for an ad hoc committee to coordinate or participate in the Canada 150 Celebration. He will contact other community groups to establish a committee.

E. New Business

Board update - Kevin spoke to the current status of TTAB. He, along with others on the board, feel they floundering somewhat and need to establish a focus for the board. He fears that without Mayor and Council providing the board with tasks to provide advice on and with no projects to be involved in, interest may start to wain somewhat. This is not uncommon with these types of boards and that SDAB experienced the same thing until they were able to focus on the waste reduction project. He also feels the board needs to be proactive to some degree and identify areas of concern for the board that Mayor and Council should have a stronger voice on. He is willing to go before council and address these issues if needed.

Mike K. also expressed similar concerns. He used the example of Arctic Winter Games and that TTAB has not been involved in any discussions regarding the games or have had discussions as a board on how they can be involved and what their role might be. He also wants to ensure that TTAB is doing the work that Mayor and Council want them to be doing.

Mike C. brought up the need for strategic planning for the board. He agrees that the board needs to be more project driven and that should start with the establishment of plan with specific action items. He suggested the board could start with a review of the previous work that had done a few years ago.

December 7 at 6:00pm has been set for a strategic planning session for TTAB.

Appointment of Chair – Kevin Antoniak was returned as Chair

Appointment of Vice Chair – Mike Couvrette was appointed Vice Chair

Date of the next meeting is December 7 at 6:00pm for a strategic planning session.

Destiny Martin introduced the new Economic Development Officer and Finance manager for Smith's Landing First Nation, Anand Soochit. He will be a business advisor and finance manager.

Kevin stated that TTAB will look at projects, prioritize them in their strategic plan. It will be a longer meeting of 2 ½ hours, before Christmas. Date set for Dec. 7 for 6-8 pm.

Jim Hood reminded the group to include the whole spectrum of Economic Development as well as tourism in their strategic planning including business/industry/agriculture, and population growth. He also noted that TTAB did not have to only focus on Town led initiatives. Jim suggested thinking about how other organizations can lead and invest in projects that will promote Fort Smith. He gave an example of creating a territorial park in Fort Smith at the rocks by the Slave River as a unique destination product, led by ITI.

Mike Keizer asked Jim about the status of amending the bylaw that pertains to the advisory boards. Mike explained that there was concern in the past over ex-officio members that represent the first nations did not have a vote according to the by-laws and that this was slated to be changed. Mike also asked if TTAB needed two new members to fill its ranks. Jim will inquire about the process and the by-law review committee, and ask Katie about additional members in TTAB.

F. Date of Next Meeting

The TTAB AGM will be on December 7, 2016 at 6:00 pm in Town Council Chambers.

G. Adjournment

The meeting was adjourned at 12:55 p.m.

Correspondence – November 2016

November 1	Aurora Research Institute/Town	Proposal for Multi Year Renewal of Research License .3568	1841	
November 1	Aurora Research Institute/Town	Proposal for Multi Year Renewal of Research License 3613	1841	
November 3	SAO/Maurice Evans	Request to use Lot 1688 Plan 4045	3180	
November 3	GNWT/SAO	2016 School Tax Levy	1430	
November 4	SAO/BluMetric Environmental	Asbestos in Designated ACM Waste Area	2243	
November 4	RCL/Town	Request for Donations for Grey Cup	3614	Provided promotional items
November 8	Fort Smith Fury Womens Hockey/Town	Request for Donations	3610	Copied to SAO and Chris Bird
November 8	Sandra Robichaud/SAO	Rec Centre and Snowboard Park	3100	
November 9	Mayor/NTPC	Community Christmas Tree	1961	
November 9	Mayor/SRFN	Request to use Christmas Tree for Annual Lighting Ceremony	1910	
November 9	Mayor/NTPC	Power Pole Christmas Ornaments	1961	
November 9	Aurora Research Institute/Town	Notification of Multi-Year Research	1841	
November 16	Mayor/FSDEA	Donation to JBT Snack Program	1131	
November 17	RCMP/Mayor	October Police Report	1750	Emailed to Mayor and Council, SAO
November 23	GNWT/SAO	Transfer of Assessment Information Request Town of Fort Smith	1840	Copied to SAO
November 23	Fort Smith Skating Club/Town	Community Calendar Ad	3300	Prepared check requisition for SAOs approval
November 25	Christmas Toy and Food Drive Coordinator/Mayor and Council	Donation Request	1131	Briefing note prepared for Corporate Services
November 30	Seniors Society/Town	Request for a Paint Job in the Senior's Room	3612	Copied to SAO
November 30	Seniors Society/Town	Request to set up for Seniors Dinner	3612	Copied to SAO



**Town of Fort Smith
Licensing Report
November 2016**

Business License Holder	Number	Details
KC Plumbing & Heating	212	Providing plumbing and heating services.
Development Permit Holder	Number	Details
No licenses issued in November		
Lottery License Holder	Number	Details
Fort Smith Minor Hockey	28	50/50 Raffle
Fort Smith Minor Hockey	29	Raffle Table
Fort Smith Co-Operative Nursery S	30	50/50 Raffle
Uncle Gabe`s Lunch Program	31	50/50 Raffle
T-Rev`s Youth Centre	32	Tv Bingo
Fort Smith Boys Curling Team	33	50/50 Raffle
Fort Smith Women`s Hockey	34	50/50 Raffle
Dog Tag Holder	Number	Details
Brenda Johnson	84	Huskey
Ski-Doo Licenses	Number	Details
No licenses issued in November		



BRIEFING NOTE

To: Corporate Services Committee

From: Administration

Date: November 22, 2016

Subject: Appointment of Auditor

Purpose: To request the appointment of a financial auditor for the Town of Fort Smith.

Background: The Town issued a Request for Proposal for qualified firms to provide audit services for the years 2016, 2017 and 2018. The closing date was October 21, 2016. Four proposals were received and determined to be acceptable.

On November 1, the four proposals were evaluated by the Director of Corporate Services, the Director of Community Services and the Director of Municipal Services. All four proposals were evaluated based on the criteria outlined in proposal call.

Analysis: There were four respondents to the Call for Proposal to provide audit services to the Town. The four respondents were:

Ashton Chartered Accountants
Avery Cooper & Co. Ltd.
Crowe MacKay LLP
MNP LLP

Three of the four firms have offices in the north and the fourth has an office in Grande Prairie. Two of the firms have been auditors for the Town in the past and one firm conducted a forensic audit several years ago.

The four proponents were evaluated against the criteria outlined in the proposal using the Proposal Rating Schedule. Except for project cost, each proposal was evaluated based on the information provided in their proposal and not against other proposals. Evaluation criteria included Project Team, Project Schedule, Methodology, Project Costs and Past Relevant Experience. Project cost was evaluated by assigning a full score of ten for the lowest overall project cost with nine points going to the second lowest, eight to the third lowest and seven to the highest project cost.

The firm with the highest overall rating is Avery Cooper & Co. Ltd. This firm has been the auditor for the town for the past three years and Administration has been pleased with their work. Also, MACA has had no issues with the work the auditors have done for the Town and feel they are familiar with the reporting requirements of municipalities and applicable legislation.

Recommendation: That Avery Cooper & Co. Ltd. be appointed as the auditors for the Town of Fort Smith to conduct the audit of the 2016, 2017 and 2018 fiscal years.



BRIEFING NOTE

To: Corporate Services Standing Committee

From: Administration

Date: December 6, 2016

Subject: Arctic Energy Alliance Smart Energy Communities Project Application

Purpose:

To seek approval from Mayor and Council for the Town of Fort Smith application to Arctic Energy Alliance to support the update of the Town's Community Energy Plan.

Background:

On November 23, 2016, the Town of Fort Smith submitted an application for the Arctic Energy Alliance Smart Energy Communities Project. The AEA requires a motion of Council to accept the application.

Recommendation:

That Council supports the Town of Fort Smith application to Arctic Energy Alliance for their Smart Energy Communities Project.

Submitted by,

Katie Reid
Executive Secretary



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

November 23, 2016

Re: Arctic Energy Alliance Smart Energy Communities Project

Thank you for the opportunity to apply to participate in the Arctic Energy Alliance (AEA) Smart Energy Communities Project. The Town of Fort Smith is currently in the process of renewing our Integrated Community Sustainability Plan (ICSP). Our ICSP, now six-years old, consists of a Strategic Plan, Capital Plan, Human Resources Plan, and Community Energy Plan (CEP). This document is attached for your reference. To support the renewal of our ICSP, the Town budgeted \$50,000 in 2016 for Strategic Plan and CEP renewal, with the intent to make additional funds available in 2017 as required. Further, the Town has recently confirmed with MACA that capital funds can be used to support the Year 2 salary identified in your Expression of Interest document. Finally, both Strategic Planning consultants and Waste Management Planning consultants (recycling/composting program development) are currently working in the community; exciting times in Fort Smith.

The Town has been busy since the ISCP/CEP was first written in 2010. Our Arena experienced a fire, and the new facility was reinsulated with a continuous vapour barrier, furnished with all LED ice surface lighting, and reuses waste heat from the ice plant for most space heating. Particularly exciting is the use of interruptible electric heat for all other heating needs. Further, the Town has an agreement with NTPC to bring interruptible electric heat to our Water Treatment Plant (a potential \$150,000 annual reduction in diesel use) and to a district heating system that would include the Town Hall, Library and Fire Hall. Other work includes conversion of the Recreation Centre to biomass heat and the Pool to LED lighting. Expansion of our Capital Plan to a 20-year document allows the Town to look ahead to the mid-life retrofit of all our facilities and to plan well in advance for opportunities to include energy efficiency and renewable initiatives in renovation and replacement of Town infrastructure. Pending projects include renovation of the Town Garage and Recreation Centre, replacement of the Library and Town Hall, and construction of an Ambulance Building.



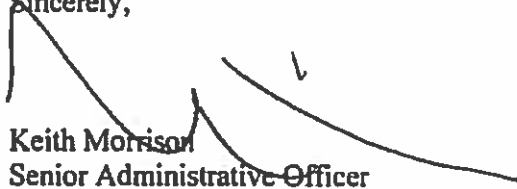
TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0C 0P0

The Town supports the process as identified in the AEA Expression of Interest document and can have a Council Motion available quickly. Council meets on the first Tuesday of every month (December 6th, 2016) however a special meeting of Council can be called if required sooner.

Thank you for considering the Town of Fort Smith for this program.

Sincerely,



Keith Morrison
Senior Administrative Officer

Expression of Interest

Smart Energy Communities Project

Background

The Arctic Energy Alliance (AEA) has funding this year to support two (2) or more NWT communities to review and update their existing community energy plan (CEP). Next year, about \$400,000 is in the works to help these same communities implement energy efficiency and/or energy conservation project(s) included in the updated community CEP.

Project Goals

- Reduce diesel use in NWT communities; and
- Generate practical lessons learned and insights to share with and encourage other off-grid communities in Canada to take on similar projects.

Timeframe

Year One – now till March 31, 2017

Task 1

Review and update the existing CEP through a community engagement process. Working together with AEA funding, the Community Government and AEA will host a series of local workshops to update the existing CEP. The Community Government will officially adopt the updated CEP.

Task 2

Decide what project(s) included in the updated CEP the Community Government want to implement. Based on officially updated Community Energy Plan, decide the energy efficiency/energy conservation project(s) that will be done in the community in Year Two with the \$400,000 available.

Year Two – April 1, 2017 – March 31, 2018

The goal of Year Two is to complete the energy efficiency/energy conservation project identified in the Community Energy Planning Process in Year One.

Task 1 - Prepare a plan for the implementation of the project(s)

Task 2 - Figure out what material, labour, equipment, etc. is needed to implement the project(s).

Task 3 - Implement the project(s)

Task 4 - Checking to make sure the Project(s) are done right and providing training

Task 5 - Writing a report about the project(s) and about what was learned.

Partnership Agreement

Key to the success of this project is a Partnership Agreement (Agreement). This Agreement will clearly lay out the roles and responsibilities of the Community Government and AEA.

How the Project Partnership (Agreement) Could Look

Year One Agreement - Now till March 31, 2017

Step	Project Activity	AEA Responsibility	Community Government (CG) Responsibility
1.	Hire a Part-time Community Energy Coordinator*	- Wages	- Office space, desk, computer, phone, etc. in CG office
2.	CEP Planning Workshop at AEA office in Yellowknife for the communities involved	- Host and deliver workshop - Travel costs and wages for local part-time Coordinator; - Travel costs for CG representative	- Identify community representative (Mayor or Chief or designated community representative. - Wages for CG representative for duration of workshop and travel.
3.	Community Workshops	- Preparation and delivery of workshops in community	- Provide suitable space to deliver workshops; - Participation of Council members at a CEP workshop delivered for Council;
4.	Updated CEP	- Prepare and circulate updated CEP	- Confirm and adopt updated CEP by Resolution/Bylaw
5.	Identify the energy efficiency / energy conservation project to implement in Year 2	- Support the community getting the project done	- Determine the project and adopt it by resolution
6.	Year 2 Funding	- Confirm external funding	- Secure money to support the Year 2 project - Enter into a CA with NRCAN (funder) specific to the Year 2 project

* In the early 2000's, AEA developed a Community Energy Planning process and worked with a number of NWT communities to arrive at their community-based energy plan. A number of communities identified the need for a local, part-time Community Energy Coordinator to champion the actions under the plan.

Year Two Agreement - April 1, 2017 – March 31, 2018

Step	Project Activity	AEA Responsibility	CG Responsibility
1.	Agree on Project Supporting each other	- On the ground project management support including up to 200 hours of AEA staff time and 2 one- week site visits	- Pay contractors, materials, supplies then get some or maybe all the money refunded.
2.	Hire a local part-time project support person. (Maybe same person as in year 1)	- Mentoring and training	- Office space, desk, computer, phone, etc. - Wages
3.	Project Implementation Workshop	- Deliver workshop - Travel costs and wages for local part-time Coordinator; - Travel costs for CG representative.	- Wages for CG representative for duration of meeting and travel time.
4.	Figure out how to get the project(s) done.	- Support	- Create the plan and get it approved at council
5.	Decide what to buy to make the project happen.	- Technical support and project / material specifications, prepare draft RFP, RFQ, etc.	- Contractor/material selection and payment of contractors, materials, supplies
6.	Project implementation / Installation	- Support	- On-site supervision
7.	Commissioning and training	- Support to make sure the Project(s) are done right and providing training	- Organize
8.	Project wrap-up meeting	- Deliver workshop - Travel costs and wages for local part-time Coordinator; - Travel costs for CG representative.	- Wages for CG representative for travel time and duration of meeting.
9.	Completion of report and template	- Complete the report for funders so Community Government can get some or all of its expenses reimbursed.	- Support AEA getting the report done as requested.

If you are interested in this opportunity, please ***fill out the Application Form*** (next section) and provide the attachments requested by:

12:00 noon MT Wednesday November 23, 2016

If you have any questions or would like further information, please contact Linda Todd, Program Coordinator at (867) 920-3372 or linda.todd@aea.nt.ca.

Application Form: Smart Energy Communities Project

Community Government Name:	Town of Fort Smith	
	Main contact	Alternate contact
Name:	Keith Morrison	Don Webb
Role/Title:	SAO	Director of Municipal Services
Phone Number:	(867) 872-8400	(867) 872-8400
E-mail Address:	kmorrison@fortsmith.ca	dwebb@fortsmith.ca
Mailing Address:	Box 147, Fort Smith	Box 147, Fort Smith

Expression of Interest Criteria

Community selection depends on the submission. Incomplete applications will be considered, but will be given a lower priority.

Required with Expression of Interest:

- Adopted Motion or BCR that confirms the Community Government wants to work with AEA to update its CEP and then deliver one or more CEP identified project(s); or an expression of interest by the SAO with a commitment to provide the formal Motion or BCR by December 2, 2016.
- Copy of the existing Community Energy Plan.
- Written commitment attached to:
 - participate as a Community Government in the process of updating the Community Energy Plan;
 - meet as a Community Government to formally adopt (or reject) the updated Community Energy Plan by March 15, 2017;
 - Provide in-kind support that includes office space and equipment (including phone and computer) part of the salary of local part-time energy support position, (AEA will fund the salary until March 31 2017; and the CG fund 50% and 50% from NRCan funding from Apr 1, 2017 – Mar 31 2018).

- Participate in the interview and selection process to hire a local person to fill the position referred to above no later than December 16, 2016; Final decision on hiring shared by AEA and CG.
- support the initiative by paying wages for a representative of the CG to attend an orientation session in Yellowknife in January 2017 and a project delivery session in early April 2017 (AEA will cover the travel expenses). Note the part-time energy coordinator will also attend these meetings.

✓ Please describe briefly any projects done in the community that were supposed to reduce energy use, improve energy efficiency or adopt renewable energy technologies. (i.e. lighting, insulation, winterization, reducing air leakage, etc.)

Area	Projects (when, outcome)
Lighting Arena, Pool	LED Lighting Retrofit
Insulation Arena	Re-insulation of entire building
Winterization	
Reduced Air leakage Arena	Complete vapour barrier of entire building
Programmable thermostats	
Furnaces Arena	Remove furnace and replace with electric boiler. Recover heat from ice plant.
Renewable Energy RCC Arena, other	RCC conversion to biomass heat. Arena conversion to electric heat. Commitment from NTPC to provide electric heat for water Treatment Plant, Town Hall, Fire Hall and Library.

The Community Government and AEA will develop and sign a Partnership Agreement that outlines the roles and responsibilities of AEA and the Community Government through the course of this two (2) year project.



Please Note:

Year 2 funding has to be spent on project(s) that reduce diesel use. For example, reducing electricity used in hydro communities (Fort Smith, Hay River, Fort Resolution, Enterprise, Behchoko, Ndilo, Dettah and Yellowknife) will not be considered because it does not cut down on diesel use.

**Send your Completed Expression of Interest Application to the AEA by
12:00 noon MT, Wednesday, November 23th, 2016.**

Application forms must be submitted by mail, e-mail, fax or direct delivery to:

Executive Director, Arctic Energy Alliance, #101, 5102 – 51st Street, Yellowknife, NT X1A 1S7
Office Hours: 8:30 a.m. to 5:00 p.m.
Fax: (867)-873-0303
E-mail : info@aea.nt.ca

Keith Morrison

Name (Please Print)

Signature

SAO

Position

November 23, 2016

Date



BRIEFING NOTE

To: Municipal Services Standing Committee
Date: November 22, 2016
Subject: Shane Daniels DPA-045-16 – Home Occupation Permit

Purpose:

Shane Daniels has submitted a Home Occupation Development Application, DPA-045-16 to operate a business offering sound equipment rental from Lot 1631, Plan 2895, 6 Wabisca Court in Fort Smith. The property is owned by the applicant.

Background:

The property is zoned Single Dwelling Residential (R1) and a Home Occupation Business is a conditional use in a R1 zone requiring Council approval.

Analysis:

Shane Daniels will be operating a business offering sound equipment rental. The applicant will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-045-16 be approved.

Jim Hood
Development Officer



TOWN OF FORT SMITH
 Post Office Box 147, Northwest Territories, X0E 0P0
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. 45

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Shane Daniels Interest (if not owner): _____
 Telephone: 867 872-0419 Email: shaned@northwestel.net
 Mailing Address: PO Box 872 Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: _____
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 6 WABISCA COURT
 Zoning: R1 Lot# 1631 Block# _____ Plan# 2895
 or Certificate of Title: _____
 Lot Width: 55m metres Lot Depth: 36m metres Lot Area: 1184.7 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Residence
 Proposed Use(s) of Property (if applicable): Residence, home occupation

Estimated Cost of Project: \$ 0

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

[Signature]
 Applicant's Signature

Nov 14/16
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH
 Post Office Box 147, Northwest Territories, X0E 0P0
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards/Setbacks (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date _____
- Estimated completion date _____
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
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Application No. _____

2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



TOWN OF FORT SMITH

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Application No. _____

5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
 - Sign location
 - Dimensions (Height, Width, and Thickness)
 - Size of letters
 - Projection from building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Installation Contractor: _____
- Business License Number: _____
- Planned Installation Date: _____

6. HOME OCCUPATION

- Type of Home Occupation proposed: Sound equipment rental
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- Is this Home Occupation incidental and subordinate to the residential use? subordinate
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: ASAP



TOWN OF FORT SMITH

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Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

PERMISSION FOR DEVELOPMENT

- 1) Each application for a Development Permit shall be accompanied by a fee calculated in accordance with the Consolidated Rates and Fees By-law 964 or its successors.
- 2) The Development Officer shall:
 - a) receive, consider and approve applications for a Development Permit for uses listed in Part Seven of the Zoning Bylaw which constitute permitted uses in a zone and comply with the minimum standards for that zone;
 - b) receive and refer with their recommendations to Council (acting as the Development Officer) for its consideration and decision, applications for a Development Permit for uses listed in Part Seven of this Bylaw which constitute conditional uses; and
 - c) receive and refer to Council (acting as the Development Officer) at their discretion any application which, in his opinion should be decided by the Council.
- 3) In making a decision, the Development Officer (or Council acting as the Development Officer) may approve the application unconditionally, or impose conditions considered appropriate and not in conflict with this Bylaw, permanently or for a limited period of time, or refuse the application.
- 4) It is the sole responsibility of property owners to construct and maintain road access between their property line and the traveled portion of the street right-of-way, subject to the Town Zoning Bylaw and engineering standards.
- 5) Any proposed development must be consistent with the regulations, provisions and requirements of the Zoning Bylaw.



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Application No. _____

DEVELOPMENT FEES

as per Schedule "D" of the Consolidated Rates and Fees By-law. Fees subject to applicable taxes.

a) By-law #936 - Zoning

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$75.00
\$5,001.00 to \$10,000.00	\$150.00
\$10,001.00 to \$20,000.00	\$225.00
\$20,001.00 to \$50,000.00	\$375.00
\$50,001.00 to \$100,000.00	\$525.00
Over \$100,000.00	\$525.00 plus \$5.00 per each \$1,000.00 Over \$100,000.00

2. Amend the Zoning By-law

Application Fee \$150.00 plus costs for each application

3. Home Occupation Development Permits \$150.00

b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee \$7.50 each permit

2. Security Deposit Fee calculation \$1.50 per square foot of building to be Relocated to maximum of \$10,000.00



BRIEFING NOTE

To: Corporate Services Committee

Date: December 6, 2016

Subject: Donation Request – Fort Smith Fury Women's Hockey Tournament Jan 2017

Purpose:

To brief Council on a donation request from Fort Smith Fury Women's Hockey for their 10th Annual Hockey Bags Invitational Hockey Tournament Jan 13 – 15, 2017.

Background:

The Fort Smith Fury Hockey is requesting the Town of Fort Smith sponsor their Tenth Annual Hockey Bags Invitational Tournament on January 15-17, 2017. See attached request letter.

The Fury's annual hockey tournament typically brings in 3 to 4 teams from out of town including NWT and Alberta teams with 3 – 4 local teams for a great weekend of women's hockey.

In speaking with Fort Smith Fury organizer, they are requesting Town promotional items for welcome packages and a \$200 donation to assist with the purchase of dressing room healthy snacks and beverages.

Analysis:

Last year the Town donated some promotional items, Town jacket and computer bag for their raffle. Furthermore, Fort Smith Fury Women's Hockey has not received any monetary donations from the Town in the past.

The remaining budget for 2016 Council donations is \$ 1,541.83.

Recommendation:

Council's consideration is requested.

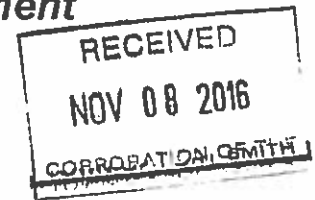
Respectfully submitted,

Chris Bird,
Director of Community Services



10th Annual Hockey Bags Invitational

Women's Hockey Tournament
January 13-15, 2017
Fort Smith, NWT



Re: SPONSORSHIP

The Fort Smith Fury women's hockey club would like to invite you to become a sponsor of our 10th annual Hockey Bags Invitational tournament on January 13-15, 2017, celebrating the new arena and the wonderful economic opportunities such events will bring to our community.

We are looking for prize donations in the form of:

- cash for 1st, 2nd and 3rd place teams
- donations for raffle prizes and gift baskets (goods or gift certificates)
- welcome swag bags for out of town teams
- snacks and beverages
- prizes for MVPs (e.g. t-shirts or other apparel)
- gift certificates for gas, food, etc. that would be useful for visiting teams
- discounted services, hotel rooms, etc. for visiting teams and guests

We are hoping to bring in teams from the NWT, northern Alberta and B.C. to our community for this event.

As a token of our appreciation, we will include your logo on any of our tournament merchandise and promotions.

Your support is greatly appreciated!

To get in touch, contact:

Meagan Wohlberg
867-688-0557
mcwohlberg@gmail.com

Christine Sivret
867-872-0088
sivret.christine@gmail.com

Allison Wetmore
867-872-8191
allison_mcarthur@yahoo.ca

On behalf of Fort Smith Fury Tournament Committee

THANK YOU!!!!



BRIEFING NOTE

To: Corporate Services Committee

Date: December 6, 2016

Subject: Donation Request – 2016 Christmas Food and Toy Drive

Purpose:

To brief Council on the donation request from Pentecostal Church for the 2016 Christmas Food and Toy Drive.

Background:

The Pentecostal Church annually teams up with the Fort Smith Fire Department to hold their annual Christmas Toy and Food Drive. On November 25th, 2016, the Town received a letter from Dianne Benwell, Coordinator of the Christmas Food and Toy Drive, requesting a monetary donation to the Pentecostal Church for the fundraising initiative.

Their request states that other large organizations contribute \$500-1000. It was also noted that their goal is to raise \$5000 to meet the goal of filling 140 Christmas Hampers which will consist of a turkey or ham, stuffing, potatoes, cranberry sauce, chocolates/candies, assortment of canned goods, and toys. She noted that cash donations are used to purchase the food and toys for the hampers in conjunction with the food and toys collected from the annual food and toy drive by the Fire Department.

Analysis:

The Town of Fort Smith donated \$500.00 to the Pentecostal Church in 2015 for the Christmas Food and Toy Drive, and there were no donations from Council before 2015.

They are requesting \$500 to \$1000.

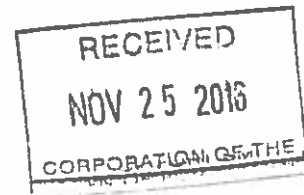
The remaining budget for 2016 Council donations is \$ 1,541.83.

Recommendation:

Seeking Council's input on the request.

Respectfully submitted,

Chris Bird, Director of Community Services



November 25, 2016
Mayor and Council
Town of Fort Smith

2016 ^{DB}

We are requesting a cash donation for the 2016 Christmas Food and Toy Drive. Our goal is to distribute 140 Christmas Hampers this year, and in order to meet that goal we would like to raise \$5000.00. Last year, we had the privilege of meeting that goal and did distribute 140 hampers.

This year's Food and Toy drive is being organized by the Pentecostal Church. The Fort Smith Fire Department will be assisting in collecting the donations made by the community members on Saturday December 10 from 10 am to 12 noon.

Each Christmas hamper will consist of:

- i) Turkey or Ham,
- ii) Stuffing,
- iii) Type of potato,
- iv) Cranberry sauce,
- v) Sweet item (chocolate/candies),
- vi) Assortment of canned goods, and
- vii) Toys.

(All the donated food and toys will be distributed evenly among all the hampers)

Other large organizations have contributed between \$500.00 to \$1,000.00. If the Town can donate to this worthy cause, please make your cheque payable to the Fort Smith Pentecostal Church, Box 507, Fort Smith, NT

May the Lord bless you all ,

Dianne Benwell

Dianne Benwell
Coordinator
Fort Smith Christmas Food and Toy Drive
Phone: 867-621-0921