













Town of Fort Smith Corporate Services Committee

Tuesday, June 6, 2017, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. AWG Delegation
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
7. Human Resources
8. Lands
9. Economic Development
 - a. Tourism and Trade Advisory Board
 - i. TTAB Minutes May 18, 2017
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – May, 2017
 - b. License Reports – May, 2017
 - c. Briefing Note DPA-021-17
Brenda Tuckey Home Occupation
 - d. Briefing Note First Quarter Variance
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 2018 AWG Financial Statements April 30,		
 Corporate Services Minutes May 2, 2017	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid List Part I	 Accounts Paid List Part II	
 TTAB Minutes May 18, 2017.doc		
 Correspondence May, 2017.docx	 License Report May, 2017	
 DPA-021-17 Brenda Tuckey		

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Financial Statements

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Index to Financial Statements

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

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2018 SOUTH SLAVE ARCTIC WINTER GAMES

Index to Financial Statements *(continued)*

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

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NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of 2018 South Slave Arctic Winter Games as at April 30, 2017 and the statement of revenues and expenditures and changes in net assets for the period then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Hay River, Northwest Territories

May 9, 2017

Ashton Chartered Accountants

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Statement of Revenues and Expenditures and Changes in Net Assets

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Revenues		
Contributions		
GNWT MACA Contribution	\$ 3,500,000	\$ 1,000,000
GNWT ITI Contribution	75,000	25,673
Sports Canada	505,000	-
Canada 150 Fund	569,475	-
Municipal Contributions	300,000	110,000
	<u>4,949,475</u>	<u>1,135,673</u>
Sales Revenues		
Sales	30,000	-
Ticket Sales	47,000	-
	<u>77,000</u>	<u>-</u>
Sponsorships and Fundraising		
Sponsorships	2,100,000	73,575
Fundraising	175,000	-
Fundraising and Sponsorship Costs (Schedule 1)	-	(4,399)
	<u>2,275,000</u>	<u>69,176</u>
Other Revenue		
Management fee income	-	4,500
Miscellaneous revenues	-	781
	<u>7,301,475</u>	<u>1,210,130</u>
Expenses		
Administration		
Administration (Schedule 2)	2,109,424	717,162
	<u>2,109,424</u>	<u>717,162</u>
Care and Comfort		
Accommodations (Schedule 3)	725,050	47,911
Medical (Schedule 4)	76,420	-
Food and Beverage (Schedule 5)	855,116	234
Security (Schedule 6)	45,000	-
Transportation (Schedule 7)	514,280	6,307
Participant Entertainment (Schedule 8)	5,000	-
	<u>2,220,866</u>	<u>54,452</u>

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2018 SOUTH SLAVE ARCTIC WINTER GAMES**Statement of Revenues and Expenditures and Changes in Net Assets** *(continued)***Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Culture and Ceremonies		
Opening and Closing Ceremonies <i>(Schedule 9)</i>	344,500	2,608
Medal Ceremonies <i>(Schedule 10)</i>	37,500	-
Welcome and Send Off <i>(Schedule 11)</i>	90,000	-
Gala Exhibits and Workshops <i>(Schedule 12)</i>	52,500	-
	<u>524,500</u>	<u>2,608</u>
Volunteers		
Volunteer Recruitment and Recognition <i>(Schedule 14)</i>	571,250	5,530
Volunteer Training <i>(Schedule 15)</i>	44,400	-
	<u>615,650</u>	<u>5,530</u>
Marketing and Public Relations		
Signage and Decorations <i>(Schedule 16)</i>	162,009	7,513
Media and Public Relations <i>(Schedule 17)</i>	362,500	48,920
	<u>524,509</u>	<u>56,433</u>
Communications and IT		
IT and Communications <i>(Schedule 18)</i>	500,620	1,457
	<u>500,620</u>	<u>1,457</u>
Sports		
Mission Services <i>(Schedule 19)</i>	42,910	-
Officials <i>(Schedule 20)</i>	106,000	-
19 Sports <i>(Schedule 21)</i>	437,952	-
	<u>586,862</u>	<u>-</u>
	<u>7,082,431</u>	<u>837,642</u>
Net excess of revenues over expenses	219,044	372,488
Net assets - beginning of the period	-	-
Net assets - end of the period	<u>\$ 219,044</u>	<u>\$ 372,488</u>

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Statement of Financial Position

April 30, 2017

(Unaudited - See Notice To Reader)

	2017
ASSETS	
Current	
Cash	\$ 363,398
Accounts receivable	134
Goods and services tax recoverable	10,802
Prepaid expenses	35,000
	<hr/>
	\$ 409,334
LIABILITIES	
Current	
Accounts payable	\$ 13,977
Wages payable	22,869
	<hr/>
	36,846
NET ASSETS	<hr/>
	372,488
	<hr/>
	\$ 409,334

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Fundraising and Sponsorship Costs****(Schedule 1)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
EXPENSES		
Advertising and promotion	\$ -	\$ 2,000
Business taxes, licenses and memberships	-	1,500
Office	-	800
Training	-	40
Freight	-	59
	\$ -	\$ 4,399

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Administration****(Schedule 2)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Advertising and promotion	\$ -	\$ 8,359
Meals and entertainment	-	25,766
Insurance	50,000	6,254
Bank charges	-	2,019
Business taxes, licenses and memberships	4,200	1,446
Office	10,000	7,513
Professional fees	26,000	30,737
Rental	63,400	952
Equipment rentals	10,000	-
Salaries and wages	1,643,249	468,388
Sub-contracts	120,000	5,450
Supplies	-	3,607
Minor Equipment	15,000	9,219
Travel	141,375	127,262
Telephone	13,200	9,525
Janitorial	-	85
Catering	-	3,615
Freight	-	806
Vehicle	13,000	3,159
Project management fees	-	3,000
	\$ 2,109,424	\$ 717,162

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Accommodations

(Schedule 3)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Rental	\$ 74,350	\$ -
Equipment rentals	440,000	2,404
Supplies	54,000	115
Minor Equipment	30,000	25,000
Janitorial	20,000	-
Freight	106,700	20,392
	\$ 725,050	\$ 47,911

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Medical

(Schedule 4)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Supplies	\$ 23,900	\$ -
Training	7,500	-
Medical Services	39,000	-
Vehicle	6,020	-
	\$ 76,420	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Food and Beverage

(Schedule 5)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Meals and entertainment	\$ -	\$ 234
Equipment rentals	112,800	-
Supplies	20,000	-
Catering	722,316	-
	\$ 855,116	\$ 234

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Security

(Schedule 6)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Sub-contracts	\$ 45,000	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Transportation****(Schedule 7)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Equipment rentals	\$ -	\$ 156
Sub-contracts	135,000	-
Supplies	4,000	-
Travel	98,000	-
Vehicle	277,280	6,151
	\$ 514,280	\$ 6,307

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Participant Entertainment

(Schedule 8)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Sub-contracts	\$ 3,000	\$ -
Supplies	1,000	-
Minor Equipment	1,000	-
	\$ 5,000	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Opening and Closing Ceremonies****(Schedule 9)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Equipment rentals	\$ 160,000	\$ -
Sub-contracts	123,000	-
Supplies	54,000	-
Minor Equipment	7,500	-
Freight	-	2,608
	\$ 344,500	\$ 2,608

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Medal Ceremonies

(Schedule 10)

Period Ended March 31, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Supplies	\$ 26,500	\$ -
Minor Equipment	11,000	-
	\$ 37,500	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Welcome and Send Off

(Schedule 11)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Supplies	\$ 90,000	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Gala Exhibits and Workshops

(Schedule 12)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Sub-contracts	\$ 32,500	\$ -
Supplies	20,000	-
	\$ 52,500	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Special Guests

(Schedule 13)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
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2018 SOUTH SLAVE ARCTIC WINTER GAMES**Volunteer Recruitment and Recognition****(Schedule 14)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Advertising and promotion	\$ 58,750	\$ 2,135
Business taxes, licenses and memberships	-	50
Rental	10,000	-
Sub-contracts	35,000	-
Supplies	400,000	2,992
Janitorial	2,000	-
Catering	65,500	203
Freight	-	150
	<hr/>	<hr/>
	\$ 571,250	\$ 5,530

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Volunteer Training

(Schedule 15)

Period Ended March 31, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Rental	\$ 4,000	\$ -
Sub-contracts	20,000	-
Supplies	10,000	-
Travel	10,400	-
	<hr/>	
	\$ 44,400	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Signage and Decorations****(Schedule 16)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Advertising and promotion	\$ -	\$ 4,686
Office	-	2,827
Sub-contracts	64,000	-
Supplies	95,009	-
Freight	3,000	-
	\$ 162,009	\$ 7,513

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Media and Public Relations****(Schedule 17)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Advertising and promotion	\$ 205,200	\$ 5,809
Business taxes, licenses and memberships	-	438
Office	32,000	-
Sub-contracts	48,300	32,343
Supplies	77,000	5,416
Freight	-	414
Project management fees	-	4,500
	\$ 362,500	\$ 48,920

2018 SOUTH SLAVE ARCTIC WINTER GAMES**IT and Communications****(Schedule 18)****Period Ended April 30, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Sub-contracts	\$ 97,500	\$ -
Supplies	16,500	365
Minor Equipment	271,300	416
Travel	-	676
Telephone	115,320	-
	\$ 500,620	\$ 1,457

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Mission Services

(Schedule 19)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Supplies	\$ 7,000	\$ -
Minor Equipment	9,310	-
Travel	23,600	-
Janitorial	3,000	-
	\$ 42,910	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES

Officials

(Schedule 20)

Period Ended April 30, 2017

(Unaudited - See Notice To Reader)

	Budget	April 30 2017
Expenses		
Supplies	\$ 31,000	\$ -
Travel	75,000	-
	\$ 106,000	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES**19 Sports****(Schedule 21)****Period Ended March 31, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Arctic Sports	\$ 14,500	\$ -
Badminton	23,900	-
Basketball	5,135	-
Biathlon - Ski	94,413	-
Cross Country	30,000	-
Curling	15,380	-
Dene Games	3,375	-
Dog Mushing	29,000	-
Figure Skating	4,600	-
Futsal/Soccer	109,000	-
Gymnastics	8,000	-
Hockey	9,015	-
Snowboarding	12,500	-
Snowshoeing	6,000	-
Speed Skating	29,634	-
Table Tennis	15,000	-
Volleyball	14,000	-
Wrestling	14,500	-
	<hr/>	
	\$ 437,952	\$ -

2018 SOUTH SLAVE ARCTIC WINTER GAMES**Expenses by Object****(Schedule 22)****Period Ended March 31, 2017***(Unaudited - See Notice To Reader)*

	Budget	April 30 2017
Expenses		
Salaries and wages	\$ 1,643,249	\$ 468,388
Travel	348,375	127,938
Sub-contracts	723,300	37,793
Minor Equipment	345,110	34,635
Professional fees	26,000	30,737
Meals and entertainment	-	26,000
Freight	109,700	24,429
Advertising and promotion	263,950	22,989
Office	42,000	11,140
Vehicle	296,300	9,309
Telephone	128,520	9,525
Project management fees	-	7,500
Supplies	1,367,861	12,495
Insurance	50,000	6,254
Equipment rentals	722,800	2,559
Bank charges	-	2,019
Business taxes, licenses and memberships	4,200	3,434
Catering	787,816	3,818
Rental	151,750	952
Janitorial	25,000	85
Training	7,500	40
Medical Services	39,000	-
	\$ 7,082,431	\$ 842,039

2018 SOUTH SLAVE ARCTIC WINTER GAMES



Town of Fort Smith
Corporate Services Committee
Tuesday, May 2, 2017, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley (Conference Call), Cr. Kikoak, Cr. Bell,
Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel (Conference
Call), Cr. Tuckey
Regrets: Cr. McArthur
Staff Present: Chris Bird, A/SAO; Jim Hood, Director of Corporate Services;
Katie Reid, Executive Secretary
Guests: Todd Shafer, Greg Rowe, Jessica Cox, Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Delegation

- a. 2018 AWG Host Society
 - i. Mission One Report Final
 - ii. Letter from AWGIC to Host Society President
 - iii. March 31, 2017 AWG Financial Statements

Greg Rowe, President of the 2018 AWG Host Society, was pleased to provide the Mission One Report, the response from the International Committee and the Financial Statements to Council. He advised that the reports were provided in advance and asked if Council had any questions.

Cr. Holtorf asked if the Host Society is close to filling the fundraising position. Mr. Shafer advised that board members have recruited a potential member for that role. He noted that Hay River and Fort Smith's fundraising calendar are mirrored. Mr. Shafer advised that there will be a Give to the Games Campaign in November to focus on personal donations. D/M Smith noted that of 50 Corporate Sponsors only five are from Fort Smith. With this, the majority of sponsors are from Hay River and Yellowknife.

Mr. Rowe noted that one of the concerns of the Town of Hay River Council is with deficit and targets for sponsorship. He noted that most of the revenue through signed contracts aren't completed until six-months out of the games. He noted concerns with Federal funding as their commitment was to provide one million in funding and they have signed up for \$515,000 so far. Additionally, the Host Society was denied on their grant application for \$560,000 for Canada 150 Federal funding for volunteer training.

Mr. Rowe met with the Minister of MACA to encourage her department to direct the Host Society on where to source additional funding. Additionally, he advised that Mayor Mapes would be travelling to Ottawa, ON. to source contacts for revenue for the Federal government's million-dollar commitment.

Mr. Rowe advised that the Host Society has not begun fundraising although they will hold a truck raffle. He noted that the majority of corporations will be providing in-kind contributions. He noted that people can also contribute personally if the contribution falls within budget needs.

Mr. Rowe advised that their overall total is only short \$400,000 without fundraising initiatives, and considering the funding shortfall from the Federal Government. Mr. Rowe advised that the Minister of MACA encouraged the Host Society to hold a Chase the Ace as MACA does not have any more funding available. He noted that holding a local lottery to raise \$100,000 was included in the original bid and that he would potentially like to run a Chase the Ace in both communities. He encouraged both Councils to support the Chase the Ace application to raise substantial funds.

Mr. Rowe advised that the Board of Directors and Staff are working on the 300 Days Out Event. D/M Smith requested an update. Mr. Shafer advised that they are in the final planning stages for the event and that there will be opportunity for volunteer sign up. The staff are currently working to get entertainment and food for the event. It was also advised that there would be opportunity for the municipalities and the Host Society to say a few words.

Mr. Rowe advised that the Host Society has been engaging the South Slave Region through Council meetings and Trade Shows. He noted that all of the communities in the region will be partners with the games.

Cr. Kikoak requested a sign be placed at the AWGs office in Fort Smith. She also suggested that residents Air B&B their houses and stay with family during the games. Mr. Rowe advised that getting a sign on the building is a priority and that the Host Society encourages Air B&B.

D/M Smith asked how Council can assist with the AWGs. Mr. Rowe wants to confirm that everyone is on board with the games and he is aware of the concerns of a deficit and that spending has been an issue of concern. He assured Council that the Host Society is following the procurement policy set in both communities. He noted that it is unlikely that spending would be 50/50 based on size and capacity. He noted that everyone is given a fair and equitable opportunity to bid on contracts. Only two bids have been received from Fort Smith on RFPs; one for the mascot and a partial bid for food services. Mr. Shafer advised that all documents, policies and procedures have been made available to both SAOs through a shared drive.

Cr. Bell advised that the Advisory Board on Culture is excited to work with the Host Society on cultural programming. She asked if there was a position filled for culture. Mr. Shafer advised that they do have a Manager for Cultural Ceremonies and that they are creating a job description for another position. Cr. Bell asked when more information could be received. Mr. Shafer advised that a representative could attend the ABC meeting in June.

Mr. Rowe requested an update on the triparty agreement between the Towns of Hay River and Fort Smith, and the Host Society. Administration advised that the contract is being reviewed by legal counsel. Mr. Rowe requested a time frame as the lack of a contract has limited cash flow from MACA. Administration doesn't have an update at this time.

The Host Society has a twenty-two-minute video presentation of compiled footage in preparation of the games. D/M Smith requested the list of sports chairs be sent to Council to see the amount of Fort Smith and Hay River residents involved. D/M Smith suggested the video be brought to Town Hall for distribution as there were a number of Councillors on teleconference.

D/M Smith thanked the Host Society for their delegation.

3. Declarations of Financial Interest

Cr. Tuckey 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. Dumont

Seconded by: Cr. Tuckey

That the agenda be adopted as amended to include a donation to Fort Chipewyan.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of April 4, 2017, were reviewed and have been adopted at the Council meeting of April 18, 2017.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

- d. Strategic Plan – The Strategic Plan was reviewed. Mayor Napier-Buckley advised that the survey is now online. Mayor Napier-Buckley will be contacting Councillors with respect to community outreach.

5. Governance

- a. Council Priorities

- i. Highway Condition
- ii. Property Tax Issues
- iii. Commissioner’s Land within Municipal Boundaries
- iv. GNWT Job Reductions
- v. Boundary Expansion

Mayor Napier-Buckley advised that there was a meeting with MACA, ENR and Lands regarding Commissioner’s Land. She will be meeting the Regional Superintendent of MACA to discuss the outcome of the meeting.

Cr. Kikoak advised that she would be away at the time of the workshop with the MLA. She felt that there is a good relationship with the MLA and thinks he would be willing to take a message to the GNWT. She requested that a clear message be made and asked Councillors to have points for the MLA to take back to the GNWT. She has concerns with GNWT job reductions and increased job losses within the Department of Public Works. Cr. Kikoak is unsure if any official notice of the damaged highway has been put forth by the Department of Highways.

Cr. Dumont advised that there are currently crews working on repairing pot holes on the damaged parts of the highway. He still encourages Council to keep pushing.

Cr. Kikoak felt that it is due diligence for the Department of Highways to write a letter to the Town on their plans to make repairs. D/M Smith suggested this be brought up with the MLA. It was noted that there would be a lot of traffic on the highway during the Arctic Winter Games.

D/M Smith noted that the Aurora College review should be added to the list of Council priorities. Cr. Kikoak would like to hire a consultant to write a brief for communications.

Cr. Patel won't be available to attend the workshop with the MLA. She will forward some questions she would like asked at the meeting, specifically around the new Correctional Centre, Aurora College, and a follow-up on GNWT department reorganization and job cuts. She noted that the job cuts have impacted services in the community.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That the Accounts Paid Part I for the period ending April 30, 2017, totaling \$414,270.57 be approved.

CARRIED UNANIMOUSLY

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed. Cr. Patel congratulated Cr. Tuckey on being the recipient of the Citizenship Award. She doesn't think the award should have been given to a Councillor or individual from within the organization. Mayor Napier-Buckley advised that students are nominated by other students in the college and advised that their qualifications are included in the nomination package. She noted that Cr. Tuckey was unanimously selected by the Selection Committee which consisted of Council representatives and a representative from the College. The criteria for the award was based on attendance, volunteerism and grades. Mayor Napier-Buckley noted that the Town used to give award for Trades Awareness and other awards.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Dumont

That that Accounts Paid Part II for the period ending April 30, 2017, totaling \$2,427.18 be approved.

IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT

ABSTAINED – CR. KIKOAK, CR. TUCKEY

CARRIED

7. Economic Development

- a. Draft Economic Development Strategy – The Draft Economic Development Strategy was reviewed. Cr. Tuckey advised that the document was distributed at the Trade Show and asked if there was any feedback received on the document. Cr. Holtorf suggested that portions of the document be reviewed during Corporate Services meetings. Administration is still compiling feedback from the Trade Show. D/M Smith asked if Council would like a presentation on the feedback from Administration and requested it be added to the next Corporate Services agenda. The Director of Corporate Services confirmed that the EDO is compiling the information. He noted that the plan has also been presented to TTAB and that they are forming subcommittees to address the document. He noted that once the plan is finalized into a strategy, it will be brought to council for adoption then incorporated into the budget.

8. Other Business

- a. Correspondence – The April, 2017 correspondence was reviewed. Cr. Kikoak requested an update on the letter to Craig Browne with respect to water and sewer services. The Director of Corporate Services advised that there will be requirements for the new Correctional Centre to tie into water and sewer services and that Council will be advised at that time.
- b. Licensing Report – The April, 2017 licensing report was reviewed.

- c. Donation to fort Chipewyan – Cr. Holtorf was pleased to see the Mayor advertise return flights on Facebook, for volunteers, for search and rescue in Fort Chipewyan. He felt that it would be a good gesture for the Town to donate \$1,000 toward the recovery operation. Mayor Napier-Buckley advised that the RCMP were in charge of the main investigation although community members were contributing with search and rescue efforts. She noted that there was a stipulation with the last donation to Fort Chipewyan that emergency materials be purchased in Fort Smith, during the time of the Fort McMurray forest fire. Cr. Tuckey supports the spirit of the motion, although felt that a briefing note and informed discussion should be made prior to approval. She would like to know what the balance of the donations budget is at this time. D/M Smith noted that the recommendation will go to Council for approval and that a briefing note could be provided for that time.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Patel

That the Town of Fort Smith donate \$1,000 to Fort Chipewyan for ongoing Search and Recovery efforts.

IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT, CR. KIKOAK

ABSTAINED – CR. TUCKEY

CARRIED

9. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Dumont

That Cr. McArthur be excused from the Corporate Services Standing Committee meeting of May 2, 2017.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be June 6, 2017.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Tuckey

That the meeting be adjourned at 8:24 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 May 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32732	Cimco Refrigeration	Parts	\$ 3,989.17	Arena
32733	GNWT	Heat provided to PWK	\$ 66,239.75	RCC/POOL
32734	Investors Group	April contributions	\$ 400.00	AD
32735	Paul Kaesers Stores Ltd	Materials/supplies	\$ 1,439.15	Multiple
32736	Town of Fort Smith	Water bills/April payroll deductions	\$ 2,272.25	Multiple
32737	Receiver General	Tax/CPP/EI \$31512.71 [R]	\$ 40,391.02	Multiple
32738	Lifesaving Society	Fees	\$ 75.00	POOL
32739	PSAC	April union dues	\$ 3,905.96	Multiple
32740	WSCC	2017 Annual premiums	\$ 73,525.00	Multiple
32741	Rentco Equipment Ltd	Bobcat parts	\$ 381.06	PW
32742	GNWT-taxation division	April payroll tax	\$ 5,584.32	Multiple
32743	Northwestern Air Lease	Freight	\$ 48.48	WTP
32744	Maintenance Enforcement Program	Garnishment - MEP file #4113/01	\$ 1,700.00	AD
32745	Terry's Carpentry Service	Rent for ambulance bay	\$ 2,520.00	
32746	TDC Contracting Ltd	Heating oil	\$ 892.55	Arena
32747	Pitneyworks	Postage refill	\$ 2,100.00	AD
32748	Town of Fort Smith Employee's Association	Staff contributions for april 2017	\$ 392.00	AD
32749	Office Solutions	Materials/supplies	\$ 569.39	Multiple
32750	Grimshaw Trucking	Sump pumps	\$ 107.99	FM
32751	Link Hardware	Monthly PO	\$ 7,782.11	WTP
32752	Northern Stores Inc	Supplies	\$ 99.22	AD
32753	Brodart Canada Company	Materials/supplies	\$ 104.02	
32754	Northwestern Air Lease	Freight for ambulance	\$ 61.08	AMBULANCE
32755	Fort Smith Animal Society	Reimbursement - euthanasia fees	\$ 475.00	
32756	Globalstar Canada Satellite Co	Satellite phone bill	\$ 209.78	AD
32757	TDC Contracting Ltd	Heating oil & materials/supplies	\$ 8,944.37	Multiple
32758	SEE ACCOUNT PAID LIST PART 2			
32759	Office Solutions	Materials/supplies	\$ 686.31	AD
32760	IBI Group Professional Services Canada Inc	Landscaping for snowboard park	\$ 3,513.22	AD
32761	Christine Dewolf	Reimbursement - supplies for family activity	\$ 24.95	Library
32762	The Prophet Corp	Supplies	\$ 3,430.29	RCC
32763	SEE ACCOUNT PAID LIST PART 2			
32764	Allie Macdonald	Reimbursement - purchased prizes	\$ 57.26	RCC
32765	Wally's Drugs	Supplies	\$ 61.79	AD
32766	Fruend Building Supplies	Materials/supplies	\$ 123.21	Multiple
32767	Receiver General	April payroll tax	\$ 40,705.92	Multiple
32768	Lifesaving Society	Supplies	\$ 105.00	RCC
32769	Bank Of Montreal	Jim Hood Statement	\$ 1,150.74	
		\$1309.69 - Bell cell phone bills		Multiple
		\$30.00 - Annual fee		Multiple
		-\$188.95 - Overpaid march bill		AD
32770	Karl Cox	Travel claim -workshop	\$ 1,492.29	Multiple
32771	CAB Construction	Materials/supplies	\$ 6,380.17	Multiple
32772	Wesclean	Supplies	\$ 2,168.39	RCC
32773	Whooping Crane Guest House	Accommodation for Author	\$ 325.50	Library
32774	GNWT	Training	\$ 1,200.00	Multiple
32775	Grimshaw Trucking	Materials/supplies	\$ 312.89	PW
32776	BMO	Mastercard statements - Chris and Keith	\$ 8,504.18	
		Chris Bird statement		
		\$123.65 - Stamps for library		Library
		\$97.00 - library materials		Library
		\$30.00 - Annual fee		AD
		Keith Morrison statement		
		\$5741.74 - EZ facility yearly renewal		RCC
		\$20.00 - WHMIS courses		Multiple
		\$31.45 - ABC lunch April 5, 2017		Legislative
		\$55.60 - SDAB lunch April 13,2017		Legislative
		\$68.44 - Microsoft online services		AD
		\$68.25 - Alberta Construction Safety Assoc.		FD

	\$1921.00 - FCM fees Anneliese Kikoak & Kevin Smith		Multiple
	\$62.90- RAB lunch April 24, 2017		Legislative
	\$244.15 - Karl Cox subscription		FD
	\$40.00 - Annual fee		AD
32777 TDC Contracting Ltd	Heating fuel	\$ 1,438.25	Multiple
32778 Cimco Refrigeration	Arena repairs/curling rink shutdown	\$ 3,836.54	Multiple
32779 NWT Power Corp	Power bills-April	\$ 37,639.12	Multiple
32780 Pelican Restaurant	TTAB lunch	\$ 106.84	Legislative
32781 Commercial Aquatic Supplies	Supplies	\$ 702.92	POOL
32782 Globalstar Canada Satellite Co	Satellite phone bill	\$ 209.78	AD
32783 TDC Contracting Ltd	Monthly open april	\$ 520.75	Multiple
32784 Wesclean	Supplies	\$ 102.80	RCC
32785 Pitneyworks	Postage refill	\$ 2,100.00	AD
32786 506830 NWT Ltd o/a Chase's Pit Stop	Gas	\$ 122.22	BYLAW
32787 Infosat Communications	Satellite phone bill	\$ 77.11	Multiple
32788 RDV Mechanical	Service unit 13 & 14	\$ 738.15	FM
32789 Arctech Computers	IT services	\$ 1,522.50	Multiple
32790 Hay River Heavy Truck Sales Ltd	Cylinder rental	\$ 201.60	Multiple
32791 Cascade Graphics	Councillor business cards	\$ 425.25	AD
32792 Grimshaw Trucking	Frieght - Hose	\$ 111.93	PW
32793 Brodart Canada Company	Materials/supplies	\$ 65.43	Library
32794 Gail Steed	Refund on meter deposit	\$ 350.00	AD
32795 Morgan Abraham	Refund on meter deposit/account	\$ 725.22	AD
32796 CAB Construction	Caribou lift station/door repair	\$ 3,633.00	WTP
32797 Yellowknife Book Cellar	Supplies	\$ 299.43	Library
32798 Taxation Division Dept of Finance	April school tax remittance	\$ 35,333.62	AD
32799 SEE ACCOUNT PAID LIST PART 2			
32800 Wesclean Northern Sales Ltd	Supplies	\$ 131.25	POOL
32801 Arctic Alarm/Diamondtel	Monthly Service	\$ 59.80	RCC
32802 Cam's Husqvarna Sales & Service	Materials/supplies	\$ 1,851.41	FM
32803 SEE ACCOUNT PAID LIST PART 2			
32804 Investors Group	May contributions	\$ 400.00	AD
32805 Link Hardware	Materials/supplies	\$ 832.68	Multiple
32806 Town of Fort Smith	Water bills/May payroll deductions	\$ 2,642.75	Multiple
32807 Receiver General	T4 adjustment	\$ 80.93	AD
32808 Receiver General	Tax/CPP/EI \$31834.57 [R]	\$ 41,491.18	AD
32809 Public Service Alliance of Canada	May union dues [R]	\$ 3,956.35	AD
32810 GNWT-taxation division	May payroll tax [R]	\$ 5,722.22	AD
32811 Northern Stores Inc	Materials/supplies	\$ 165.84	Multiple
32812 Nebs Pension Fund	May premiums \$14146.59[R]	\$ 28,293.18	AD
32813 TDC Contracting Ltd	Fuel/service ambulance & loader	\$ 11,114.94	Multiple
32814 Phoenix Automotive	Service olympia/door repair on bylaw truck	\$ 459.28	Multiple
32815 Nebs Group Insurance Fund	May premiums \$5355.28[R]	\$ 7,203.69	AD
32816 Taylor and Company	Rec centre project	\$ 130,200.00	RCC
32817 TOFS Employees Association	Staff contributions for May [R]	\$ 400.00	AD
32818 Rae Loutitt	Reimbursement	\$ 94.50	PW
EFT Caterpillar Financial Services LTD	Monthly bobcat lease	\$ 3,281.79	PW
	TOTAL	<u>\$ 623,095.03</u>	



TOWN OF FORT SMITH
ACCOUNTS PAID LIST PART 2
FOR THE PERIOD ENDING May 31, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT
32758	Aurora TPI Travel	Travel	\$ 7,203.47
32763	Lynn Napier-Buckley	Travel advance	\$ 1,762.90
32799	Aurora TPI Travel	J.Schwartzenberger travel	\$ 1,023.75
32803	Brenda Tuckey	Travel expense claim	\$ 952.60
		TOTAL	<u>\$10,942.72</u>

DEPT.

Multiple

AD

POOL

AD



Town of Fort Smith Tourism and Trade Advisory Board Minutes May 18, 2017

Regular Meeting
12 pm at Town Hall Council Chambers

Attendees:

- Kevin Antoniak, Chair
- Tim Gauthier
- Anand Soochit
- Mike Couvrette

Administration:

- Diane Seals
- Katie Reid

A. Call to Order

Mike Couvrette called the meeting to order at 12:08

B. Approval of Agenda

MOTION

That the agenda be adopted as amended.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Mike Couvrette

Seconded by: Tim Gauthier

That the minutes of March 16, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

D. New Business

- i. Explorers Guide – Diane advised that she had sent an updated version to the board members yesterday. The board was pleased with the document. Diane advised that the explorers guides are sent to a variety of visitor information centres. Mike noted that there was a lot of interest in Fort Smith at the LeCrete Trade Show although they do not want to bring their fifth-wheels on the gravel portion of the road. Mike suggested the Town attend the Trade Show in LaCrete as it is bigger than High Levels.

- ii. Town of Fort Smith Logo – Diane advised that the Town logo is being embroidered on the VIC uniforms and that “Northwest Territories” on the logo is too small to be embroidered. She asked the board if she could proceed with the embroidering work without the wording. Anand felt that changing this would be distorting the logo. Mike felt that the change would be okay, as the original logo did not have Northwest Territories and was added to separate Fort Smith, NWT from Fort Smith, Arkansas. The board agreed to the logo revision for placement on the VIC uniforms.
- iii. Economic Budget – Diane advised that the Town has the opportunity to receive \$25,000 in funding for the Economic Development Strategy. She advised that she would prepare a budget and apply for the funding. She asked the board for feedback on what projects to utilize the funding for. Additionally, Diane presented the strategy at the Trade Show but hasn’t received a lot of feedback. She asked if the board felt that it would be worthwhile to interview stakeholders for feedback, or adopt as is. Anand thinks further consultation would help finalize objectives. The board suggested Diane meet one-on-one with stakeholders for feedback.
- iv. Subcommittees – Diane noted that the subcommittees are not active. Kevin requested meeting dates be organized for the subcommittees. Diane will engage the subcommittees over the summer.

Kevin advised that Mike Labine requested an update on the Giant Conibear Trap. Diane asked if this was before Council. Kevin asked Diane to follow-up as the board was in favour.

E. Date of Next Meeting

The next TTAB meeting will be on September 21, 2017 at 12 noon in Town Council Chambers.

F. Adjournment

The meeting was adjourned at 12:25 p.m.

CARRIED UNANIMOUSLY

Correspondence – May, 2017

May 1	Relay for Life/Town	Donation Requests	3619	Mayor and Council
May 9	UGFC/Mayor and Council	Lottery License Fees	3613	Mayor and Council
May 10	NEBS/Town	Newsletter	1565	
May 15	RCMP/Mayor	April Police Report	1750	Mayor and Council
May 18	Mayor/NLMCC	Support Letter to Save Radium King	3615	
May 24	Habitat for Humanit/Town	Request to support YK Bingo	1225	
May 30	Barb Clark/Town	Thank you for supporting Iron Chef	2314	



**Town of Fort Smith
Licensing Report
May 2017**

Business License Holder	Number	Details
Liberty Security Systems Inc.	185	security and automated system sales
Ink and Iron Hair Design	186	hair salon
Clark Builders	187	contractor
Andria Sawatzky RMT	188	licensed massage therapy
Smith and Associates	189	consulting
First Bus	190	school bus services
Development Permit Holder	Number	Details
Paul Clark	11	build porch
Chris Freund	12	demolish sheds
Salt River First Nation	13	build house - 103 Woodbison Ave.
Salt River First Nation	14	build house - 99 Woodbison Ave.
Jeremy Beamish	15	build house - 1 Caribou Court
Linh Nguyen	16	build enclosed deck
Tracey Freund	19	build house - 6 CCGS Eckaloo Dr.
John Gray	20	clear lot
Lottery License Holder	Number	Details
Slave River Coalition	14	Raffle
T-Rev's Youth Centre	15	TV Bingo
Uncle Gabe's Lunch Program	16	50/50
Ann's Angels	17	Raffle
Dog Tag Holder	Number	Details
Stephanie Laviolette	38	Lab - yellow
Lauriane Armstrong	39	Lab cross - black
Stephanie Laviolette	40	Replace tag #38
Broken - destroyed	41	
Lauriane Armstrong	42	Replace tag #39
Ski-Doo Licenses	Number	Details
No licenses issued this month		



BRIEFING NOTE

To: Mayor and Council

Date: June 1, 2017

Subject: Brenda Tuckey DPA-021-17 – Home Occupation Permit

Purpose:

Brenda Tuckey has submitted a Home Occupation Development Application, DPA-021-17 to operate a photography business from Lot 347, Plan 207, 37 Poppy Crescent in Fort Smith. The property is owned by the applicant.

Background:

The property is zoned Single Detached Dwelling Residential (R1) and a Home Occupation Business is a conditional use in a RC1 zone requiring Council approval.

Analysis:

Brenda Tuckey will be operating a photography business. 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-021-17 be approved.

Jim Hood
Development Officer

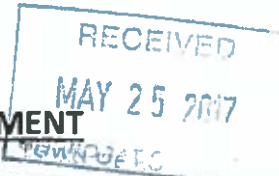


TOWN OF FORT SMITH

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

Application No. DPA-021-17

FORM A:



APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Brenda Tuckey Interest (if not owner):
Telephone: 867-621-2735 Email: brenda.tuckey@hotmail.com
Mailing Address: Box 1265

Owner Information (if different than applicant):

Registered Owner's Name: same as above
Telephone:
Email:
Mailing Address:

Property Information:

Civic Address to be Developed: 37 Poppy Cr.
Zoning: R1 Lot# 347 Block# Plan# 207
or Certificate of Title:
Lot Width: metres Lot Depth: metres Lot Area: 766.5 square metres
Type of Lot (check one): [X] Street Facing [] Corner [] Interior [] Other
Existing Use(s) of Property: residential
Proposed Use(s) of Property (if applicable): residential home occupation

Estimated Cost of Project: \$

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

May 25, 2017
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
Phone: (867) 872-8400 Fax: (867) 872-8401

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: photography
- 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 yes
- 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.



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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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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
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3. Home Occupation Development Permits

\$150.00

b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee	\$7.50 each permit
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2. Security Deposit Fee calculation	\$1.50 per square foot of building to be Relocated to maximum of \$10,000.00
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