



Town of Fort Smith Corporate Services Committee

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

AGENDA

1. Call to Order
2. Delegation
3. Declaration of Financial Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
 - i. Property Tax Issues
 - ii. Commissioner's Land within Municipal Boundaries
 - iii. Fire Abatement
 - iv. GNWT Job Reductions
 - v. Aurora College Program Review
 - vi. Boundary Expansion
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 January 18, 2018
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
 - a. Correspondence – January 2018
 - b. License Reports – January 2018
 - c. Briefing Note – Lottery License Bylaw
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents



Corporate Services
Minutes January 9, 2



Vision, Values and
Goals



Strategic Plan



Accounts Paid Part I



Accounts Paid Part
II



TTAB Meeting
Minutes January 18,



Correspondence -
January 2018



License Report -
January 2018



Town of Fort Smith
Corporate Services Committee
Tuesday, January 9, 2018, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. Holtorf, Cr. Dumont, Cr. Patel, Cr. Tuckey
Regrets: Cr. McArthur
Staff Present: Keith Morrison, SAO; Jim Hood, Director of Corporate Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:00 pm.
Mayor Napier-Buckley passed the Chair to D/M Smith.

2. Declarations of Financial Interest

Cr. Kikoak and Cr. Patel entered the meeting.

3. Review

a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Holtorf

Seconded by: Cr. Kikoak

That the agenda be adopted as amended to include Salt River Memorandum Agreement and Bylaw Processes.

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

ABSTAINED – CR. DUMONT

CARRIED

b. Minutes – The minutes of December 5, 2017, were reviewed and have been adopted at the Regular Meeting of Council 12-17 of December 18, 2017.

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

d. Strategic Plan – The Strategic Plan was reviewed. D/M Smith advised that the consultant requested Council provide accomplishments for the updated strategic plan. Cr. Tuckey highlighted some accomplishments that included the pavement of roads, the Arena was kept open more, improving of Community Services, the development of the Waste Management Plan, the development of the Downtown Development Plan, and the Strategic Plan. Cr. Bell indicated that some accomplishments include increasing the amount of street lights, good clearing of roads and sidewalks, and updating bylaws. She also noted that the Waste Management Plan was developed with SDAB. She suggested developing a Communication Strategic Plan. She also highlighted that there is a council representative on the Museum board that increases communication with the Museum. Cr. Holtorf commended finance with having the 20 Year Capital Plan completed which allowed for the rebuilding of the Arena. Cr. Bell highlighted that included in the 20 Year Capital Plan the Town has started saving for the future and the job evaluations and reclassifications was completed. Cr. Dumont commended the work done to complete the street lights. He also suggested adding street poles to the Strategic Plan, to have street poles installed in places that don't have them to light those areas. Cr. Kikoak advised that accomplishments in the strategic plan include strategies in goal E: maintain a safe community including ensure increased and stronger bylaw enforcement, support the provisions of protective

services, implement fire smart program, maintain partnership with RCMP, and ensure pedestrian and vehicular safety. She suggested to focus on goal F; strategy foster relationship with Aurora College Headquarters for the new Strategic Plan. She suggested accomplishing this by hosting an Aurora College street party or something fun to foster community spirit. She noted that AWG will hopefully build on the community spirit. She highlighted some other accomplishments including fostering relationship with JBT/PWK, the landfill study has been completed, reestablishing RAB, and the upgrade to the Arena. She commended the special awards program that contributes to the communication with elders. She also suggested a Councilor attend the elders lunch program that will be started by the Seniors Society. She hopes that the Economic Development Plan will initiate the activities indicated in goals J and K. Cr. Holtorf agreed with Cr. Kikoak and commended the contributions of the Advisory Boards. D/M Smith highlighted some accomplishments that included community engagement with the advisory boards, improvement in governance with the stability of staff, adding to the Town's capacity, continuing improvement on Infrastructure Plan, and the improvement in Community Services. Administration advised that he received a draft plan from the consultant and will distribute to Councilors. He also commended Council on the advancement of the current Strategic Plan.

4. Governance

- a. Council Priorities – Cr. Patel advised that she would like a decision on the low-level radioactive waste. Mayor Napier-Buckley advised that the Federal Government is planning on moving the waste out of the territory indicated at a meeting with the Fort Smith Metis Council. Cr. Holtorf would like to have accommodations as one of the higher priorities. Administration has advised SDAB is concentrating on housing. He also indicated that housing is a fundamental aspect of the Economic Development Plan and will be included in the Strategic Plan as well. Cr. Tuckey indicated that the NWTAC AGM is an opportunity to do some lobbying to get information on green money, property tax issues, and Aurora College. D/M Smith agreed with Cr. Tuckey. Cr. Bell suggested that a daycare be started to coincide with housing, along with updating bylaws. She also suggested completing the Communication Plan in order to get more youth involvement and agreed with initiating the Downtown Development Plan. Mayor Napier-Buckley suggested reviewing zoning and development to coincide with housing and daycare. She agreed with Cr. Bell on discussing the plan to start a Daycare Centre. Administration advised that the priority lists being identified are included in the Strategic Plan. He indicated that Council has updated a lot of bylaws. He advised that a briefing note on Daycare was approved by Council but have since experienced delays from the YWCA. He advised that a committee has commenced in the development of a Communication Plan. He anticipates a recommendation from SDAB in February regarding housing and lands. Cr. Patel suggested sending invitations to Ministers of Cabinet, MLA, and other politicians to initiate discussion on some of the priorities. She highlighted government jobs and education being a high priority in these discussions. Cr. Kikoak would like to do a street closing and have a street party for Aurora College students, she thinks this would show how much the Town appreciates them. She agrees with Cr. Bell and Cr. Patel's suggestion of priorities on communication and the strategic plan. D/M Smith requested information on the Town webpage and Facebook page to contribute to the Communication Plan discussion.

5. Finance

- a. Accounts Paid List Part I – The Accounts Paid List was reviewed. Cr. Kikoak asked if there have been any questions regarding the library door as per cheque number 33427. Administration indicated that he has received that concern regarding the door. He advised that there have been signs posted to use the main door.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Holtorf

That the Accounts Paid Part I for the period ending December 31, 2017, totaling \$714,440.15 be approved.

CARRIED UNANIMOUSLY

6. Economic Development

- a. Tourism and Trade Advisory Board

- i. TTAB Minutes December 21, 2017 – That the TTAB Minutes were reviewed. Cr. Dumont advised that TTAB is focusing on merchandising, accommodations, and licensing for AWG. Administration advised that the Economic Development Officer is working on providing space at UGFC for vendors during AWG. He advised that he is exploring options on providing licenses. He suggested providing one blanket license to AWG that would allow for vendors, accommodations, tourism, and transportation. He also suggested providing licenses for one week and in either case the bylaw would have to be amended to accommodate AWG. He advised that TTAB is taking on the lead in lobbying accommodations. Cr. Dumont advised that TTAB also discussed the RV Park. Cr. Bell asked if signs and banners can be installed near the border for AWG with the \$20,000 contribution from ITI. Administration advised that signs have been approved with AWG but none have been posted around Enterprise. D/M Smith asked for the timeline on signs for the lookout. Administration advised that the lookout signs are to be done in cultural languages and was forwarded to ABC for input. Cr. Dumont suggested having a sign for the summer posted at the border indicating that Fort Smith is now fully paved. Cr. Patel suggested adding a sign on the banners near Hay River coming from Enterprise. She supports providing AWG with a blanket license but exclude having an Air BandB so there is no fee to pay for accommodations. Administration advised that they hoped for a one stop marketing concept for AWG. Cr. Kikoak noted that an Air BandB could set precedence with businesses in town. Cr. Tuckey agrees with the one stop marketing concept. D/M Smith advised that AWG is about 30 beds short which does not include visitors. Cr. Kikoak suggested creating a Facebook page for accommodations.

- ii. TTAB Reappointment Kevin Antoniak

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Mayor Napier-Buckley

That Kevin Antoniak be reappointed to the Tourism and Trade Advisory Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

- iii. Salt River First Nations Memorandum Agreement – Cr. Holtorf commended the Salt River First Nation on the new building going up on McDougal Road and suggested inviting the Salt River First Nations to meet with the Town and have an open discussion. Mayor Napier-Buckley advised that she will gladly invite. Cr. Patel supports an invite for an open forum and extend to Smith Landing and other local indigenous governments. Cr. Kikoak agrees with Cr. Holtorf.

- iv. Economic Development Plan Update – The Director of Corporate Services provided an update on the Economic Development Plan. He advised that the Economic Development Officer has committed a lot of work towards plans for AWG, business promotions, sales for AWG, and a Town of Fort Smith marketing plan. He advised that she is also working with Hay River to promote AWG merchandise, and securing funding for street banners and prominent signage. He also advised that she also focused on developing plans for the Visitors Information Centre, and creating a NWT website and promoting Fort Smith tourism. He advised that upcoming activities include a business walk, updating the Visitor Information Centre, promotion activities on merchandise. He advised that she is exploring the option of potential Japanese tours beginning in September 2018. Administration highlighted that the primary contact for TTAB is the Economic Development Officer, and that she is also involved in submitting proposals securing funding for land remediation.

7. Bylaw/Policy Review and Development

Mayor Napier-Buckley advised that a request from students at PWK has been brought to her attention; students asked if rates at the Recreation Centre can be dropped to \$2.00. She asked what is the age group for a child and youth. The Director of Corporate Services advised that JBT students are child age and PWK is youth age. Administration advised that rates could be reduced but would have to increase elsewhere. Administration suggested the rates be forwarded to RAB for discussion. He advised that the rates set in the consolidated rates and fees have been set to reflect the 2.5% increases to levy and that there are no other increases. Cr. Kikoak asked if the students indicated what rate would they like to be dropped. Mayor Napier-Buckley advised that students indicated that a lot of them do not have jobs and would like the drop-in fees reduced to \$2.00. Cr. Kikoak supports dropping the drop-in rates for the students indicating that it would encourage communication, exercise, and interaction. Mayor Napier-Buckley advised that the ages are defined on the Town website but is not shown in the bylaw. D/M Smith suggested forwarding to advisory boards for definitions and recommendations. Cr. Bell agreed and suggested changing rates. Cr. Kikoak suggested also dropping the fee for adults for Pete's Gym as they don't have enough equipment. D/M Smith indicated that the Arena drop-ins are free. Cr. Holtorf asked if the annual clean up fee is waived during spring clean-up. Administration advised that the fee is \$40 to pick up and the tipping fee is waived. D/M Smith asked if the Town borrowed any money lately to make cash flow. Administration advised that the Town did not.

- a. Bylaw 986 Annual Borrowing Bylaw – The 2018 Annual Borrowing Bylaw was reviewed.
- b. Bylaw 987 Consolidated Rates and Fees – The 2018 Consolidated Rates and Fees Bylaw was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Tuckey

That Bylaw 986 Annual Borrowing Bylaw 2018 and Bylaw 987 Consolidated Rates and Fees 2018 be forwarded to the Council Meeting of January 23, 2018 for first and second reading.

CARRIED UNANIMOUSLY

- c. Bylaw Review Process – Cr. Holtorf suggested reviewing and updating some bylaws. D/M Smith suggested having immediate bylaws discussed at each corporate service meeting and updating one at a time. Cr. Holtorf asked for bylaws that were brought forth from the auditors. Administration advised that the audit provides a list of outstanding bylaws with a recommendation to have them reviewed and updated.

8. Other Business

- a. Correspondence – The December 2017 correspondence was reviewed.
- b. Licensing Report – The December 2017 licensing report was reviewed.
- c. NWTAC Resolutions – The NWTAC Resolutions were reviewed.

Cr. Kikoak presented 3 resolutions.

Title: Economic Development Policy

Whereas, the NWT Government continues to be dedicated to the expansion and the creation of hydro dams on NWT Rivers as a corner stone of its Economic Development Policy;

Whereas, the Government of the NWT is lobbying to open the Arctic Ocean to off-shore drilling for oil and gas;

Whereas, the likelihood of these initiatives coming to fruition is slim and, meanwhile, the NWT's current economy is largely based on mining development only which has an intrinsic boom and bust character;

Be it resolved, that the NWT Government be asked to facilitate some time in 2018 an Economic Development Symposium which allows for extensive public input to facilitate and foster new ideas on economic growth in the Territory that will result in the stimulation of the local economies in our Towns and Hamlets will result in highly quality, stable new jobs in the communities.

Title: Wild Fires

Whereas, climate change is resulting in localized ripe conditions that seem to cause more severe fire seasons;

Whereas, almost all of the NWT communities are surrounded by old growths and coniferous forest that are ready to burn;

Be it resolved, that the NWT government partner with Municipal and Community Affairs to bring more resources and focus more on ways to safeguard our communities from wildfires at the same time put a high priority on bolstering emergency measures organizations in the communities so they can better deal with the imminent threat from a fire threatening their communities.

Title: Energy

Whereas, the world out of necessity is moving away from petroleum carbon based energy fuels for the generation of electricity and to heat homes; and

Whereas, petroleum carbon based fuels are expensive to ship in our isolated NWT communities and very costly to operate with over time;

Be it resolved, that the NWT Government produce for public scrutiny a concentrated, harmonious and sensible plan to incorporate unused yet readily available forms of energy to all our NWT communities including biomass, wind, and solar power to be implement in such a way as to make our NWT Communities energy independent and in the process create quality long term jobs at the local level.

Cr. Tuckey presented 3 resolutions.

Title: Urban Indigenous definition

Whereas, the communities in the NWT range in indigenous population from 24 to 100% with a territorial average of 50%; and

Whereas, many Federal programs offered serve a predominately indigenous clientele regardless of the nature of the community excluding many NWT communities; and

Whereas, communities are the best placed of all levels of Government to have significant impact on the health and wellness of their residents

Whereas, by these definitions many Federal funding initiatives end up excluding the NWT as a whole; and

Whereas, the development of this definition will:

1. Provide consistency as to what defines an indigenous community between government departments and programs;
2. Allow programming to serve the predominantly indigenous population regardless of the community;
3. Larger communities have capacity to deliver programming that will serve larger regions and centres;
4. These larger communities have a more diverse nature and have a smaller indigenous population;
5. This definition will allow the NWT as a unique physical social and economic environment to participate in infrastructure programs that have been previously designed for the South;
6. Allow communities in the NWT gain funding that will stimulate their economy as well as develop and maintain critical infrastructure integral to the quality of life in the north by securing dollars, supports, and continuity;

Therefore, be it resolved, the NWTAC and the GNWT work in partnership with the federal government to develop and implement a definition of urban indigenous people;

Be it further resolved, NWTAC and the GNWT work in partnership with the Federal Government to resolve the programming to include the NWT and its subsequent communities

Title: Secondary Access Road

Whereas, the ongoing impacts of climate change being experienced in the NWT will continue to increase the vulnerability of seasonal transportation connections to NWT communities by wildfire; and

Whereas, it is critical to provide a year round transportation link to improve resiliency of communities as well as connecting communities to the rest of the NWT and the rest of Canada; and

Whereas, there is a desire to see the majority of the benefits of the road construction and maintenance remains within the NWT; and

Whereas, the development of secondary access roads in NWT communities will

1. Decrease the cost of living by increasing the access to goods and services; and
2. Increases economic activities with the building and maintenance of the highway itself; and
3. Will create meaningful opportunities to diversify the economy and increase business development and increase competitiveness; and
4. develop hospitality and tourism markets and other businesses; and

Therefore, be it resolved, that the NWTAC supports the GNWT in making a developmental strategic transportation corridors like secondary access roads a priority; and

Further to that the NWTAC urges the GNWT and the Government of Canada to financial support in secondary access roads; and

Further to that the development of secondary access roads should be completed in such a way that encourages as much local participation as much as possible in both construction and maintenance; and

Further to that the project should explore innovative partnerships with aboriginal and community governments or developmental corporations.

Title: Waste Management

Whereas, waste management can impact the quality of our environment through preservation of land and/or water in northern regions;

Whereas, waste management can impact the health of wildlife plants ecosystems and people living in the NWT;

Whereas, the NWT has unique challenges such as northern climate small isolated populations and lack of all-season roads;

Whereas, studies show that provincial and territorial wide waste management strategies are integral to achieve quantifiable successes;

Whereas, recycling and composting programs would;

1. prevent recyclable goods and composting ending up in landfills
2. significantly increase the lifetime of many municipal landfills
3. provide economic benefits to local and territorial economies by creating green jobs and convert up to 35% or more of household waste back into healthy soil through composting

Whereas, the GNWT should be seen to be supporting the environmental human and financial health of our natural resources and environment;

Therefore, be it resolved, that the NWTAC and territorial agencies work in cooperation to develop and implement a waste management strategy that meets the needs of the diverse and unique needs of the communities and;

Further the NWTAC take a vital role in the development of this document as they are the voice of the communities of the NWT.

Cr. Patel presented a resolution requesting that Council provide input in to order to complete.

Be it resolved MACA investigate mechanism to encourage municipalities to responsibility maintain healthy reserves for capital projects providing funding for...

Cr. Tuckey agreed with Cr. Patel's resolution and advised on the shortfall of funding, and that NWTAC has rejected federal funding cuts. Administration advised that he has met with other SAO's of tax based communities recently and they have indicated that Yellowknife is bringing resolutions in respect to funding short fall. He also indicated that Charlie Furlong was not reelected as President of NWTAC and thinks that it would be beneficial to have a President from a tax based community. Mayor Napier-Buckley advised that Inuvik did share their resolutions will forward to all for review. Administration advised that there may not be a full Council for the Regular Meeting of Council on January 23, 2018 and he suggested to schedule a special meeting to have first and second reading of Bylaws 986 and 987 along with the discussion and presentation of the NWTAC Resolutions on January 16, 2018. He advised that he can schedule if NWTAC will allow for submission of resolutions on January 17, 2018. D/M Smith advised that if NWTAC does not allow for the submissions on January 17, that the resolutions can be distributed and passed by email and will take an e-vote.

9. Excusing of Councillors

Mayor Napier-Buckley indicated that Cr. McArthur did advised of his absence due to illness.

RECOMMENDATION

Moved by: Cr. Dumont

Seconded by: Cr. Tuckey

That Cr. McArthur be excused from the Corporate Services Standing Committee meeting of January 9, 2018.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be February 6, 2018.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Kikoak

Seconded by: Cr. Bell

That the meeting be adjourned at 9:27 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 January 31, 2018

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
33449	Bank of Montreal	Paul Kaeser statement	\$ 30.00	
		\$ 30.00 annual fee		AD
33450	Northwestel Inc	Phone bill	\$ 4,178.69	Multiple
33451	Bank of Montreal	Jim Hood statement	\$ 3,566.04	
		\$2204.16 Christmas lights for arena park		AD
		\$1361.88 Bell cell phone bill		Multiple
33452	TDC Contracting Ltd	Fuel	\$ 10,250.79	Multiple
33453	Taxation Division Dept of Finance	December school tax, discount	\$ 5,720.95	
33454	Cascade Graphics	Hydrant map posters	\$ 72.45	FD
33455	GNWT	Water samples, Accounting cycle 1 course	\$ 1,201.95	Multiple
33456	Paul Kaesers Stores LTD	Materials/supplies	\$ 242.05	Multiple
33457	CANCELLED			
33458	Territorial Beverages LTD	Materials/supplies	\$ 306.75	RCC
33459	Town of Fort Smith	Water bills	\$ 1,020.02	AD
33460	Xerox Canada LTD	Copier usage	\$ 178.85	AD
33461	NWTAC	NWT AGM registration	\$ 700.00	AD
33462	Source Office Furnishings	3 work stations	\$ 6,229.65	AD
33463	Trans Canada Trail Relay 2000	Reimbursement for trans canada trail event	\$ 2,500.00	RCC
33464	Northwestern Air Lease	Freight	\$ 621.10	PW
33465	CAB Construction LTD	Install outside plug, genie lift rental	\$ 5,863.20	PW
33466	Fire Prevention Services LTD	Fire exit service	\$ 536.66	FD
33467	Fort Smith Senior Citizens Society	Seniors room rental Nov 28, 2017	\$ 100.00	AD
33468	TDC Contracting Ltd	GAS	\$ 813.37	Multiple
33469	SEE ACCT'S PAID LIST II			
33470	Outcrop Communications LTD	Image change on website	\$ 137.81	AD
33471	506830 NWT LTD o/a Chase's Pit Stop	Gas	\$ 142.94	BYL
33472	Rapid Petroleum Products	Gas	\$ 987.00	Multiple
33473	Infosat Communications	Satellite phone bill	\$ 154.22	AD
33474	RDV Mechanical	Diagnose and repair excessive coolant consumption, sander tru	\$ 8,419.99	Multiple
33475	Arctic Alarm/Diamondtel	Alarm Monitoring	\$ 59.80	AD
33476	SEE ACCT'S PAID LIST II			
33477	Arctech Computers INC	Setup computer with icity, offsite backup service	\$ 892.50	AD
33478	Office Solutions	Office supplies	\$ 286.67	AD
33479	NAPEG	SAO engineer membership	\$ 357.00	AD
33480	C&C Construction	Assemble office work stations	\$ 393.75	MS
33481	Customer	Reimbursement for supplies that were picked up	\$ 62.96	RCC
33482	Link Hardware	Materials/supplies	\$ 744.97	Multiple
33483	Employee	Operator class 2 course YK, Nt Jan 22-28, 2018	\$ 870.90	WTP
33484	Paul Kaesers Stores LTD	Materials/supplies	\$ 1,458.07	Multiple
33485	Link Hardware	Materials/supplies	\$ 91.28	Multiple
33486	Pitney Bowes	Copier lease	\$ 1,210.23	AD
33487	Wally's Drugs	Materials/supplies	\$ 99.06	RCC
33488	Fort Smith Fire Dept	Fire abatement, prescribed burning, fd janitorial, fd website	\$ 6,100.00	FD
33489	Freund Building Supplies	Materials/supplies	\$ 1,339.64	Multiple
33490	Lifesaving Society	Ribbons	\$ 353.52	RCC
33491	Northern Stores INC	Materials/supplies	\$ 90.58	RCC
33492	Elite Sportswear	Uniforms	\$ 1,537.41	RCC
33493	TDC Contracting Ltd	Fuel	\$ 12,280.55	Multiple
33494	Wesclean Northern Sales LTD	Materials/supplies	\$ 3,741.95	RCC
33495	Cole-Parmer Canada INC	Safety Supplies	\$ 507.96	WTP
33496	Cleartech	Bacterial enzymes for waste water	\$ 1,354.50	WTP
33497	Aquam INC	Pool supplies	\$ 3,005.04	POOL
33498	Bobcat Of The Peace	Bucket blades	\$ 409.98	PW
33499	RDV Mechanical	Sander repair	\$ 430.50	PW
33500	Fields	Aluminum foil	\$ 2.82	RCC
33501	Employee	Certification fees	\$ 525.00	AMBULANCE
33502	Splashables INC	Materials/supplies	\$ 4,426.96	POOL
33503	Office Solutions	Supplies	\$ 95.66	RCC
33504	Aurora Ford	Grader blades	\$ 2,706.48	PW

33505 Customer	Refund-property taxes	\$ 2,670.16	AD
33506 Bank of Montreal	Keith Morrison statement	\$ 3,902.44	
	159.78 Stamps, parcel		RCC
	\$132.60 Mayors message, holiday hours		AD
	\$30.45 Dinner for consultants during world café		AD
	\$1598.96 Book order		LIBRARY
	\$55.60 RAB lunch December 4, 2017		AD
	\$55.60 Council workshop with MLA December 6, 2017		AD
	\$32.16 Book order		LIBRARY
	\$48.87 Book order		LIBRARY
	\$100.20 Book order		LIBRARY
	\$21.50 Book order		LIBRARY
	\$104.11 Book order		LIBRARY
	\$16.12 Book order		LIBRARY
	\$203.03 Book order		LIBRARY
	\$24.90 Book order		LIBRARY
	\$122.12 Book order		LIBRARY
	\$127.40 Book order		LIBRARY
	\$34.68 Book order		LIBRARY
	\$272.00 Book order		LIBRARY
	\$706.76 GST and duties paid on receipt via canada post		FD
	\$55.60 TTAB meeting December 21, 2017		AD
Payroll	Pay period January 5, 2018	\$ 103,738.11	
Payroll	Pay period January 19, 2018	\$ 3,902.44	
		<u>\$ 213,623.37</u>	



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

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT
33469	Aurora TPI Travel	SAO travel to HR return Dec 8, 2017	\$ 468.30
33476	Anna's Homecooking	SDAB lunch meeting December 7, 2017	\$ 162.33
TOTAL			<u>\$ 630.63</u>

DEPT.

AD

AD



Town of Fort Smith Tourism and Trade Advisory Board Minutes January 18, 2018

Regular Meeting
12 pm at Town Hall Council Chambers

Attendees:

- Mike Couvrette
- Kevin Antoniak
- James Heidema
- Linda Martin
- Mike Keizer
- Tim Gauthier

Administration:

Mayor Napier-Buckley
Lisa-marie Pierrot
Katie Reid
Cr. Dumont
Diane Seals

A. Call to Order

Chair Mike Couvrette called the meeting to order at 12:08 pm.

B. Approval of Agenda

MOTION

Moved by: James Heidema

Seconded by: Linda Martin

That the agenda be adopted as amended to include Aviation School.

CARRIED UNANIMOUSLY

C. Approval of the Minutes

MOTION

Moved by: Kevin Antoniak

Seconded by: James Heidema

That the TTAB Minutes of December 21, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

D. Business Arising from the Minutes

Mike Couvrette advised that he contacted the Chamber regarding accommodations for AWG, he was advised that Denise will review with others and get back to him. Diane advised that she is receiving phone calls daily from those searching for accommodations for the AWG. Diane advised that she also sent letters to the RV rental businesses in Alberta advising them of the paved road to Fort Smith. She asked if she should extend the letters to RV rental businesses in British Columbia and Saskatchewan. James supports that letters be extended to other RV rental businesses.

E. New Business

- a. Arctic Winter Games Business Initiative – Diane advised that a joint proposal was submitted with the Town of Hay River to ITI for funding for promotional items. She advised that it was approved and included in the funding proposal for signage for the AWG, street banners to be posted on street poles, and a video on tourism. Mike Keizer suggested keeping a copy of the video and photos on a memory stick that can be readily available to media. Tim asked if media packages will be available during the AWG. Diane advised that said she can prepare packages. Tim advised that he will be available to help with media packages. Linda suggested using a website along with a memory stick. Diane advised that NWT tourism also provided funding for the media coverage during AWG. She also advised that Hay River has ordered merchandise with both the Town of Hay River and Fort Smith on the logo. She advised that the game room at the Arena will be staffed during the AWG to sell merchandise, provide tourism information, and hopefully have NWT art demonstrations available. James suggested holding a photo contest on tourism in Fort Smith. He advised that he can have NWAL tickets donated as a prize. Diane advised that she will look into hosting one. James asked is the AWG having their own office. Mike Keizer advised that there is a media centre that will be set up at the Aurora College during the AWG. Diane advised that a suggestion to provide billets was made to AWG executives as providing accommodations is an issue. She advised that a request was also made to open Queen Elizabeth Park. Kevin suggested asking the college for space for RV's as there are parking plugs in the parking lot. Cr. Dumont advised that six courtesy vehicles from Aurora Ford will be coming too that will require space. Cr. Dumont was concerned that Queen Elizabeth Park may not open as there is no attendant and it's too cold. Linda suggested the space across from transportation. Mayor Napier-Buckley suggested the J and M building for any services or space that they can provide, along with extended hand building. Mike Keizer suggested the WELP building. Kevin suggested the Mount Aven building. Mayor Napier-Buckley advised that there are health issues with the building and it is unavailable. Diane advised that she will research these places for more information. Linda asked if there is a budget for AWG. Mayor Napier Buckley advised that AWG committee has secured one federal funding proposal but waiting for a response from two more. She advised that the AWG committees is confident the funding will be approved.
- b. Business Development – Diane advised that she is working on completing the business walk survey. She requested assistance from the business subcommittee. Mike and Tim confirmed that they are available to help.
- c. TTAB Subcommittees – Diane advised that there are seats open on the subcommittees and encouraged members to join the subcommittees. Tim asked how many people are needed. Diane advised that there are three subcommittees business development, resident attraction, and tourism. Kevin advised that he is available to join the business development subcommittee and is available to assist with the business development survey.

- d. Aviation school – James advised that Northwestern Air Lease has started the initiative to start an aviation school in Fort Smith. He advised that Canada is short on pilots, and that airlines are recruiting pilots graduating from aviation school. He advised that he is organizing the project and will be traveling to Yellowknife next week to research options with politicians. He anticipates having programs available at Aurora College for the 2020-2021 academic year. Mike Keizer asked if James is seeking a letter of support from the Town. Jim advised that he is presenting information on the business initiative and that no support letter is required at this time. Kevin asked for information from Aurora College regarding the foundational review. Mayor Napier-Buckley advised that the Town was provided with a survey for the foundational review.

The group discussed relevant news – Mike Keizer highlighted that there is eight weeks from AWG and 1000 volunteers. Mayor Napier-Buckley indicated that there will be trials for the AWG hosted this weekend. Diane encouraged people to go and watch the trails. Diane advised that NWT tourism purchased space on their website to be a featured community on their website. She also indicated that she is working with the tourism subcommittee to host Japanese tours beginning in September 2018.

F. Date for Next

The next TTAB meeting will be on February 22, 2018 at 12 noon in Town Council Chambers.

G. Adjournment

MOTION

Moved by: Kevin Antoniak

The meeting was adjourned at 12:58 pm

CARRIED UNANIMOUSLY

Correspondence January 2018

January 4, 2018	Thebacha Trade Show	Invitation to 2018 Thebacha Trade Show	1129
January 11, 2018	AWG	Invitation to opening ceremonies	3180
January 11, 2018	AWG	Invitation to opening ceremonies	3180
January 15, 2018	Fort Smith Ski Club	Logistical support for Fort Smith Ski Club	3510
January 17, 2018	Wood Buffalo Frolics	Donation request	3132
January 9, 2018	GNWT-MACA	Approach to legalization and regulation of cannabis	1820
January 22, 2018	Border Cabs	Letter regarding livery license application	1222
January 23, 2018	GNWT-MACA	NWT outstanding volunteer awards program nomination deadline	1823
January 23, 2018	GNWT-MACA	NWT outstanding volunteer awards program nomination deadline	1823
January 23, 2018	GNWT-MACA	NWT outstanding volunteer awards program nomination deadline	1823
January 24, 2018	SK Contracting LTD	Complaint	2313
January 25, 2018	GNWT-ENR	Engagement on the Development of a Waste Resource Management Strategy for the NWT	1852
January 25, 2018	Duck Soup Cabs	Letter regarding livery license application	1222
January 29, 2018	GNWT-HSS	Call for applications for 2018/2019 Anti-Poverty Fund	1830
January 29, 2018	Caribou News in Brief	Newsletter	1126
January 31, 2018	GNWT-ENR	National Wildfire Community Preparedness Day	1852



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

Business License Holder	Number	Details
Pelican Restaurant	1	restaurant
Duck Soup Cabs	2	livery service
Anand B. Soochit Prof. Accounting Corp.	3	account services
Black Pine North	4	property management and investment consulting
Paulette's North Industries	5	mechanic shop/construction services
NIVEK Ltd.	6	education consulting/dog mushing tours/fire arms licensing
AECOM Canada Ltd.	7	engineering consulting
Salt River Gas Bar	8	gas bar
Something for Everyone	9	photography art sales
Dr. Kobaisy's Dental Clinic	10	dental clinic
Royal Canadian Legion	11	non-profit organization
Ruzicka Business Services	12	business services
North Raven	13	consulting/training/workshop delivery services
Desnede Farmers Market	14	farmers market
Misty's Janitorial	15	janitorial services
J L Firewood	16	firewood sales
Canoe Arctic Inc.	17	guided canoe trips
Thebacha Business Development	18	business financing
Northern Life Museum and Cultural Centre	19	museum and cultural centre
Northern	20	retail store
Martselos Services Ltd.	21	hotel/catering/leasehold
Andria Sawatzky RMT	22	registered massage therapy
Taylor & Company	23	mechanical services
Daich & Associates	24	education/adjudication/writing services

Border Cabs	25	livery service
Portage Cabs	26	livery service
SK Contracting Ltd.	27	construction/transport/moving services
Chef Select Corporation	28	sale of gourmet meat and seafood
Enlightened North	29	photography and video services
Dewolf Artworks	30	graphic design/promotional items/jewelry sales
DITAB Enterprises Ltd o/a H&R Block	31	income tax preparation
Clark Builders	32	general contractor/construction
Wally's Drugs	33	retail store and pharmacy
Whispering Pines Cottages	34	rental accommodation
Hayze Electric	35	electrical contracting
PopnJ Creative Services	36	archival transfer of media/research/inkjet printing
Northwestern Air Lease Ltd.	37	airline/charter services
Scott Enterprises	38	consulting and course instruction
Joan's Health and Fitness Club	39	health and fitness club
Whooping Crane Guest House	40	guest house
Berro's Pizzeria	41	restaurant
Sysco Edmonton	42	food distribution
P.W. Kaeser Stores Ltd.	43	retail (grocery/dry goods/hardware)
Kaesers Home Furnishing	44	retail (furniture/appliances)
Home Hardware/Evans Electric Ltd.	45	hardware store/electrical contracting
Mackenzie Veterinary Services Ltd.	46	veterinary services
Chase's Pit Stop	47	convenience store and gas bar
Aurora Building Developers Ltd.	48	property management and general contracting
Freund Building Supplies Ltd.	49	hardware store/lumber yard/heavy equip. services/storage/rental/general contracting
Northwind Consulting	50	educational consulting/resource development
Pelican Rapids Inn	51	hotel

Dirty O'Fergies	52	pub and grill
1999017 Alberta Ltd.	53	residential property rentals
Avery Cooper & Co Ltd.	54	CPA accounting business services
943599 NWT Ltd.	55	property management
Cascade Publishing Ltd.	56	graphic design/printing/publishing services
Ken's Construction	57	construction/renovations/painting services
JR Enterprises	58	rental property management
Thebacha Helicopters Ltd.	59	helicopter charter service
High Country Refrigeration	60	refrigeration services
L.B. Martin Consulting	61	employment counselling/electoral officer
Rosa Enterprises	62	general contracting/janitorial services
Mackenzie Electric Ltd.	63	electrical contracting
Joan Mercredi Barrister & Solicitor	64	legal services
Canada North Agencies Ltd.	65	commercial rental management
Wesclean Northern Sales Ltd.	66	janitorial supplies/flooring sales, courier services
Skideaway Road Designs	67	fabric art creation and sales
Heidema Photography Inc.	68	photography services and fine art print sales
Aurora TPI Travel	69	travel agency
RTL Recycling	70	recycling depot
Enchanted Learning Family Day Home	71	day home
Maskwa Engineering	72	engineering/surveying/material testing services
Roots and Ruminants	73	bedding plant sales
Axe Handle Guest House	74	guest house
Kristie's Kiddie Garden Day Home	75	day home
Hope Holistics Inc.	76	holistic healing, magnetic therapy and consulting
DHT Contracting	77	general contracting/heavy equipment training
Fort Smith Janitorial	78	janitorial services

Brookmar Electric	79	electrical contracting
Island Photography	80	photography services
CAB Construction Ltd.	81	general contractor (commercial/residential)
Cab Construction Room Rentals & Office	82	room and office space rentals
Development Permit Holder	Number	Details
Paul McAdam	DPA-039-17	home occupation - smoking aid sales
Judy Laviolette	DPA-001-18	move new mobile home onto lot
David Chevalier	DPA-002-18	home occupation - IT consulting
Mike MacPherson	DPA-003-18	home occupation - education/training consulting
Lottery License Holder	Number	Details
South Slave AWG 2018	1	Nevada ticket sales
Wood Buffalo Frolics Society	2	Raffle
Wood Buffalo Frolics Society	3	Hall Bingo
Wood Buffalo Frolics Society	4	Nevada ticket sales
Dog Tag Holder	Number	Details
Jim Hood	1	Lab - Yellow
Gail Sajo	2	Huskey
Gail Sajo	3	Huskey
Geraldine Ruzicka	4	Toy Poodle
Geraldine Ruzicka	5	Shintuz
Gail Hartop	6	Huskey mix
Jeff Dixon	7	Terrier cross
Michael Peterson	8	Great Dane/Shepard
Antony Clements	9	Collie cross
Mary Bird	10	Lab - Yellow
Marnie Scott	11	Shepard/Huskey
Lauraine & Terry Armstrong	12	Lab cross
Andrew Grenier	13	Pug
Sydney O'Sullivan	14	Huskey mix

Melaia MacLean	15	Pomeranian
Melaia MacLean	16	Pomeranian
Rolf Ziemann	22	Boxer
Ski-Doo Licenses	Number	Details
Larry Penner	661	Skidoo Freeride 800R
Grant Paziuk	952	Skidoo Skandic Rotax 600
Jeff Dixon	940	Skidoo Expedition
Jeff Dixon	946	Skidoo GT 500
RCMP	941	Skidoo Expedition Extreme 800
RCMP	942	Skidoo Expedition Extreme 800
Troy Ellsworth	967	Skidoo Freeride 800R
Robert Fergusson	954	Polaris Switchback 800
Aurora College	910-920	Skidoos