



Town of Fort Smith Corporate Services Committee

Tuesday, July 2, 2019, at 7:00 pm.

AGENDA

1. Call to Order
2. Delegation
 - a. Clayton Burke
3. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. Strategic Plan
5. Governance
 - a. Council Priorities
6. Directors Report
 - a. Accounts Paid List June 2019
 - b. Correspondence June 2019
 - c. License Report June 2019
7. Bylaw/Policy Review and Development
8. Administration
9. Other Business
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents
<div style="text-align: center;"> Statement of Disclosure of Interest</div>
<div style="display: flex; justify-content: space-around;"><div style="text-align: center;"> Corporate Services Minutes June 4, 201</div><div style="text-align: center;"> Vision and Values</div><div style="text-align: center;"> Strategic Plan</div></div>
<div style="text-align: center;"> Council Priorities</div>
<div style="display: flex; justify-content: space-around;"><div style="text-align: center;"> Accounts Paid List June 2019</div><div style="text-align: center;"> Correspondence June 2019</div><div style="text-align: center;"> License Report June 2019</div></div>



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Corporate Services Committee
Tuesday, June 4th, 2019, at 7:00 pm

Chairperson: D/M Smith
Members: Mayor Napier-Buckley, Cr. Westwell, Cr. Pischinger, Cr. Beaulieu, Cr. Cox, Cr. McArthur, Cr. Couvrette, Cr. Campbell
Staff Present: Keith Morrison, Senior Administrative Officer; Jim Hood, Director of Corporate Services; Katie Reid, Executive Secretary
Guests: Laura Aubrey, Fort Smith District Education Authority

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm. He thanked Town Staff, Acting Mayor Christian Westwell and Residents that assisted post-tornado.

2. Delegation

- a. FSDEA Delegation – Laura Aubrey delegated on behalf of the Crystal Villebrun, Chair of the Fort Smith District Education Authority. She provided an overview of the DEA structure. She advised that the Executive Board consists of Crystal Villebrun, Chair; Julie Lys, Vice Chair; and Ann Pischinger, SSDEC Representative. She advised that the DEA member consist of appointed representatives for the Town of Fort Smith, Fort Smith Metis Council and Salt River First Nation and that the Town Representatives consist of Rebecca Cabell, Ann Pischinger and herself. She added that the Secretary and Treasurer is Ingrid St-Cyr, the JBT Principal is Cora America, and the PWK Principal is Al Karasiuk. Ms. Aubrey advised that the DEA holds meetings every third Thursday of the month at JBT Elementary School. She requested that any concerns be brought forth through the Town Representatives, Chair, or Treasurer/Secretary.

Ms. Aubrey advised of current and ongoing initiatives including fundraising for new playground equipment for the “Big Side”; the PWK Elder’s Wall Project; PWK Academic and Incentive Awards; the JBT Snack Program; PWK becoming a Trauma Sensitive School through a “Trauma Informed Practice” group for teachers; JBT Junior Kindergarten enclosed playground; and the JBT Indigenous Cultural Learning Space located in the back area of the older children’s playground.

The DEA is also working with community partners including the Town of Fort Smith to implement a year-round swimming program; Culture Camps with ENR and local elders; SSDEC/PWK Gold Card Program for students exhibiting positive behavior and work habits to receive discounts at local partnering businesses; and Aurora College Teacher Education Program Practicums.

She advised of policy updates and other ongoing discussions including PWK Cold Weather Travel Policy; the Student Expectations Policy (replacing the Code of Conduct); the Restorative Practices Framework Policy (replacing the Progressive Discipline Policy); and the implementation of JBT afternoon recess.

She advised of major infrastructure updates planned for the PWK Home Economic Space with renovations to be completed 2019-2020; the installation of a camera system at JBT Elementary School; the replacement of window at JBT Elementary School; and the installation of a new phone system at JBT Elementary School scheduled for 2019-2020.

She added that 2019-2020 School Year Calendars have been approved and can be emailed upon request.

Ms. Aubrey advised that the DEA monitors local enrollment numbers closely as well and provided an enrollment overview for PWK and JBT Schools as of April 2019.

Cr. Couvrette asked how far in advance Aurora College enrollment numbers are determined. Ms. Aubrey advised that determining College enrollment numbers is challenging as it changes throughout the year. She noted that the funding formula is based off the previous year's enrollment numbers. She added that the College is unique with large fluctuations. Cr. Pischinger added that the official enrollment count is from September 30th which is used to calculate funding for the next year. She advised that on few occasions have they met requirements for extra funding for additional teachers.

Cr. Cox was pleased with the update and thanked Ms. Aubrey for the DEA Overview package she provided. She asked if there have been any discussions with regard to matching the school schedules. Ms. Aubrey replied that days off for both Spring Break and Christmas Holidays match for both schools. She noted that proposed schedules are submitted by Administrators and that there are different needs for the two schools. She clarified that PWK has used stipend time to start their school day at 9:05am whereas JBT takes a half-day off on Fridays. She added that there has been a big response in dealing with childcare issues and that it is important for the community to provide feedback. She advised that they had discussed collaborating the calendar with the community in hopes that dialogue would be received before the new school year.

Cr. Cox asked if the Town can provide support to the DEA with any projects. Ms. Aubrey replied that JBT is fundraising for new equipment on the "Big Side" due to safety standards and that funding is limited. She advised that the estimated value for the new equipment is \$50,000 and that \$20,000 has been raised. She noted that the FSDEA would be pleased if the Town could provide a donation. She added that the Town has been helpful as the DEA was able to combine their equipment order with the Town's playground equipment to reduce shipping costs. Ms. Aubrey advised that outdoor play is fundamental to school systems and that the playgrounds are utilized by children on evenings and weekends as well.

Ms. Aubrey provided a copy of the JBT Snack Program budget for Council's review to show the high expense in operating the program and advised of its importance.

D/M Smith advised that the Town has been offering additional afternoon programming to meet the needs of the community as there are no babysitters available. Administration confirmed that the Town has been filling in the programming gaps on Friday afternoons and has picked up Saturday night youth programming that Uncle Gabe's Friendship Centre used to provide. He added that there would be a briefing note presented at the Community Services Standing Committee meeting on June 11th advising that MACA is limiting their youth funding to one group in the community which will result in Uncle Gabe's Friendship Centre's funding being reduced by \$13,000 which will impact the Lunch Program. Administration advised that as GNWT funding is cut and programming is impacted, the Town is forced to find ways to fill the gaps. He noted that it was acknowledged at the NWTAC meetings that it is common for provincial and territorial governments to fail to deliver funding and programming, and that municipalities are looking to the Federal Government. Ms. Aubrey thinks the loss of the Lunch Program would be a significant loss to the community as many youths utilize the program.

Ms. Aubrey advised that the DEA was not pleased with the implementation of the Junior Kindergarten Program and had difficulty in receiving a response from the GNWT. She noted that the PWK Breakfast Program is an incredible program as it creates a healthy community and builds relationships.

Mayor Napier-Buckley noted that 2020 is the last year of the Teacher Education Program and asked how many students and family members are associated with the program. Ms. Aubrey replied that they are not accepting new applicants into the program and that there are approximately 6 students. She advised that unless ECE decides to redevelop the program or open intake and do a program review, it will no longer continue within the community. She noted that this is a huge concern as the program mentored teachers, offered outreach and practicums for teachers across the north.

Cr. Westwell advised that he spoke at the PWK Graduation and that there were nineteen Graduates. He added that everyone was proud and pleased to see the results.

Cr. Cox asked if enrollment statistics include the Phoenix Program. Ms. Aubrey confirmed this. Cr. Cox asked how often the DEA meets with the Minister of ECE. Cr. Pischinger replied that they met once during Junior Kindergarten discussions. Ms. Aubrey advised that it was challenging to get a response from the Department of ECE or the Minister. Cr. Westwell asked if the implementation of Junior Kindergarten was four-years ago. Ms. Aubrey confirmed and advised that the DEA did not support the Junior Kindergarten program. She added that the only gain from the implementation of the program was extra funding.

Administration indicated that direction he received from the current and previous Councils is that they would like to switch to an election process for the three Town Representatives. He added that Council views the Town Representatives as representatives of the community and not of the Town of Fort Smith specifically. Administration plans to implement the process for the next election. He advised that Council requested updates from various boards and asked if they would like to determine the frequency of the delegation. He noted that Council doesn't currently have a representative on the Health and Social Services Board and is unsure of there undertaking.

Ms. Aubrey encouraged Council to connect with the board on items, suggestions, idea and requested feedback for collaboration. Mayor and Council thanked Ms. Aubrey for her delegation on behalf of the DEA.

3. Declarations of Financial Interest

- a. Statement of Disclosure of Financial Interest – There were no disclosures of financial interest.

4. Review

- a. Agenda –The agenda was reviewed.

RECOMMENDATION

Moved by: Mayor Napier-Buckley

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of May 7th, 2019, were reviewed and adopted at the Council meeting of May 21st, 2019.

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

- d. Strategic Plan – The Strategic Plan was reviewed. D/M Smith advised that one of the main messages at the FCM Conference was that they were looking for pledges from each of the Federal parties to form a direct relationship with municipalities due to broad-based dissatisfaction with how territorial/provincial governments are administering funds and interfering with program development.

5. Governance

- a. Council Priorities – The Council priorities were reviewed. D/M Smith suggested Council review and prioritize one to two year goals.

6. Director's Report

The Director provided a report on the operations of the Corporate Services Department. The Director advised that the department works on a monthly basis and has been reviewing areas to make the department more efficient. He advised that the department continues to action property tax collections through legal counsel. He noted that letters from the legal firm were sent to approximately 130 property owners and in response eighteen properties entered into payment agreements for a thirty-month period which accounts for \$142,000. Additionally, twenty-five property owners paid their taxes due to receiving the letter accounting for \$40,000. He added that 2019 property taxes are due by June 30th and the penalty will be administered July 1st.

The Director advised that the department is also reviewing outstanding utility bills and that disconnection notices were sent for forty accounts owing three months and that approximately thirty paid their accounts or made agreements to pay by the end of the month. He added that less than ten accounts were disconnected.

Cr. Westwell has heard from residents that they were embarrassed and shocked to have received the legal letters and indicated they hadn't received reminders for past due accounts. He asked if past due reminder letters are sent out. Administration replied that account balances are sent out on a quarterly basis and that letters were sent only to residents who hadn't paid in over a year. He added that most organizations would take collections actions if accounts weren't paid for over a year. D/M Smith added that MACA sent property tax assessments and the Town sent property tax bills prior. He understands there may be the circumstance were a mortgage pays the property tax and then the mortgage is paid and the taxes are left to be paid by the resident. Cr. Couvrette acknowledges that cost is involved to administer and send out notices and asked if the Town can use email. Administration replied that there are mechanisms to reduce costs.

Cr. Westwell asked how estate bills are handled. Administration advised that addresses are sent to the Town's legal firm and they use protocols the same as for any other unpaid taxes. The Director advised that tax notices are required to be sent to the property address registered on the assessment role. He advised that a note is placed in the property file that the Town acknowledges the estate and it must be acknowledged through Land Titles and the Assessment Role. He added that monthly reminder letters were not sent since 2016 and that land files are thick with reminder letters with no action taken by the owners. He added that reminder letters would be sent once interest starts to compound although they have not provided results in the past.

- a. Accounts Paid List – The Accounts Paid List from May 2019 was reviewed.
- b. Correspondence – The Correspondence from May 2019 was reviewed. Cr. Couvrette requested that the Mayor's outgoing correspondence be included on the correspondence list. Administration confirmed that it is.
- c. License Report – The License Report from May 2019 was reviewed.

7. Bylaw/Policy Review and Development

- a. CP 317 Employee Assistance Program Policy – The policy was reviewed. Administration advised that the implementation of the Employee Assistance Policy was a requirement of the last bargaining agreement with the Union. He noted that the policy was drafted initially by the legal team. The intent of the document is to acknowledge that substance abuse and mental disorders are medical disabilities and that any support of medical issues will be made available to a person with substance abuse or mental disorders.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Campbell

That CP 317 Employee Assistance Program Policy be adopted as presented.

CARRIED UNANIMOUSLY

- b. Briefing Note Council Honourarium Bylaw – The briefing note was reviewed. Administration advised of the need to review the hours worked and rate of pay for the Mayor and Councillors. He advised that Council formed a Council Honourarium Bylaw Review Committee in which members of the public were appointed to engage dialogue. He indicated that their recommendation is to keep the Mayor position as a half-time position with an increased wage with the request that expenses not be taxed and included as a line item in the budget. He noted that recent changes to income tax regulations are that expenses be taxed which would result in a reduction of the Mayor's income. He felt that moving a portion of the Mayor's income to the operating budget is questionable and he is uncertain how the funds would be administered. He added that this may be in violation of various Federal regulations to stop employers from avoiding income tax and other deduction and reducing employee benefits. He added that the proposed change would also reduce pensionable income. He suggested if Council wishes to address the tax change, the Mayor's salary should be increased to compensate for the loss. He recommended that this information be brought back to the Committee reconsideration.

Administration advised that it was also recommended that Mayor receive similar leave to that outlined in the Collective Agreement to ensure the Mayor receives Special, Sick and Casual leave. He advised that that the Mayor's position currently earns four-weeks of annual leave and suggested as a part-time position that would equvalate to eight-weeks. He noted that the Mayor's position currently earns more leave than employee leave combined. He added that employees working for the Town for three years receive an increased rate of leave and asked if this would be applicable to the Mayor if re-elected. He requested that this information be sent back to the Committee to review their recommendation.

Administration advised that the Committee recommended that Council receive a \$600 flat rate and \$150 for Council Meetings and other daily meetings in addition to Council meetings. He noted that the Committee did not choose to add a childcare stipend. He advised that a large increase in the monthly flat rate, coupled with a relatively smaller increase in the per meeting rate, may impact Councillor attendance. He recommended that the Committee review their recommendation considering this information.

Administration advised that the Bylaw Review Committee is currently reviewing the Council Procedures Bylaw and Policy, and the Council Code of Conduct Bylaw, and will be reviewing aspects of the Council Honourarium Bylaw not related to Mayor and Council pay.

Cr. Cox is in agreement to send the information back to the Committee for the reasons identified including to increase the Mayor's pay rate to cover the additional taxes so the salary isn't decreased as a result of new tax laws and to not include a line item in the budget for the Mayor's expenses to avoid taxation. She agreed that the Mayor's amount of leave shouldn't be decreased. Additionally, she felt that a 30% increase to Council's honourarium is too much.

Cr. Couvrette advised that as the Council Representative on the Committee, he made a point of not putting forward suggestions for Councillor pay. He acknowledged that an 8% increase to the Mayor's salary does not cover the cost of living. He agreed that second thought will need to be applied to the recommendations brought forward.

D/M Smith advised that the one-third tax free expense also applies to Councillors which will be taxable based on the tax rate.

Cr. Westwell supports sending the recommendations back for rethought and agreed that the Town shouldn't avoid taxes. He agreed that the Mayors salary should be increased. He added that annual leave and approval of extra leave creates more onuses on Administration rather than providing equivalent plus leave with no questions asked for simplicity and fairness. Cr. Westwell is supportive of paying Councillors for their work and noted that under the past bylaw Councillors received nearly \$1,000 per month and received honourarium for attending additional committee meetings. Cr. Westwell was disappointed with the request for only an 8% increase for the Mayor's salary as the cost of living and Collective Agreement increase is approximately 12% and would suggest this be the minimum. He asked if the suggested 8% increase is meant to cover the taxation change or cost of living. Cr. Westwell was also disappointed with seeing lack of dialogue in regard to the hours of the position. He would also like dialogue if the Committee feels the hours are sufficient. He noted the overall rate of pay increase requested for Councillors is 30% which is still less than other communities. He thought it was strange that the requested pay increase for Mayor was 8% while a 30% increase is requested for Councillors.

Administration replied that there were additional Committee meetings that weren't minuted as there were no recommendations made. He added that there was dialogue on the Mayor's hours at these meetings. Cr. Couvrette agreed that the Committee met approximately seven times and that the Mayor's hours were discussed at each meeting. He added that the Committee asked the current and previous Mayors about various aspects of their work, hours and expenses. He advised that three replies were received and they were polar opposite. He indicated that it was the desire of the Committee to address this but could not come to a unanimous decision. He suggested having the current and previous Mayors speak to the committee to rationalize the work. Cr. Couvrette felt confident that the half-time position wasn't adequate for the workload. He added that the Committee reviewed background information including an extensive review the City of Yellowknife performed in 2018 which indicated that many jurisdictions under pay their Mayor and Councillors.

Mayor Napier-Buckley noted that the Council Honourarium Bylaw states the Mayor earns four-weeks and requested clarification to equalling eight-weeks due to the part-time position. Administration suggested that four-weeks annual leave would equal would double to eight-weeks as the position is part-time. The Director of Corporate Services considers four-weeks annual leave for the Mayor to equal twenty-days. D/M Smith suggested this be clarified in the revision of the bylaw.

Cr. Campbell agreed that the Mayoral pay is not sufficient and should be increased.

D/M Smith thinks a recommendation would be necessary to send the information back to the Committee for review and reconsideration. Administration thinks Council should only vote on the final document and not on specific aspects. Cr. Couvrette noted that the terms of reference by the Committee could be considered incomplete as a childcare stipend was not addressed.

RECOMMENDATION

Moved by: Cr. Westwell

Seconded by: Cr. Couvrette

That Council ask the Committee to review the Terms of Reference and consider meeting the targets within; and

That the Committee provide a complete recommendation to Council of all the matters within the Terms of Reference.

CARRIED UNANIMOUSLY

8. Administration

- a. Appointment of A/SAO Cynthia White

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That Cynthia White be appointed Acting Senior Administrative Officer for the period of Wednesday, June 12th at 5:00pm to Monday, June 24th at 8:30am.

CARRIED UNANIMOUSLY

9. Other Business

- a. In-Camera Session – *CTV Act S.23(3)(e) Contract Review*

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That Council move in-camera to discuss contract review in accordance with Section 23(3)(e) of the Cities, Towns and Villages Act.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Mayor Napier-Buckley

That Council move out of in-camera.

CARRIED UNANIMOUSLY

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Mayor Napier-Buckley be appointed as Council Representative for the Collective Bargaining.

CARRIED UNANIMOUSLY

10. Date of Next Meeting

The next Corporate Services Standing Committee meeting will be held on July 2nd, 2019.

11. Adjournment

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. Pischinger

That the meeting be adjourned at 9:30 pm.

CARRIED UNANIMOUSLY

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our 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

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.



Fort Smith
Northwest Territories
UNEXPECTED. UNFORGETTABLE.

TOWN OF FORT SMITH

STRATEGIC PLAN - 2018



WELCOMING | INNOVATIVE | SUSTAINABLE | UNIFIED | COMMITTED

Message from the Mayor



On behalf of the Town Council for the Town of Fort Smith, I am pleased to present the new Strategic Plan. This plan provides direction for how the Town will move forward in priorities, decisions, and opportunities for the next several years.

We have been able to meet with residents, businesses, and other Governments throughout the town to talk about what is vital to our community growth, wellness, sustainability, roles, economy, values, and identity. It is through the engagement process that we identified and consolidated the goals that you see as essential for the municipality. Many are under the mandate of the Town, while many others highlight the role that we need to take as a facilitator on social and wellness issues and as an advocate for our community.

Our decision-making process connects to the vision that our community has put forward. As we resolve issues that come before Council and how we will proceed, the Strategic Plan will be an integral part of those discussions. The Strategic Plan will be brought forward to the community for continued engagement through implementation.

We look forward to bringing to life the vision that we have created together.

Mayor Lynn Napier-Buckley

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Introduction

Building on the successful implementation of the 2010 Strategic Plan, Town Council initiated a Strategic Plan update. A community engagement process was undertaken to better understand the priorities that residents feel their local government should focus on.

This Strategic Plan is an important document for our town. It defines where we want to go as a community and provides us with the map to get there. It helps us to respond effectively and efficiently to issues facing our community and to take advantage of new opportunities that arise. It's about setting the direction that will help to maintain the kind of town we want.

We spoke with over 200 Fort Smith residents about your priorities for our town through an intensive engagement process. Whether you responded to the survey, attended a community event or participated through an advisory board, we thank you for being part of the process.

Strategic Planning is an on-going process. We will need additional input from our residents as we implement this plan. We hope that you will continue to partner with us, so we can continue to meet your needs now and in the future.

On behalf of the Town of Fort Smith Council and Staff, the Mayor and Council are pleased to present our 2018 Strategic Plan. This Plan establishes our goals and sets our direction over the next several years.

Background

The Town of Fort Smith is nestled on the banks of the Slave River¹. Once the capital of the Northwest Territories, Fort Smith has always been a hub of activity. For centuries, the Dene and Métis hunted and fished the land and tributaries flowing into the Slave River. The waterway was key to their movements, following the ancient rhythms of animals and seasons. Explorers and fur traders later used the Slave as a gateway from the Prairies when travelling north from Lake Athabasca.

Fort Smith was the site of a Hudson Bay settlement. For 200 years, all freight from the south travelled the Slave River. Due to the formidable rapids at Fort Smith, this freight would need to be portaged. This was the route to the Arctic until a highway to Hay River was built in 1949 and freight was transported to Great Slave Lake. Fort Smith was the capital of the Northwest Territories until 1967.

Today, its residents describe Fort Smith as a friendly, welcoming community. It has much to offer to residents and visitors alike. The Town has modern facilities, including a library, arena, snowboard park, track and field facility, pool, curling rink, and large gymnasium; excellent health and social services; and regular community programming for all age levels. Health and safety are ensured by the local RCMP detachment, volunteer fire and ambulance departments, the volunteer animal society, and the Fort Smith Health and Social Services Centre.

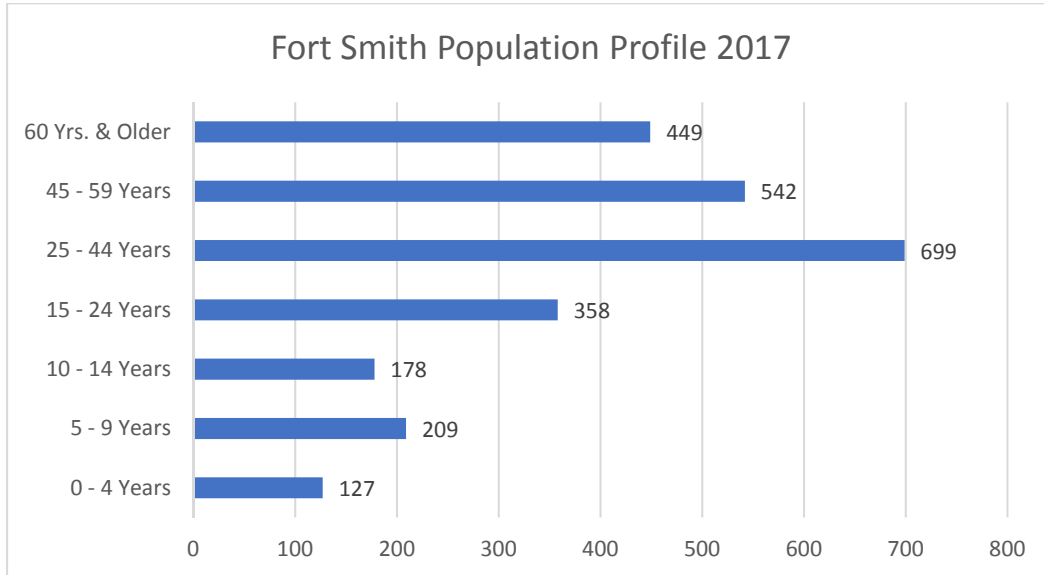
Fort Smith is the NWT education capital. All grades are available, from Nursery School, Head Start, Junior Kindergarten, Kindergarten to Grade 12, as well as French immersion and alternative education programs. The town is also home to Aurora College's headquarters and largest of three campuses.

World-class rapids, the world's largest Dark Sky Preserve, a UNESCO World Heritage Site and territorial and national parks are all nearby. The Northern Life Museum and Cultural Centre features impressive cultural and natural collections from the Thebacha region.

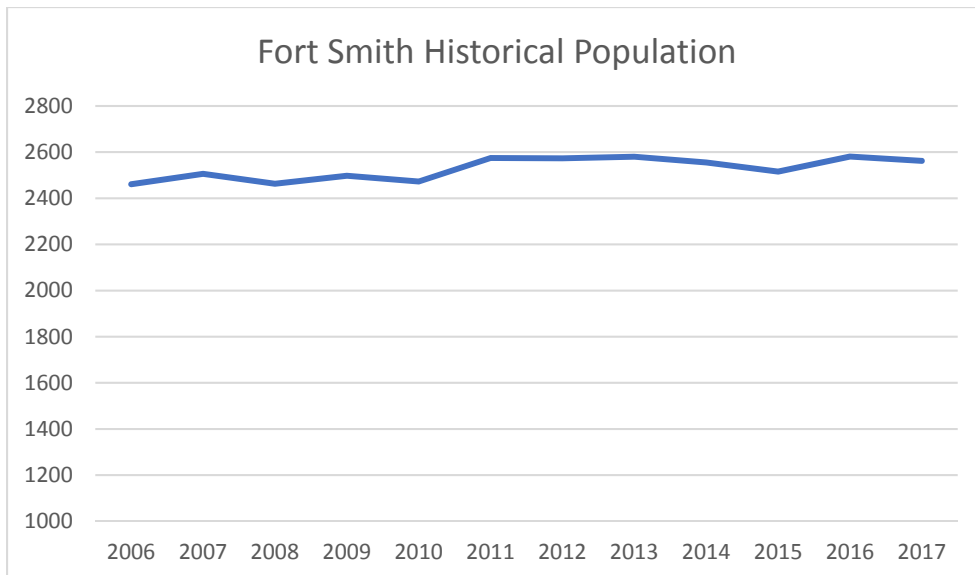
¹ From Town of Fort Smith Website

Demographics

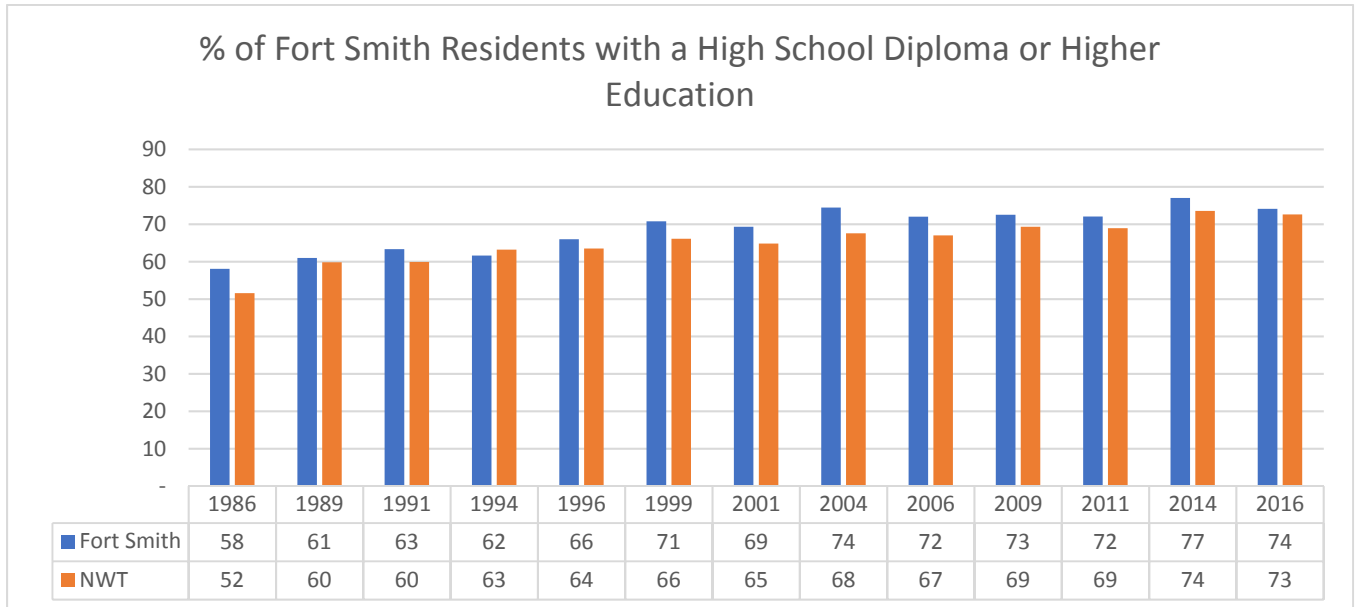
The 2017 population profile below shows that the largest age group in Fort Smith is from ages 25-44. While this is significant, it is also worth noting that 34% of the population is under the age of 24 and 39% of the population is over the age of 45.



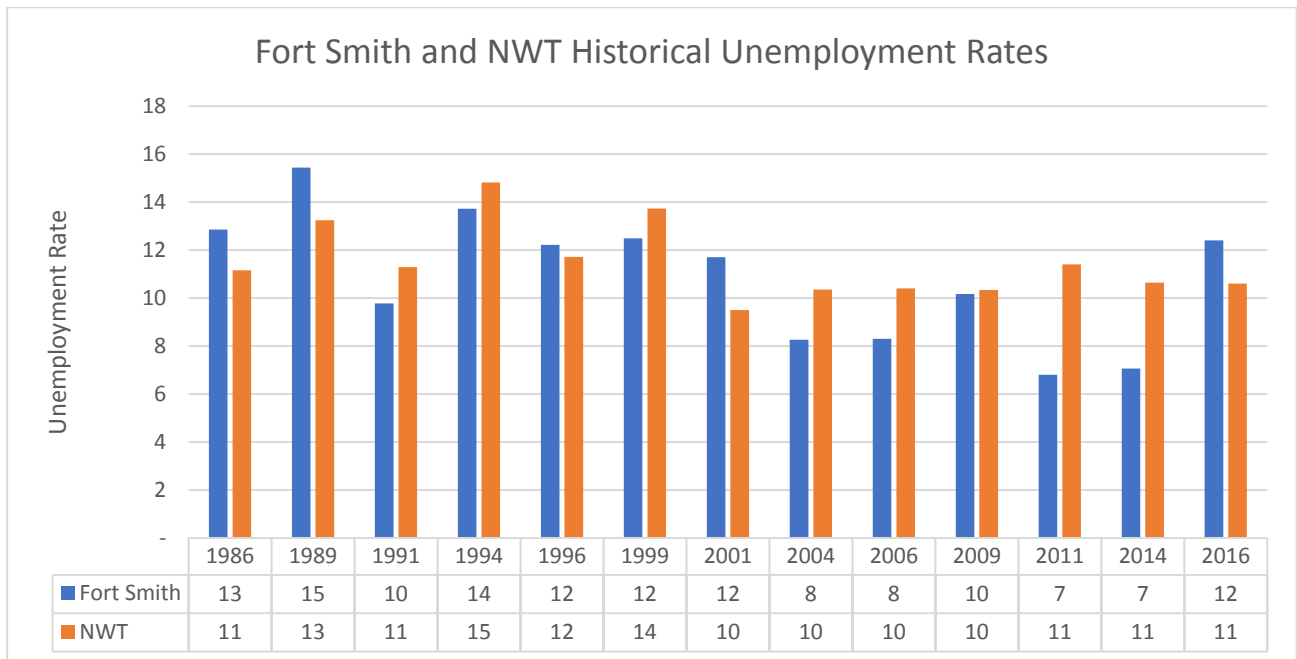
From 2007 to 2017 there was a slight increase in the population of Fort Smith. It grew by 0.2% in that time frame. However, the population of the age group 60 + rose by 4.2% over those 10 years.



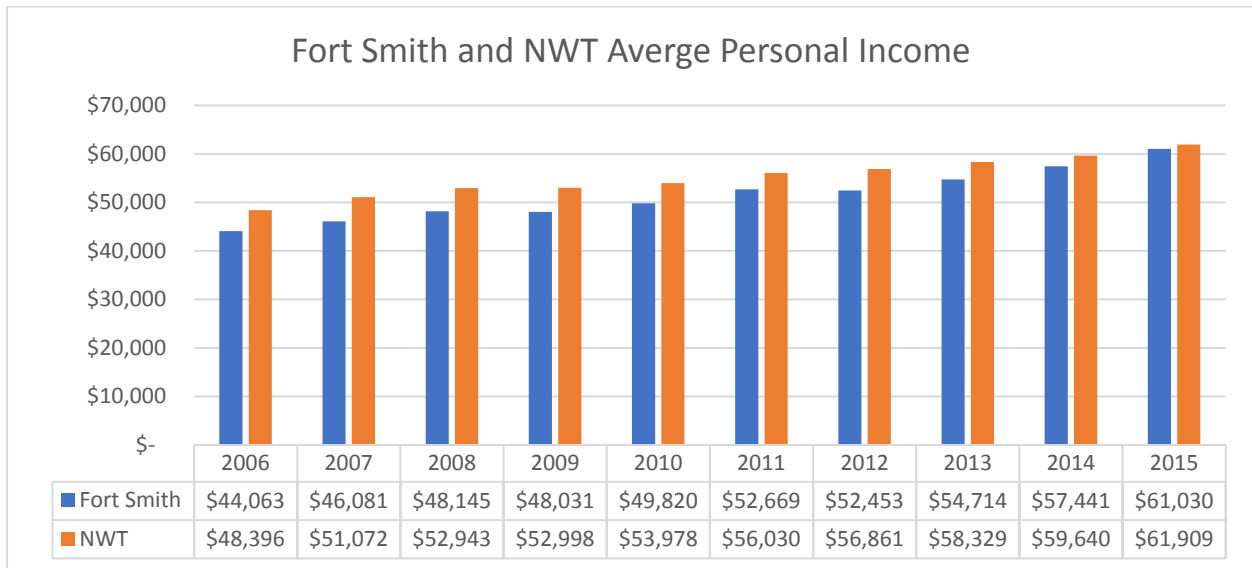
Fort Smith is a well-educated community. Those who hold a high school graduation diploma or have achieved higher education has increased in Fort Smith and throughout the NWT from 1986 to 2016. In general, the percentage of residents with a high school diploma or higher education is higher among those living in Fort Smith than the whole of the NWT.



The unemployment rate in Fort Smith is generally lower than the NWT.



Average incomes in Fort Smith continue to rise. From 2006 to 2015, the average personal income has been slightly lower in Fort Smith than in the Northwest Territories. However, the increase in income during this period has been higher in Fort Smith.



Process

The community engagement process took place over a 12-month period in 2017 and 2018. More than 200 residents participated and identified opportunities for Fort Smith's future. The perspectives gathered provide direction for the updated Strategic Plan. The process included the following opportunities for engagement:

- Community Survey
- Stakeholder workshops (7) – Northern Life Museum, Fort Smith Housing Authority, Chamber of Commerce, Fort Smith Métis Council, Fort Smith Seniors Society, Salt River First Nation, Smith's Landing First Nation, and Fort Smith Health and Social Services Society.
- Mayor and Council Workshops (3)
- Town of Fort Smith Advisory Board Workshops – Culture, Recreation, Tourism and Trade, and Sustainable Development.
- Information Booth at Aurora College
- Youth Visioning Workshop
- World Café

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our 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

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

Priorities

Key themes and priorities emerged through the community engagement process. The residents of Fort Smith have a clear perspective on our Town's priorities. They are presented in two sections. The first includes priorities within the Town's mandate to address; the second include priorities that the Town can work with other governments and agencies to achieve.

Town Mandate

- responsive government
- youth
- attraction and retention of residents
- partnerships with Indigenous governments and others
- safety and legislation
- infrastructure
- community services
- communication

Town as Facilitator

- health and wellness
- child care
- sustainability, energy and climate change
- education
- economy
- affordable housing

Goals, Strategies and Actions

Based on the priorities our goals are:

- **To retain existing and attract new residents**
- **To be the healthiest community in the Northwest Territories**
- **To be a leader in sustainability**
- **To grow our role as the education capital in the NWT**
- **To create a diversified local economy**
- **To operate a responsive and transparent government**

Each goal is supported by strategies and actions to address the priorities. We are committed to working toward achieving these goals.

To retain existing and attract new residents.

Accomplishments

- Downtown Development Plan
- Special awards program that contributes to communication with elders
- Community engagement
- Development of Westgrove III

Strategies

- Support the development of affordable housing within the town
- Support the development of high quality and affordable child care in the town
- Work with Indigenous governments to support their development plans
- Promote Fort Smith as the Best Place to Live North of 60
- Develop a road connecting Fort Smith with the south

Support the development of affordable housing within the town

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Identify tools the Town has to reduce housing costs	A		
Work with local developers to promote diversity of housing types	A		
Work with the Fort Smith Housing Authority		A	
Work with the College to explore feasibility of renovating and renting vacant student housing			G
Work with the GNWT to explore the feasibility of renovating and renting the RCMP homes being replaced			G
Lobby GNWT, Minister, and Federal Government for support to develop housing			G

Support the development of high quality and affordable child care in the town

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with partners to develop child care (including infant, toddler, pre-school and after school care) in the town	A		
Identify tools available to the Town to support the development of additional child care spaces	A		

Work with Indigenous governments to support their development plans

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Provide and expand municipal services to accommodate growth and development			A
Prepare for future and support settled land claims			A

Promote Fort Smith as the Best Place to Live North of 60 “Unexpected; Unforgettable”

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Develop and implement a promotional campaign stressing location, quality of life, outdoor recreation, facilities and services	A		
Partner with businesses and government agencies on a strategy to attract new residents		A	
Develop a Fort Smith fact sheet for orientation to Town services, amenities, recreation opportunities, etc.		A	

Develop a road connecting Fort Smith with the south

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the GNWT, Government of Alberta, the Federal Government and Indigenous Governments in and around Wood Buffalo National Park to create the connection			G

To be the healthiest community in the Northwest Territories.

Accomplishments

- ☑ Rebuilding the arena
- ☑ Increased and stronger bylaw enforcement
- ☑ Fire smart program
- ☑ Partnership with RCMP
- ☑ Pedestrian and vehicle safety improvements
- ☑ Improvement in community services
- ☑ Track and field facility
- ☑ Thebacha Trail
- ☑ Snowboard park
- ☑ Hosting the Arctic Winter Games

Strategies

- Increase community wellness and overall health
- Maintain and improve existing community facilities
- Ensure the safety of our residents

Increase community wellness and overall health

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with partners to update the Community Wellness Plan	G		
Work with partners to identify funding for a Community Wellness Coordinator	G		
Offer healthy food and beverage options at all Town facilities	A		
Develop a youth-led strategy for meeting their health and recreation needs	A		
Continue to develop both indoor and outdoor active recreation opportunities	A		
Provide additional STEAM and literacy-based recreational opportunities	A		
Member of Council to attend the Seniors' lunch program to develop awareness of elder needs	G		

Maintain and improve existing community facilities

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Implement recreation facility upgrade (midlife retrofit)	A		
Implement park space assessment recommendations		A	
Replace Town Hall		A	
Replace Library		A	

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Develop new Protective Services Building (firehall and ambulance)		A	
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Ensure the safety of our residents

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Update and implement emergency preparedness plan	A		
Roll out and use the Mass Notification System	A		
Organise and attend monthly meetings with RCMP and quarterly meetings with Ambulance and Fire Department	G		
Increased and stronger bylaw enforcement presence (speeding, dog control, contamination and littering)		G	
Work with inter-agency to address youth crime	G		
Identify barriers among homeowners regarding implementing the FireSmart Education Program	A		
Update and implement the FireSmart program for Town lands, private lands and Commissioner lands	A		
Citizens on Patrol in Town (work with RCMP and Indigenous Governments)	G		

To be a leader in sustainability.

Accomplishments

- Contributions of the Advisory Boards
- Waste Management Strategy
- Arena has electrified boiler (back up oil boiler only used if no power)

Strategies

- Be the first carbon neutral community in the NWT
- Reduce waste

Be the first carbon neutral community in the NWT

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Update and continue to implement and monitor the Energy Plan	A		
Develop a climate change adaptation plan		A	
Explore the feasibility of replacing Town vehicles with electric vehicles			A
Develop a plan to replace fuel oil with hydro electricity for residents			A
Educate residents on energy efficiency measures			A
Work with builders to develop sustainable housing			A
Explore partnerships with the GNWT to retrofit existing buildings with energy efficient alternatives	A		
Partner with the GNWT to identify funding to support this strategy	A		

Reduce waste

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Implement recommendations of solid waste management and recycling study	A		
Explore feasibility of collection and composting of organics (food and garden waste)	A		
Identify funding opportunities to move plan implementation ahead more quickly	A		

To grow our role as the education leader in the NWT.

Accomplishments

- Enhanced partnerships with Joseph Burr Tyrell Elementary School and Paul William Kaeser High School
- Town support for school events and activities

Strategies

- Lobby the GNWT to maintain and grow Fort Smith’s educational status in the NWT
- Building strong relationships with the Aurora College Student Community
- Foster relationship with our schools – Joseph Burr Tyrell Elementary School and Paul William Kaeser High School
- Maintain the headquarters for NWT post-secondary education in Fort Smith

Lobby the GNWT to maintain and grow Fort Smith’s educational campus status in the Northwest Territories

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Aurora College to initiate discussions with the GNWT about current and future plans for post-secondary education in the Northwest Territories	G		
Continue to emphasise Fort Smith’s role as a campus town with lots to offer students	A		

Build strong relationships with the Aurora College Student Community

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Ensure college students feel welcome (i.e. add student tab to Town website)	A		
Host Town-sponsored events for students	A		
Connect high school students within and outside the community with College offerings	G		
Lobby the GNWT to replace Breynat Hall and replace/upgrade student housing	G		

Maintain the headquarters for NWT post-secondary education in Fort Smith

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Communicate regularly with the Campus Director	G		
Become closer to the governance of the College; communicate with the Office of the President	G		
Appoint a Council liaison person	G		
Identify opportunities to participate in Aurora College activities such as orientation, student appreciation week and graduation	A		

Lobby the GNWT to ensure that Aurora College headquarters remain in Fort Smith, to reestablish appropriate governance of Aurora College, and to reinstate programs recently abolished (teacher education, social work)	G		
Work with other territorial governments (municipal, Indigenous) GNWT Ministers and MLAs to emphasise the benefits of having Aurora College headquarters in Fort Smith, and the dangers of GNWT centralisation	G		

Foster relationship with our schools – Joseph Burr Tyrrell Elementary School and Paul William Kaeser High School

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Transition to elected members to the District Education Authority (DEA) with regular reporting back to Council	G		
Offer student awards	G		
Support lunch and crosswalk programs	G		
Review and update joint use agreement	A		
Provide tournament support	A		
Identify other opportunities to partner with our schools	A		
Hold annual youth visioning workshop	G		
Coordinate training in municipal government for youth in grades 10,11, and 12	A		
Create a youth voice on advisory boards	G		

To create a vibrant local economy.

Accomplishments

- Economic Development Strategy
- Hired Economic Development Officer

Overall Strategies

- Support implementation of Economic Development Strategy
- Continue training of Economic Development Officer
- Build capacity of the Economic Development department
- Ensure continuing roles for the Tourism and Trade Advisory Board

Goals + Strategies (from 2017 Economic Development Strategy)

Goal #1: Foster and Encourage Business and Job Creation and Retention Strategies

- Opportunities assessment
- Develop land & business inventory
- Gather input from business community
- Identify investment objectives & strategies
- Implement investment strategy
- Strengthen government positions in Fort Smith

Goal #2: Increase Communication with and within the Business Community Strategies

- Assess local business climate
- Provide educational & networking opportunities
- Regular communication with business community
- Support Chamber of Commerce with “Shop Local” campaign

Goal #3: Diversify the Local Economy Strategies

- Create a cooperative planning strategy with community and regional partners
- Identify areas of economic “leakage” and areas to recapture spending
- Encourage youth and emerging entrepreneurs

Goal #4: Attract and Retain Residents to live in Fort Smith Strategies

- Identify the current situation
- Define key target markets, messaging & strategy
- Develop a marketing strategy
- Increase housing options
- Create a resident ambassador program

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Goal #5: Enhance Livability

Strategies

- Identify areas needing improvement
- Strengthen public engagement
- Create a community improvement plan/program
- Create municipal funding program
- Identify transportation concerns
- Grow culture and arts sector

Goal #6: Attract Shoppers and Visitors from the Region into our Community

Strategies

- Direct marketing campaign
- Improve visitor experience

Goal #7: Champion and Assist with Tourism Product Development and Packaging

Strategies

- Champion new development
- Identify the barriers to tourism development
- Encourage cultural aspects of tourism products

Goal #8: Increase number of Festivals, Sporting Events and Conferences held in Fort Smith

Strategies

- Create/maintain active Volunteer Base
- Collaborate with local and territorial organisations to host and market events

Goal #9: Work with Regional Partners to Market Fort Smith (Hay River, Fort McMurray, Yellowknife, Edmonton)

Strategies

- Market Fort Smith regionally, nationally and internationally

To operate a responsive and transparent government.

Accomplishments

- ☑ Paving of roads
- ☑ More streetlights
- ☑ Improved clearing of roads and sidewalks
- ☑ Waste Management Plan
- ☑ Updating bylaws
- ☑ 20 Year Capital Plan
- ☑ Council representative on the Museum Board
- ☑ Continuing implementation of Infrastructure Plan
- ☑ Stability in management
- ☑ Invigoration of Advisory Boards
- ☑ Website
- ☑ Opportunities for citizens to be involved in governance without being on Council

Strategies

- Continue to provide high quality programs and services to our citizens
- Implement the calls to action for municipal governments from the Truth and Reconciliation Commission
- Be the employer of choice in the NWT
- Maintain and improve existing community infrastructure
- Review legislation to ensure it is up to date and relevant
- Ensure community members are well-informed
- Improve communication and dialogue with other levels of government including government agencies and boards
- Formalise orientation for new and returning Mayor and Council by Administration to ensure continuity after elections

Continue to provide high quality programs and services to our citizens

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Undertake annual community services satisfaction survey to identify improvements and solicit ideas for new programs and services	A		
Continue tax relief program for seniors and disabled persons		G	
Coordinate annual meeting of all Advisory Boards; facilitate sharing of information between Boards; quarterly Chair meetings	G		
Develop a Sponsorship Policy to increase revenue available for programs and services	A		

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Recognise and support the work of volunteers	G		
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Implement the calls to action for municipal government from the Truth and Reconciliation Commission

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Fully adopt and implement the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> as the framework for reconciliation	G		
Reform policies and bylaws in support of decolonisation	G		
Provide education to staff on the history of Indigenous people, including the history and legacy of residential schools, the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> , Treaties and Indigenous rights, and Indigenous-Crown relations	A		

Be the employer of choice in the NWT

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Organise regular staff and Council meetings and social activities	A		
Highlight staff achievements	G		
Maintain a safe and respectful workplace	GA		
Maintain stability in management	GA		

Maintain and improve existing community infrastructure

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Repair and upgrade roads as required	A		
Repair and upgrade sidewalks as required	A		
Lobby GNWT and Federal Government to stabilise the slide zone		G	
Increase streetlighting as required	A		
Ensure that costs for water and solid waste are fully covered by users through user fees	A		
Continue to implement the 20 Year Capital Plan	A		

Review legislation to ensure it is up to date and relevant

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Continue the review of all bylaws, policies and procedures to ensure effectiveness and relevance	A		
Create new bylaws as required (i.e. legalization of marijuana)	A		

Ensure residents, college students and visitors are well-informed

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Develop community communications guidelines and policies	G		
Host an annual Open House to provide an update on Town activities and provide opportunities for public input	G		
Continue monthly calendar and community news sheet advertising local businesses and community events	A		
Make more effective use of media platforms to communicate Town events	A		
Work with the College to share information on Town activities	A		
Replace and relocate electronic sign	A		

Improve communication and dialogue with other levels of government including Indigenous governments

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Indigenous governments to implement Municipal Service Agreements	G		
Foster partnerships with other agencies and organisations	G		
Regular meetings with Smith's Landing First Nation, Salt River First Nation and the Fort Smith Métis Council to discuss areas of common concern and provide support where applicable	G		

Formalise orientation for new and returning Mayor and Council by administration to ensure continuity after elections

Actions (A – Administrative; G – Governance)	1-2 Yrs	3-5 Yrs	6+ Yrs
Develop a policy mandating orientation		A	
Develop procedures for when and how orientation will take place		A	

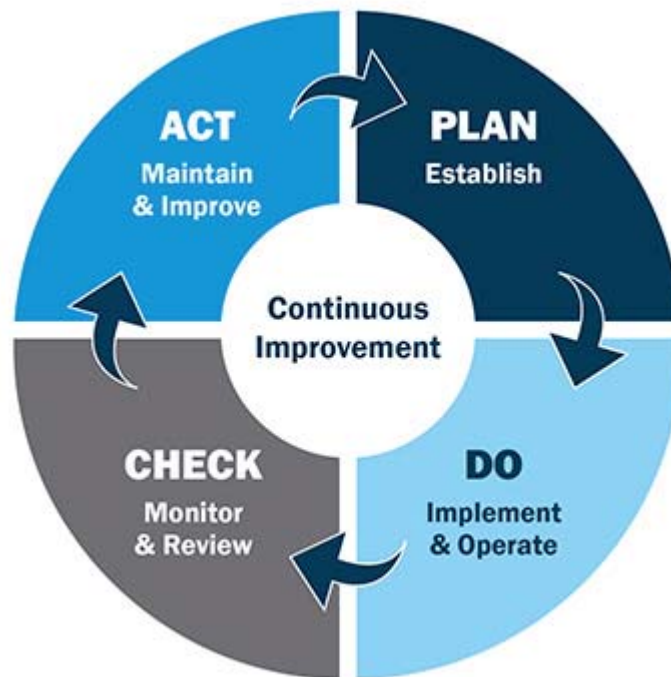
Next Steps

As a next step, we will work with staff to develop the financial plans to support the implementation of our Strategic Plan. Some of our strategies can be pursued, and action items can be accomplished, over the short-term while others might need to be pursued over the long-term.

Meeting our goals will require a coordinated effort from Mayor and Council, staff, Advisory Boards, other agencies and residents. Each Strategic Plan goal includes an implementation plan with suggested strategies and actions for addressing that goal. This is a critical starting point for the implementation of the Plan.

Evaluation and monitoring is the second key implementation tool. Evaluation and monitoring annually will enable us to:

- prioritize goals each year;
- set specific performance measures and performance targets;
- analyze progress towards meeting targets;
- reconsider goals and timing considering progress;
- involve residents in evaluating success; and
- communicate successes and challenges to residents as well as plans for the upcoming year.



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This approach provides a continual loop of planning, implementation and evaluation. It includes all stakeholders and involves residents in proactively planning community services as well as evaluating how community programs and services are meeting their needs.

Through this process we have identified our community values and priorities, and these will be our guide as we move forward. Our progress toward addressing these priorities and achieving our goals will be formally reported on through the Town's Annual Report.

Strategic Planning is an on-going process and your feedback is an important part of moving forward.

Appendix - Foundational Documents

Foundational documents

Below is a list of the documents reviewed as part of the process of developing the 2018 Town of Fort Smith Strategic Plan.

GNWT, **Cities, Towns and Villages Act** (2014)
GNWT, **Summary of Community Statistics** (2018)
Salt River First Nation, **Municipal Services Agreement** (2001)
Smith Landing First Nation, **Municipal Services Agreement** (nd)
Town of Fort Smith, **5 Year Capital Plan** (2010)
Town of Fort Smith, **20 Year Capital Plan** (2014)
Town of Fort Smith, **Capital Plan** (2016)
Town of Fort Smith, **Community Energy Plan** (2010)
Town of Fort Smith, **Community FireSmart Protection Plan** (2010)
Town of Fort Smith, **Community Services Master Plan** (2012)
Town of Fort Smith, **Drainage Assessment** (2010)
Town of Fort Smith, **Economic Development Strategy** (2017)
Town of Fort Smith, **Integrated Community Sustainability Plan** (2010)
Town of Fort Smith, **Parks and Open Space Plan** (2017)
Town of Fort Smith, **Tourism/Visitor Services Branding and Marketing Strategy** (2011)

To retain existing and attract new residents.

Support the development of affordable housing within the town

Actions	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the College to explore feasibility of renovating and renting vacant student housing			G
Work with the GNWT to explore the feasibility of renovating and renting the RCMP homes being replaced			G
Lobby GNWT, Minister, and Federal Government for support to develop housing			G

Develop a road connecting Fort Smith with the south

Actions	1-2 Yrs	3-5 Yrs	6 Yrs +
Work with the GNWT, Government of Alberta, the Federal Government and Indigenous Governments in and around Wood Buffalo National Park to create the connection			G

To be the healthiest community in the Northwest Territories.

Increase community wellness and overall health

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with partners to update the Community Wellness Plan	G		
Work with partners to identify funding for a Community Wellness Coordinator	G		
Member of Council to attend the Seniors' lunch program to develop awareness of elder needs	G		

Ensure the safety of our residents

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Organise and attend monthly meetings with RCMP and quarterly meetings with Ambulance and Fire Department	G		
Increased and stronger bylaw enforcement presence (speeding, dog control, contamination and littering)		G	
Work with inter-agency to address youth crime	G		
Citizens on Patrol in Town (work with RCMP and Indigenous Governments)	G		

To grow our role as the education leader in the NWT.

Lobby the GNWT to maintain and grow Fort Smith’s educational campus status in the Northwest Territories

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Aurora College to initiate discussions with the GNWT about current and future plans for post-secondary education in the Northwest Territories	G		

Build strong relationships with the Aurora College Student Community

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Connect high school students within and outside the community with College offerings	G		
Lobby the GNWT to replace Breynat Hall and replace/upgrade student housing	G		

Maintain the headquarters for NWT post-secondary education in Fort Smith

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Communicate regularly with the Campus Director	G		
Become closer to the governance of the College; communicate with the Office of the President	G		
Appoint a Council liaison person	G		
Lobby the GNWT to ensure that Aurora College headquarters remain in Fort Smith, to reestablish appropriate governance of Aurora College, and to reinstate programs recently abolished (teacher education, social work)	G		
Work with other territorial governments (municipal, Indigenous) GNWT Ministers and MLAs to emphasise the benefits of having Aurora College headquarters in Fort Smith, and the dangers of GNWT centralisation	G		

Foster relationship with our schools – Joseph Burr Tyrrell Elementary School and Paul William Kaeser High School

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Transition to elected members to the District Education Authority (DEA) with regular reporting back to Council	G		
Offer student awards	G		
Support lunch and crosswalk programs	G		
Hold annual youth visioning workshop	G		
Create a youth voice on advisory boards	G		

To operate a responsive and transparent government.

Continue to provide high quality programs and services to our citizens

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Continue tax relief program for seniors and disabled persons		G	
Coordinate annual meeting of all Advisory Boards; facilitate sharing of information between Boards; quarterly Chair meetings	G		
Recognise and support the work of volunteers	G		

Implement the calls to action for municipal government from the Truth and Reconciliation Commission

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Fully adopt and implement the <i>United Nations Declaration on the Rights of Indigenous Peoples</i> as the framework for reconciliation	G		
Reform policies and bylaws in support of decolonisation	G		

Be the employer of choice in the NWT

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Highlight staff achievements	G		
Maintain a safe and respectful workplace	GA		
Maintain stability in management	GA		

Maintain and improve existing community infrastructure

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Lobby GNWT and Federal Government to stabilise the slide zone		G	

Ensure residents, college students and visitors are well-informed

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Develop community communications guidelines and policies	G		
Host an annual Open House to provide an update on Town activities and provide opportunities for public input	G		

Improve communication and dialogue with other levels of government including Indigenous governments

Actions	1-2 Yrs	3-5 Yrs	6+ Yrs
Work with Indigenous governments to implement Municipal Service Agreements	G		
Foster partnerships with other agencies and organisations	G		
Regular meetings with Smith's Landing First Nation, Salt River First Nation and the Fort Smith Métis Council to discuss areas of common concern and provide support where applicable	G		



TOWN OF FORT SMITH
ACCOUNTS PAID LIST
FOR THE PERIOD ENDING June 30, 2019

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
35100	Aurora College	Training	\$ 200.00	AD
35101	Cimco Refrigeration	Building Maintenance	\$ 8,603.40	RCC
35102	Paul Keaser's Stores	Supplies	\$ 165.83	Multiple
35103	Wally's Drugs	Supplies	\$ 318.28	Multiple
35104	Yellowknife Book Cellar	Books	\$ 24.11	RCC
35105	Globalstar	Sat Phone Bill	\$ 94.40	PS
35106	TDC Contracting	Heating Oil	\$ 5,273.63	Multiple
35107	Outcrop Communications	Webhosting and Maintenance	\$ 1,050.00	AD
35108	Wesclean Northern Sales	Supplies	\$ 1,813.16	Multiple
35109	Pitney Works	Postage Meter	\$ 1,500.00	WTP/AD
35110	506830 NWT Chase's Pit Stop	Gas	\$ 441.59	PS
35111	RDV Mechanical	Repairs	\$ 726.99	PS
35112	Office Solutions	Supplies	\$ 237.38	AD
35113	IDEXX Laboratories	Materials	\$ 421.76	WTP
35114	Hay River Truck Sales	Materials	\$ 130.52	PS
35115	David Nairne & Associates	Consultant Fees	\$ 2,089.28	AD
35116	Awards Unlimited	Plaques	\$ 2,024.40	PS
35117	Bank of Montreal	Keith's Statement	\$ 464.28	
		BLR Committee Lunch May 6/19	\$34.60	Council
		SDAB Lunch May 9/19	\$60.85	Council
		TTAB Lunch May 16/19	\$62.95	Council
		Cynthia's Statement		
		Mail Drop	\$87.82	RCC
		Brochure Mail Outs	\$157.21	RCC
		RAB Lunch May 23/19	\$60.85	Council
35118	Cascade Publishing	Poster	\$ 18.90	Council
35119	Grimshaw Trucking	Freight	\$ 212.75	FAC
35120	Paul Kaeser's Stores	Supplies	\$ 98.99	Multiple
35121	NWT Power Corp	Power Bill	\$ 37,028.72	Multiple
35122	Fire Prevention Services	Inspection and Maintenance	\$ 3,193.96	RCC
35123	Global Star Canada Satellite	Sat Phone Bill	\$ 63.17	PS
35124	Mercury Sign Art	Name Plates and Signs	\$ 2,431.80	Multiple
35125	TDC Contracting	Gas	\$ 2,165.65	Multiple
35126	NU Mechanical	Repair Sewer Line	\$ 25,226.99	WTP
35127	RDV Mechanical	Repair	\$ 168.00	PW
35128	Arctech Computers	Tech Support	\$ 1,496.25	AD
35129	Office Solutions	Office Supplies	\$ 449.85	RCC
35130	Paul Kaeser's Stores	Supplies	\$ 4,753.52	RCC
35131	Link Hardware	Materials and Supplies	\$ 745.98	Multiple
35132	Lifesaving Society	Training	\$ 330.20	RCC
35133	Thyssenkrupp Elevator	Maintenance	\$ 1,253.20	RCC
35134	PWK High School	Annual Awards	\$ 25.00	Council
35135	Northwestern Air lease	Freight	\$ 66.33	WTP
35136	Bank of Montreal	Jim's Statement	\$ 59.72	
		Mail PT Notices	\$16.72	AD
		Vehicle Registration	\$43.00	PS
35137	Northern Insurance Program	Adjusted Insurance Premiums	\$ 2,060.00	AD
35138	BZT General Contracting	Inspection and Materials	\$ 4,730.04	RCC
35139	TDC Contracting	Heating	\$ 764.02	Multiple
35140	Chase's Pit Stop	Gas	\$ 168.00	PS
35141	Recipient	Grade 8 Highest Achievement Award	\$ 100.00	Council
35142	Link Hardware	Supplies	\$ 1,172.80	FAC
35143	Pitney Bowes	Office Supplies	\$ 695.05	AD
35144	Xerox Canada	Copier Lease and Usage	\$ 1,763.35	AD
35145	Receiver General	Payroll Remittance	\$ 44,370.08	AD

35146 TDC Contracting	Supplies	\$ 1,169.91	WTP
35147 Power Surge Technologies	Computers and Supplies	\$ 16,079.69	RCC
35148 Cam's Husqvarna Sales	Materials and Supplies	\$ 911.98	FAC
35149 Arctech Computers	License and Service	\$ 904.26	AD
35150 Office Solutions	Office Supplies	\$ 79.13	RCC
35151 Paul Kaeser's Stores	Relay for Life food donation	\$ 138.84	AD
35152 CANCELLED			
35153 CANCELLED			
35154 CANCELLED			
35155 CANCELLED			
35156 CANCELLED			
35157 CANCELLED			
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35162 CANCELLED			
35163 CANCELLED			
35164 CANCELLED			
35165 CANCELLED			
35166 CANCELLED			
35167 Paul Kaeser's Stores	Staff BBQ, coffee and cleaning supplies	\$ 1,301.85	Multiple
35168 Link Hardware	Supplies	\$ 281.39	PW
35169 Northern Stores	Frames and ASCP supplies	\$ 147.41	AD/RCC
35170 NEBS Pension	June billing [R]	\$ 37,172.12	
35171 Terry's Carpentry	June Ambulance bay lease	\$ 2,520.00	AMB
35172 BZT General Contracting	Fix lights in chemical room	\$ 962.91	WTP
35173 TDC Contracting	Supplies, diesel and repair garbage truck	\$ 3,507.38	Multiple
35174 NEBS Group Insurance	June billing [R]	\$ 12,566.64	
35175 Relay for Life	Auction credit card transactions	\$ 1,910.00	AD
35176 Infosat	Sat Phone Bill	\$ 169.22	FD
35177 RDV Mechanical	Gravel and dump truck repairs	\$ 1,087.28	PW
35178 Westech Fire & Safety	Responder coveralls	\$ 3,274.43	AMB
35179 Hay River Heavy Truck Sales Ltd.	Cylinder rentals	\$ 189.00	AMB
35180 Aurora Ford	Truck Canopy for Protective Services truck	\$ 4,152.75	PS
35181 Guillevin International Co.	Replacement fire helmets	\$ 17,869.69	FD
35182 CIMCO Refrigeration	Pressure relief valves	\$ 734.78	FM
35183 GNWT	Annual land leases	\$ 2,669.37	AD
35184 Link Hardware	Rainbow crosswalk paint	\$ 2,500.72	PW
35185 Northwestel	Internet and phone bills	\$ 5,175.41	Multiple
35186 Territorial Beverages Ltd.	Beverages for vending machine	\$ 567.08	RCC
35187 Town of Fort Smith	June water bills	\$ 1,556.29	Multiple
35188 Freund Building Supplies	Materials and Supplies	\$ 2,225.85	Multiple
35189 Northwestern Air lease	Freight	\$ 128.03	RCC/AMB
35190 Stokes International	Dress uniforms	\$ 1,217.53	FD/AMB
35191 NTHSSA - Fort Smith Region	Medical fee for employee	\$ 50.00	RCC
35192 Dewolf Artworks	Visitor Information uniforms	\$ 612.11	RCC
35193 TDC Contracting	Gas/Supplies/Repairs	\$ 1,639.12	Multiple
35194 Aurora TPI Travel	Fire chief training conference	\$ 2,512.52	FD
35195 Wesclean Northern Sales Ltd.	Janitorial supplies/courier fees	\$ 500.33	RCC
35196 Fields	Materials and Supplies	\$ 90.49	Library
35197 Debbie's Sewing	Last of uniform alterations	\$ 131.25	FD/AMB
35198 Hub Fire Engines & Equipment Ltd.	Replacement siren for rescue vehicle	\$ 614.53	FD
35199 Fort Smith Metis Council	Donation - National Indigenous People's Day	\$ 500.00	AD
35200 Pelican Rapids Inn	Displaced resident accommodation	\$ 175.35	AD
35201 AECOM Canada Limited	Engineering services	\$ 35,821.74	AD
35202 Canada Municipal Jobs Inc.	Director of Corporate Services ad	\$ 441.00	AD
35203 Employee	Refund - pants for work (Visitor Information Centre)	\$ 54.60	RCC
35204 Employee	Refund - pants for work (Visitor Information Centre)	\$ 54.60	RCC
EFT Caterpillar	Lease - February	\$ 3,281.79	PW
EFT Caterpillar	Lease - March	\$ 3,281.79	PW
EFT Caterpillar	Lease - April	\$ 3,281.79	PW
EFT Caterpillar	Lease - May	\$ 3,281.79	PW

35205 Seton	Safety supplies	\$ 206.17	RCC
35206 Grimshaw Trucking	Freight	\$ 161.28	FD
35207 Investors Group	June contributions	\$ 200.00	
35208 Paul Kaeser's Stores	Materials and Supplies	\$ 559.10	Multiple
35209 Town of Fort Smith	June payroll deductions	\$ 1,091.84	
35210 Xerox Canada	Copier Lease and Usage	\$ 1,286.11	AD
35211 Receiver General	Payroll deductions [R]	\$ 45,281.00	
35212 PSAC	June union dues	\$ 4,204.06	
35213 Receiver General	Employee garnishment	\$ 90.00	
35214 GNWT - Taxation Division	June payroll tax [R]	\$ 6,368.00	
35215 Taxation Division	May school tax [R]	\$ 5,951.46	
35216 Wesclean Northern Sales Ltd.	Janitorial supplies	\$ 1,405.48	RCC
35217 Maskwa Engineering Ltd.	Engineering services	\$ 4,360.44	AD
35218 Pitneyworks	Postage refill	\$ 1,575.00	AD
35219 TOFS Employees' Association	June deductions	\$ 348.00	
35220 South Slave Safety	Pool training	\$ 1,785.00	RCC
35221 Office Solutions	Materials and Supplies	\$ 848.97	Multiple
35222 Territorial Beverages Ltd.	Beverages for vending machine	\$ 796.25	RCC
35223 NWT Power Corp	June power bills	\$ 29,642.37	Multiple
35224 Locust Mowing	Landfill earthworks	\$ 9,292.50	Landfill
35225 TDC Contracting	Materials and Supplies	\$ 372.43	PW
EFT Caterpillar	Lease - June	\$ 3,281.79	PW
Payroll	Pay period June 7, 2019	\$ 101,849.12	
Payroll	Pay period June 21, 2019	\$ 111,411.04	
	Total	<u>\$ 673,054.48</u>	

Correspondence List June 2019

	RCMP/Public	Crime Stoppers Information Session	1750	Facebook, website, bulletin board
	RCMP/Public	Hiring RCMP Career Presentation	1750	Facebook, website, bulletin board
	NWT Legislative Assembly/Mayor and Council	Poster to attend open public meeting on Bill 56	1810	Mayor and Council, facebook, website
	Slave River Paddlefest/Mayor and Council	Request to increase financial contribution	3130	Mayor and Council
June 3, 2019	PWK/Town	Thank you for sponsoring Grade 8 Highest Achievement Award: 2019 Recipient Arianna Hansen		
	WBNP/Town	Fire information update June 3	1720	Facebook, website
June 4, 2019	SAO/Clayton and Annie Burke	Approval to delegation at Corporate Services Meeting on July 2	1133-3	mailed
June 7, 2019	Nora Evans/Mayor	Employee complaint	1131	SAO
June 10, 2019	Aurora Research Institute/Town	Proposal for Single Year Research No. 4528	1840	Signed and faxed
June 11, 2019	Fort Smith Metis Council/Mayor and Council	Donation request for National Indigenous Peoples Day	1920	Mayor and Council, SAO, Director of CS
	Mary E. Kelly/Mayor	Informal letter	1124	Mayor
June 13, 2019	Mayor/Premier	Invitation to meet regarding the status of the ITI Regional Centre and primary place of work for Superintendent position	1124	Cc: Minister Schumann, MLA
June 14, 2019	Shari Olsen/Town	Thank you card to Mayor and Council and staff regarding Relay for Life	1124	
June 17, 2019	Mayor, Metis, SRFN, SLFN/Minister Schumann	Letter in opposition of narrowing of Fort Smith runway	1124	
June 18, 2019	Aurora Research Institute/Town	Proposal for multi-year research no. 4548	1840	Signed and faxed
June 19, 2019	Fort Smith Tennis Club/Town	Donation of items for Open Tennis Tournament	3130	Director of Cs
June 20, 2019	Aurora Research Institute/Town	Proposal for multi-year research no. 4543	1840	Signed and faxed
	Mayor/UGFC	Support letter for sewing circle	3613	
June 24, 2019	Aurora Research Institute/Town	Notification of multi-year research no. 16580	1840	
June 27, 2019	Aurora Research Institute/Town	Notification of multi-year research no. 16586	1840	
	WBNP/Town	Highway 5 Construction Information	1720	Facebook, website



**Town of Fort Smith
Licensing Report
June 2019**

Business License Holder	Number	Details
Timber Wolves	173	Landscaping services
Peter Emile	174	Blanket sales
Desnede Farmes' Market	175	Farmers market
Development Permit Holder	Number	Details
James Piche	DPA-010-19	Build garage
Wade Johnson	DPA-011-19	Build house
Matt Bourke	DPA-012-19	Home occupation - locksmith
Katherine Lepine	DPA-013-19	Home occupation - real estate
Jeremy Beamish	DPA-014-19	Build addition onto house
Lottery License Holder	Number	Details
Royal Canadian Legion	15	Nevadas
Royal Canadian Legion	16	Meat Draw
Dog Tag Holder	Number	Details
Tina Schwartzenberger	42	Judge; Black & Brown Male Mixed Breed
Shelby Moeller	43	Shadow: Black & Tan Male Husky X
Shelby Moeller	44	Amira; Black & Tan Female Shepherd X
Shelby Moeller	45	Charlo; Grey & Tan Male Bull Terrier
Roberta Arbeau	46	Summer: White & Tan Female Huskey/Pit
Roberta Arbeau	47	Brutus: White Female Huskey/Pit
Roberta Arbeau	48	Sha-Sha: Black & Tan Female Shepard X
Ski-Doo Licenses	Number	Details
No licenses issued in June.		